

BASTROP COUNTY

#19 Y/959

ROAD NAME PROCEDURES

The Texas Legislature gave counties the authority to name the streets and roads in their respective jurisdictions.

TRANSPORTATION CODE

Subtitle C. County Road and Bridges

Subchapter A. General Provisions

Art. 251.013. Road names and address numbers

- (a) The commissioners court of a county by order may adopt uniform standards for naming public roads located wholly or partly in unincorporated areas of the county and for assigning address numbers to property located in unincorporated areas of the county. The standards apply to any new public road that is established.
- (b) The commissioners court of a county by order may adopt a name for a public road located wholly or partly in an unincorporated area of the county and may assign address numbers to property located in an unincorporated area of the county for which there is no established address system.
- (c) If an order adopted under this section conflicts with a municipal ordinance, the municipal ordinance prevails in the territory in which it is effective.
- (d) A commissioners court may adopt an order under this section only after conducting a public hearing on the proposed order. The court shall give public notice of the hearing at least two weeks before the date of the hearing.

MANDATORY PROCEDURES FOR ASSIGNING NEW ROAD NAMES

1. A written request must be submitted to Bastrop County 9-1-1 Addressing Department, 804 Pecan St, 3rd Floor, Bastrop, Texas 78602 and must include the proposed name and location of road.
2. The 9-1-1 addressing department will determine if the name meets the standards (as set out in attached Exhibit A) adopted by the Commissioners Court, and is not a duplication.
3. The developer of new sub-divisions is responsible for the cost of all road signage for two years after the sale of tracts is approved.
4. Developments that rent lots or homes, but do not sell these lots or homes are responsible for the cost of all road signage. (Travel Trailer Parks, Mobile Home Parks, etc.)
5. When the addressing department finds the name meets the standards and is not a duplication, they will submit it to the Commissioners Court for final approval.

Bastrop County, its agents or assignee, including the 911 Addressing Department, may request a road name change. Any and all fees may be waived. Road name approval may be obtained from abutting property owners, but is not required. In other cases only recorded owners of property adjacent to the road may request a name change.

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MANDATORY PROCEDURES FOR CHANGING ROAD NAMES

1. A written request must be submitted to the Bastrop County 9-1-1 Addressing Department at 804 Pecan St 3rd Floor, Bastrop, Texas 78602, and must include:
 - (a) The name, address, home phone number and work phone number of the person(s) requesting the change.
 - (b) Tax parcel number or legal description of requestor's property.
 - (c) Current Road Name
 - (d) Reason for requesting the change (don't like, duplication, etc.)
 - (e) Proposed name. (Must meet County's adopted standards for road names.)
 - (f) A non-refundable fee of \$450.00 plus \$10.00 for each property owner abutting the road, to cover processing costs.
 - (g) A petition containing name, mailing address, telephone number, and tax parcel number of all owners of property adjacent to the road must be submitted with the request.
 - (h) The petition must include signatures of at least two-thirds (2/3) majority of abutting property owners. One signature may cover more than one tax parcel. (List all parcel numbers for each signature.) Requester has up to 21 days to submit signed petition.
 - (i) Homeowners' Association(s) may submit a request using the above procedures.

Any request not containing the above information or fee will not be processed.

The request and petition submitted must be legible.

Proposed road names must have agreement of two-thirds majority of abutting property owners.

- (a) Any type of access, whether public or private, will be considered a road for naming purposes.
- (b) Fees will be waived if the name change is determined necessary due to 9-1-1 concerns.

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ROAD NAME CHANGES WILL BE PROCESSED AS FOLLOWS:

1. The 911 Addressing Department will:
 - (a) Identify the road in question.
 - (b) Determine if the proposed road name meets the adopted standards for street names and is not a duplication of an existing road name
 - (c) Determine if two-thirds of the abutting property owners have signed the petition and are in agreement with the name change.
 - (d) The proper fees have been submitted.
 - (e) Forward to County Judge's Office to be scheduled at first available Commissioners Court meeting.

2. The court shall give public notice of the hearing at least two weeks before the date of the hearing

3. Commissioners court will consider the road name change at the public hearing and if approved return petition to the 9-1-1 Addressing Department and proper notification shall be sent to:
 - (a) Abutting property owners
 - (b) U. S. Postal Service
 - (c) Local telephone service provider
 - (d) Utility providers
 - (e) Emergency service providers
 - (f) Voter registration
 - (g) Health Department
 - (h) Texas Department of Public Safety
 - (i) Bastrop County Signage Department
 - (j) Any others affected by the change

4. The 9-1-1 addressing department will update the following records:
 - (a) Mapping
 - (b) Master Street Address Guide
 - (c) Address information



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EXHIBIT A

Road Naming Standards

The following rules should be adhered to when naming or renaming a road.

1. Avoid family names or individuals names, especially living persons and politicians.
2. If the road is continuous, do not change names at an intersection or a curve or some other point.
3. Avoid sound-alike names (e.g. Bay View DR, Bayview DR or Brainard LN, Barnard Ln).
4. Do not use the same name with a different suffix (e.g. Smith RD, Smith LN).
5. Use the NENA Recommended Format for road/street names (e.g. Prefix Directional - 2 characters, Street Name - 40 characters, Street Suffix - 4 characters and Post Directional - 2 characters).
6. Do not use special characters in road names such as hyphens, apostrophes or dashes.
7. Comply with petition rules that apply in your community.
8. Avoid the user of standard suffixes or directional suffixes or prefixes as road/street names (e.g. North BLVD, Court ST, Avenue of Pines).
9. Avoid the use of non-standard street name suffixes that may be confused with subdivisions or commercial developments (e.g. Kneenah Plaza, Copstown Place).

