



### **What is a Private Road Petition?**

A private road may be named or renamed upon petition to the Planning Division if the road or easement serves or has the potential to serve five addressable structures, five parcels, or any combination thereof.

### **The Process**

Once a completed Private Road Petition application is submitted, it is reviewed by Planning Division staff for completeness. If it is determined to be complete, notice of a public meeting with the Board of County Commissioners will be mailed to affected property owners at least twelve days prior to the meeting. Notice will also be sent to SECOMM, respective cities, and emergency response agencies serving the area. The Planning Division will work with city and county Road Departments to ensure the proposed road name is unique. During the public hearing, the Board of County Commissioners will hear all comments for or against the proposed name change. The Commissioners will then approve or deny the petition.

If the road naming is approved, there will be an additional fee for the construction and placement of each private road sign. Please contact the Benton County Road Department for a detailed breakdown of the fee.

### **Criteria**

Proposed road names shall meet the following criteria:

- (a) The proposed name(s) shall not duplicate, or partially duplicate any public or private road name which currently exists in the incorporated or unincorporated areas of Benton County if such other road is located within the applicant's postal delivery area as determined by the U. S. Postal Service.
- (b) The proposed private road name(s) shall be limited to the number of letters and spaces that will, according to the Benton County Public Works Department, properly fit on a standard thirty-six (36) inch blank sign provided by the Benton County Public Works Department.
- (c) The proposed private road name(s) shall not include words which are reserved for road identification, for example: "Place, Way, Street, Avenue, Loop, or Court." Proposed private road names which contain such words shall not be accepted.
- (d) The proposed name(s) for all private roads or easements located outside of Urban Growth Areas shall include the Benton County quadrant based on the address grid.
- (e) The proposed name(s) for private roads or easements located outside any city limits but within an Urban Growth Area:
  - (1) shall not have the Benton County quadrant as part of the private road name;
  - (2) shall conform to the respective city's road naming rules; and
  - (3) will be subject to approval by the respective city's planning and/or public works department.

### **Appeals**

The decision by the Commissioners is appealable under the terms and conditions as set forth in state law.



## PRIVATE ROAD PETITION CHECKLIST

ALL DOCUMENTS SUBMITTED MUST BE COMPLETED IN BLACK INK

Applicant  
Staff

- Completed Private Road Petition Application** – must include signatures of all parties with ownership interest of the private road/easement. Incomplete applications will not be accepted.
- Vicinity Map** – A detailed map drawn to scale showing property boundaries, easements, existing roads and their names. *No site plans larger than 11" x 17" and only maps drawn in **black ink** will be accepted.*
- \$150.00 Private Road Petition Fee** – The fee must be paid at the time of application submittal, cash or checks accepted. Checks are to be made payable to the **Benton County Treasurer**. All application fees are non-refundable.
- Names, Signatures, and Addresses** of 75% of the legal parties affected by the name change.
- \$350.00 Road Sign Fee** (*if approved*) – There will be an additional fee for the construction and placement of each private road sign. This fee is to be submitted to the **Benton County Road Department**, made payable to the **Benton County Treasurer**.
- Applications may be submitted between the hours of 8am-12pm and 1pm-5pm Monday through Friday to the Planning Division 102206 E Wiser Parkway, Kennewick, WA 99338.
- Please contact the following departments/agencies to ensure your proposal will be in compliance with their regulations:
  - **Benton County Road Department**  
620 Market Street, Prosser, WA 99350  
102206 E Wiser Parkway, Kennewick, WA 99338  
Prosser: 786-5611 • Tri-Cities: 735-3084



## PRIVATE ROAD PETITION APPLICATION

Application No. \_\_\_\_\_

### PETITIONER INFORMATION

I/We the Petitioner(s) hereby state(s) that my/our access is provided by the below numbered/named easement. We also certify that the information given in this application is true and complete to the best of my/our knowledge.

*Please check the box indicating primary contact person for this application*

**Petitioner 1 Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Parcel number:** \_\_ □ \_ \_ \_ \_ □ \_ \_ \_ \_ □ \_ \_ \_ \_ □ \_ \_ \_ \_

**Phone:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Petitioner 2 Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Parcel number:** \_\_ □ \_ \_ \_ \_ □ \_ \_ \_ \_ □ \_ \_ \_ \_ □ \_ \_ \_ \_

**Phone:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Petitioner 3 Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Parcel number:** \_\_ □ \_ \_ \_ \_ □ \_ \_ \_ \_ □ \_ \_ \_ \_ □ \_ \_ \_ \_

**Phone:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*\*If there are additional petitioners please copy this section, sign, and attach to the application.*

**REQUEST DESCRIPTION**

The petitioner(s) who are users of the below numbered/named access easement do hereby petition the Board of County Commissioners to have the access easement changed from

\_\_\_\_\_ to one of the following three names: (Road Number/Name) *(List in order of preference)*

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**GENERAL INFORMATION**

**1. The change in identification for the above described easement is requested for the following reasons:**

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

**2. The effect on the adjacent property owner(s) if the request is not granted:**

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

**3. Additional comments or information:**

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

**IF FURTHER EXPLANATION IS NEEDED FOR ANY OF THE QUESTIONS PLEASE ATTACH ADDITIONAL PAGES.**

|                                 |                  |                                |
|---------------------------------|------------------|--------------------------------|
| <i>(For Staff Use Only)</i>     | Access: Y      N | Application Complete: Y      N |
| Critical Areas: N      Y: _____ | Zoning: _____    |                                |
| Reviewed by: _____              | Date: _____      |                                |

Any information submitted to the Benton County Planning Division is subject to public records disclosure law for the State of Washington (RCW Chapter 42.17) and all other applicable law that may require the release of the documents to the public.



