



**PLANNING DEPARTMENT**  
**STREET/DRIVEWAY NAMING -**  
**PRIVATE STREET APPLICATION**

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**1. APPLICANT INFORMATION (If a corporation, list all principals)**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Telephone (Business) \_\_\_\_\_ (Residence) \_\_\_\_\_

**2. AGENT INFORMATION (Owner's consent required)**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Telephone (Business) \_\_\_\_\_ (Residence) \_\_\_\_\_

**3. PROPOSED NAME (See page 3, attachment)**

\_\_\_\_\_

**4. INTERSECTION WITH PUBLIC STREETS**

The applicant is responsible for paying for street signs at all intersections with public streets. Street signs at intersections with other private streets/driveways are the owner's responsibility. Provide the names of all intersections with public streets, e.g. McAndrews Road and *New Street Name*, Spring Street and *New Street/Driveway Name*, etc. If this private street/driveway intersects with no public streets, write NONE below.

\_\_\_\_\_

\_\_\_\_\_

# of intersections with public streets ( \_\_\_\_\_ ) X \$90 per intersection = \$ \_\_\_\_\_  
Payment is due when the application is submitted.

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**Lausmann Annex** ☼ **200 South Ivy Street** ☼ **Medford OR 97501**  
**Phone (541)774-2380** ☼ **fax (541)774-2564**  
[www.ci.medford.or.us](http://www.ci.medford.or.us)

## STREET/DRIVEWAY NAMING - PRIVATE STREET APPLICATION

### 5. REQUIRED SUBMITTALS

- Application Form (signed)
- Assessor's Map Showing Location of Street/Driveway
- Printed page from *Street Name Selector* showing result of name search
  - o See page 3
- Completed Declaration of Private Street/Driveway Form
- Fee
  - o \$90 per intersection with a public street
  - o Make checks payable to *City of Medford*
  - o Pay at time of application submittal to the Planning Department

**6. I HEREBY STATE THAT THE FACTS RELATED IN THE ABOVE APPLICATION AND THE PLANS AND DOCUMENTS SUBMITTED HEREWITH ARE COMPLETE, TRUE, CORRECT, AND ACCURATE TO THE BEST OF MY KNOWLEDGE.**

Signature \_\_\_\_\_  Applicant     Agent     Owner

### REVIEW PROCESS

After receiving the application, the planner consults with Emergency Dispatch, the Fire Department, and U.S. Postal Service as a final check on the name's acceptability.

If all agencies approve the name, then the request is approved by the Planning Director. Once approved, the Planning Director sends a letter of decision to the applicant along with the signed Declaration of Private Street/Driveway form. The applicant delivers the form to the County Recorder for recordation. A copy of the recorded Declaration is provided to the Planning Department.

If the Planning Director disapproves the name and the applicant does not want to change the requested name, then the applicant may appeal the administrative decision to the Medford City Council per *MLDC 10.051*.

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### NAME SELECTION

The City regulates the naming of streets so that clear and unique street names are adopted and emergency personnel may find a location without being hindered by similar or confusing names. **Before submitting an application, the applicant must check the proposed name against the Jackson County database of street names.** This is done by going on the Internet to [www.smartmap.org](http://www.smartmap.org) and clicking on the *Street Name Selector*.

### TESTS

- 1 Type in the proposed name without the suffix (road, street, etc.) and click Submit. If no list appears, then there are no similar names in Jackson County. If your street name is unique and is not repeated in Jackson County, it has passed the first test.
- 2 Street names that sound the same but are spelled differently (homonyms) are not acceptable.
- 3 Names must be simple to pronounce.
- 4 Cardinal directions (north, south, east, west) cannot be used in the name. For example, *North Road*, *Northstar*, and *East Fort Road* are all unacceptable.
- 5 No offensive or derogatory terms shall be used for street names.
- 6 Street names cannot contain punctuation or special characters.
- 7 Any time that a street makes a directional change of approximately 90 degrees, the street name shall change.
- 8 Existing street names shall continue across intersections and roundabouts.
- 9 A street may not loop around in such a way that it creates two intersections with one other street.
- 10 The name must have a common suffix. Acceptable suffixes and their abbreviations are:

|           |      |
|-----------|------|
| Avenue    | AVE  |
| Boulevard | BLVD |
| Circle    | CIR  |
| Court     | CT   |
| Drive     | DR   |
| Lane      | LN   |
| Parkway   | PKWY |
| Place     | PL   |
| Road      | RD   |
| Street    | ST   |
| Way       | WAY  |

After passing these tests, the applicant may submit the application.