

Collin County Commissioners' Court Orders pertaining to road naming:

82-15-1-4 Special Session – White, Thornton, Hoagland, Webb, and May

“... the assignment of reference numbers to the county roads would provide convenient reference to specific sections of road and thus allow county officials to more efficiently oversee the county road system;

“... the number assigned each county road in ... the Collin County Road Plan and Traffic study ... submitted to Collin County in 1979, be adopted as reference numbers.

“... these reference numbers are not to replace the historical names of county roads, but are adopted merely for the convenience of the public and to provide secondary information through a universal system of designation.”

82-27-1-12 Executive Open Session – White, Thornton, Hoagland, Webb, and May

5. Motion [passed] to adopt County road numbering system in accordance with the recommendation of Clarence Daugherty, Director of Public Works (Collin County Road Plan and Traffic study, Vols. I-IV).

83-599-10-3 Special Session – Roberts, Thornton, Hoagland, Webb, and May

“... consideration of a request from the Director of Public Works Department concerning the designation of subdivision roads.

“... all County roads be designated by a number as adopted by Commissioners' Court. This includes County roads in subdivisions... a street name sign can be installed or retained as long as its location does not conflict with the official County road number sign or any regulatory sign. Collin County will not maintain any sign other than the official road number sign. ”

COURT ORDERS NO. 93-808-07-12, 2002-247-04-08, and 2002-974-11-25

COLLIN COUNTY ROAD DESIGNATION POLICIES

A. COUNTY MAINTAINED ROADS

All Collin County maintained roads shall be designated with a County Road number or name approved by the Collin County Commissioners' Court.

1. ROADS NOT IN PLATTED AND RECORDED SUBDIVISIONS:

All roads maintained by Collin County which are not in a platted and recorded subdivision approved by the Collin County Commissioners' Court shall be designated by the existing County Road number assigned by the Collin County Department of Public Works and the Collin County Commissioners' Court.

- a. A written address notification shall be mailed to residents using existing road number designation. The address notification shall inform the residents of a thirty (30) day time period from date of notification of the right to have the designation changed to a **name** by submitting a petition and plat in accordance with the Collin County Subdivision Regulations.
- b. If no petition is received from residents within the thirty (30) day time period the assigned address and County road number shall become the official address.
- c. Residents desiring to petition to plat and name road may contact the Collin County 9-1-1 Rural Addressing Office to obtain plat and road name petition form and current list of assigned road names.
- d. Residents submitting a plat and road name petition shall be required to have the signatures of 100% of the property owners fronting the County road. The new road name may not duplicate an existing assigned one.
- e. Residents responding with petition to plat and name road shall make application and submit subdivision plat to Department of Public Works within ninety (90) days from submission date of petition.

- f. Upon approval of subdivision plat with new road name by Collin County Commissioners' Court the Collin County 9-1-1 Rural Addressing Office shall mail written address notifications to the residents using the new road name designation.

2. ROADS IN PLATTED AND RECORDED SUBDIVISIONS:

All roads in platted and recorded subdivisions approved by the Collin County Commissioners' Court shall be designated with the platted road name. A written address notification shall be mailed to residents using the road name designated on the plat.

3. ROADS THAT EXTEND IN OR OUT OF MUNICIPALITIES:

All Collin County maintained roads that extend in or out of a municipal incorporated area shall be designated by the assigned municipal street name.

4. SIGNS:

All road signs on County-maintained roads in the unincorporated areas shall be installed and maintained by the Collin County Department of Public Works.

5. ALL COUNTY MAINTAINED ROADS:

All county maintained roads shall be named in accordance with Section A. of the Collin County Addressing Policy.

6. COUNTY ROAD DESIGNATION CHANGES:

- a. The department responsible for addressing shall recommend road name changes as necessary to facilitate and/or correct emergency response.
- b. Upon approval by the Collin County Commissioner's Court, the department responsible for road maintenance shall implement the road sign changes.
- c. These two aforementioned departments shall coordinate the road sign and addressing changes.

B. PRIVATE ROADS

All private roads not maintained by Collin County with two or more residences on a private road shall be designated by Collin County. Private Roads that have a name that is displayed on a road sign will be designated with that road name. Private Roads that are not already named with road signs will be designated by a private road number assigned by Collin County.

- a. A written address notification shall be mailed to residents using a private road number designation. The address notification shall inform the residents of a thirty (30) day time period from date of notification of the right to petition for a road name change.
- b. If no petition is received from residents within the thirty (30) day time period the assigned address and private road designation shall be submitted to the Collin County Commissioners' Court for approval. Upon approval this shall become the official address.
- c. Residents desiring to change the road designation may contact the Collin County 9-1-1 Rural Addressing Office to obtain road name change petition form and current list of assigned road names.
- d. Residents submitting a road name change petition shall be required to have the signatures of at least two thirds (2/3) of the property owners fronting the road with the requested name change. The new road name may not duplicate an existing assigned road name. The petition shall be submitted to the Collin County Commissioners' Court for their consideration by the Collin County 9-1-1 Rural Addressing Office.
- e. Upon approval of road name change petition by Collin County Commissioners' Court the Collin County 9-1-1 Rural Addressing Office shall mail written address notifications to the residents using the new road name designation.

All road signs shall meet the Collin County Department of Public Works specifications and be installed and maintained at the expense of the residences adjoining the private road.

COLLIN COUNTY ADDRESSING POLICY

Addresses assigned by the County Addressing department shall be compliant with the rules and guidelines set forth by the National Emergency Number Association (NENA) and the Commission on State Emergency Communications (CSEC):

A. ROAD DESIGNATION:

County or rural private roads shall have only one designation, either a County-assigned number or a County-approved name.

B. ADDRESS ASSIGNMENT:

1. Address numbers shall be even on only one side of a road and odd on the other side.
2. Address numbers shall be whole numbers, in consistent sequence along the entire road.
3. Address numbers shall not include alphabetic designations for individual, stand-alone structures.

C. ADDRESS CHANGE:

Address changes will be placed on Commissioners' Court agenda for approval, and the affected residents will be notified of the agenda request date.