

Regional Street Naming Manual

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FIRST PRINTING, FEBRUARY 1985
SECOND PRINTING, JUNE 1985
THIRD PRINTING, AUGUST 1989

RESOLUTION
ADOPTING THE REGIONAL STREET NAMING MANUAL

WHEREAS, Chapter 278.150, Nevada Revised Statutes, specifies that the Regional Planning Commission of Reno, Sparks, and Washoe County shall prepare and adopt a system of street naming or numbering, and house numbering, with recommendations concerning proposed changes; and

WHEREAS, the Regional Street Naming Committee, a committee duly constituted and authorized by Interlocal Agreement, did prepare and approve said STREET NAMING MANUAL and recommended its adoption by the Regional Planning Commission of Reno, Sparks, and Washoe County and the three governing bodies; and

WHEREAS, the Regional Planning Commission of Reno, Sparks, and Washoe County, following a public hearing held on January 15, 1985, adopted said STREET NAMING MANUAL, and has submitted said manual to the Board of County Commissioners of Washoe County, Nevada, for approval and adoption; and

WHEREAS, Chapter 278.220, Nevada Revised Statutes, specifies that the Board of County Commissioners of Washoe County, Nevada, may adopt and endorse plans for the regional planning district comprised of Reno, Sparks and Washoe County, Nevada, in order to conserve and promote the public health, safety, and general welfare; and

WHEREAS, a public hearing on the adoption of the STREET NAMING MANUAL was held on March 19, 1985, by the Board of County Commissioners of Washoe County, Nevada; now, therefore, it is hereby


RESOLVED, BY THE BOARD OF COUNTY COMMISSIONERS OF WASHOE COUNTY, NEVADA, That the Board does hereby adopt and endorse the STREET NAMING MANUAL to serve as a guide for a uniform street naming system in the regional planning district comprised of Reno, Sparks, and Washoe County, Nevada.

ADOPTED this 19th day of March, 1985.



CHAIRMAN

ATTEST:



COUNTY CLERK

RESOLUTION NO. 4107

INTRODUCED BY COUNCILMEMBER Nunez

RESOLUTION ADOPTING THE REGIONAL STREET NAMING MANUAL

WHEREAS, the City Council of the City of Reno deems it desirable to provide uniform standards for street naming throughout Washoe County.

NOW, THEREFORE, BE IT RESOLVED by the City of Reno that the Regional Street Naming Manual be adopted as a procedure manual and street naming guide to be used by the City of Reno.

Upon motion of Councilmember Nunez,

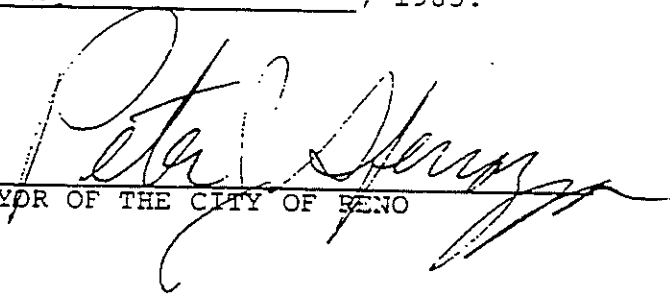
seconded by Councilmember Thornton, the foregoing Resolution was passed and adopted this 13th day of May, 1985, by the following vote of Council:

AYES: Nunez, Thornton, Lehnert, Pine, Howard, Scott, Sferrazza


NAYS: None

ABSTAIN: None ABSENT: None

APPROVED THIS 13th DAY OF May, 1985.


MAYOR OF THE CITY OF RENO

ATTEST:


CITY CLERK AND CLERK OF THE CITY
COUNCIL OF THE CITY OF RENO, NEVADA

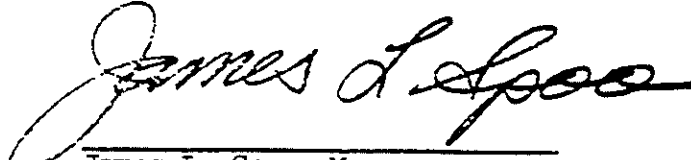
The City of Sparks

Office of the
CITY CLERK

June 14, 1985

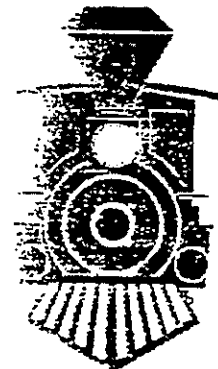
TO INTERESTED PARTIES:

The Regional Street Naming Manual, prepared by the Regional Street Naming Committee, a committee duly constituted and authorized by Interlocal Agreement, was adopted by the Sparks City Council at its regular meeting held May 28, 1985.


James L. Spoo, Mayor

ATTEST:


Chloris Goodwin, City Clerk



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WASHOE COUNTY

"To Protect and To Serve"



241 RIDGE STREET
POST OFFICE BOX 11130
RENO, NEVADA 89520
PHONE (702) 785-4043

REGIONAL PLANNING COMMISSION OF RENO, SPARKS AND WASHOE COUNTY

DEPARTMENT OF COMPREHENSIVE PLANNING
Robert N. Young, Director

RESOLUTION NO. 84/85-8 ADOPTING THE STREET NAMING MANUAL

WHEREAS, Chapter 278.150, Nevada Revised Statutes, specifies that the Regional Planning Commission of Reno, Sparks, and Washoe County shall prepare and adopt a system of street naming or numbering, and house numbering, with recommendations concerning proposed changes; and

WHEREAS, the Regional Street Naming Committee, a committee duly constituted and authorized by Interlocal Agreement, did prepare and approve said STREET NAMING MANUAL and recommended its adoption by the Regional Planning Commission of Reno, Sparks, and Washoe County and the three governing bodies; and

WHEREAS, a public hearing on the adoption of the STREET NAMING MANUAL was held on January 15, 1985 by said Commission; and

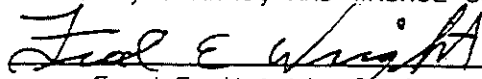
NOW, THEREFORE, BE IT RESOLVED that the Regional Planning Commission of Reno, Sparks, and Washoe County does hereby find that the STREET NAMING MANUAL does specify a system of street naming or numbering, with recommendations concerning proposed changes; and

BE IT FURTHER RESOLVED that, based on these findings, the Regional Planning Commission of Reno, Sparks, and Washoe County does hereby approve and adopt the STREET NAMING MANUAL, as amended at said public hearing, and recommends that said Manual be submitted to the local governing bodies for approval and adoption thereof.

