

City of Bainbridge Island
BUILDING DIVISION
Petition for Road Name



PLANNING AND COMMUNITY DEVELOPMENT ● 280 Madison Ave. N ●
Bainbridge Island, WA 98110 ● (206) 842-2552 ● Fax: (206)780-0955
Email: pcd@ci.bainbridge-isl.wa.us

Applicant: _____ Phone: _____

Mailing Address: _____

Limit name to 13 letters on a public road and 11 letters on a private road.

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

4th Choice: _____

5th Choice: _____

The following information is needed in order to process a Petition for Road Name

1. The tax parcel number of each property owner affected by the change.
2. The existing address of each property owner affected by the change.
3. the attached form notarized by each property owner affected by the change.
4. Include a map showing the road to be named and include adjacent and intersecting roads.
5. Provide all documentation regarding planning conditions for road improvement on short plats, easement grants, road ownership that may have an effect on this change, etc.

The City will notify the following agencies of the change:

1. Bainbridge Island Fire District
2. Bainbridge Island Police Department
3. CENCOM (911)
4. US West Communications (For emergency purposes only)
5. Addressing Management (Seattle Office)
6. Kitsap County Assessors Office
7. Kitsap County Elections Office
8. Bainbridge Island Post Office

All other changes will be the property owner's responsibility. If you have any questions, please contact the Department of Planning & Community Development.

BIFD/COBI ROAD NAME/ADDRESS CHECK OFF SHEET

New/Change Road Name

- ___ Applicant Name, Mailing Address, Phone
- ___ Five Choices for Road Name
- ___ Required Information
 - ___ tax parcel number of each property owner affected by the application
 - ___ address of each property owner affected by the application
 - ___ Notorized "Owner Agreement for Road Name" form for each property owner affected by the application
 - ___ map showing road to be named and existing cross streets
 - ___ documentation regarding applicable planning conditions, short plats, easement grants, and other agreements applicable to this application
- ___ Fee Paid

Single Family Residence/ADU

- ___ Type of request, new, correction, change, ADU etc
- ___ Applicant Name, Mailing Address, Phone, email
- ___ Map showing property location, official plat map with tax lot number preferred.
- ___ Nearest addresse(s) on either/all side(s) of property
- ___ House site plan with driveway access
- ___ Fee Paid

Short Plat

- ___ Applicant Name, Mailing Address, Phone, email
- ___ Approved site plan
 - ___ road name approval or application
 - ___ road access, including cross street
 - ___ driveway access
 - ___ individual lots to be addressed with assigned tax lot numbers
- ___ Fee Paid

Commercial

- ___ Applicant Name, Mailing Address, Phone, email
- ___ Approved site plan
 - ___ road name approval or application
 - ___ road access, including cross street, if needed
 - ___ main access points to all structures
- ___ Fee Paid



Owner Agreement for New Road Name

Planning and Community Development ♦ 280 Madison Ave. N ♦ Bainbridge Is, WA 98110 (206) 842-2552

The undersigned is owner (s) of record of property identified by:

Kitsap County Assessor's Account Number _____

Located at _____

- The undersigned hereby gives consent and approval to petition the City of Bainbridge Island Planning and Community Development Department to consider for approval the following new road name for the property identified above.
- The undersigned hereby denies consent and approval to petition the City of Bainbridge Island Planning and Community Development Department to consider for approval the following new road name for the property identified above.

1st choice: _____

Owner of Record	Date	Owner of Record	Date
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STATE OF WASHINGTON

County of Kitsap

On this _____ day of _____, 20 __ , before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared _____ known as the individual (s) described in and who executed the foregoing instrument, and acknowledged to me that he/she/they signed and sealed the said instrument, as his/her/their free and voluntary act for the use and purpose therein mentioned.

WITNESS MY HAND AND OFFICIAL SEAL, hereto affixed the day and year in this certificate above written.

The _____ day of _____, 20 _____

Notary Public in and for the State of Washington,

Residing at _____

*If additional copies are needed, please contact the office of Planning and Community Development.
(206) 842-2552.*

ROAD ELEMENTS AND ROADSIDE FEATURES

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STREET DESIGNATION SIGNING - (Revised 8-23.4.5 March 2004)

A. DESCRIPTION

This work shall consist of furnishing and installing street designation signing in accordance with the Plans, these Specifications, and the Standard Plans at the locations shown in the Plans or where designed by the Engineer.

