

COUNTY OF LAKE, MONTANA  
ROAD NAMING AND RURAL ADDRESSING, REVISED  
RESOLUTION \_\_\_\_\_  
To Supersede Resolution 04-01

WHEREAS Lake County finds it to be in the interest of public safety and convenience, that public thoroughfares be designated by names; and properties be assigned addresses in the unincorporated portions of the county;

WHEREAS the county is desirous that thoroughfare names reflect the natural features and historical character of the local area;

WHEREAS the county finds it necessary that initial and on-going road naming and addressing be carried out in an orderly manner, providing a logical and consistent system of addressing to assist emergency service providers;

WHEREAS the Board of County Commissioners may designate thoroughfare names and addresses under the authority of Title 7, Section 14, Part 2101 and 2102;

WHEREAS the Board of County Commissioners passed Resolution 04-01 to revise the procedure for road naming and rural addressing;

WHEREAS the Board of County Commissioners finds it necessary to define the required procedure for locating new roads and obtaining an address assignment for new lot development in the unincorporated portions of the county;

WHEREAS the Board of County Commissioners has determined that it is necessary to set a fee schedule for new road locations and address assignments;

WHEREAS this resolution shall Supersede Resolution 04-01;

NOW THEREFORE the Board of Commissioners of Lake County does hereby resolve as follows:

I. Rural Addressing

A. Objective

Federal Law requires Lake County to install and maintain a countywide Enhanced 911 (E911) system. All residential and commercial structures must be assigned a unique, locatable physical address. A uniform, distance-based addressing system has been established in Lake County to provide more efficient emergency services to the residents of Lake County. All rural residential addresses must be assigned according to Lake County's Enhanced 911 system.

B. Criteria

1. The addresses for Lake County are determined using a linear grid scheme. The entire County, except municipalities, is addressed with 5-digit addresses. The county roads are ranged with 1000 addresses per linear mile, Enhanced 911 addresses are calculated based on the distance from the easternmost or northernmost end of the road.
  - a) A 2 x 2 mile grid is placed over the County. The grid begins at 10,000 in the northeast corner of the County with each gridline increasing by 2000 to the west and to the south.
  - b) The address range of the roads in the County is based on where the road begins on the grid. The east and north side of the road receive even addresses. The west and south side of the road receive odd addresses.
  - c) Addresses in the County increase from north to south and from east to west.
  - d) Addresses are then calculated based on the distance of the point from the easternmost or northernmost end of the road.

2. Properties that have primary access onto a thoroughfare, but are not adjacent to that thoroughfare, shall be addressed as if adjacent to the thoroughfare when there are two or less residences along the thoroughfare. In the case of more than two residences, the access shall be named and addresses assigned.
3. Locations at intersections shall be addressed on the thoroughfare that is accessed by the driveway. In the case of multiple accesses on different thoroughfares, the resident should select a primary driveway or the county shall designate an address.
4. Multi-family residential properties shall be assigned one numerical address for each access point of the structure. When multi-family residences have a single access point (i.e. Apt. w/ Interior Hallways), each unit will be identified by a hyphenated alphabetical extension added to the assigned number.
5. Upon annexation of an unincorporated area, or incorporation of an area as a municipality, the addressing scheme shall no longer be authorized by the county.

C. Designation

1. Any person who constructs or causes to be constructed a primary structure such as a residence, business, commercial establishment, storage facility, or industrial building shall submit a completed “County Address Application Form” together with any required review fee which is established by the Board of Commissioners in conjunction with this Resolution.
2. A “County Address Application Form” shall be submitted as soon as possible upon commencing construction of an establishment or structure but no later than six months after such construction is begun. If an address is requested prior to construction, the access shall be clearly marked to allow address designation. If the property owner changes the access point after an address is designated, re-assignment of the address may be necessary, requiring an additional review fee.
3. Designated addresses shall be on record in the county courthouse. A map showing the addressing system and showing address designations for each mile shall be available. Address designations shall be maintained in a Geographic Information System data file.

II. Thoroughfare names

A. Objective – Names should be pleasant sounding, appropriate, and easy to read so that the public, particularly children and the elderly, can easily use the name in an emergency situation.

B. Criteria

1. Thoroughfare names
  - a) Thoroughfare names are limited to 12 characters excluding road, lane, court, etc. If a name consists of two words, the space is counted as one of the available 12 characters. In general, names of thoroughfares shall be based on (in order of preference): 1) commonly used names, if appropriate; 2) geographic or natural features; 3) man-made features; 4) historical features; 5) names based on a theme appropriate to the area; or 6) family or personal names (this is discouraged and least desirable). Historical preference shall be given when considering family or personal names and the oldest name utilized.
  - b) The name of any thoroughfare 10 or more miles in length shall be based on (in order of preference) a: 1) geographic feature; 2) natural feature; 3) man-made feature; or

4) based on a family or personal name that is recognized by and is significant to the general public (discouraged and least desirable).

- c) Duplication of names is prohibited within the boundaries of Lake County. Similar sounding names are considered to be duplications regardless of spelling. Names are considered duplications if they are the same or similar sounding even through their prefixes (example – North, Upper) or suffixes (example – Drive, Road) are different.
- d) Continuity of thoroughfare designations shall be maintained wherever possible in spite of minor directional variations or offset intersections in order to best orient and accommodate the traveling public.

