



# REQUEST FOR ROAD NAME RESERVATION/APPROVAL

Information Technology – GIS Division

All proposed roads and private easements/driveways providing access to two or more properties must be named. All road names must conform to the Augusta Road Naming and Addressing Ordinance. Completed forms may be delivered to the IT-GIS office, faxed to (706) 826-4753 or sent electronically to [gisaddressing@augustaga.gov](mailto:gisaddressing@augustaga.gov).

Your request will be reviewed, and you will be notified of results. Staff will determine whether the names submitted are acceptable. Please pay careful attention to the following guidelines:

- Names must not duplicate, in wording, in sound or pronunciation, an existing road within Augusta, Richmond County regardless of distance between occurrences or in address ranges/block numbers
- Road names must be easy to pronounce and easily recognizable in emergency situations
- Names may not contain abbreviations of words, proper names or initials
- Numerical references are prohibited, such as Fifth, Ten
- Names of individuals will only be permitted for honorary purposes, unless individuals holds a state/national significance
- Road names should be no more than 18 characters, not including the road type
- Single alphabetical characters are prohibited
- Special characters in road names will not be permitted; periods, dashes, apostrophes, hyphens, etc.
- Names that may be offensive (slang, words with double-meanings) will not be allowed
- Names must be continuous throughout its entire length
- In two word road names beginning with a single word that can be abbreviated such as 'Mount' or 'Saint', the word shall always be abbreviated followed by the full second road name. All road name signs shall be consistent with the approved road name.
- The use of numerical road names in combination with a standard road name shall not be permitted.
- Directional prefixes and suffixes will only be used when necessary. If used, cardinal (North, South, East & West) directions will only be used as prefixes to indicate where the road falls in accordance to established Augusta baselines. Ordinal (Northwest, Northeast, Southwest & Southeast) directions will only be used as suffixes for minor arterials. All prefixes and suffixes will be abbreviated and signs will be consistent. One word or one-word combined directional road names will not be permitted (i.e. South Rd or Southlake Dr)
- Only the recognized road types for Augusta Richmond County will be permitted. Road types will be consistent with their definitions.

It is important to utilize road names exactly as approved, remember spelling, suffixes, and whether names are 1 or 2 words. *Consistency is the key throughout the entire process.* During the review process, staff may need to contact you. Please provide a contact phone number and/or e-mail address. A copy of the approved application will be returned to you indicating the names accepted. Please allow two weeks for approval.

Names can be reserved for two years; they will be removed from the master road name file after two years unless a final plat has been filed by the developer or an extension request has been made in writing. Approved road names must be placed on all development plans (whether subdivision or site plans) prior to final plan approval. Only plans reflecting acceptable road names placed on the particular roads they represent will receive final approval. Rarely will all names be approved. For that reason, it is suggested that you submit twice as many names as there are planned roads.

**Required Information:** This information form must be fully completed and accompanied by a road layout plan, including future road extensions and existing surrounding roads. Please provide two copies of the road layout plan on 8½x11 size paper with the new roads numbered (1, 2, 3, etc.) for identification. If a map of the layout plan and vicinity is not included, the application will be returned or held-up pending copy of map. \* If IT-GIS must produce the map in order to adequately complete the road naming process, the applicant will be responsible for the costs associated with the map production. These fees are due payable prior to the approval of the road name.\*

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

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