

<b>OTSEGO COUNTY ROAD COMMISSION</b>	<b>GENERAL ADMINISTRATION</b>				
<b>TITLE:</b> <b>Road Name Assignment Policy</b>	RESOLUTION NUMBER:	SUPERCEDE	EFFECTIVE DATE: 8/19/2021	SUPERCEDE Policy No.: 32	POLICY NUMBER: P21-5

**ROAD NAME ASSIGNMENT  
NEW/REPLACEMENT SIGNS**

**PURPOSE:**

Pursuant to Section 4.2 of the Otsego County Addressing Ordinance, it is the responsibility of the Otsego County Road Commission to provide and/or approve road names for all public and private roads in Otsego County with the exception of roads within cities or incorporated villages.

**POLICY:**

Upon requesting a new road name, the applicant will need to complete and submit an Application for Public/Private Road Name/Sign Install form to the Otsego County Road Commission.

Upon submitting the Application for Public/Private Road Name/Sign Install form for private road name assignment for new and replacement signs, the applicant will be responsible for the cost of the road name sign (includes the cost of the sign, post, bracket and installation by the road commission). The road commission must receive payment in full for the sign before the road name assignment application can continue to be processed. The cost for assignment of a road name/sign install for public roads shall be the responsibility of the road commission.

In order of preference, a minimum of three road names must be submitted by the applicant – no proper names.

The applicant must designate the location of the road and whether the road is public or private.

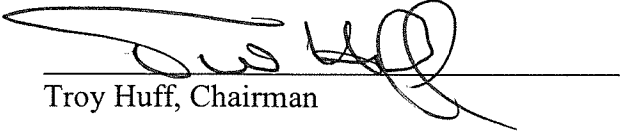
The applicant is responsible for obtaining the signatures of all individuals who own habitable structures along the road to be named. Each of those individuals must sign the application to indicate their agreement with the name.

**EXCEPTION:** If the road itself is owned by one or more individuals, only those who have ownership may sign the form (property owners who use the road to access their property have no right to sign the form, only the actual owner(s) have the legal right to name the road).

If the road to be named is part of an association, the approval of the association must also be obtained before the request can be approved. It is not the responsibility of the road commission to determine if an association is involved.

There is to be a minimum of two habitable structures on the road before it can be named (can be waived by authorization of the Equalization Department).

Once the Application for Public/Private Road Name/Sign Install form has been accepted by the Otsego County Road Commission, the road name will be determined. The Otsego County Road Commission shall be the sole final authority for the assignment of a road name.



Troy Huff, Chairman

Adopted: August 28, 2013  
Revised: August 19, 2021

# Otsego County Road Commission

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## Application for Public/Private Road Name/Sign Install

Name of Applicant: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Road Name Sign – Private (Or Not Maintained by County) or Public (circle one)

New

Replacement

Road Name Requested (In order of preference, a minimum of three road names must be listed. No proper names allowed)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Name of Intersecting Road: \_\_\_\_\_

Location of Road/Township: \_\_\_\_\_

*Please note the cost of a private sign is \$215.00. (Payment should be attached with Application) Applicant is responsible for cost and for obtaining the signatures of all individuals who own habitable structures along the road to be named. Each of those individuals MUST sign below to indicate their agreement with the name (attach additional page if necessary). EXCEPTION: If the road itself is owned by one or more individuals, only those owners have a legal right to name that road. No other signatures would be on this form. Please sign and print names. PLEASE NOTE: The Road Commission is responsible for public road name assignment costs.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

*Please attach a brief sketch of road/sign location and planned future road development, including distance from nearest roads. Approved by Manager: \_\_\_\_\_ Date: \_\_\_\_\_*

### To be completed by Road Commission

Road Name Assigned: \_\_\_\_\_

Date Approved: \_\_\_\_\_ By (signature): \_\_\_\_\_

Installation Date: \_\_\_\_\_ By (signature): \_\_\_\_\_

Notes: \_\_\_\_\_

Receipt Number \_\_\_\_\_ Date Sign Ordered \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Copy to:  Applicant  Equalization  Post Office  Dispatch  Township Supervisor  EMS