



Town of Clayton
Planning Department
111 E. Second Street, Clayton, NC 27520
P.O. Box 879, Clayton, NC 27528
Phone: 919-553-1545
Fax: 919-553-1720

ROAD NAME APPROVAL APPLICATION

Road name applications are for public street signs (blades) that are located within the Town limits. Once the public street names have been approved, the applicant must submit a written request to the Town of Clayton Public Works Department identifying the approved blades and their installation location(s). The Public Works Department will order and install the blades along with any required regulatory signage. The applicant will be invoiced for the total cost of the blades, one-half the cost of sign posts and one man hour of labor per sign post.

SITE INFORMATION:

Name of Project: _____ Acreage of Property: _____
Parcel ID Number: _____ Tax ID: _____
Deed Book: _____ Deed Page(s): _____
Location: _____

Nearest Intersecting Roads: _____
Township: _____

OWNER INFORMATION:

Name: _____
Mailing Address: _____
Phone Number: _____ Fax: _____
Email Address: _____

APPLICANT/CONTRACTOR INFORMATION:

Applicant/Contractor: _____
Mailing Address: _____
Phone Number: _____ Fax: _____
Contact Person: _____
Email Address: _____

FOR OFFICE USE ONLY

File Number: _____ Date Received: _____ Amount Paid: _____

ROAD NAME GUIDELINES SUPPLEMENTAL INFORMATION

The following guidelines must be followed. Please note that the Town of Clayton reserves the right to not approve any street name that is deemed inappropriate or fails to meet the guidelines.

- No street names duplicate or sound similar to existing road names.
- None of the streets are names after individuals.
- Street names have been limited to 14 characters or less.
- No compass directions are included in the street names (north, south, east, west).
- Punctuation marks are not used in the street names (e.g. periods, hyphens, apostrophes, etc.).
- Double suffixes have been avoided (e.g. Deer Path Lane).
- All names have acceptable suffixes (e.g. Street, Drive, Court, Lane, etc.). *Please see the Town of Clayton’s approved list of suffixes (attached).*
- Names that are difficult to pronounce have been avoided.

REQUIRED PLANS AND SUPPLEMENTAL INFORMATION

Please submit twice as many road names as needed with highest priority names listed first, written exactly as they should appear on the sign. The Town of Clayton Planning Department will coordinate with the Johnston County Planning Department for joint approval of street names. The Town of Clayton Planning Department will provide the applicant the final approval of street names. Approved street names are reserved for one year.

Road Name	Suffix
<i>Ex.: Willow</i>	<i>Lane</i>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Road Name	Suffix
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	
21.	

APPLICANT AFFIDAVIT

I/We, the undersigned, do hereby make application and petition to the Town of Clayton Planning Department for street names. I hereby certify that I have full legal right to request such action and that the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Planning Department of the Town of Clayton, North Carolina, and will not be returned.

Print Name

Signature of Applicant

Date

APPROVED SUFFIXES AND ABBREVIATIONS

STREET SUFFIX	ABBREVIATION
Avenue	AVE
Bend	BND
Boulevard	BLVD
Center	CTR
Circle	CIR
Cove	CV
Court	CT
Drive	DR
Expressway	EXPY
Extension	EXT
Gateway	GTWY
Freeway	FWY
Highway	HWY
Lane	LN
Loop	LOOP
Parkway	PKWY
Park	PARK
Path	PATH
Place	PL
Point	PT
Square	SQ
Ridge	RDG
Street	ST
Trace	TRCE
Trail	TRL
Way	WAY
Walk	WALK