APPROVED AND ADOPTED this 15th day of January, 1985, by the following vote of the Commission:

AYES:	Bath, Bertelson, Rose	(RENO)
	Summerfield, Wright	(SPARKS)
	Heikka, Lemberes, Tinder	(WASHOE COUNTY)
NAYS:	None	
ABSENT:	Moore	(SPARKS)

REGIONAL PLANNING COMMISSION
OF RENO, SPARKS, AND WASHOE COUNTY


Fred E. Wright, Chairman

ATTEST:


William A. Bertelson, Secretary

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ACKNOWLEDGEMENTS

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Michael A. Harper, Assistant Director, Current Planning

John B. Hester, Assistant Director, Long Range Planning

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CONTENTS

	Page
ACKNOWLEDGEMENTS	xi
INTRODUCTION	1
REGIONAL STREET NAMING COMMITTEE	3
PURPOSE	3
MEMBERSHIP	3
PROCEDURES	3
STREET NAMING AND RENAMING PROCEDURES	5
RESERVING NEW STREET NAMES	5
RENAMING EXISTING STREETS	5
GOVERNMENT-INITIATED OR REGIONAL STREET NAMING COMMITTEE-INITIATED RENAMING	5
CITIZEN REQUEST TO RENAME EXISTING CITY OR COUNTY MAINTAINED STREET OR PRIVATE STREET	6
FEES AND PENALTIES	7
FINANCIAL RESPONSIBILITY FOR STREET SIGN CHANGES	7
FEE FOR RENAMING STREET(S)	7
PENALTY FOR FAILING TO RESERVE STREET NAME(S)	7
STREET DIRECTORY	7
STREET NAMING AND RENAMING STANDARDS	9
GENERAL STANDARDS	9
STREET NAME SELECTION	9
PREFIXES	9
SUFFIXES	11
RESTRICTED NAMES	11
LENGTH OF NAME	12
EXCEPTIONS	12
STREET CONFIGURATION STANDARDS	12
STRAIGHT STREETS	12
CUL DE SACS	12
CIRCLES, CURVES, AND ARCS	13
CURVILINEAR STREETS	15

APPENDIX	19
REQUEST TO RESERVE NEW STREET NAMES(S) FORM	21
REQUEST FOR STREET NAME CHANGE FORM	23

LIST OF TABLES

POINT SYSTEM FOR PROCESSING DUPLICATE STREET NAMES.....	6
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LIST OF FIGURES

PREFIXES	10
STRAIGHT STREETS	14
CUL DE SACS	16
CIRCLES AND ARCS	17
CURVILINEAR STREETS	18

INTRODUCTION

This manual is intended to provide uniform procedures and standards for street naming in Washoe County, Nevada. In accordance with local ordinances, the actual assignment of street numbers in each jurisdiction is the responsibility of that jurisdiction's building department. A separate manual that will outline uniform street numbering procedures and standards will be prepared in the future.

There are many reasons for use of uniform street naming and street numbering throughout the county. These include: ease of response for emergency vehicles, efficient delivery of mail, less expensive delivery of items such as newspapers and packages, ease of providing municipal services based on addresses, and less difficulty in maintenance of services and records by utilities; i.e., water, power, gas, and garbage collection companies.

In order to develop uniform procedures and standards for street naming, the Regional Street Naming Committee of Reno, Sparks, and Washoe County was created. Its activities are coordinated and supported by the Washoe County Department of Comprehensive Planning.

The Regional Street Naming Committee has prepared street naming and renaming procedures. These procedures deal with naming new streets, reserving street names, renaming existing streets, financial responsibility for sign changes, property owner and reviewing agency notification, and use of the Street Directory.

To achieve uniformity in street naming and renaming, general standards and standards relating to street configurations have been developed by the Regional Street Naming Committee.

As new conditions arise, and as existing procedures and standards are further tested, changes will be made. The reader is encouraged to contact the Department of Comprehensive Planning with any suggestions or comments regarding these procedures and standards.

REGIONAL STREET NAMING COMMITTEE

PURPOSE

In the interest of public welfare and safety, and in conjunction with local adopted ordinances and the Interlocal Agreement, the Regional Street Naming Committee has been created for the purpose of coordinating the naming of streets within Reno, Sparks, and Washoe County. The Washoe County Department of Comprehensive Planning acts as Coordinator and supports the activities of the Committee. The functions of the Committee are to carry out the street naming and renaming procedures as outlined in this manual.

MEMBERSHIP

The Committee consists of eleven (11) members as outlined by the Interlocal Agreement. The membership includes representatives from the three local jurisdictions, the Regional Planning Commission of Reno, Sparks, and Washoe County, public safety agencies, local utilities, and the U.S. Postal Service.

Membership on the Committee is approved by the appropriate jurisdiction or the Regional Planning Commission of Reno, Sparks, and Washoe County, as outlined in the Interlocal Agreement, with terms not to exceed two (2) years. No person can serve more than two years unless reappointed by that representative's governing body. If any member misses more than three (3) consecutive meetings, the Committee may recommend to the appointing entity that a new appointment be considered. If a member is unable to attend a meeting, he/she may designate an alternate who may exercise the same rights and privileges as the member represented.

A chairman is selected by a vote of the membership to serve a one-year term.

