



# USER'S GUIDE TO THE ROAD NAME PROCESS

PLANNING & BUILDING DEPARTMENT • COUNTY OF SAN LUIS OBISPO  
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## **WHEN DO I NEED TO NAME A ROAD?**

A name is required for any unnamed road providing access to more than one lot or to one lot, with more than two buildings or four or more houses.

Road naming must occur before a land division map is recorded or before a final building inspection is granted. You can also apply to name a road or to change a name through petition of the property owners located on the road.

## **HOW DO I CHOOSE A NAME?**

Road names must comply with the following standards. If you have a question about whether the road name you are proposing meets these standards, please call the Department of Planning and Building to verify.

- ❖ The road name cannot duplicate another road name elsewhere in the county. Similar sounding names, even when spelled differently, are considered duplicates. Please go to [www.slocounty.ca.gov/planning](http://www.slocounty.ca.gov/planning) and follow the links to see names already used and not available.
- ❖ Roads cannot be named after the surnames of living persons, except those named after family surnames that are prominent in county history, even if family members are still living. Documentation of historical significance is required when submitting this type of road name.
- ❖ Road names, whether in English or a foreign language, must be grammatically correct, and easy to spell and pronounce.
- ❖ Staff will assign the appropriate road classification and this must be included on the road sign (street, way, etc.)
- ❖ Road names, including punctuation, spacing and road classification shall be of a length to fit on a 36 inch sign blade (approximately 18 letters).

## **DO I HAVE TO PROVIDE ROAD SIGNS?**

Any road with an official road name must be marked with a sign that is clearly visible and legible from the road. Road signs can be obtained from any sign vendor. The vendor must meet the county road sign specification M-4, which can be obtained from the County Public Works Department at (805) 781-5252 or from their website at [www.slocounty.ca.gov/pw](http://www.slocounty.ca.gov/pw). If the road is maintained by the county, the road signs must have white lettering on a green background. For roads not maintained by the county, the signs must have green lettering on a white background.

The purchase and placement of road signs are the responsibility of the subdivider when a road is created for, extended through, a land division, or when it provides access to the land division.

The purchase and placement of road name signs for all other roads are the responsibility of the party (ies) requesting the road name or the construction permit applicant.

If the road is maintained by the county, the road name signs will be maintained by the county. If the road is maintained by another agency (road maintenance agreement, homeowner's association, community service district, etc.) the signs will be maintained by that entity. If the road is not maintained by either the county or another agency, the road name signs must be maintained by the party (ies) who requested the road name or the construction permit.

The signs must be placed outside of the public right-of-way. Please call County Engineering (Encroachment) to verify the public right-of-way at (805) 781-5252.

## **HOW DOES MY ROAD NAME GET APPROVED?**

If your road is named during the approval of a land division, the road name is approved by staff and included on the final map when it is recorded.

## **HOW DOES MY ROAD NAME GET APPROVED?** **(CONTINUED)**

If you are requesting a road name where there is no land division map, the Department of Planning and Building staff makes a decision and forwards it to the Hearing Officer (the Planning Director his designee). A decision is made as part of a noticed public hearing. If controversial, the application can also be continued to a future hearing.

## **HOW LONG DOES IT TAKE?**

In most cases, the process takes two to four months. You can help expedite the review process by making sure that your application is correctly filled out and that your proposal is clearly stated. The Department of Planning and Building will be glad to answer your questions regarding any application requirement. For more information, call (805) 781-5600 and ask for road naming and addressing.

## **WHAT DO I NEED TO FILE?**

The Department of Planning and Building recommends that you speak with the road naming and addressing staff planner before submitting your application. You can do this by calling (805) 781-5600.

Your application should include:

- ❖ Road Name Application Form
- ❖ General Permit Application Form
- ❖ A map clearly indicating the location of the road and the location of adjacent parcels.
- ❖ A copy of the tentative map (if applicable) reduced to letter sized paper.
- ❖ A petition signed by a majority of the owners of addressable structures with frontage abutting the road (If the road is presently unnamed or if you are requesting a name change).

This guide is designed to provide general information only. It is not a county ordinance or policy and has no legal effect. The general plan and other chapters of the San Luis Obispo County Code are the official regulations of the county. Those documents, rather than this guide are the only legal basis for assessing how county regulations affect property development.