

**Procedure for Naming Ways and Renaming Roads**  
**Approved by the Wellfleet Planning Board on January 26, 2000**

Procedure for Naming a Way

- 1.) Pick a first choice and a second choice.
- 2.) Contact the Fire Department for an approval of the names chosen.
- 3.) Provide a letter with all the names, current addresses, telephone numbers, and signatures of land owners abutting the way in question, stating that they agree to the name choice. A two-thirds majority of the abutters is needed.
- 4.) Submit this letter to the Planning Board. The matter will be treated at a subsequent meeting.
- 5.) The Board, by majority vote, makes an order to name the way. The new name will be included in a written order, signed by the Chair of the Board effecting the name change. A copy of this order shall be filed with the Barnstable County Registry of Deeds/Land Court, in the office of the Wellfleet Town Clerk, and with the Assessor.
- 6.) If the Planning Board votes to approve the new name, return to the Fire Department with a copy of the letter to have the change completed with Bell Atlantic.
- 7.) Check with the DPW (349 0315) regarding proper sign specifications. If the way is private, residents must purchase the sign, but the DPW will install it.
- 8.) The applicant is responsible for informing abutters of the board decision.

Procedure for Renaming a Road

- 1.) Pick a first choice and a second choice.
- 2.) Contact the Fire Department for approval of the names chosen.
- 3.) Provide a letter with the names, current addresses, telephone numbers, and signatures of land owners abutting the road in question, stating that they agree to the name choice. A two-thirds majority of the abutters is needed.
- 4.) Submit this letter to the Planning Board with \$35 for the public hearing. The Planning Board secretary will schedule a hearing, advertising it for two successive weeks. The contents of the published notice shall include, a.) date, time, place of the public hearing, b.) subject matter of the public hearing, c.) identification of current name and proposed name change.
- 5.) The Board will hold said public hearing on the proposed name/name change.
- 6.) The Board, by majority vote, makes an order to change the name of the road. The new name will be included in this written order, signed by the Chair of the Board effecting the name change. A copy of this order shall be filed with the Barnstable County Registry of Deeds/Land Court, in the office of the Wellfleet Town Clerk, and with the Assessor. The applicant shall return to the Fire Department with a copy of the letter to have the change completed with Bell Atlantic.
- 7.) Following name change approval, the applicant property owner/residents shall engage the DPW to erect an appropriate street sign specifying the new name at or near each point where the public way joins another public way. If the case of a private road, abutters pay for the sign.
- 8.) The applicant is responsible for informing abutters of the board decision.

WELLFLEET PLANNING BOARD  
Town Hall  
300 Main Street  
Wellfleet, MA 02667

Date \_\_\_\_\_

Request to Name Numbered Way \_\_\_\_\_

Request to Change Name of Road \_\_\_\_\_

Existing Name of Road \_\_\_\_\_

Proposed Name of Road \_\_\_\_\_

Wellfleet Assessor's Map(s) # \_\_\_\_\_

Running from \_\_\_\_\_

to \_\_\_\_\_

Number of Abutters to Road \_\_\_\_\_

Attach List of Abutters and Copy of Proposal sent to them.

Person Making Request \_\_\_\_\_

Address \_\_\_\_\_

Tel.No. \_\_\_\_\_

You will ne notified of action taken by the Planning Board in cases of naming of numbered ways, or of the date of a public hearing of your request to change a road name.

The lead person making the request will be responsible for informing abutters of the hearing or action taken by the Planning Board.