PROCEDURES

The Committee meets quarterly, on the fourth Tuesday of the month in a location to be designated by the Coordinator. Additional meetings can be called at the discretion of the Coordinator. Notice of meetings will be posted in three public places, three working days prior to the meeting.

The Committee follows Robert's Rules of Order for conducting the meeting and voting on various items.

STREET NAMING AND RENAMING PROCEDURES

RESERVING NEW STREET NAMES

At the time of filing an application for tentative subdivision map or division of land (parcelization) map, the developers or property owners shall submit to the Coordinator a written request to reserve new street names, including one copy of the map indicating the street names, so that the names can be reviewed and approved to avoid possible duplication. (See form entitled "Request to Reserve New Street Name(s)" in Appendix). Failure to do so will result in disapproval of the final map by the affected jurisdiction.

Street name(s) are reserved for a one-year period, but become final upon recordation of the map. If final recordation of the tentative subdivision map or division of land (parcel) map has not occurred within one year, a written request for a one-year extension of the street names must be submitted to the Coordinator prior to expiration date of the original request.

Street naming guidelines shall be utilized by developers, agencies, and property owners in accordance with adopted Street Naming Standards contained in this manual.

RENAMING EXISTING STREETS

GOVERNMENT-INITIATED OR REGIONAL STREET NAMING COMMITTEE-INITIATED RENAMING

In compiling and updating the Street Directory, problems arise with existing street names (i.e., possible duplication or conflict with the General Standards for naming streets). The Regional Street Naming Committee, to correct these problems, shall:

1. Determine which street name shall be changed using the adopted point system criteria, as set forth in Table 1.
2. Inform the property owners that a duplication exists, once this fact is determined by the Committee. Also, the Committee shall inform the property owners that they may request an alternate name(s), said request to be received by the Committee no later than fifteen (15) working days following date of notification; and further, if the property owners do not request an alternate name, then the Committee will choose one at its next meeting.

If no response is received within said fifteen working days, the Committee shall inform the property owners under the caption "SECOND AND FINAL NOTICE" that

the Committee will select and approve a name at its next meeting, unless written objection or alternate name(s) is received by the Committee no later than ten (10) working days from date of the aforesaid notice.

Affected property owners may speak at the meeting before the Committee makes its decision and forwards its recommendation to the appropriate governing body.

3. Prepare and post an agenda in at least three public places in conformance with the Open Meeting Law.
4. Vote on the suggested name(s) at the duly noticed public meeting.
5. Forward the recommendation to the appropriate governing body.

Table 1
POINT SYSTEM FOR PROCESSING DUPLICATE STREET NAMES

Condition	Points
Older recognized name	1
Greater number of addresses	1
Arterial street	1

Source: Regional Street Naming Committee

Any governing body initiating a street name change shall fill out the "Request for Street Name Change" form, and the filing fee shall be waived.

CITIZEN REQUEST TO RENAME EXISTING CITY OR COUNTY MAINTAINED STREET OR PRIVATE STREET

Anyone desiring to have an existing city or county maintained street or private street renamed shall fill out the "Request for Street Name Change" form (see Appendix A) and submit it to the Coordinator. The fee for filing such a request is One Hundred Dollars (\$100). If approved by the appropriate governing body, applicant shall pay all costs for necessary street sign replacement. (See the subsection under "FEES AND PENALTIES" entitled "Financial Responsibility for Street Sign Changes".)

The Coordinator shall check existing and reserved street names for possible duplication.
The Committee shall:

1. Advise affected property owners of the proposed street name change and date of the meeting at which it will consider the request.
2. Follow the procedures as outlined in the preceding subsection, items 3, 4, and 5.

NOTIFICATION AND EFFECTIVE DATE OF CHANGE

Any street name change, when approved by the appropriate governing body, shall become effective following expiration of a six-month period commencing from the date said change was authorized by the governing body, or earlier at the discretion of the governing body.

Property owners, residents, and reviewing agencies shall be notified of the approved change of street name by written notice from the appropriate governing body.

FEES AND PENALTIES

FINANCIAL RESPONSIBILITY FOR STREET SIGN CHANGES

If the request is initiated by the governing body or its representative, then the affected jurisdiction will pay for changing all affected street sign(s).

If the request is initiated by a private party, that party shall make payment to the appropriate jurisdiction for all costs for replacing street sign(s) upon approval of the application.

In the case of a sign for a private street, the private interests directly involved shall pay for replacing all affected street signs.

FEE FOR RENAMING STREET(S)

The fee for requesting to have an existing city maintained or county maintained street or private street renamed is One Hundred Dollars (\$100). The applicant is also financially responsible for new street signs. (See previous subsection entitled "Financial Responsibility for Street Sign Changes".)

PENALTY FOR FAILING TO RESERVE STREET NAMES

Failure to reserve a street name in writing with the Coordinator prior to recordation of the map will result in disapproval of the final map by the affected jurisdiction.

STREET DIRECTORY

The Washoe County Department of Comprehensive Planning shall be responsible for publishing and updating the Street Directory at such intervals and in such quantities as may be deemed necessary.

All streets shall be entered into the Street Directory and maintenance shall be coordinated with the Geographic Information System (GIS).

Supplements containing corrections, additions, and street name changes, will be produced by the Washoe County Department of Comprehensive Planning.

A fee, to be determined by the Washoe County Department of Comprehensive Planning, will be charged for the Street Directory.

STREET NAMING AND RENAMING STANDARDS

The standards adopted for street naming and renaming are classified as either general or street configuration standards. General standards relate to street name selection, prefixes, suffixes, restricted names, and length of name. Configuration standards relate to the physical layout of the street, such as straight streets, cul de sacs, circles, curves, arcs, and curvilinear streets. In the context of this manual, the word "street" shall be used as a general term to define any type of roadway, except when used as a suffix to a street name.

