



### Road Naming - General Guidelines

Property owners/tenants or entities may wish to designate a new road name or change a road's name in Augusta, GA. Along with meeting the criteria as outlined in City Code Article 2 Section 8-5-17, the Road Naming process involves a petition (signed by at least 66% of all landowners/tenants adjoining the subject road), an application fee and approval from the Augusta Commission. All planned roads and private easements/roads providing access to two or more properties must be named. All road names must conform to the Augusta, GA Road and Addressing Ordinance. Such requests may only be initiated by:

- I. A member of the Augusta Commission (limited to 2 per calendar year); or
- II. An officer or authorized representative of another government agency or department (limited to 2 per calendar year); or
- III. An individual that shall serve as a representative of a group, agency, or business of the properties adjoining the road

The Augusta IT-GIS Division and any Augusta, GA department may request road naming for health, safety and welfare reasons. The most common reason for this is when a duplicate or similarly spelled or pronounced road name is already in use in Richmond County. This can cause serious confusion for 911 call takers and emergency responders when two or more road names exist on opposite sides of town and the person needing help is unable to speak or clarify which location they are at. Such requests are not subject to these guidelines and shall be changed in accordance to Article 2 Section 8-5-22.

### **The following is required for all road name changes:**

- A completed **Request for Road Naming** application, which includes a completed petition of those that agree or disagree with the proposal to be presented before the Augusta Commission. Submission can be made via hand delivery, fax or electronically to the GIS office via email.
- An 8 ½ x 11 map showing the extents of the road name being proposed and the affected properties highlighted.
- Applicant fees:
  - A) A nonrefundable, application fee of \$250 payable at time of submission to the Augusta IT-GIS Division for public notification, research and/or processing. Such fee is waived if initiated by those listed in items I or II above or any Augusta department.
  - B) If IT-GIS must produce the map, the additional fee(s) as outlined in the schedule of fees. Such fee is waived if initiated by those listed in items I or II above, or any Augusta department.
  - C) Administrative fees for sign manufacturing, installation and reassignment of addresses. Fees may be refunded if not approved by the Commission

### Public Hearing and the Augusta Commission

Once the minimal number of adjoining property owners/tenants of the subject road have signed the petition, the internal research and processing may begin. Part of the processing shall involve getting approval from the Augusta departments that are directly related to emergency services; the Richmond County Sheriff's office, the Augusta Fire Department & the Augusta 9-1-1 Emergency Services Department. If any two of these do not approve of the change, the request shall be closed without a public hearing and will not be brought before the Commission. With approvals from the Augusta departments related to emergency services and meeting all other requirements, the road name change will proceed as follows:

- A) If the road name change request has 90% of the property owners/tenants respond to the petition in agreement, there will be no public hearing. The request will be presented to the Commission for consent of approval/disapproval.
- B) If the road name change request has less than 90% but more than the required 66% of property owners/tenants respond to the petition in agreement, a public hearing will be held prior to approval/disapproval by the Commission.

Items presented before the Augusta Commission will either be approved or rejected. Augusta IT-GIS will gather all necessary information for their review.

### Sign Replacement

If the name change request is approved, the Augusta Traffic Engineering Department is notified after the Resolution has been signed by the Mayor and recorded by the City Clerk. The Traffic Engineering Department will begin with replacing the road signs affected by the change. Additional notifications are sent out to all affected property owners, other agencies, Augusta departments advising them of the road name change.

**Augusta Richmond County Government  
Information Technology Department • GIS Division**

535 Telfair St Bldg 2000  
Augusta, GA 30901

OFFICE: (706) 821-2843    FAX: (706) 826-4753    EMAIL: [gisaddressing@augustaga.gov](mailto:gisaddressing@augustaga.gov)  
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# ROAD NAMING REQUEST

Information Technology – GIS Division

Petition No: \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

## APPLICANT INFORMATION

Date: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_  
 Applicant: \_\_\_\_\_  Owner  Other Email/Fax: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## REQUEST INFORMATION

Type of Request:  New Name (Public or Private) Road Ownership:  Public  Private  State  
 Road Name Change  
 Current Road Name: \_\_\_\_\_ (if changing) Number of Affected Properties: \_\_\_\_\_  
 Proposed Road Name: \_\_\_\_\_ (Preferred) Number of Road Name Signs: \_\_\_\_\_  
 A) \_\_\_\_\_ (Alternate)  
 B) \_\_\_\_\_ (Alternate)  
 Location of Road:  
 Point of Beginning: \_\_\_\_\_  
 Point of Ending: \_\_\_\_\_

## REASON FOR PROPOSED REQUEST

Please provide a brief explanation of the reason for requesting the proposed new road name or road name change. Refer to Augusta GA Code for details of the criteria for naming roads. Additional pages can be attached as necessary.

## OFFICIAL USE ONLY

Date Received: \_\_\_\_\_ Will Road Require Readdressing:  Yes  No Owners/Tenants Verified:  Yes  No

Additional Comments \_\_\_\_\_

# of signs \_\_\_\_\_ Approval Percentage: \_\_\_\_\_ Approval Received From:  9-1-1  Sheriff  Fire

Recommendation:  Approval  Denial

IT-GIS Official \_\_\_\_\_

### Augusta Richmond County Government Information Technology Department • GIS Division

525 Telfair St 3<sup>rd</sup> Floor – Physical  
530 Greene Street A-101 – Mailing  
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<b>Fees</b>	
<input type="checkbox"/> Application:	\$250
<input type="checkbox"/> Administrative:	
Addresses: _____ @ \$25.00:	\$ _____
Signs: _____ @ _____:	\$ _____
Signs: _____ @ _____:	\$ _____
<b>Total:</b>	<b>\$ _____</b>



# ROAD NAMING REQUEST

Information Technology – GIS Division

Petition No: \_\_\_\_\_ Page \_\_\_ of \_\_\_

We, the undersigned property owner(s)/tenants of Augusta-Richmond County, GA hereby petition the Augusta Commission to name or change the name of the road currently known as \_\_\_\_\_, being in Augusta-Richmond County, Georgia be renamed to \_\_\_\_\_, and that said naming be considered for approval. We understand that this petition would allow for the installation of road signs for the identification of the road for the purpose of emergency vehicle response and postal delivery. **We understand that this petition, if approved, does not obligate Augusta, GA in any way towards the maintenance, repair, and/or replacement of the road and does not imply the future acquisition of the road in question for public use or ownership.**

Furthermore, we understand that this petition requires a minimum of 66% of the adjacent property owners/tenants listed below before the request can be considered. The road name will be reviewed by the GIS Department for conflicts.

Tax Parcel	Owner/Tenant Name	Owner/Tenant Signature	Owner	Tenant
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