



**NEW HANOVER COUNTY
PLANNING & INSPECTIONS**

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Application for
***EASEMENT OR STREET
NAMING / RENAMING***

Name of Petition Representative	Date
Street Address	City, State, Zip
Email Address	Telephone Number
Location of Road or Easement	Road or Easement Name
Application Tracking Information (Staff Only)	
Date/Time received:	Received by:

APPLICATION OVERVIEW

Petitions for naming or renaming of roads or easements may be made to the Board of County Commissioners in accordance with N.C.G.S. 153A-239.1. The petitioner(s) requesting naming or renaming of the road or easement shall designate one individual who shall be responsible for all administrative costs including the legal newspaper advertisements leading up to the County Commissioners public hearing.

In order to assist petitioners through the process of requesting a naming or renaming of a road or easement, petitioners are highly encouraged to attend a pre-application conference prior to application submittal. Petitioners are requested to review the Road Closing Ordinance of New Hanover County prior to submission, and advised to contact Planning Staff with any questions.

SUBMISSION REQUIREMENTS

In order to assist petitioners through the process for requesting a road or easement naming or renaming, petitioners are highly encouraged to attend a pre-application conference prior to application submittal. Applications must be reviewed by Planning Staff for completeness prior to being officially accepted. Applications must be submitted to Planning Staff at least three weeks before the Board of Commissioners meeting at which the application is to be considered. In order to allow time to process, fees and review for completeness, applications will not be accepted after 5:00 PM on the deadline day.

For all requests, in addition to this application, the following supplemental information and materials are required:

Required Information	Applicant Initial	Staff Initial
Written narrative by petitioner on why the road or easement needs to be named or renamed.		
One copy of the plat as recorded in the office of the New Hanover County Register of Deeds on which the road requested to be officially named or renamed.		
Legal description (metes and bounds) of the private road or easement requested to be named or renamed.		
Names, mailing addresses and signatures of all property owners adjacent to the road or easement right-of-way requesting the naming/renaming. (Attach additional pages if necessary)		
Fee - \$250 plus the cost for street signs		

Planning Staff shall:

- Notify all property owners adjacent to the road or easement ten (10) days prior to the public hearing
- Post a public hearing sign in two different locations along the road or easement ten (10) days prior to the public hearing
- Advertise the road or easement naming/renaming in the local newspaper

If an applicant requests delay of consideration from the Planning Board or Board of County Commissioners before notice has been sent to the newspaper, the item will be calendared for the next meeting and no fee will be required. If delay is requested after notice has been sent to the newspaper, the Board will act on the request at the scheduled meeting and are under no obligation to grant the continuance. If the continuance is granted, a fee in accordance with the adopted fee schedule as published on the New Hanover County Planning website will be required.

Attendance at the Board of Commissioners meeting is required by the petitioner(s) unless otherwise notified.

By my signature below, I certify that this application is complete and that all of the information presented in this application is accurate to the best of my knowledge, information, and belief.

Signature of Petitioner Representative

Print Name

