

**Washington Parish Communications District  
Policies and Procedure Guide**

**Public Requested Road Name Change** Page 1 of 1  
Effective: 09/23/09 Policy Number : 6.1

**Policy**

**The 911 Communications District by the authority granted in Louisiana RS 33:9101 and Washington Parish Ordinance 09 - 500, will review and determine if road name changes requested by the public meet the requirements for a change to occur and will “Grant” or “Not Grant” the requested**

**Guidelines**

1. Citizen requests for a road name change should be filed at the Communications District’s place of business on the *Petition To Change A Road Name* form available upon request or down loadable at [www.wpcde-911.com](http://www.wpcde-911.com) .
2. Road name changes will be granted only if one of the following criteria is met and if, in addition to meeting the criteria, public health and safety will be maintained by the change :
  - a. The existing road name duplicates or is deceptively similar to an existing road name and is therefore confusing to emergency responders.
  - b. The existing road name may be deemed offensive, vulgar, or derogatory to the public.
  - c. The existing road name is difficult to pronounce and therefore may be misunderstood by public safety dispatchers.
  - d. The existing road name is geographically misleading.
  - e. The existing road name is to be changed to that which will honor a deceased, publically known figure who has made a significant contribution to the community and does not replace a previous honorary designation.

- f. A municipal annexation has created a road name conflict.
  - g. The existing road name was issued or is being used in error or contains errors in spelling.
3. Road name change petitions which are not based on one of the above criteria will not be accepted for review and consideration since by definition, they do not meet the requirements of Ordinance 09-500. Ordinance 09-500 does not allow changes to road names under any circumstances other than those so listed above.
  4. Petitions must contain the signatures of fifty-one percent of the residents of the affected road to be accepted as a valid petition.
  5. The Communications District will consolidate the petitions, hold public hearings, and make a determination regarding the petition during the month of November. The determination will be either “Granted” or “Not Granted”.
  6. Citizens may appeal the ruling of The Washington Parish Communications District to the Washington Parish Council during the month of January.
  7. In such event, the Washington Parish Council may uphold, reverse or modify any decision of the Washington Parish Communications District. The Washington Parish Council can only reverse or modify a decision of the Washington Parish Communications District involving naming of roads or changing the names of roads, if the Washington Parish Council finds the decision of the Washington Parish Communications District was erroneous, arbitrary or capricious.

## Forms

1. The attached *Petition To Change A Road Name* form is made a part of this Procedure.