

## Municipal Road Naming Process for Moore County

### Two simple steps Municipal Road Naming:

1. **Initial review by County using Request To Review Form**  
(Form submitted by municipality or contractor. Municipality's choice.)
2. **Municipality submits Municipality Road Name Notification Form to reserve the road name.**  
(Municipal informs GIS when construction of road has begun to officially add the road in the system.)

The County recommends that **BEFORE** a final plat is recorded with the Moore County Register of Deeds that the municipality has the name reviewed and the municipality reserves the road name(s) for the subdivision or single street by completing a *Municipality Road Name Notification Form*. When names are submitted for review a preliminary plat is required to ensure the correct number of road names is assigned.

GIS will not add or reserve the road name until after the *Request to Review Form* is processed.

The road name will go into GIS after the *Request to Review Form* process has been completed and the *Municipality Road Name Notification Form* has been submitted.

Examples:

### Request to Review Form for Municipality Road Name

Requestor completes the Blue Section and email the request to [rwsmith@moorecountync.gov](mailto:rwsmith@moorecountync.gov)

Date Submitted: 06/01/2014

**Request's Contact information:**  
 Name: John Doe  
 Phone: 910-123-4567                      Email: idoe@municipality.gov

Municipality:  
 Aberdeen             Cameron             Carthage             Foxfire  
 Pinebluff             Pinehurst            Robbins               Southern Pines  
 Taylortown            Vass                 Whispering Pines

General description of location: Subdivision: n/a (Preliminary Plat attached )  
 Shopping center is between W Morganton Rd (SR 2105) and US 15-501 Hwy. Changing road name for new section. Old road name is "Brucewood Rd".

\*\*Surrounding County review required for Aberdeen, Cameron, Jackson Springs (Foxfire) postal districts.

Road Name(s):	GIS Comments:
Shopping Center Ln	911 Manager: <input type="checkbox"/> Approved <input type="checkbox"/> Denied (Reason: ) Public Safety Director: <input type="checkbox"/> Approved <input type="checkbox"/> Denied (Reason: )
	911 Manager: <input type="checkbox"/> Approved <input type="checkbox"/> Denied (Reason: ) Public Safety Director: <input type="checkbox"/> Approved <input type="checkbox"/> Denied (Reason: )
	911 Manager: <input type="checkbox"/> Approved <input type="checkbox"/> Denied (Reason: ) Public Safety Director: <input type="checkbox"/> Approved <input type="checkbox"/> Denied (Reason: )
	911 Manager: <input type="checkbox"/> Approved <input type="checkbox"/> Denied (Reason: ) Public Safety Director: <input type="checkbox"/> Approved <input type="checkbox"/> Denied (Reason: )

GIS E-Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 911 Manager E-Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Public Safety Director E-Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Requestor Notified: \_\_\_\_\_

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County Use Only	Date Rec'd:
Rec'd By:	

### Municipality Road Name Notification Form

Approval Date: 06/02/2014

Municipality:  
 Aberdeen             Cameron             Carthage             Foxfire  
 Pinebluff             Pinehurst            Robbins               Southern Pines  
 Taylortown            Vass                 Whispering Pines

New Road Name(s): Enter One Road Name Per Line  
 \_\_\_\_\_

Change Road Name(s): Enter One Road Name Per Line  
 From: BRUCEWOOD RD                      To: SHOPPING CENTER LN

Remove Road Name(s): Enter One Road Name Per Line  
 \_\_\_\_\_

Subdivision, if applicable:  
 Name: \_\_\_\_\_  
 Plat Cabinet \_\_\_\_\_, Slide \_\_\_\_\_ (if not filed at this time attach copy of preliminary map)

General description of location: (Cross streets or map attached )  
 Located between W Morganton Rd (SR 2105) and US 15-501 Hwy.  
 Requested to be renamed by the shopping center developer. All owners agreed.  
 (This is an example and not a real request.)

Print Name, Title: John Doe, Town Mayor

Signature: John Doe                                      Date: 06/02/2014

By having the road name approval in place before the plat is recorded it will ensure the most accurate data is recorded on the plat and the addressing can proceed more quickly.

**Questions can be directed to Moore County GIS. 910-947-1078**



**Helpful tip for before road names are submitted for review.**  
 Double check the road name against existing road names. Remember a name cannot be duplicated.

<https://www.moorecountync.gov/gis/roads> Click on the "List" icon.

## Background:

Interlocal Agreement text:

4) The COUNTY shall provide an initial review of all proposed road names within the TOWN to insure compliance of the road name content compared to the Moore County Road Naming and Addressing Ordinance section for Content of Road Names. The COUNTY will recommend approving or not approving the proposed road name. The COUNTY recognizes the TOWN has final approval of all proposed road names within the TOWN. The TOWN shall provide the COUNTY with written approval of road name(s) and location; and

Moore County GIS (and Public Safety) will review the road name to ensure it is within compliance of the County's Road Name and Addressing Ordinance for the section concerning Content of Road Names.

### E. Content of Road Names

1. No road shall be named that duplicates the name of an existing road. No road shall be phonetically similar to all existing road names. Municipalities are strongly encouraged to notify the County of Moore IT Department - GIS Division when naming or renaming a road.
2. No road shall be named that duplicates the name of an existing road across county lines in which are in the same US Postal District.
3. Road names must use common spelling found in a standard dictionary, i.e. Webster's Dictionary, current edition.
4. North, South, East and West are intended to be directional features of the address system and will be used only when necessary, such as for distinguishing regions of a continuous road traversing several municipalities. A directional word should not be contained within the name of a new road and shall be placed ahead of the road name. A street or road may have no more than one directional prefix.
5. Only letters of the alphabet and blank spaces should be included in a road name. Road names that are numbers (i.e. First Street) must be expressed using alphabetical characters and not numbers. Road names should not contain the following:
  - Symbols or punctuation; or
  - Abbreviations of the main title of the street or road name; or
  - Initials; or
  - A single alphabetical character; or
  - Words that begin with "old" or "new"; or
  - Offensive words or language in accordance with G.S. 147-54.7; or
  - More than 24 letters including spaces.
6. All road names shall contain one road name suffix designation. Double suffixes within a road name will be denied.

Suffix designations of roads include, but are not limited to, the following terms: Avenue (AVE), Boulevard (BLVD), Circle (CIR), Court (CT), Drive (DR), Highway (HWY), Lane (LN), Loop (LOOP), Place (PL), Road (RD), Square (SQ), Street (ST), Trail (TRL), or Way (WAY). All street suffix designations may be abbreviated in compliance with United States Postal Service (USPS) Publication 28, Appendix C – Street Abbreviations.

7. The County of Moore has the right to deny any road name that, in the sole opinion of the County, is inappropriate or would interfere with public safety and emergency services.