



COUNTY OF MENDOCINO

DEPARTMENT OF PLANNING & BUILDING SVCS.

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Private Road Name Petition

Mendocino County Code Section 18.16.070(a) Private Road Name Petitions: A private road may be officially named or renamed via a petition that includes a map showing location, alignment, access, proposed road name and parcels numbers, as well as signatures of seventy-five percent (75%) of the property owners whose parcel is serviced by the private road proposed to be affected. There must be a minimum of four (4) dwellings and/or business establishments serviced by the proposed road. The Address Coordinator shall study a private road name to assure that the recommended road name does not duplicate or sound like any existing road name within the various regions of the County. If the road name does not duplicate or sound like any existing road name, the Address Coordinator shall forward the completed petition and accompanying map to the Board of Supervisors.

Procedures: The petition will go through the following process:

1. Petitions and accompanying required maps will be received by the Department of Planning and Building, along with the required filing fee.
2. The Petition must include the signatures of at least 75% of the affected property owners whose parcel is serviced by the proposed road. There must be a minimum of four (4) dwelling units serviced by the private road.
3. Required accompanying map must be adequate to clearly locate the points of origin and termination, and the route between; of the subject road and of any Other Private Roads between it and the nearest public road. The map should also show the approximate points from which each property owner takes his access, those owners being identified on the map together with the appropriate Assessor's Parcel Number. *Staff is required to confirm that the proposed name does not duplicate or offer confusion with other road names in the vicinity.*
4. Petition forms and a accompanying sheet of suggested map data are attached for your use.
5. The petition will then be routed to interested agencies for their comments.
6. A 30 Day Notice will be sent to all affected property owners, which will include the date of the Board of Supervisors hearing on the petition.
7. At the end of the 30 Day Notice period, the petitions, together with all notice responses, will be forwarded to the Board of Supervisors for hearing.
8. Following the Board of Supervisors hearing, a letter indicating the Board's decision will be sent to all owners. If adopted, the letter will include the owners newly assigned situs number for the newly named road.
9. Notification of the new Situs Address will forwarded to various agencies (i.e. responsible Fire Agency, Sheriff, Assessor etc...) You will be responsible for notifying all that you may receive mail from.
10. The affected property owners are responsible for posting a road sign reflecting the new name and the appropriate new numbers on each parcel.

MAP PROCEDURES

In order to fully and clearly locate and identify the subject road itself, both for staff and emergency services, the accompanying map should comply with and/or include the following:

1. Map which may be of any suitable form and to a scale of not less than 1" = 2000'.
 - a. The popular USGS 7 ½ minute series topographic maps are readily available and suitable for this purpose. Note that these maps along with a parcel overlay are available for purchase in the Building and Planning Department.
 - b. Assessor's parcel maps may also be suitable
2. Your Map should include the following information clearly and accurately in detail:
 - a. Point of origin of subject private road at its intersection with an established public road or with a previously established and named private road connecting it to the nearest public road.
 - b. Alignment of the subject road from point of origin to terminus, together with all readily identifiable local landmarks (rivers, creeks, intersecting or nearby existing roads, etc...)
 - c. All points of individual private Ingress/Egress to or from the subject road. Those points identified by owner's names. If practical, intersecting or abutting property lines and Assessor's Parcel Numbers should be shown.
 - d. Include north arrow, scale and proposed Road Name.

Submit petition and map to the Planning and Building Services Department for processing.



Private Road Name Petition

Case# _____
 Date Filed _____
 Fee _____
 Receipt # _____
 Rec. by _____

Honorable Board of Supervisors
 County of Mendocino
 Ukiah, CA 95482

Gentlepersons:

We, the undersigned, representing at least 75% of all the individual landowners with holdings and/or established residences served by the hereinafter described private non-exclusive road, do herewith petition your Honorable body to adopt and henceforth apply the name:

_____ to said Private Road.

We, the petitioners, understand and agree that the action of the Honorable Board of Supervisors, in granting our petition and so naming the subject private road does not accept or imply ANY county responsibility or liability for the operation, use or maintenance of the said private road, and that the requested action is for the sole and exclusive purpose of identifying and distinguishing said road for Emergency Services and the convenience of the general public. See map attached.

Property Owner's Name	Assessor's Parcel Number	Current Situs Address
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Note: Once the new road name is approved by the Board of Supervisors, the issuance of a new situs address will occur. In most cases this will involve a change in the situs number of the property.