



## PRIVATE STREET / DRIVEWAY RE-NAMING APPLICATION

### 1. APPLICANT INFORMATION:

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Telephone (Primary) \_\_\_\_\_ (Secondary) \_\_\_\_\_

### 2. AGENT INFORMATION (Owner's consent required):

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Telephone (Primary) \_\_\_\_\_ (Secondary) \_\_\_\_\_

### 3. OWNER INFORMATION:

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Telephone (Primary) \_\_\_\_\_ (Secondary) \_\_\_\_\_

**4. PROPOSED NAME** (see Page 5 Approval Criteria):

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**5. INTERSECTION WITH PUBLIC STREETS:**

Once the private street/driveway re-naming application is approved, the applicant will be responsible for paying the Engineering Department \$95 per sign per intersection for street signs at all intersections with public streets (see page 7). Engineering staff will install these public street signs within the public right-of-way. Street signs at intersections with other private streets/driveways are the applicant's responsibility to purchase and install. Such street signs must meet the MUTCD (Manual on Uniform Traffic Control Devices) standards for public street signs and match the color of standard public street signs in the City of Medford (green background with white letters).

**6. REQUIRED SUBMITTALS:**

- Application Form (signed)
- Assessor's Map Showing Location of Street/Driveway
- Completed Declaration of Private Street/Driveway Form
- Fee
  - o \$900 plus \$95 per sign per intersection
  - o Make checks payable to *City of Medford*
  - o Pay at time of application submittal to the Planning Department

**7. I HEREBY STATE THAT THE FACTS RELATED IN THE ABOVE APPLICATION AND THE PLANS AND DOCUMENTS SUBMITTED HEREWITH ARE COMPLETE, TRUE, CORRECT, AND ACCURATE TO THE BEST OF MY KNOWLEDGE.**

Signature \_\_\_\_\_  Applicant     Agent     Owner

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

**8. SUBMIT APPLICATION AND REQUIRED DOCUMENTS:**

- a. PDF: send via email to [planning@cityofmedford.org](mailto:planning@cityofmedford.org), and
- b. Paper: one (1) copy delivered to Planning Department, 200 S. Ivy Street, Medford, OR 97501

**WRITTEN CONSENT OF OWNER(S)**

I/We, \_\_\_\_\_, the property owner(s) of Tax Lot(s) \_\_\_\_\_ on Jackson County Assessor Map \_\_\_\_\_, hereby consent to the filing of an application for \_\_\_\_\_ on said property, and will allow \_\_\_\_\_ to represent me before the City of Medford Approving Authority.

Signed: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Date: \_\_\_\_\_

**SIGNATURES OF ALL AFFECTED PROPERTY OWNERS**

Signed: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Property Address: \_\_\_\_\_

Signed: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Property Address: \_\_\_\_\_

Signed: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
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Signed: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Property Address: \_\_\_\_\_

## PROCEDURE

Section 10.458 Street Renaming, Public and Private.

This section applies to the change of name of an existing street or alley, or to the naming of an already existing but unnamed street or alley. The purpose of the street renaming procedures is to ensure use of clear and unique street names so that emergency personnel may find the streets without being hindered by similar or confusing names. Approval of street names is not a land use decision.

### A. Procedures, Street Renaming, Public and Private.

(2) Private Streets or Driveways. A private street or driveway renaming application shall be processed as a procedural Class D decision, with the Planning Director being the approving authority. The decision of the Planning Director may be appealed to the City Council per Section 10.051.

- a. After an application for private street renaming has been received by the Medford Planning Department, the Planning Department shall send copies to affected agencies and City departments for review.
- b. Within 25 working days after the application is received, the Medford Planning Department shall send written notification to the applicant indicating:
  - i. The application is missing information required in Section 10.458 C. (Note: Once the missing information has been received, the City will have 25 working days to complete the review); or,
  - ii. The application has been approved consistent with Section 10.458; or,
  - iii. The application has been disapproved because it is not consistent with Section 10.458.

### APPROVAL CRITERIA, SECTION 10.458(B)

The approving authority shall not approve any street name unless it finds that the proposed name is consistent with the following criteria:

- (1) Proposed names shall not be the same or similar to any other street name in Jackson County;
- (2) The proposed street name must not sound the same, although spelled differently (a homonym), as any other street in Jackson County;
- (3) The proposed street name must be simple to pronounce;
- (4) The proposed street name shall not contain Cardinal directions (north, south, east, west);
- (5) The proposed street name shall not contain offensive or derogatory terms;
- (6) The proposed street name shall not contain punctuation or special characters;
- (7) When a street makes a directional change of approximately 90 degrees or more, the street name shall change;

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- (8) Street names shall continue across intersections and roundabouts;
- (9) A street may not loop around in such a way that it creates two intersections with one other street, unless the street name at one intersection is different; and
- (10) The proposed street name must have a suffix from Table 10.458-(1), *Permitted Medford Street Suffixes*.

**Table 10.458-(1)  
Permitted Medford Street Suffixes**

Suffix	Abbreviation	Description
Avenue	AVE	Street that is continuous and not limited to a single subdivision
Boulevard	BLVD	Street with a landscaped median dividing the right-of-way
Circle	CIR	Permanently dead-end street terminating in a cul-de-sac
Court	CT	Permanently dead-end street or termination in a cul-de-sac, not longer than 660 feet in length
Drive	DR	Curvilinear street
Lane	LN	Lower-order street
Parkway	PKWY	Higher-order street with a median
Place	PL	Permanently dead-end street, termination in a cul-de-sac, or short through street, not longer than 450 feet in length
Road	RD	Higher-order street
Street	ST	Common or default suffix
Way	WY	Curvilinear street

CITY OF MEDFORD  
ENGINEERING & DEVELOPMENT DIVISION  
**SIGNAGE FOR STREET (PUBLIC OR PRIVATE) RE-NAMING FEE SUMMARY**

**(To be Submitted by Applicant After Re-Naming Has Been Approved by Planning Commission)**

**PUBLIC OR PRIVATE STREET/DRIVEWAY (CIRCLE ONE) STREET RE-NAMING**

Approved Name of Street: \_\_\_\_\_

Planning File Number: \_\_\_\_\_

Date of Final Order: \_\_\_\_\_

Provide the names of all intersections with public streets below, e.g., McAndrews Road, and *New Street Name*, Spring Street and *New Street/Driveway Name*, etc. If this street intersects with no public streets, write NONE below. Engineering staff will install the public street signs within the public right-of-way. Street signs at intersections with other private streets/driveways are the applicant's responsibility to purchase and install. Such street signs must meet the MUTCD (Manual on Uniform Traffic Control Devices) standards for public street signs and match the color of standard public street signs in the City of Medford (green background with white letters).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# of intersections with  
public streets ( \_\_\_\_\_ ) x \$95 per sign per intersection = \$ \_\_\_\_\_

**TOTAL FEES FOR SIGNAGE FOR STREET RE-NAMING = \$ \_\_\_\_\_**

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Date Paid: \_\_\_\_\_ Receipt # \_\_\_\_\_

Traffic Eng Tech \_\_\_\_\_