B. MATERIALS

1. Sign Panels: Signs shall be constructed of extruded aluminum material conforming to ASTM B209 alloy 6061-T6 or alloy 5052-H36 or H38. Vertical dimension of sign shall be nine (9) inches and extruded aluminum thickness shall be ¼ inch at the outer edge and taper to 1/8 inch in the center portion of sign panel. Maximum horizontal dimension of the sign shall not exceed 42 inches. The panel shall have square corners.
2. Reflective Sheeting: Reflective sheeting shall be double-faced reflectorized engineer grade vinyl, color green. The reflective sheet shall cover the entire sign panel. No borders are to be present.
3. Lettering: Three types of lettering are defined for use on street designation signs. The lettering types are as follows:
 - a. Identification – defines the type for street. Types of streets may include but are not limited to Road (RD), Drive (DR), Place (PL), Court (CT) and Avenue (AV).
 - b. Section of City – defines the orientation of the street within the City of Bainbridge Island roadway system coordinates. Orientation designations include North (N), East (E), South (S), West (W), and all intermediate directions such as Northeast (NE).
 - c. Proper Street Name – unique nomenclature by which the street shall be known and referenced. The Proper Street Name shall be attained by application to the City of Bainbridge Island. The City shall review the application for name redundancy and social appropriateness prior to granting the request.

Lettering shall be reflectorized engineer grade vinyl, color white. Lettering shall be six (6) inches in height, capitalized and in Helvetica font. When sign space is limited, Identification and Section of City lettering shall be no less than three (3) inches in height. Standard abbreviations are allowed for Identification and Section of City lettering as illustrated in the proceeding section, items "a" and "b". Standard abbreviations shall not

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exceed two (2) letters per abbreviation. Abbreviations shall not be used for Proper Street Name. A 1 ½ inch margin shall be maintained around the sign perimeter between the outside edge of the sign and the lettering. Section of City lettering shall be placed either prior to the Proper Street Name or following the Identification in accordance with the City authorized name.

4. **Sign Posts:** The City Engineer or Engineer's Representative shall determine the type of post to be used for each application. Wood sign posts will typically be used in unpaved areas, and steel sign posts will typically be used in paved areas. All sign posts shall be installed plumb.

Wood Sign Posts: Wood sign posts shall consist of one solid untreated Western cedar timber and shall conform to guidelines for Construction Grade (Light Framing, Section 122-b West Coast Lumber Inspection Bureau or Section 40.11 Western Wood Products Association). Posts by definition are presumed square and shall have a four (4) inch nominal thickness. Posts shall not be wrapped or encased in any other materials.

Steel sign posts shall be 2" square by 12' long, perforated or knockout plugged, galvanized tube steel. Posts will be formed from cold rolled steel strip which has been zinc coated and is commercial quality (1.25 oz.) conforming to ASTM Specification A-525.

Steel sign posts installed at the time of paving shall be inserted into a sleeve embedded in the new pavement. The sleeve shall be galvanized, perforated steel, 2 ¼" x 2 ¼" x 24" long, wrapped in duct tape before embedment to prevent penetration of debris through the bottom and perforations. Before placement, a minimum 4" long bolt shall be inserted horizontally through the bottom row of perforations to prevent the sleeve from being pulled out of the pavement. 2" of the sleeve shall be exposed vertically above the pavement. Once the sign post is inserted into the sleeve, the two shall be fastened together with a 5/16" galvanized corner bolt or straight bolt.

Steel sign posts installed on existing pavement shall be inserted into a 24" long sleeve as specified above. The sleeve shall be centered and welded, full perimeter, to a galvanized 1/4" thick by 10" square steel plate. The plate shall have four 5/8" diameter holes, one per corner, and shall be fastened to the pavement using four galvanized anchor bolts, ½" x 5 ½". Once the sign post is inserted into the sleeve, the two shall be fastened together with a 5/16" galvanized corner bolt or straight bolt.

5. **Sign Mounting Hardware:** shall be made of stainless or galvanized steel. Wood post hardware shall consist of two (2) 5/16" x 2 1/2" lag bolts and two 5/16" flat washers, per sign. Post cap shall be made of cast aluminum that if four (4) inches by (4) inches.

Steel post hardware shall consist of two (2) 5/16" x 2" hex head bolts, two (2) 5/16 flat washers, and two (2) hex nuts, per sign.

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C. CONSTRUCTION REQUIREMENTS

Each street sign and mounting post to be erected in the right-of-way (ROW) must meet the following requirement:

1. Application and Issuance of a City of Bainbridge Island ROW permit.
2. No signs are to be placed in a ditchline, bio-swale or other stormwater drainage course.
3. No signs may be placed within two (2) feet of the paved or graveled driving surface.
4. Each mounting post shall be buried to a minimum depth of two (2) feet.
5. Each sign mounted on a post shall be seven (7) feet from the bottom of the sign to the finish grade.
6. No mounting post shall extend beyond the top of the mounted sign.
7. Mounting posts shall be backfilled with gravel material in accordance with WSDOT Standard Specification 9-03.9(3) for Crushed Surfacing Base Course. Native material and concrete shall not be used as backfill.