

*Stillwater County*

***RURAL  
ADDRESS  
Policy***

*November 2017*

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## **RURAL ADDRESSING**

### **I. Purpose**

To establish a process whereby:

- A. All public and private roads will be named.
- B. All businesses and residences will be assigned a unique address.
- C. All addressing signs will be uniform in construction and color.
- D. Disagreements over road names may be resolved in a reasonable time.
- E. Requests for road name changes may be processed in a consistent and reasonable manner.
- F. Certain committees and individuals will be given specific duties and provided guidelines governing the discharge of those duties.

### **II. Authority**

These policies and guidelines are established under the authority of Stillwater County Resolution Number 98-40.

### **III. Duties**

- A. 911 Committee (DES, Commissioner, County Health, County Sanitation, County Sheriff, County Road and Bridge, County GIS, County Treasurer, County Extension Service, City Police, Stillwater Mine, Highway Patrol, County Fire Warden, Columbus City/Rural Fire Chief, citizens-at-large,)
    - 1. Approval of all new road names and changes
    - 2. Equitably resolve disagreements over road names
    - 3. Establish and maintain policies and procedures
  - B. GIS Department
    - 1. Assign new physical addresses and administer physical address changes as needed
    - 2. Verify that proposed names for new roads that do not already exist
    - 3. Maintain policies and procedures
  - C. Road & Bridge Department
    - 1. Make available appropriate signing material & information
    - 2. Erecting and maintaining road name signs on public roads & where private roads intersect public roads
  - D. Individual or Business
    - 1. Provide choice of names for their respective private roads
- 2. Notify GIS Department of any driveway location changes**

**IV. Standards**

The standards established in this document are based on the recommendations in the publication *"Montana Addressing Guidebook for Local Governments"* prepared by the Department of Administration Information Services Division, Helena, Montana. All road signs and numbers are based on the *"Manual on Uniform Traffic Control Devices"*

**V. Naming of Roads**

**A. Policies**

It shall be the policy of this the 911 committee that:

1. The term "road" refers to any highway, road, street, avenue, lane, private way or similar thoroughfare regardless of the surface construction.
2. All public and private roads within Stillwater County having three (3) or more dwellings or has the potential of having three (3) or more dwellings shall each be given one name unique only to that road.
3. Road segments that are not connected shall have different road names.
4. Road names should change only where there is substantial intersection, or at town boundaries.

**B. Procedures**

1. Public Roads
  - a. Unnamed public roads shall be named by the 911 Committee.
2. Private Roads (not within a Subdivision)
  - a. The GIS Department shall make available a Private Road Name application to all appropriate parties and provide a list of all the current road names in the county.
  - b. The application form shall be filled out with a list of 3 road name choices. These choices must be agreed upon by all land owners, any individual living along this road, and a developer or association if applicable. This form is then submitted to the 911 Committee.
  - c. The 911 Committee shall choose a name from the application that meets the established standards for naming roads.
  - d. The appropriate parties shall then be notified of the decision.
3. Subdivision Roads
  - a. Refer to Subdivision Regulations located at the Planning Department, or on the County website.

**C. Guidelines**

1. Duplicate road names shall be avoided (e.g. Whitetail Lane and Whitetail Road).
2. Similar sounding road names shall be avoided (e.g. Clark and Clark Hill; or Beach and Beech).
3. Road names shall be assigned based on traffic patterns. When a road forks into two roads, the fork with the highest traffic volume shall continue with the same name.
4. If a road has more than one branch at the end, use separate names for the each branch.
5. Special characters (hyphens or apostrophes) shall be avoided.
7. Public roads shall have the designation "Road" in the name or a name consistent with Current naming conventions for towns and sites.
8. Private road shall have the designation "Lane", "Path", "Trail" or "Drive" in the name.
9. Personal names other than historic persons shall not be used.
  - a. "Personal name" includes first and/or last names.
10. It is recommended that road names be short.

**VI. Renaming Roads**

**A. Policies**

It shall be the policy of this 911 committee that:

1. The renaming of public and private roads shall be done only with the authorization from this committee in accordance with the following procedure and guidelines.
2. The cost and installation of new signs shall be the responsibility of the requesting parties if the road is a private road, not intersecting a public road. Public road name signs will be paid for and installed by the County Road and Bridge Department. Subdivision signs will be paid for and installed by the subdivision association or developer.
3. All road signs will fall in accordance with the "Manual on Uniform Traffic Control Devices."