GENERAL STANDARDS

STREET NAME SELECTION

The following general street name selection standards should be used:

1. A street name should be pleasant-sounding, appropriate, easy to read (so that the public, and children in particular, can handle the name in an emergency situation), and should add to pride of home ownership.
2. Names tending to be confused as homonyms (similar names spelled differently) are not acceptable.
3. Names that tend to be slurred or have pronunciations which run together may not be used.
4. Names with the same theme (i.e., flowers, states) are suggested for naming streets in an entire subdivision, as a means of general identification.

PREFIXES

All streets should have no more than one directional prefix as follows: North, East, South, West. (See Figure 1 for illustrations of this standard.)

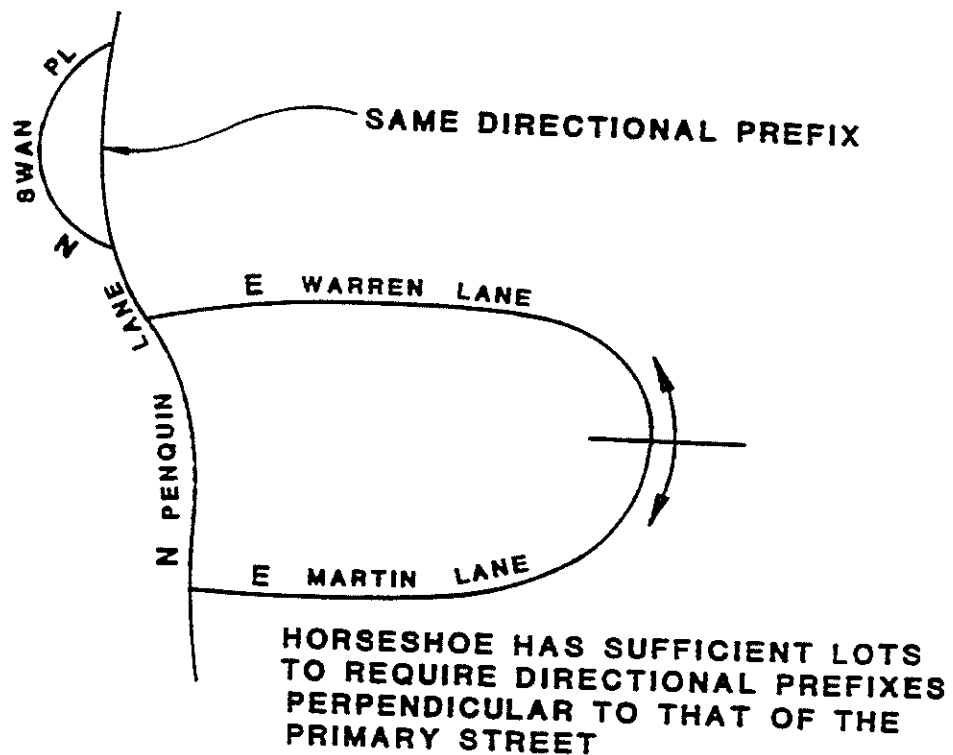
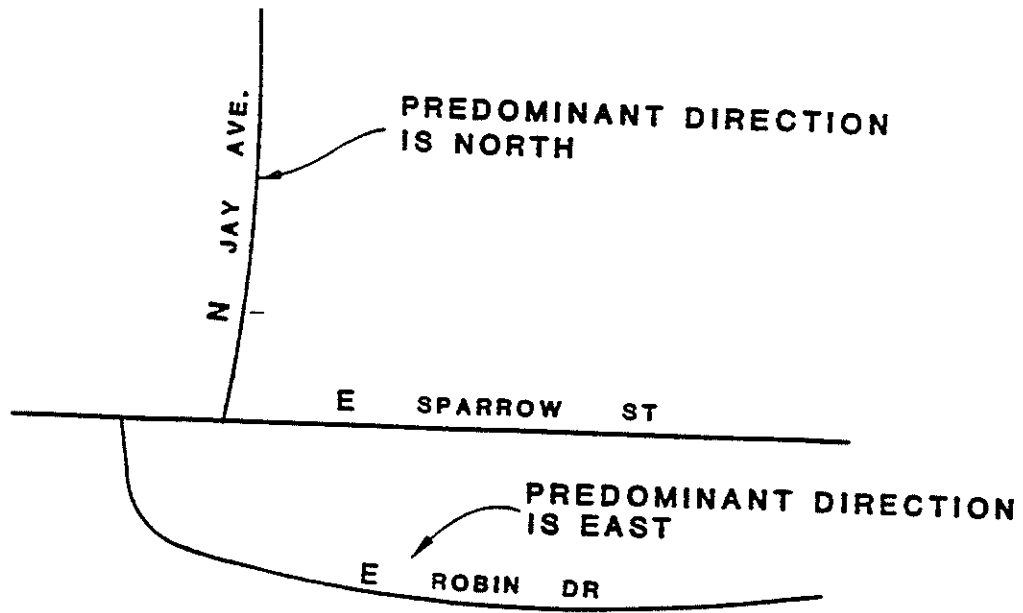


Figure 1
LISTING OF PREFIXES

SUFFIXES

The following suffixes, which have been established heretofore by convention, are suggested as a means for naming a type of street:

Avenue	A roadway or thoroughfare usually running in a north-south direction.
Boulevard	A street with a median reflecting the boulevard character implied in the name.
Circle	A looped street.
Court	A permanently closed street, such as a cul de sac.
Drive	A curvilinear Street.
Lane	A minor dead-end street.
Parkway	A special scenic route or park drive.
Place	A permanently closed street, such as a cul de sac.
Road	A limited thoroughfare usually running in an east-west direction.
Terrace	A special scenic route, usually with a view.
Trail	A curvilinear street.
Way	A dead-end right of way under 1,000 feet running at oblique angles to the four points of the compass.

