



Town of Center Harbor  
36 Main Street, PO Box 140, Center Harbor, NH 03226  
P: 603-253-4561 F: 603-253-8420 E: [planningzoning@centerharbornh.gov](mailto:planningzoning@centerharbornh.gov)  
**STREET NAMING/CHANGE APPLICATION**

Procedure:

1. Once a complete application is received, the Planning Department will request review and approval of the proposed name(s) from the New Hampshire Division of Emergency Services and Communications
2. Planning Department and the Center Harbor Road Agent will then review the application for compliance with the Town of Center Harbor Planning and Zoning Ordinances. If approved, the Planning Department submit the application to the Selectmen for review and approval.
3. Notice of the decision is sent to the applicant, affected property owners, and various governmental, utility and emergency services agencies.

Application Requirements

An incomplete application will not be accepted. A complete application consists of the following that must be submitted:

- A. Copy of the officially recorded title transfer instrument (deed, warranty deed, or contract) that shows the legal description for the parcel.
- B. Subdivision plat or site plan showing the layout of streets being named or renamed relative to existing or future roadways and subdivision lots. Plat shall be 8.5" x 11" in size, to scale, legible, and dated showing existing dwelling locations and driveway locations that will have access off this street.
- C. A list of the name(s) and addresses of each property owner of property relying on the road or street for access.
- D. The purpose for renaming the street.
- E. Filing fee of \$150\*: Make check payable to the Town of Center Harbor. Other fees may apply.
- F. Submit complete application to: Town of Center Harbor, Planning Department, 36 Main Street, PO Box 140, Center Harbor, NH 03226.

NOTE: If all of the required information is not submitted with the application form, it will not be accepted. If the application is withdrawn after a file has been set up or fee deposited, the entire fee cannot be refunded. Partial refunds are at the discretion of the Planning Department based on the amount of staff work undertaken.

Applicant

Tax Map and Lot of Applicant:                      Map:                      Lot:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mailing Address:

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

New Street

Renaming of Existing Street Existing Street Name:

Proposed Street Name\* (in order of preference)

1. 3.

2. 4.

\*If approved name is longer than 12 characters long, a charge of \$5 per character will be assessed.

The applicant shall certify that:

A. If the application is granted the applicant(s) will exercise the rights granted in accordance with the terms and subject to all the conditions and limitations of the approval.

B. I hereby declare under penalties that all the above information and statements and the statements in the plot plan, attachments and exhibits transmitted herewith are true; and the applicants so acknowledge that any permit issued on the basis of this application may be revoked if it is found that any such statements are false.

Print Name

Signature

Date

## **NH Division of Emergency Services and Communications Street Naming Guidelines (as of 02/15/17)**

Each street within a municipality should be given its own unique road name to prevent confusion on the part of emergency responders. In the case of a new road, the municipality is prohibited from choosing a name “which is already in use, or which is confusingly similar to any such existing name or which otherwise might delay the location of any address in an emergency” per RSA 231:133. In the case of existing road names which are identical or confusingly similar, the DESC recommends that the municipality rename one or more of these roads to eliminate the potential confusion in responding to an emergency at these locations. However, the municipality is not bound by the RSA to make any changes to road names that were assigned before August 14th, 2005.

When naming or renaming roads, the municipality should take the following recommendations into consideration:

- Avoid duplicate street names. A duplicate street name is one in which the main part of the name is shared by more than one street, even if the designators, or directional information is different. Road names can be considered duplicate even if they are spelled differently when they are phonetically identical. SMITH
- ST, SMYTH ST, SMITH RD, NORTH SMITH ST, SMITH ST SOUTH, SMITH ST EXT are all duplicate road names.
- Avoid confusingly similar street names. A confusingly similar street name is one in which either a large part of the name is shared by more than one street, or the names of more than one street are phonetically similar. OLD COUNTRY RD and COUNTRY LN would be similar sounding road names, as would COUNTRY LN and COUNTY LN and LAUREL AV and LAUREN AV.
- If the road is continuous, avoid changing names at an intersection or a curve or some other point. Also, if a road continues through an intersection into diverse directions, the road name should only continue in one of these directions. The other road, or roads, would be their own entities requiring separate, unique identifying names.
- Avoid family names or individual’s names, especially living persons and politicians.
- Street names should not contain any special characters such as hyphens, apostrophes, or dashes.
- All road names should contain a suffix which complies with the USPS Postal Standards Publication 28.
- Avoid the use of directional’s and USPS standard suffixes as road/street names (e.g. EAST ST , NORTH BLVD and PLAZA LN)
- All words within the main body of a street name should be spelled out completely and not abbreviated. This includes valid street suffixes and cardinal directions which are part of the main body of the name, rather than modifiers of the street name. Examples of street names which meet these criteria include WEST ALTON MARINA RD (west in this street name refers to the locality of West Alton, rather than the western section of ALTON MARINA RD), FIRE LANE 24 (LANE is not a designator in this situation), KEARSARGE MOUNTAIN RD (MOUNTAIN should not be abbreviated MTN).