



Street Name/Change of Street Name Application

Assessing Office
85 Union Street
Brunswick, ME 04011
P: (207) 725-6650
E: assess@brunswickme.org

Application Procedure:

- A. Once a complete application is received, the addressing officer will request review and approval of the proposed name(s) from the Fire and Police Departments.
- B. The addressing officer will review the application for compliance with the Town of Brunswick Addressing Ordinance and other applicable State requirements and guidelines. The addressing officer will approve the application if it complies with all regulations.
- C. Notice of the decision is sent to the applicant, affected property owners, and various governmental, utility and emergency service agencies.

Application Requirements:

Incomplete applications may delay this process. A complete application consists of the following that must be submitted:

- A. The attached application form filled out.
- B. Map showing existing and/or proposed dwelling locations that will have access off this easement.
- C. A list of the name(s) and address of each property owner of property relying on the road for street access.
- D. You must submit three (3) separate names for each road name needing approval. Do not submit three variations of the same name (Pine Street, Pine Way, Pine Lane etc.)

Road Naming Guidelines:

- Names may not be duplicated or be similar to existing names in Brunswick.
- Avoid special characters, such as hyphens, apostrophes, periods, or decimals, in road names.
- Select names that are easy to pronounce and have a positive connotation.
- Numbers are not allowed e.g. Four Corners Dr
- Keep road names short. They are easier to remember.
- Use an appropriate suffix. For example:
 - **Bypass, Causeway, Expressway, Highway, Pike, Turnpike:** Major highways or arterials through the Town, often with limited access and multiple travel lanes in each direction.
 - **Street, Avenue, Boulevard:** Major roads in urban areas.
 - **Road:** Major road in more suburban or rural areas.
 - **Court:** Permanently closed road such as cul-de-sac or dead end under 1,000 feet in length.
 - **Drive, Lane, Path, Trail, Way:** Neighborhood roads, more than one segment in length, may be connected at both ends to another street or dead ends.
 - **Circle, Loop, Crescent:** Short drive that begins and ends on the same road.
 - **Center, Mall, Plaza, Square:** Should be used for commercial streets in shopping, office, and downtown areas.
 - **Alley:** Service road between two streets.

Words to Avoid:

When submitting road names for approval, certain words have been used repeatedly over the years causing confusion for emergency and delivery services. As such, the following words, in any form, cannot be used for naming a new road in the Town of Brunswick.

- Rock
- Stone
- Granite
- Berry
- Cove
- Blue
- Tree (including species of trees)
- Admiral

Street Sign:

Town Accepted Roads: Upon approval, sign is ordered and installed by the Town.

Private Roads: Upon approval, there are two options.

1. The Assessing Office notifies Public Works and a street sign is ordered and installed by the Town. The cost for the sign and installation will be billed to you as the owner/developer of the Private Road. (Generally, in the range of \$250.00 for street signs and in the range of \$300 for street sign and stop sign in subdivisions.)
2. The owner/developer orders and installs a sign that conforms to the Manual on Uniform Traffic Control Devices (MUTCD) section 2D.43. <https://mutcd.fhwa.dot.gov/htm/2009/part2/part2d.htm>

Brunswick Landing Roads: Upon approval, sign is ordered and installed by owner/developer in coordination with the Midcoast Regional Redevelopment Authority (MRRA) and to MUTCD standards.

Parcels with Direct Access off Road

All parcels with direct access off the access easement will be required to use the approved street name. Please be aware, this name change may affect existing parcels. Owners of property who abut the subject street should signify that they agree with the proposed street name(s). Please be advised that if this Street Name/Change of Street Name application is approved, **it will change your existing address** to a new address and the new street name. You will receive notification of your new address upon approval of this street naming application. **Your signature below indicates you understand and agree to the proposed street name or change of street name.**

Signature		Printed Name & Current Address	
Signature		Printed Name & Current Address	
Signature		Printed Name & Current Address	
Signature		Printed Name & Current Address	
Signature		Printed Name & Current Address	
Signature		Printed Name & Current Address	
Signature		Printed Name & Current Address	

Attach additional pages if necessary.



Street Name/Change of Street Name Application

Assessing Office
85 Union Street
Brunswick, ME 04011
P: (207) 725-6650
E: assess@brunswickme.org

1: Applicant Information

Applicant
Name:

Mailing Address
Including City, State,
Zip:

Telephone:

Email:

2. Street Information

Proposed Street is a:

Private Way Subdivision Road Subdivision Name:

Other:

3. Proposed Names of New Street (in order of preference)

1st Preference:

2nd Preference:

3rd Preference:

Intersected
Street:

Between Numbers:

Tax Map/Lot of
Access Point

Number of lots
accessed by new
street:

By submitting the request in writing, you certify that you are qualified to make this request, are taking responsibility for any changes made, and have read and understand the street name application procedures and requirements.

7. Signature

Date of Signature

MM

DD

YY

Town of Brunswick Office Use Only

Date Confirmed by E911:

Approved Name:

Draw Sketch Here or Attach Plot Plan

