



## **Dillon County**

### **Road & Street Naming Guidelines**

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The following information is for informational purposes only and subject to change. Those wishing to do a name change should review this document and discuss the process with the Planning & Zoning Department and the Roads & Bridges Department before sending in the request.

#### ***Road & Street Names Are Required***

1. All County, municipal, or State maintained roads must have a name.
2. No road or driveway, whether publicly or privately maintained, within Dillon County shall be named without the approval of the Dillon County Planning Commission. Road names on plats for new residential subdivisions, mobile home parks, multi-family, commercial, and industrial developments must be approved by the Planning Department. Any new road name on any plat exempt from Planning Commission review must still be approved by the Planning Department.
3. Any road or driveway, whether publicly or privately maintained, that serves as the sole access for four or more permanent residential or business structures must have a name. An occupied mobile home is considered a permanent structure.
4. When the Dillon County Planning & Zoning Department (hereinafter referred to as the Planning Department) finds it necessary to name a road or driveway, whether publicly or privately maintained, they will request input from residents and property owners of record. If the residents and/or property owners of record do not respond within fifteen (15) working days of the date of the initial notification, the Planning Department reserves the right to name the road or driveway.
5. Naming a previously unnamed road or driveway does not change the maintenance responsibility; if it was privately maintained prior to its naming, it will remain privately maintained.

#### ***Approval of Road & Street Names***

1. All newly named or renamed roads or driveways in Dillon County must follow the attached "Guidelines for Road Names".
2. A committee of employees from the Planning Department and Dillon County E911 Address Office will review proposed road names for compliance with this road naming policy.
3. When approving or changing road names, consideration will be given to the special needs of emergency service providers, United States Post Office delivery, and the computerized data

bases of Dillon County (Geographic Information System, Enhanced 911, and Computer Aided Dispatch).

4. Once a road name is approved, it will be placed “on reserve” with the Planning Department. Road names reserved with the Planning Department must be developed within three (3) years of the date they were reserved, or the right to use the name within the context of County road naming policy will be null and void.

5. A newly named or renamed road or driveway shall carry the same name throughout its length.

6. A newly named or renamed road that serves as a natural continuation of an existing road shall have the same name as the existing road, unless the existing road name is to be changed.

7. Municipalities SHALL check new road names with the Planning Department to ensure that the names are not duplicated or otherwise problematic. If a municipality approves road names that are not acceptable to the Planning Department, THE ROAD NAMES WILL NOT BE ENTERED INTO THE COUNTY-WIDE DATA BASES since the new road names may cause confusion with existing road names.

### ***Guidelines for Road and Street Names***

1. No new road name shall be approved which duplicates or is similar to, either phonetically or by spelling, another road name in the County, regardless of suffix or directional. Road names in neighboring counties where community names and emergency services cross boundaries shall also be taken into account (in as far as is possible) when naming roads.

2. A suffix shall be included as a proper part of the road name. Name suffixes such as St., Dr., Ave., Ct., Path, etc., will be used to describe the type of road being named. Double suffixes shall be avoided, except in the case of Ext.

3. The Planning Department will not allow use of words which, in its opinion, are overused, either in the immediate area or county-wide, as such overuse is likely to cause confusion (examples of overused words: Old; Carolina; Spring; Glen; Blackstock; Foster, etc).

4. The Planning Department may allow, “compounding” of a road name (adding another word or words), except where such compounding would, in its opinion, likely lead to confusion with E911 or other service delivery (examples of compounds using “Smith”: Smith Farm Rd; Horace Smith Rd; Smith Meadows Trl; Smith Hills Dr; Smith Mountain Rd; Kennedy Smith Ln, etc.).

5. Directionals (N, S, E, W or combinations thereof) shall not be allowed unless paired. (example: N. Cattail Ln must connect with a S. Cattail Ln; SW Friddle St. must connect with a NE Friddle St.)

