Street Naming Policy / Procedures

Yavapai County will accept applications to name private roadways that meet the requirements set forth in the Yavapai County Planning and Zoning Ordinance, Section 604, Street Naming and Addressing for the unincorporated areas of Yavapai County.

It is the applicant’s responsibility to provide a completed street naming application consisting of the following items:

1. Fill in & Sign the Letter of Responsibility form on web portal. Street names are to be listed in order of applicant’s preference.
2. Obtain verification from Yavapai County Public Works when an access permit is required.
3. Provide a recorded legal description or a recorded survey map describing the easement to be named.
4. Provide a simple hand drawn map or simple written directions to the property and easement in question. Parcels 20ac larger are required to provide a map indicating the exact road to be named.
5. Submit all required paperwork through our web portal at http://www.citizenserve.com/yavapaicounty

- Upon submittal of a complete street naming application, the Addressing Unit will have 2 weeks to review the file and complete a field check to verify the roadway (& alignment issues if any), any existing structures, and posted addresses and/or street signs. The applicant’s proposed road names will be submitted for review to emergency agencies for approval. Three names that meet the required road naming criteria will be selected in respect to the applicant’s order of preference for review from property owners and agencies.

- The Addressing Unit will prepare a letter to the affected property owners asking them to review and prioritize the listed names in their preferred order. A blank line will be provided to give the property owners an opportunity to comment regarding their choice for an alternate road name. The property owners will be required to provide the following information on the form letter: parcel number, property owner name, owner’s telephone number, email if applicable, and resident name and telephone number. The property owners will have 2 weeks to review and return the letter. Staff will also send out the top 3 selected names to the emergency agencies for review. This will occur concurrently with the property owner review.

- Addressing Staff will compile all survey results and process the preferred choice. In the event of a tie, the Addressing Unit will defer to the applicant’s preferred order. The Addressing Office will send out a notification to all property owners of the newly adopted street name. The notice will place the street name into effect fifteen (15) days from the date of the letter.

- Upon the road name becoming official, the Addressing Unit will notify all agencies with a map of the location of the new road name and any addresses that have been assigned or changed due to the naming of the easement. Property owners will receive a notice stating their new or changed address and a copy of the notification sent to the agencies.

- Street signs are required to be purchased and installed within 60 days of the official naming. The applicant will receive a copy of the sign standards and if requested a copy of the Letter of Responsibility they signed and submitted. The section assigning responsibility to the applicant for providing and installing the street signage and their signature will be highlighted.

- Yavapai County Public Works or Development Services will perform an inspection to ensure proper installation of the sign. If the sign hasn’t been installed properly, the Addressing Unit will send a 2nd notice to the applicant requiring the sign be installed within 30 days. Another inspection will be completed. If the applicant is still not in compliance, the file will be turned over to the Land Use Unit for a violation process to begin.