B. Procedures

The procedure for renaming a road is as follows:

1. Private Roads (not within a Subdivision)

- a. The party or parties requesting the name change must fill out and submit the "Request for Road Name Change" form provided by the GIS Department.
- b. The form must contain at a minimum the following information:
  - aa. the current name of the road;
  - bb. list the reason(s) for the road name change;
  - cc. the name, physical address, phone number, and signatures of the individual(s) requesting the change;
  - dd. a list of three road name choices;
- c. Once the form is submitted, the 911 Committee will then select a road name that meets the established standards for naming roads. The address changes shall be made in the E-911 database by the GIS Department.
- d. If the private road does not intersect a public road and is not within a subdivision, the new signage and expense of installation will be the responsibility of the requesting party. The new road name sign will be purchased and installed following the "Manual on Uniform Traffic Control Devices" requirements, which are located at the County Road & Bridge Department. If the private road sign intersects a public road it is the responsibility of the county to order and install the new sign.

2. Public Roads

- a. Renaming of Public Roads shall be discussed by the 911 committee. If it is determined that a public road must be renamed then a public meeting will be held with the affected parties to discuss the issue.
- b. The road name will then be selected by the 911 committee and the address changes will be performed by the GIS Department.
- c. The new road signs will be ordered and installed by the Road & Bridge Department.

3. Subdivision Roads
  - a. The Subdivision requesting the road name change must fill out and submit the “Request for Road Name Change” form provided by the GIS Department.
  - b. The form must contain at a minimum the following information:
    - aa. the current name of the road;
    - bb. list the reason(s) for the road name change;
    - cc. the name, physical address, phone number, and signatures of all land owners and the individual(s) requesting the change;
    - dd. a list of three road name choices;
  - c. Once the form is submitted, the 911 Committee will then select a road name that meets the established standards for naming roads. The address changes shall be made in the E-911 database by the GIS Department.
  - d. If the subdivision road does not intersect a public road, and is located within the subdivision, the new signage and expense will be the responsibility of the subdivision. The new road name sign will be purchased and installed following the “Manual on Uniform Traffic Control Devices” requirements, which is located at the County Road & Bridge Department. If the subdivision road sign intersects a public road it is the responsibility of the county to purchase and install the new sign.

**C. Guidelines**

1. Considerations used in the process of renaming a road are given in the following order from the most important to the least important:
  - a. court order;
  - b. county resolution;
  - c. historic importance;
  - d. the road with the most properties adjoining it;
  - e. the road that has retained its name for the longest time;
  - f. the road that is the longest distance; and
  - g. the road with the most descriptive name.
2. Themes should be used for roads in a given area.
3. Roads having a section closed indefinitely or on a regular basis should be given identifiers to designate which side of the affected area the address is located.

## **VII. Rural Numbering System**

### **A. Policies**

It shall be the policy of this 911 committee that:

1. Rural addresses shall be assigned by the GIS Department every 52.8 feet along both sides of the road.
2. Even numbers shall appear on the right side of the road and odd numbers shall appear on the left side of the road, ascending from the numbering origin.
3. The number assigned to each structure shall be that of the numbered interval falling within the location of the driveway of said structure;  
and
4. Every structure with more than one principle use or occupancy shall have a separate number for each use or occupancy. (numbers should be assigned to all structures that are inhabited or that have or may have phone service) This does not include accessory buildings such as: barns, shop buildings, sheds, etc. The county shall reserve the right to determine if a structure is considered principle use.
5. Address changes can occur when a road name changes and if it is determined that the original address does not reflect the county addressing scheme. Address changes are handled through the GIS Department. The affected individuals are notified of the change and are sent new numbers to post at their expense.
6. If two structures (ie. houses) sharing the same private drive, the first structure shall receive a number and the second shall receive the same number with the letter "A".

### **B. Procedures**

1. Individuals requiring a new physical address must contact the Stillwater County GIS Department. Individuals must then fill out an Application for a Physical Address and pay the \$30 addressing fee.
2. On the application the individual must indicate whether a driveway has been put in or the location marked. Once the driveway location is identified the location will be GPS'd by the GIS department and the individual notified of the physical address.
3. The physical numbers will then be issued to the individual to be posted at the start of the individual's driveway.

Policy # 5-P99-01      Stillwater County 9-1-1 Committee Policies

C. Guidelines

1. Numbering origin is determined by where the road begins. This is generally where the road intersects with a larger road. In cases where the road loops and intersects the larger road at a different point, then the intersection nearest to the numbering origin of the larger road will be used as the starting point.
2. Duplexes, apartments, suites, condominiums and other similar dwellings should be assigned one number to identify the building. The individual units should then be assigned individual secondary location indicators (e.g. 111 Main Street, Apartment A)
3. Mobile home parks should generally be assigned an address similar to apartments and such (e.g. 2323 Rain Road, Trailer #5)
4. Corner lots should be assigned a number according to the access point of the residence or business.
5. Cul-de-sacs without buildings in the center portions should be numbered as if the center line of the road bisects the cul-d-sac with even numbers on the right and odd numbers on the left.