RESTRICTED NAMES

The following general restrictions apply to street name selection:

1. A street name combination (primary name, prefix and suffix) may be used only once and may not be used in any other alignment.
2. Once a name is assigned to any alignment in conformance with the Street Naming Manual, it may not change anywhere along the extension of that alignment, regardless of jurisdiction.
3. When a city annexes an existing street and there is a conflict or duplication, the city at that time shall initiate a change in name of the annexed roadway to conform with the city's designated street name for that alignment. the city shall then inform the Regional Street Naming Committee and all affected property owners of the change.
4. Names with the same or similar pronunciation but with different spelling may be used only once (e.g., Saguaro or Sahuaro; Smith, Smyth, or Smythe; Ellis or Alice; Allen or Alan).

5. Proposed new street names shall be reviewed for correct usage and reasonable meaning consistent with the language used. Such review shall include (a) correct spelling and (b) reasonable meanings.

LENGTH OF NAME

Street name sign lengths are restricted to a maximum of fourteen (14) letters and spaces, fifteen (15) if the name has an "i" in it. This assures uniformity of sign length.

EXCEPTIONS

Exceptions to these general standards have been made through formal actions of the governing bodies and may be reviewed at the Washoe County Department of Comprehensive Planning offices.

STREET CONFIGURATION STANDARDS

The following standards should be used for naming straight streets:

STRAIGHT STREETS

1. Any street neither in alignment with nor an extension of any other street shall receive a separate name. (See Figure 2a.)
2. A newly developed street shall assume the name of the street with which it aligns, only if it is to be connected and is within 50 feet of an existing street. (See Figure 2b.)
3. In the event two newly developed streets fall within 50 feet of an existing street that will be connected, the existing street name shall go to the closest street. (See Figure 2b.)

CUL DE SACS

The following guidelines shall be used for naming cul de sacs:

1. Cul de sacs shall be classified as follows:
 - a. Long cul de sac.
Any cul de sac which exceeds 100 feet in length, measured along the center line of the cul de sac from the nearest right of way line of the intersecting street to the point of radius at the end of the cul de sac.
 - b. Short cul de sac.
Any cul de sac which is less than 100 feet in length.

2. A long cul de sac name may have the same primary name (but will be considered a different street) as the principal street it intersects providing:
 - a. The long cul de sac has a "Place" (Placita de) or "Court" suffix. (See Figure 3a.)
 - b. No more than one cul de sac (two if on the same alignment) may bear the same primary name as the principal street it intersects (see below for short cul de sac exception).
3. When a short cul de sac is dedicated/constructed off any given street, it assumes and retains the name and numbering of that street which it adjoins, whether it is perpendicular to said street or only a bubble configuration. (See Figure 3b.)
4. When a cul de sac exists or is constructed at the end of an existing street right of way or alignment, it shall be given the name of that street, whether the cul de sac is straight, curves, or meanders. (See Figure 3c.)
5. When a long cul de sac is dedicated/constructed and there is an existing dedicated/constructed long cul de sac on the opposite side of the intersecting street, the newly dedicated/constructed cul de sac shall be given the same name as the existing cul de sac, with directional prefixes. (See Figure 3d.)

CIRCLES, CURVES, AND ARCS

The general guidelines that should be used to name circles, curves, and arcs are as follows:

1. A circular or looping street may not receive the same or similar primary name as that of the principal thruway it intersects. (See Figure 4a.)
2. A horseshoe-shaped street shall carry two separate names. (See Figure 4a.)
3. Where a street curves in excess of 45 degrees thereby changing its predominant direction, but does not exceed 150 feet in length before intersecting with another street, then no new street name shall be required. (See Figure 4b.)
4. When an arced street is in alignment with an existing street, the arced street shall assume the name of the existing street. (See Figure 4c.)
5. Where a street curves in excess of 45 degrees, thereby changing its predominant direction, and exceeds 150 feet in length, a new street name or directional prefix may be required either at the curve's midpoint or, if existing, at an intersecting street or other "natural" break which is in close proximity to said curve's midpoint. (See Figure 4d.)

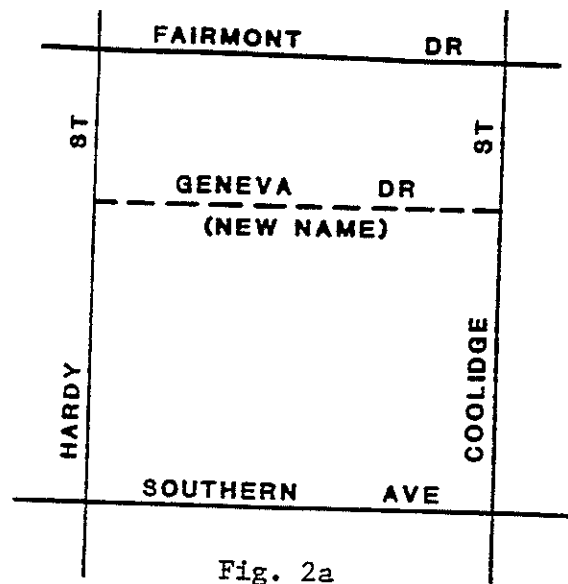


Fig. 2a

NOT IN ALIGNMENT WITH, NOR AN
EXTENSION OF, ANY OTHER STREET.