2. Affixes

- a) Unnecessary affixes are to be avoided.
- b) Terms that may be used to indicate direction are East, West, North, or South.
- c) Terms that may be used to designate thoroughfares are as follows:
  - 1) Road, Route, Highway, Trail, Drive – thoroughfares at least two miles in length, which preferably intersect at both ends with other thoroughfares or which cross at least one thoroughfare prior to dead-ending
  - 2) Lane, Way, Place, Court – thoroughfares less than two miles in length, preferably dead-ending but may cross thoroughfare prior to dead-ending
  - 3) Circle, Loop – thoroughfares which return to their road of origin either in the same location due to a cul-de-sac dead-end, or in a nearby location due to a circular or semi-circular pattern
  - 4) Avenue, Street – thoroughfares within established communities which have a block pattern of development (avenues run north/south and streets run east/west)

C. Designation

- 1. Designated thoroughfare names shall be on record in the county courthouse.
- 2. Citizens may petition the Board of County Commissioners to change an existing thoroughfare name. Such a petition shall include the proposed name, reference to its origin and significance, and shall be signed by 80% of the property owners with property adjoining the thoroughfare (residing in Lake County). Such petitions, if approved, shall be approved contingent upon payment of the current replacement cost of any and all road name signs previously installed by the county or its districts.
- 3. Any proposal to dedicate a thoroughfare to the county shall include a proposed name for the thoroughfare.
- 4. Any thoroughfare in a platted subdivision shall be named according to the criteria in this resolution.
- 5. Upon annexation of an unincorporated area, or incorporation of an area as a municipality, thoroughfare names shall no longer be authorized by the county.

III. Road Name Sign Procedure

A. Objective

To facilitate the placement and standardization of road name signs along thoroughfares within Lake County, as well as to outline county policy regarding standards and placement of road name signs within Lake County.

B. Criteria

If a private/public access is to be signed, the individual landowners along the thoroughfare are responsible for the signing and maintenance of road name signs along their private/public drives to include setting the post.

1. All private/public road signs placed within the county right-of-way shall conform to the county standards for road name signs. Signs shall be constructed of an aluminum plate six inches in height with four-inch uppercase block letters on a green background for publicly maintained roads and blue background for privately maintained roads. Signs shall be printed on both sides with the type designator (Rd., Ln., Ct., etc.) in the upper right corner. Mounting shall be on steel or treated wood post a minimum of seven feet above the road surface, visible from both roadways.
2. The landowners along thoroughfares that access three or more residences, businesses, etc. shall name and properly sign the road.
3. Landowners shall select road names for their access that conform to the guidelines of this resolution. The Lake County Planning Department shall assist the individual landowners in the selection of road names.
4. The individual landowners are responsible for all costs incurred when signing their access road. When private roads are created to access a new tract created through the subdivision review process, there shall include sign maintenance requirements in the road use agreement for the subdivision.
5. Lake County may provide to individual landowners all accessory items required to place a sign. The landowner shall reimburse the county for the cost of all materials requested.

IV. Posting of Assigned Physical Addresses

A. Objective

To assist the general public as well as emergency service providers in the location of structures, and to provide an efficient Enhanced 911 system.

B. Criteria

1. The Lake County Board of Commissioners strongly recommends that the owner of each structure post their assigned physical address number where it is visible from the road surface from which the property is accessed.
2. Lake County shall maintain a listing of physical addresses for structures within Lake County for use by the Enhanced 911 system.
3. This listing may be provided to emergency service providers as long as the addresses are not used as a solicitation list by the service, and that the addresses are not sold or otherwise distributed to another entity, profit or non-profit.

V. All Land Divisions creating new lots

- A. Objective - the owner/developer of all new subdivision roads and undeveloped lots shall be responsible to have the property located by Global Positioning System (GPS) by Lake County or it's designated agent prior to final plat approval.

- B. In order for Lake County to incorporate new roads and addresses into the County address database system, the owner, or his designated agent, shall apply for and obtain a Lake County issued address at the time the approach to the property is developed
  - 1. The developer shall have both the point of origin of all new internal subdivision roads at the approach from any County, State or Federal Road, and the centerline of the internal roadways within the subdivision located by Global Positioning System (GPS) by Lake County or it's designated agent prior to final plat approval.
    - a) Upon application for the GPS location of the point of origin of an internal subdivision road, the centerline of the road approach shall be clearly marked at the origin along the existing road.
    - b) Upon application for the GPS location of the centerline of the internal subdivision road, the roadway must be of sufficient completion to be traversable by a county vehicle and for the centerline to be determined by Lake County Personnel.
  - 2. The lot owners of all newly developed lots in Lake County shall have the origin of the driveway approach to any County, State, Federal or internal subdivision access road located by Global Positioning System (GPS) prior to completion of the lot development.
    - a) Upon application for the physical address assignment, the centerline of the driveway shall be clearly marked at the origin along the approved access road. If the access point is changed after an address is designated, re-assignment of the address may be necessary, requiring a new application.

VIII. All applications for new road locations and address assignments shall be processed according to the following fee schedule:

GPS Point of origin for each new subdivision roadway approach:	\$20.00
GPS Centerline of new subdivision roadways:	\$10.00/lot
GPS Driveway approach/New address assignment:	\$50.00/lot

IX. Liability

All landowners who do not comply with the road sign and property address procedure outlined in this resolution do so at their own risk. Lake County may not be held accountable for delay of emergency services due to incorrect or missing road signs due to noncompliance.

X. This resolution supersedes Resolu4-01, which is hereby null and void.

PASSED AND ADOPTED THIS 6<sup>th</sup> day of DEC, 2007.

/s/ Mike Hutchin

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Mike Hutchin, Member

/s/ Paddy Trusler

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Paddy Trusler, Member

/s/ Chuck Whitson

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Chuck Whitson, Chairman

Attest:     /s/ Ruth E Hodges      
Ruth E. Hodges, Clerk & Recorder