## VIII. Signing and Numbering Material

A. Policies

It shall be the policy of this 911 committee that:

1. Physical Address Signs
  - a. All physical addressing signs shall be obtained from the GIS Department when applying for an address.
4. The physical numbers will then be issued to the individual to be posted at the start of the individual's driveway.
  - b. Addressing signs must be visible day and night. This does not require artificial lighting.

**Policy # 5-P99-01    Stillwater County 9-1-1 Committee Policies**

2.    Public Road Name Signs
  - a.    Road signs for public roads shall only be purchased and installed by the County Road & Bridge Department or their designee.
3.    Private Road Name Signs
  - a.    New or replacement road signs for private roads not intersecting a public road shall be purchased and installed by the interested parties.
  - b.    These road signs shall be purchased following the “Manual on Uniform Traffic Control Devices” guidelines.
4.    Subdivision Road Name Signs
  - a.    Road signs for private roads within an established subdivision will be purchased and installed by the developer or association. Replacement road signs shall be handled by the association as defined in the Subdivision Regulations.
  - b.    All road signs shall be purchased following the “Manual on Uniform Traffic Control Devices” guidelines.

**IX.    Appeal Process**

- A.    Policies
  1.    Individuals dissatisfied with a decision of the 911 Committee may make a written request appeal to the 911 Committee for a re-hearing. The request must state the reason and reference additional evidence or testimony that may be presented to the 911 Committee.
  2.    The request must be made within 30 calendar days from the date of the 911 Committee's decision.
  3.    The 911 Committee may hold a subsequent meeting to hear the request. The notification of the subsequent meeting should follow the same process as used for the notification of the initial meeting.
  4.    The decisions of the 911 Committee may be appealed to the Stillwater County Commission. A written appeal must be submitted to the Commission within 30 calendar days from the appeal of the 911 Committee's decision. The request for the appeal must state the reason for the appeal and evidence and testimony that will be presented. The 911 Committee must present a written response to the Commission explaining the 911 Committee's position.

## **X Responsibility of Expenses.**

### **A. House numbers:**

1. Individuals requiring a physical address must contact the Stillwater County GIS Department. Individuals must then fill out an Application for a Physical Address and pay the \$30 addressing fee.
2. Replacement address numbers will be paid by the requesting party and payment of \$25

### **B. Road signs:**

1. All private or subdivision roads:
  - a. If the subdivision road does not intersect a public road, and is located within the subdivision, the new signage and expense of installation and maintenance will be the responsibility of the subdivision. The new road name sign will be purchased and installed following the "Manual on Uniform Traffic Control Devices" requirements, which is located at the County Road & Bridge Department. All replacements are the responsibility of the subdivision.
  - b. If the private road does not intersect a public road and is not within a subdivision, the new signage and expense of installation and maintenance will be the responsibility of the requesting party. The new road name sign will be purchased, installed and maintained following the "Manual on Uniform Traffic Control Devices" requirements, which are located at the County Road & Bridge Department.
2. Subdivision roads that intersect public roads:
  - a. If the subdivision road sign intersects a public road it is the responsibility of the county to purchase and install and maintain the new sign. The new road signs will be ordered and installed by the Road & Bridge Department
3. Public roads:
  - a.. It shall be the responsibility of the Roads and Bridge Department to purchase, install and maintain all road signs of public roads

**XI    Dissemination of Information**

**A.            Policies**

1. Confidential information includes all non-public information collected and retained for the purpose of determining names of individuals and personal information about those individuals located at a specific address. This includes all information stored permanently or temporarily on any medium including but not limited to: magnetic media, electrical media or electronic display.
2. Only governmental agencies, 911 Committee members, contracted private service providers and emergency service providers may have access to confidential information.
3. Confidential information may only be used during the course of business related to rural addressing and emergency services dispatching.
4. Confidential information may not be accessed, viewed, disseminated or used by any individual or agency for private use or personal gain.
5. Confidential information maintained by telephone service providers may not be accessed by any individual or agency for any purpose other than obtaining necessary information needed to dispatch appropriate emergency service providers when a 911 call is received by the Public Service Answering Point. Confidential information obtained in this fashion by the Public Service Answering Point and the respective emergency service providers becomes the responsibility of the respective agency. This information must be maintained as confidential information as set forth in federal and state laws and all applicable polices and procedures.

This policy shall remain in effect until such time as it is amended, revised, or rescinded by the County Commission. Changes must be reviewed and approved by the County Commission.

On this 7<sup>th</sup> day of November, 2017, the Board of County Commissioners of Stillwater County reviewed and adopted this policy.

Board of County Commissioners

Dennis Shupak  
Chairman

Mauree Day  
Member

[Signature]  
Member

[Signature]  
Clerk and Recorder



Adopted May 13, 1999  
Amended March 15, 2000  
Amended February 7, 2001  
Revised April 19, 2006  
Revised November 2017

## **Appendices**

Adopted May 13, 1999  
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