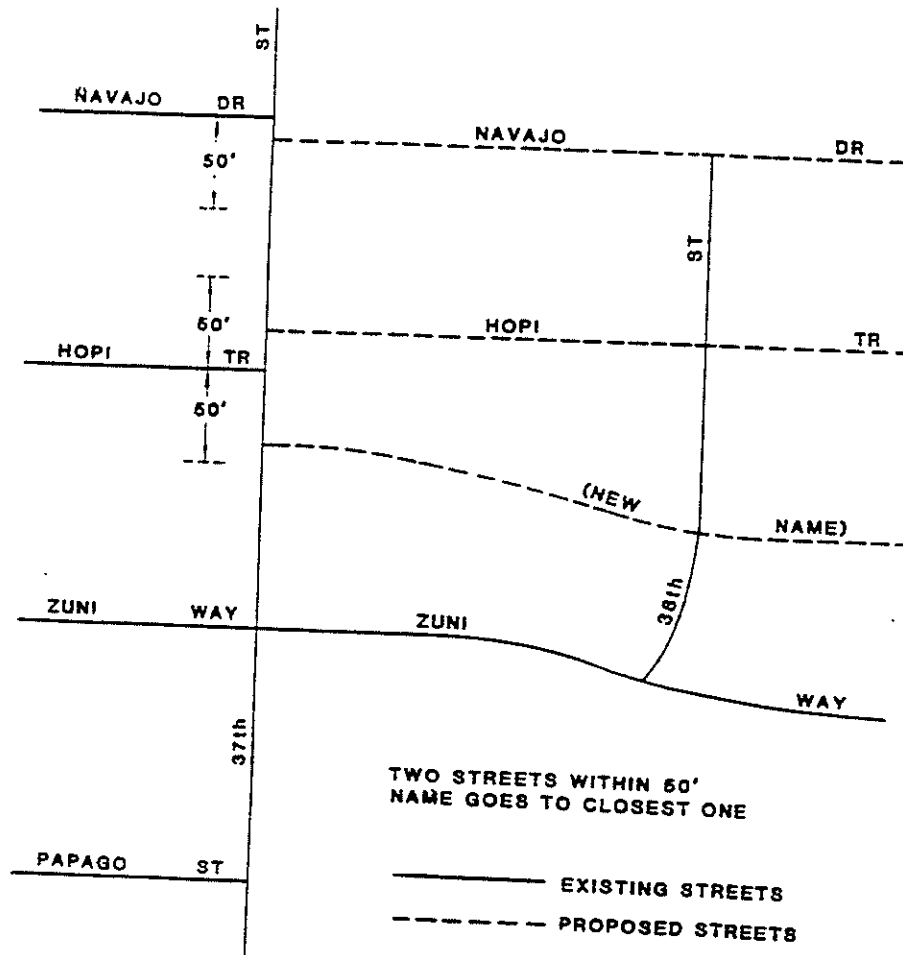


Fig. 2b

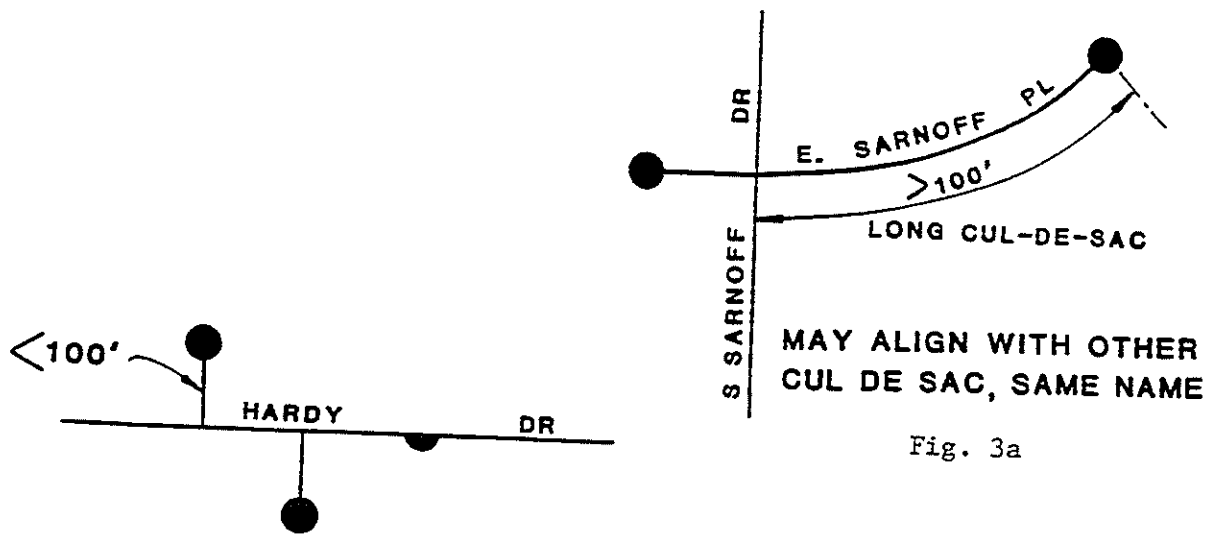
Figure 2
STRAIGHT STREETS

6. When a street follows an alignment of an arc segment and intersects with other streets on both ends, then the arced street shall be given a street name different from the other intersecting streets. (See Figure 4e.)

CURVILINEAR STREETS

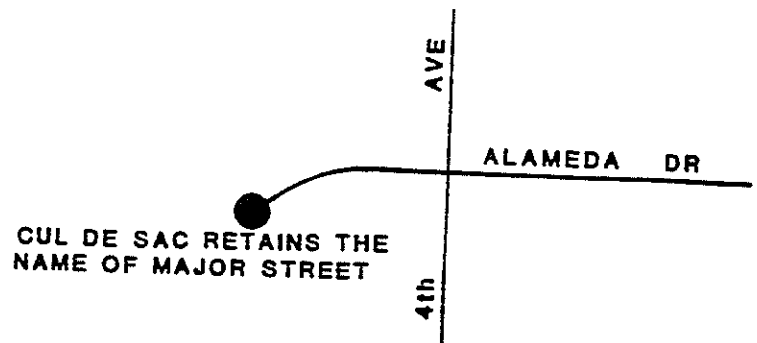
The following general street name selection standards should be used for naming curvilinear streets:

1. A street which leaves its alignment by more than 150 feet or curves in excess of 45 degrees, never to return to its original alignment, and is intersected by another street aligned in the same direction and within 150 feet of the original alignment, shall receive a new name at the intersection. The original street name shall continue on the intersecting street. (See Figure 5a.)
2. A street which leaves its alignment and returns again shall use the name of the original alignment. (See Figure 5b.)
3. A street which leaves its alignment by not more than 150 feet may retain the name of the original alignment. (See Figure 5c.)