6. Names that are vulgar or ethically offensive, in the opinion of the Planning Department, will not be approved.

7. Names that are exotic or have difficult spellings, in the opinion of the Planning Department, will not be approved.

8. Intentionally misspelled road names, which in the opinion of the Planning Department will cause confusion or delays in the delivery of emergency services, will not be approved.
9. Lengthy names (more than 28 characters/spaces) will not be approved.
10. Abbreviations as road names shall not be permitted. (i.e., E.B.N. Rd.)
11. Symbols shall not be allowed. (i.e. &, +, etc.)
12. Hyphens and apostrophes shall not be entered into County databases and, therefore, shall be avoided.
13. Initials shall not be allowed at the beginning of a road name.
14. A road name which can be confused with a property number shall not be accepted (i.e., 290 Commerce Park Drive, Thousand Oaks Drive, or 101 Business Parkway).

### ***Changing A Road or Street Name***

A road name change may be initiated by either Dillon County or by property owners.

- A request to change the name of a portion of a road, such that one continuous road shall have more than one road name, shall be denied.
- Once a road is named, property owners and/or residents may not request a new name for five (5) years.
- The Dillon County Road Naming Policy shall be followed in the naming or renaming of any road or driveway, whether publicly or privately maintained.
- The road names on the Dillon County Road Map, currently maintained in Dillon County Planning Department and Roads & Bridges Department, shall be considered correct until evidence to the contrary is presented.

### ***County Initiated Road or Street Name Changes***

Pursuant to South Carolina Code of Laws, Section 6-29-1200, Dillon County may initiate road name changes for the following reasons:

1. A road name duplicates or is similar to another, either phonetically or by spelling, within a 911 community or an emergency service district. This is in accordance with State Law, which states "Existing duplicated road names must be changed as necessary by the local government to ensure the efficiency of the emergency response system"; or
2. County Communications Department (E911 dispatch) submits a written request to the County that a certain road name be changed due to its causing confusion with the dispatch and/or delivery of emergency service delivery; or
3. An emergency service provider requests in writing that a particular street name is causing service delivery confusion; or

4. United States Postal Service presents a request in writing stating that a particular road name is causing service delivery confusion; or
5. When road configurations exist or change so that a road is split into two or more non-continuous sections; or
6. When Planning Department staff finds conditions that are likely to result in confusion in emergency service delivery. In instances where duplicated or problematic road names are located outside the jurisdiction of the Dillon County Planning Commission, the Planning Commission staff shall work with the local jurisdiction in question to rename the duplicated or problematic road.

#### ***Owner Initiated Road and Street Name Changes***

If a road has had its current name for five or more years, a property owner may request a road name change by presenting a petition to the Planning Commission.

- (a) The request to change the road name must be made for the entire road. Portions of a road will not be considered for a name change.
- (b) A petition form must be obtained from the Planning Department and must specify the proposed new road name.
- (c) The proposed road name must meet the requirements for new road names in Spartanburg County.
- (d) In order to be considered by the Commission, the petition must be signed by at least seventy-five percent (75%) of resident property owners whose street address would be affected by changing the road name.

This petition is not considered a legally binding document; resident property owner information will be verified against the tax assessor's database records. It is up to the petitioner to contact the residents and property owners about the proposed name change.

The Dillon County Planning Commission will hold a public hearing regarding the requested road name change. The Planning Department staff will notify residents and/or property owners of the date, time and location of this public hearing. The Planning Department staff will advertise this hearing in a newspaper of general circulation at least fifteen days prior to the public hearing.

#### ***Costs Associated With Owner Initiated Name Changes***

The party initiating the request for a road name change shall be responsible for the cost of replacement of all signs. Costs will be determined by the Roads & Bridges Department on a case-by-case basis.

The County will erect signs in public rights-of-way, but will not place signs on private property even though they may be required.

The party initiating the road name change shall also pay a \$25.00 fee to defray the cost of advertising for a public hearing and the cost of notification to residents and property owners of the new road name. Additional fees may also be imposed depending on the specific project impacts.

**For additional information or assistance contact:**

**Planning & Zoning Department**

**Johnathan Anthony Price, Building Official**

211 W Howard St, Dillon, SC 29536 | P.O. Box 145, Dillon, SC 29536

Phone: (843)841-3874

Fax: (843)841-3875

Email: [code17@bellsouth.net](mailto:code17@bellsouth.net)