

The Process

1.

A road is identified by Emergency Services or Washington County Planning and Zoning as having more than 3 addressable structures or lots or posing a public safety hazard.

2.

Property owners are notified of the issue and asked to submit 3 unique road names to our office within **30 days** of receipt of the notification.

3.

Our office processes any received road names after the 30 day period ends. Names are forwarded to Emergency Services to ensure no sound-a-likes or duplicates exist.

4.

Any approved road names are returned to the property owners involved for them to chose from. Denied names are returned with reasons for denial.

5.

Property owners must respond within 2 weeks with their preferred name. A fifty-one percent majority must chose the same road name.

6.

Once the road name is chosen, property owners are provided an address change letter listing their previous address along with their new address number and road name. Our office forwards the address change letter to the Maryland State Tax Assessment Office, United States Postal Service, and Emergency Services.

7.

Our office requests a new road sign to be placed by the Washington County Highway Department at no expense to the property owner.

Planning & Zoning

► Assistance with:

- Address Changes
- Finding/Verifying Address
- Address Information
- Addressing History
- Addressing Ordinance
- Consultant Information
- Road List
- Prohibited Road Name Words
- Road Naming Tips



Contact us!

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Addressing Ordinance

►► Road Naming Guide



Washington County Department
of Planning & Zoning

Tips For Road Naming



Utilize the Prohibited Road List to avoid words that are no longer accepted due to overabundance.



Utilize the County Road List to ensure proposed road names are not direct duplicates of existing county roads.



Submit at least 3 unique names.



Do not provide a suffix. Washington County Planning and Zoning will assign one.



Follow these tips to help you name your road.

If you have any questions, please contact Washington County Planning & Zoning.

Property Owner Responsibility

Please wait at least 90 days before trying to change your address for any purpose other than E-911-Emergency Response!

POST IT!

- ▶ Once your address change becomes effective, please post your new address on your structure and on your mailbox or entrance to your property following the proper guidelines.

NOTIFY

Property owners are required to notify the following:

- ▶ Internet and/or phone provider
- ▶ Mortgage companies and insurance
- ▶ Any monthly billing information

Washington County Planning & Zoning will notify the following agencies:

- ▶ Tax Assessment Office
- ▶ Your local Post Office and USPS Address Management Office in Baltimore
- ▶ Emergency Services (Please use your new address if you must call 911)
- ▶ Washington County Election Board

You **DO NOT** need to have Deeds or other Real Property documentation revised because addresses are not legal descriptions of property. Do put a copy of your address change letter with your real estate paperwork for future reference when property is sold, or ownership changes.

Your old address will be active with the USPS for up to 12 months

- ▶ If your license expires within 12 months, take a copy of the address change letter to MVA when you complete your normal license updates.
- ▶ If your license is valid for more than 12 months, you can complete an address change with MVA online to receive a change of address card.

NOTE: This information applies only to standard license holders and structure number changes. If your road was named, you have a REAL ID or are a CDL holder you will need to handle address change in person.

Number Size

Address numbers should be contrasting and reflective.

Residential Numbers - 4 inch

4 in.
(Example not to scale)

Commercial Numbers - 6 inch

6 in.
(Example not to scale)

Can we find you in an emergency?

Every second counts!

Make sure your address numbers are posted clearly, both on your house and near the road.

