

FORSYTH COUNTY DEPARTMENT OF ENGINEERING SUBDIVISION AND ROAD NAME POLICY AND PROCEDURE

What is the Policy?

Purpose

To provide a consistent and clearly stated procedure for the naming of subdivisions and/or developments and roadway names so as to allow developers to define and associate the theme or aesthetics of their project(s) while maintaining our commitment to preserving the quality of life and safety for all county residents.

Scope

This policy and procedure applies to anyone requesting a subdivision/development name and road name in Forsyth County including the City of Cumming, proper.

Areas of Responsibility

Forsyth County Department of Engineering (Final Plat, Traffic, Signage, Roads and Bridges, Etc.)

Forsyth County Department of E-911 (Emergency Response for Sheriff and Fire Departments)

Forsyth County Department of GIS (Mapping and Addressing)

What are the Policy Guidelines?

Subdivision/Development Name

- Duplication of a subdivision/development name is prohibited except for extensions of existing subdivisions/developments i.e. Phase I, II, etc.
- Use of a subdivision/development name that sounds like or may otherwise be confused with another is prohibited.
- To avoid conflicts, minor subdivision names will be processed as all others requests.
- Proposed subdivision/development names must be reviewed and approved during the LDP process. When subdivision/development name is approved, it must not change without written request and approval of the new name.

Road Name

Duplication of a road name is prohibited. A road name is considered a duplicate if any of the following conditions exist:

- A road name that sounds similar to the name of another road despite a difference in spelling.
 - Example: Winfield Court and Wynfield Court
- Obscenities or derogatory terms.
- Complicated names or names with unconventional spellings.
- Road names which contain hyphens, slashes, apostrophes, or other special characters, e.g. Peachtree-Battle Road, Martha's Drive, A&W Drive.
- Numerical names (1st, 2nd, etc.) or single alphabet letters.
- Duplication of road names in a surrounding jurisdiction with same Zip Code is prohibited due to public health and safety issue.
- Roads crossing into other jurisdictions must be named consistently.
- When a road that has a cul-de-sac at either end is completely intersected, two (2) different road names are required; one name for each segment.
- The same road name shall not intersect more than once.
- Road names must consist of a root name and suffix.
 - Example: Peachtree(root) Street(suffix)
- A listing of suffixes recognized by the US Postal Service is available online.

- The same root name cannot be used again regardless of the suffix.
- Adding “Old” or “New” to a root name is prohibited.
- Another word added to the root name is permitted.
 - Example: Peachtree Glen Street
- Root names shall be limited to ten (10) occurrences, countywide.
- Road names requested in honor or memoriam of an individual are processed the same as all other requests.
- To avoid conflicts, private road name requests shall be processed as all other requests.

How do I submit a subdivision/development and/or road name request?

Applicant must read the **Forsyth County Department of Engineering Subdivision and Road Name Policy and Procedure** and complete the **Forsyth County Subdivision and Road Name Request** form located online at www.forsythco.com. Click on **Departments**. Go to **All Main Departments** drop down box and choose **Engineering**. On left side of Engineering page, select the second bullet point from the bottom **Subdivision and Road Name Policy and Procedure**.

To locate the Forsyth County Subdivision and Road Name Request form, look to the left side of the Engineering page and select from the File List.

When form is completed it can be attached to an email and forwarded to the Forsyth County Engineering Department to Lisa Rodgers at larodgers@forsythco.com. The form may also be faxed to (770) 781-2104.

How is the request processed?

After Applicant submits the Forsyth County Subdivision and Road Name Request form to the Engineering Department, it is expeditiously processed as follows:

- Engineering databases are searched using the criteria stated in the Policy Guidelines
- Request is then forwarded to E-911 Center for approval using the criteria stated in the Policy Guidelines.
- After E-911 completes their review, request is returned to Engineering.

How will I know if my request is approved?

- Engineering will email or fax the processed Request Form to Applicant.
- For the names that are declined, an explanation will be stated.
- Applicant may wish to resubmit if request was completely or partially declined.
- Applicant must specify in writing to Engineering which approved names they wish to reserve. This can be accomplished by returning the request form by email or fax indicating which names are to be reserved.
- Names may be reserved for the current project, **only**. Future phases or extensions will require a new request when an LDP or Site Plan is initiated.
- Proposed subdivision/development name and road names are then entered into the Engineering database.
- Names will be held in reserve for a period not to exceed eighteen (18) months.

Additional information relating to the naming of subdivision/development and/or roads . . .

Addressing

- Applicant must submit an overall plan with approved street names and lot lines, and it must be legible and satisfactory by GIS Dept.
- Addresses will be issued for the whole subdivision by GIS Dept and if there is no problem with the overall, then a copy will be given to the applicant.

Final Plat

When the final plat is submitted for recording, the subdivision name and street names must agree with what was originally submitted, approved and reserved. Any discrepancy with what appears on the final plat and what was originally reserved will require a resubmission and re-recording of the final plat. It is important throughout this process the Applicant remain committed to the subdivision and street names they reserve. However, changes may be made prior to final plat at anytime by submitting to Engineering a written request.

After the final plat is recorded, some of the key information listed below is entered into the Engineering database:

- Final Plat Recording Information and Date
- Road lengths, widths, right of way, speed limit, utilities, etc.
- Address numbering
- Road location (subdivision /development name)
- From-To locations
- Private or under bond
- Paving information

Mapping

- GIS receives final plat
- GIS locates associated digital submission file
- Street centerline, street name, address range, etc. is entered into GIS based on final plat
- Addresses are mapped from final plats (digital submissions) once the parcels have been created.

How do I change an existing street name?

Any county resident can request a street name change by completing a Forsyth County Application for Road Name Change Form (see form on website). Approval will be based on justification and policy guidelines by the Engineering Department and E-911. The proposed street name will be processed by Engineering and E-911 as outlined elsewhere in this document. All residents residing on the street must sign this petition form agreeing to the proposed change. This applies regardless of whether the street is county maintained or non-county maintained. An administrative fee of \$125.00 is required at the time of application.

County residents residing in a subdivision must petition their HOA to apply for the street name change. Their HOA will process the application as described in the preceding paragraph.