



HOLMES COUNTY PLANNING OFFICE

107 E Virginia Ave,
Bonifay, FL 32425
Office: 850-547-1119
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PETITION FOR PUBLIC OR PRIVATE ROAD NAME OR ROAD NAME CHANGE: BY OUTSIDE PARTY

NOTE: The Holmes County Board of County Commissioners has the final approval regarding all petitions for public or private road name or road name changes. The Petitioner should be aware that the proposed road name change will be subject to all applicable land use regulations.

REQUIRED INFORMATION

Petitioner's Name: _____

Petitioner's Address: _____

Petitioner's Telephone Number: _____

Property ID Number of Petitioner's Property: _____

Existing Name of Road: _____

Proposed Name of Road: _____

Beginning at (cross street): _____

End at (cross street): _____

Description and Reason for Change:

Yes, this street is in a subdivision.

If yes, name of subdivision:

Approximately how long is the road in tenths of miles: _____

How many street signs are on the road (and provide map of general locations): _____

Number of Directly Affected Property Owners (adjoining property owners): _____

Copy of the recorded right-of-way or easement provide: (Book, Page): _____

LIST OF DIRECTLY AFFECTED PROPERTY OWNERS

(adjoining property owners)

[illegible]

SIGNATURE LIST FROM AFFECTED PROPERTY OWNERS

A separate list of signatures should be submitted from 80% of affected property owners. Said list should include the following from each property owner.

NOTE: The establishment or changing of the name of the road MAY cause the property owners on the road to have to change certain items and documents, including, but not limited to, their driver's license, post office information/address, certain bills and other documents contingent on addresses.

SIGNATURE FORM

PROPOSED ROAD NAME CHANGE:

FROM _____

TO _____

| Printed Name | Address | Phone | Signature | Date |
|--------------|---------|-------|-----------|-------|
| _____ | _____ | _____ | _____ | _____ |

Yes, I AM in favor of the proposed road name change.

No, I AM NOT in favor of the proposed road name change.

| Printed Name | Address | Phone | Signature | Date |
|--------------|---------|-------|-----------|-------|
| _____ | _____ | _____ | _____ | _____ |

Yes, I AM in favor of the proposed road name change.

No, I am NOT in favor of the proposed road name change.

| Printed Name | Address | Phone | Signature | Date |
|--------------|---------|-------|-----------|-------|
| _____ | _____ | _____ | _____ | _____ |

Yes, I AM in favor of the proposed road name change.

No, I am NOT in favor of the proposed road name change.

| Printed Name | Address | Phone | Signature | Date |
|--------------|---------|-------|-----------|-------|
| _____ | _____ | _____ | _____ | _____ |

Yes, I AM in favor of the proposed road name change.

No, I am NOT in favor of the proposed road name change.

| Printed Name | Address | Phone | Signature | Date |
|--------------|---------|-------|-----------|-------|
| _____ | _____ | _____ | _____ | _____ |

Yes, I AM in favor of the proposed road name change.

No, I am NOT in favor of the proposed road name change.

| Printed Name | Address | Phone | Signature | Date |
|--------------|---------|-------|-----------|-------|
| _____ | _____ | _____ | _____ | _____ |

Yes, I AM in favor of the proposed road name change.

No, I am NOT in favor of the proposed road name change.

APPLICANT AFIDAVIT

As the applicant, I shall independently acquire a property appraiser map of the area and show on it the names of all property owners abutting the road under construction.

I understand that the Holmes County Board of County Commissioner will hear this application in a public meeting after it has been properly vetted by the appropriate County entities set forth herein. I agree that the Holmes County personnel or any assigned agents may contact the applicant for the purpose of verifying the conditions that affect this application, for periodic inspections, and to verify information that I provided as part of this application.

FLORIDA STATUTES 837.06: False Official Statement: Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his official duty shall be guilty of a misdemeanor of the second degree.

I have read and understand all the information provided in this Application, the requirements listed within the application, and agree to provide the necessary information requested by Holmes County. I further certified that I have notified all property owners affected by this request and that the names and addresses attached hereto are those of the affected property owners as listed in the tax records of the Tax Collector of Holmes County. The information I have provided on this application is true and correct to the best of my knowledge.

Petitioner's Signature: _____

Date: _____

STATE OF FLORIDA
COUNTY OF _____

BEFORE ME, the undersigned Notary Public in and for said County and State, appeared

_____, who is personally known to me or who has produced

_____, as identification, and who executed the foregoing instrument.

Given under my hand and seal this _____ day of _____, _____

[NOTARY SEAL]

Signed Name of Notary

Printed name of Notary

Commission Number

SUBMITTAL CHECKLIST

- Check along with Petition for Road Name \$500.00 or Road Name Change, \$750.00 (non-refundable, regardless of the decision of the Board). Check should be made payable to "Holmes County, Florida".
- Attach a list of names and addresses of all affected property owners - - all adjoining property owners of the Road.
- Attach a list of names and addresses of all affected property owners who are in favor of the road name change, in substantially the following form.
- Application Fee Waived due to the County's initiative.
- Said list should include the following from each property owner:
- Completed Application, signed and notarized.

PROCEDURE FOR ROAD NAME OR ROAD NAME CHANGE

1. Submit completed Application to the Planning Department with the \$500.00 or \$750.00 Application fee (payable to "Holmes County Board of County Commissioners") with required attachments/documentation and in accordance with Ordinance 2015-6. Submit a letter of approval from the County E911 Coordinator. Said letter should include, that (1) the road name change will not create undue confusion, (2) the desired name is not duplicate in whole, or in substantial portion, to the name of an existing road, and (3) the desired name is in conformity with any applicable County Ordinance and (4) any other thoughts or concerns the E911 Coordinator may have regarding the change.
2. Submit a letter of approval from the County Planning Department stating, at the minimum (1) the road name change will not create undue confusion, (2) the name change will not violate any planning or zoning purpose or procedure of the County, and (3) the desired name is in conformity with any applicable County Ordinance and (4) any other thoughts or concerns the County Planning Department may have regarding the proposed change.
3. Submit a letter of approval from the Public Works Department stating, at the minimum the road name change will not create undue confusion, (2) the name change will not violate any planning or zoning purpose or procedure of the County, and (3) the desired name is in conformity with any applicable County Ordinance and (4) any other thoughts or concerns the Public Works Department may have regarding the proposed change.
4. Upon the completion of "1", "2" and, "3" the Board office may place the Application for discussion on the next regularly scheduled Board Meeting or related Workshop. The Board may then vote to advertise and set a date for the public hearing. Said public hearing notice shall be in compliance with the procedure as set forth in Florida Statutes 336.10 and shall provide at least two (2) week's notice of said public hearing.
5. Applicant shall send out Certified Notices, Return Receipt Requested, to affected property owners at least seven (7) days prior to the Public Hearing notifying them of the Public Hearing. Names and addresses of affected property owners shall be obtained from the latest Ad Valorem Tax Roll. Copies of said notice(s) shall be provided to the County.
6. Attend Public Hearing. Be prepared to present your request and to answer any questions that the Board may have. If approved, the Board will pass a Resolution documenting such action.
7. If approved by the County (or designated County staff for an "un-named road"), designated County staff will notify affected entities (the Post Office, etc) of the change as soon as practicable.