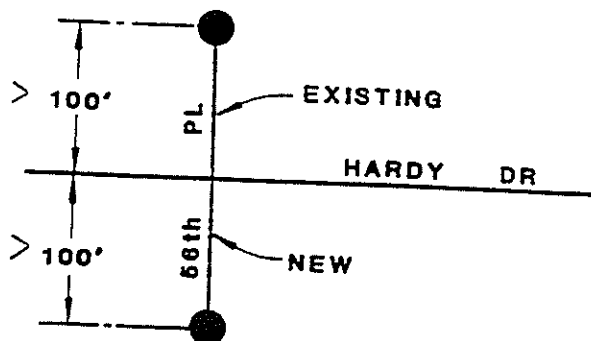
'SHORT' CUL DE SACS OR BUBBLES RETAIN NAME AND NUMBERING OF THE MAIN RIGHT OF WAY

Fig. 3b



SAME ALIGNMENT, SAME NAME

Fig. 3c



NEW CUL DE SAC RECEIVES NAME OF EXISTING CUL DE SAC WITH DIRECTIONAL PREFIXES

Fig. 3d

**Figure 3
CUL DE SACS**

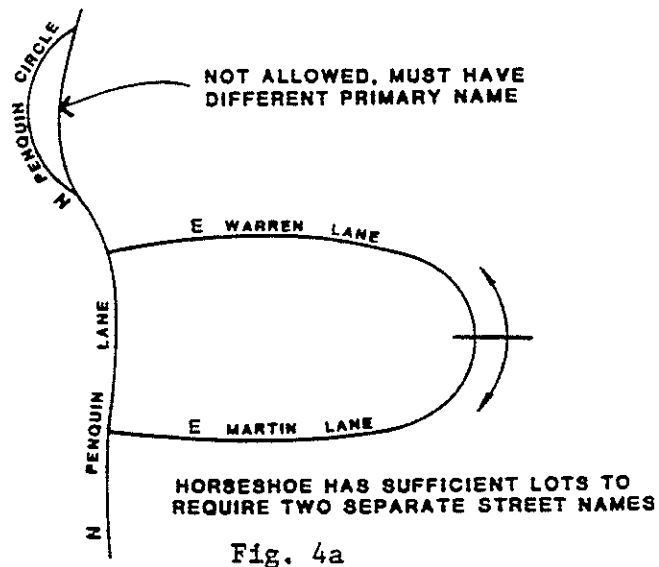


Fig. 4a

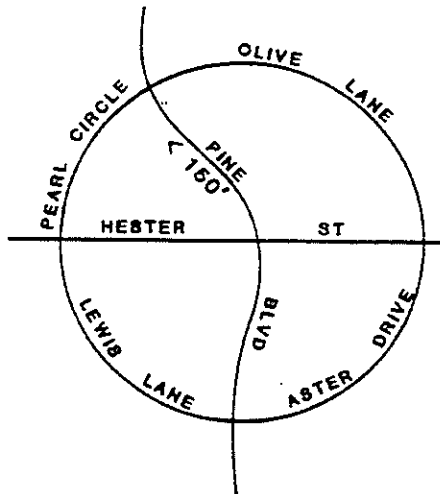


Fig. 4b

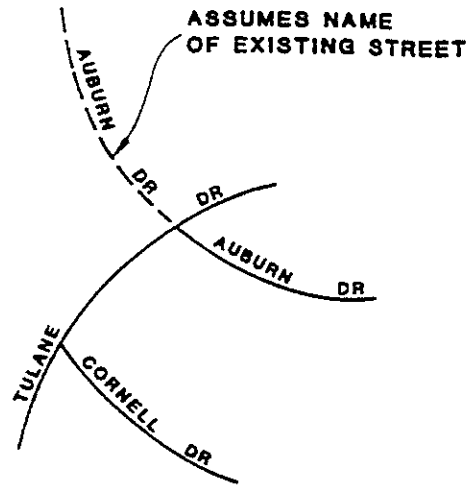


Fig. 4c

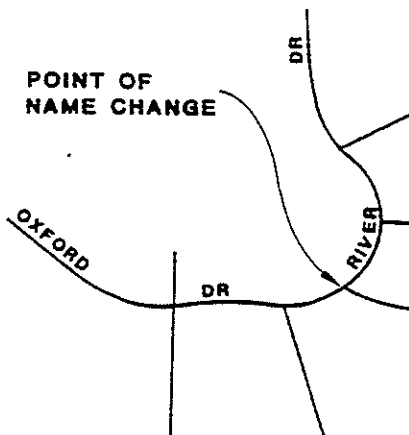


Fig. 4d

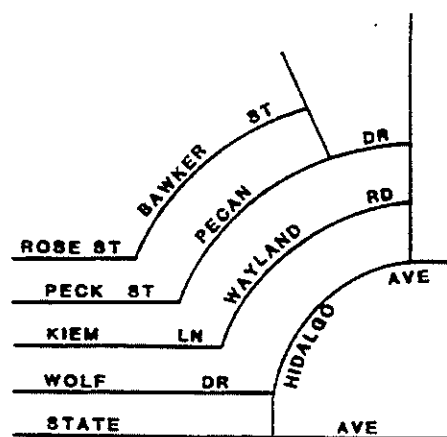


Fig. 4e

Figure 4
CIRCLES AND ARCS

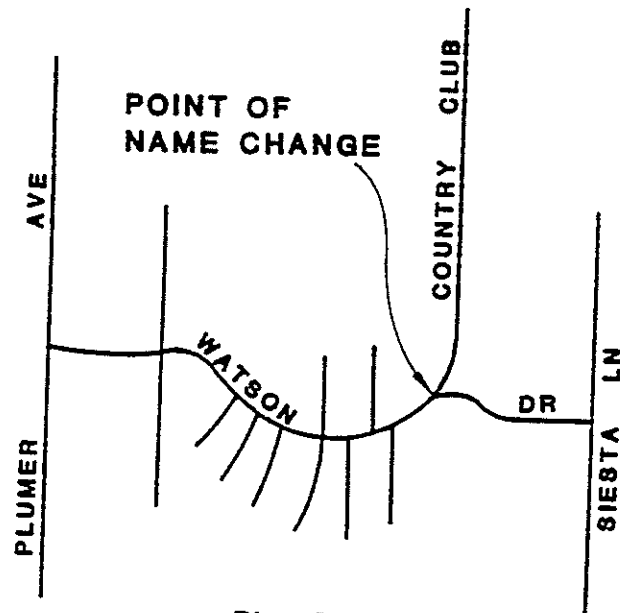


Fig. 5a

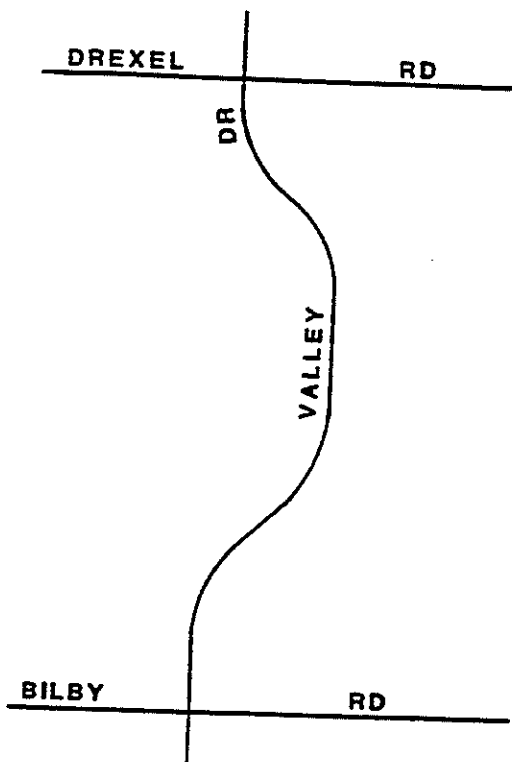


Fig. 5b

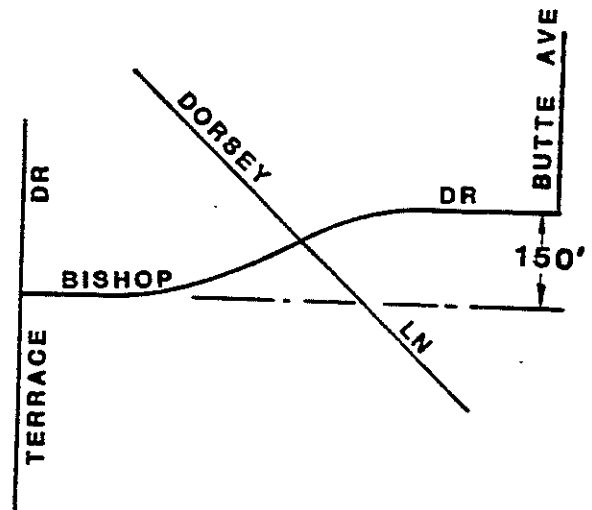


Fig. 5c

Figure 5 CURVILINEAR STREETS

APPENDIX

REQUEST TO RESERVE NEW STREET NAME(S)*

REGIONAL STREET NAMING COMMITTEE
C/O Washoe County Department of Comprehensive Planning
P.O. Box 11130
1001 E. Ninth Street
Reno, NV 89520
(702) 328-3600

Submitted by: _____ Date: _____
Address: _____ Phone: _____ (H)
_____ (W)
Private citizen: _____ Organization: _____

It is requested that the below-listed street name(s) be reserved for:

Project Name: _____
Subdivision _____ Parcelization _____ Private Street/Easement _____
Assessor's Parcel No(s). _____

STREET NAME(S)

(NO MORE THAN 14 LETTERS OR 15 IF THERE IS AN "I" IN THE NAME)
LIST FIRST CHOICE COLUMN ALPHABETICALLY

FIRST CHOICE	SECOND CHOICE	LOCATION BY MAJOR CONNECTING STREETS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Attach extra sheet if necessary)

