

April 1, 1995

**TRAFFIC ENGINEERING DIRECTIVE
207-3**

Supersedes TED 207-2

SUBJECT: COUNTY ROAD NAME AND DESTINATION SIGNING

The intent of this Directive is:

1. to highlight the statutory requirements involving the naming of county roads, and
2. to establish guidelines relating to the Division of Highways' involvement in establishing county road names and installing county road name signs, and
3. to establish guidelines relating to the installation of directional destination (cities, towns, or communities), signing on county roads.

ESTABLISHING NAMES OF COUNTY ROADS

According to State Statute (Chap.7-1-3), the responsibility of naming or renaming County road rests with the County Commissions. Additionally, according to this same statute, the County Commissions must cooperate with local postal authorities, directors of County Emergency Communication Centers, and the Division of Highways, when naming or renaming a County road. Therefore, the Division of Highways shall work with each individual County's particular procedure.

Each County Commission may decide to handle road name requests by establishing their own unique procedures. For example, an individual County may desire all requests be forwarded to their Emergency Services Coordinators for final disposition, while others may want the Division of Highways to act on their behalf. If a particular County desires that the Division of Highways act on their behalf, the Division of Highways will do so; however, when such requests are received, the Division of Highways may require that the road name be approved by a petition signed by two-thirds of the residents living on the road and that County Emergency Services Coordinator has no objection to the new name designation.

INSTALLATION OF COUNTY ROAD NAME SIGNS

When the Division of Highways receives requests to name or rename a County road, the following guidelines shall apply:

1. Replacing existing road name sign with new sign containing the same name.

The Division of Highways can proceed with installing new signs without contacting County officials. Contact with County officials should be made only when there is reason to believe that there is a disagreement among roadway residents as to the road name.

2. Replace existing road name sign with new sign containing a new name.

All requests of this type need to be referred to County officials by the original requestor. When the Division of Highways receives direct confirmation from the County of the new road name, it then can proceed with installing the new signs.

3. Install new road name signs where none previously existed.

All requests of this type need to be referred to County officials by the original requestor. When the Division of Highways receives direct confirmation from the County of the new road name, it then can proceed with installing the new signs.

INSTALLATION OF SIGNING FOR DESTINATIONS (CITIES, TOWNS, OR COMMUNITIES) ON COUNTY ROADS

1. Before destination signing is considered, the county route intersecting with a US or WV numbered route shall satisfy at least one of the following:
 - a. The county route shall have an ADT of 1,000 or greater.
 - b. The destination shall be a city, town or established community with defined boundaries.
 - c. The destination shall generate a significant number of unfamiliar motorists on a regular basis.
2. Destination signing shall only supplement, not replace, county road name signs (i.e., if the name of the road includes the name of the destination, destination signs may not be needed).
3. Destination signs should contain the message NEXT RIGHT/LEFT or RIGHT/LEFT ¼ MILE and shall normally be placed 300-1300 feet in advance of the intersection.

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