

# NAMING/RENAMING PUBLIC STREET OR PRIVATE ROAD

## **A. PROCESS FOR NAMING OR RENAMING A STREET OR PRIVATE ROAD**

Dunes City will follow the procedures that are set in ORS 227.120, which require the following steps be followed:

1. A Road Commission recommendation to the Dunes City Council that states the naming or renaming is in the best interests of the City.
2. Notice of a hearing in a paper of general circulation at least once within the week prior to the week when the hearing will be held.
3. The Dunes City Council will hold a hearing where the public can be heard.
4. The Dunes City Council should either name or rename the street, by ordinance, or reject the recommendation, by resolution.
5. If the ordinance is passed, a certified copy of the same must be filed with the County Clerk, the County Assessor and the County Surveyor.

## **B. PRIOR TO BEGINNING THIS PROCESS, BUT AFTER RECEIVING A REQUEST OR PETITION TO NAME OR RENAME A STREET, FOLLOW THE STEPS BELOW:**

1. Contact Lane Council of Governments (LCOG), (541) 682-4452. LCOG is a member of a committee that includes a representative of the Post Office and E911. They will quickly review the proposal to see if there are other identical or similar streets in the 911 districts, if the spelling is correct or confusing, and if there are any other reasons for concern.
2. Determine whether there is a majority of people on the affected street that concur with the proposed name or name change.

**C. DUNES CITY APPLICATION PROCESS REQUIRES A \$100.00 NON-REFUNDABLE FEE AND THE FOLLOWING INFORMATION: {Special Note – If proposal is rejected, fee is not refunded}**

1. Name of Applicant
2. Location of road by description or map
3. Legal status of road, if known
4. Existing name of road
5. Proposed road name
6. Reason for request
7. Petitions associated with the request, if any.

**D. IF THE ROAD NAMING OR RENAMING IS APPROVED, DUNES CITY WILL NOTIFY THE FOLLOWING ORGANIZATIONS IN ADDITION TO THOSE AGENCIES REQUIRED BY STATUTE:**

1. Internal Departments: Building, Water and Planning - 997-3338
2. Lane County Rural Addressing Program: 1-541-682-3700
3. Post Offices: Florence— 997-9406 or 1-800-275-8777      Westlake—997-8678
4. Telephone Company: Qwest—1-800-603-6000
5. Fire District: Siuslaw Valley Fire and Rescue—997-3212
6. School District: Siuslaw School District—997-2651
7. Local Power Company: Central Lincoln PUD—997-3414
8. State Department of Forestry: 997-8173
9. Police (Sheriff and State): OSP—1-800-452-7888      Lane County Sheriff—997-8472
10. ODOT-Highway Department: 1-503-986-4000
11. Lane County Boundary Commission: 1-541-682-4425

Note: When a new subdivision is proposed, and the proposal goes through the Road Commission and Planning Commission, the \$100.00 fee is waived, as the name of the new road is included in the subdivision application process.