Streets are situated in: RENO _____ SPARKS _____ WASHOE COUNTY _____
or are to be annexed to _____

*If final recordation has not occurred within one year, it is necessary to submit written request for extension to the Coordinator prior to the expiration date of original approved request.

Note: Applicant is financially responsible for all sign costs.

Approved: _____ Date: _____
Regional Street Naming Coordinator

REQUEST FOR STREET NAME CHANGE

APPLICATION FEE: \$100
CHECK PAYABLE TO WASHOE COUNTY

REGIONAL STREET NAMING COMMITTEE
C/O Washoe County Department of Comprehensive Planning
P.O. Box 11130
1001 E. Ninth Street
Reno, NV 89520
(702) 328-3600

Submitted by: _____ Date: _____
Address: _____ Phone: _____ (H)

Private citizen: _____ Organization: _____ (W)

It is requested that the following street name(s) be renamed:

STREET NAME(S)
(NO MORE THAN 14 LETTERS OR 15 IF THERE IS AN "I" IN THE NAME)
LIST FIRST CHOICE COLUMN ALPHABETICALLY

PRESENT NAME	FIRST CHOICE	SECOND CHOICE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Attach extra sheet if necessary)

Streets are situated in: RENO _____ SPARKS _____ WASHOE COUNTY _____
or are to be annexed to _____

Approximate number of structures addressed on street: _____

Reason for requested change: _____

Please attach check, maps, petitions, or supplementary information.

Note: Applicant is financially responsible for all sign costs.

Approved: _____ Date: _____
Regional Street Naming Coordinator

