

SECTION 1 / TITLE

This document shall be known, cited and referred to as the "Lincoln County Guidelines for Private Road Naming and Addressing.

SECTION 2 / GENERAL PROVISIONS

Purpose: A uniform system for road naming is essential in expediting the response time from all emergency services agencies, such as police, fire, ambulance or other rescue services; in facilitating postal and other service delivery; and in reducing confusion for the driving public in Lincoln County.

Objective: Federal Law requires Lincoln County to install and maintain a countywide Enhanced 9-1-1 Communication Database System. All residential and commercial structures must be assigned a unique, locatable physical address. A uniform, distance-based addressing system has been established in Lincoln County to provide more efficient emergency services to the residents of Lincoln County. All rural residential addresses must be assigned according to Lincoln County's Enhanced 911 system.

Guidelines: In addition to the regulations set forth herein, a uniform system of naming roads and numbering properties and principal buildings, called "Lincoln County Guidelines for Private Road Naming and Addressing," will be maintained by the Planning Department.

Jurisdiction: The regulations set forth herein and in the "Lincoln County Guidelines for Private Road Naming and Addressing" shall apply only to those properties, buildings, streets, and public or private roadways that are located within the unincorporated area of Lincoln County, and those incorporated areas that are included through intergovernmental agreement. It shall be the responsibility of all municipalities and political subdivisions not included through intergovernmental agreement to coordinate road naming and property numbering with the Planning Department.

SECTION 3 / AUTHORITY

This Resolution is updated and adopted pursuant to and consistent with Montana Code Annotated (MCA; Title 7 Chapter 5).

SECTION 4 / ADMINISTRATION

This policy shall be administered by the Lincoln County Planning Department, which is authorized to and shall assign road names and numbers to all properties, both on existing and proposed roads, in accordance with the criteria in adopted address standards. Any new and/or updated road names and addresses shall be added to the E9-1-1 database. The Lincoln County Planning Department shall also be responsible for maintaining a Digital Database for official use showing road names and numbers.

SECTION 5 / NAMING SYSTEM

All roads that serve two or more separate properties or two or more separate residences or occupied structures, or any one (1) lot over 10 acres that can be further developed shall be named regardless of whether the ownership is public or private. A "road" refers to any highway, road, street, avenue, lane, private way, or similar paved, gravel, or dirt thoroughfare. "Property" refers to any property on which a more or less permanent structure has been erected or could be placed. A road name assigned by the Lincoln County Planning Department shall not constitute or imply acceptance of the road as a public

way. You may find the criteria, in naming a road in Appendix A: "Guidelines for Private Road Naming and Addressing in Lincoln County."

SECTION 6 / NUMBERING SYSTEM

Numbers shall consist of at least two (2) digits and assigned every 10.5 (ten and ½) feet along both sides of the road, with even numbers appearing on the right side of the road and odd numbers on the left side of the road, determined by the number origin. (The frontage interval may vary in more densely or lightly populated areas, and it should be so indicated where that particular interval applies.).

The following criteria shall govern the numbering system:

- a. All number origins shall begin from the designated center of intersections or that end of the road closest to the designated center. (The numbering origin of U.S. Highway 2 begins at the Idaho/Montana Border. The numbering origin for U.S. Highway 93N begins at the town of Eureka northern boundary line and goes to the Canadian/U.S. Border. The numbering origin for U.S. Highway 93S begins at the southern boundary of the Town of Eureka and goes to the Flathead County Line. The numbering origin for MT Highway 31 begins at the Kootenai Bridge just outside the City of Libby and goes to the intersection of MT Highway 93N. For dead end roads, numbering shall originate at the intersection of the adjacent road and terminate at the dead end.
- b. The number assigned to each structure shall be that of the numbered interval falling closest to driveways.
- c. Every structure with more than one (1) principal use or occupancy shall have a separate number for each use or occupancy (i.e. duplexes will have two separate numbers; apartments will have one (1) road number with an apartment number, such as 235 Maple Street, Apt. 2).

SECTION 7 / COMPLIANCE

Owner of the property, occupant or person in charge of any house, building, mobile home or other structures shall, by the date stipulated in Section 9, display and maintain in a visible from the road or driveway, within 30 days after the receipt or notification of such number and affix the number in the following manner:

- a. Remove any previous number which might be mistaken for or confused with the number assigned to said structure by the issuing authority.
- b. Each occupied building or structure shall display the number assigned to face the frontage road on which an entrance is located.
- c. Numerals shall be posted to be legible and distinguishable from the street or road on which the property is located, with numbers applied, of not less than six inches (6") . in height with a high intensity prismatic sheeting type IV reflective material. .
- d. Mailboxes shall be marked with the current house number.
- e. **Number on the Structure or Residence:** Where the residence or structure is within 50 (fifty) feet of the edge. of the road right-of-way, the assigned number shall be displayed on the front of the residence or structure in a highly visible location with numbers applied, of not less than six inches (6") in height.

- f. **Number at the Street Line:** Where the residence or structure is over 50 (fifty) feet from the edge of the road right-of-way, or the visibility of the structure is obstructed, the assigned number shall be displayed on a post, fence, wall, the mailbox, or on some structure at the property line next to the walk or access drive to the residence or structure with numbers applied, of not less than six inches (6') in height.
- g. **Size and Color of Number:** Numbers shall be displayed in a color or finish that is distinct and contrasting from the background and not less than six inches (6") in height.
- h. Responsibility for costs and installation of the numbers shall be with the property owner or occupant or person in charge of house or building.

SECTION 8 / NEW CONSTRUCTION AND SUBDIVISION

All new construction and subdivisions shall be named in accordance with the provisions of this policy and as follows:

- a. **New Construction:** Whenever any residence or other structure is constructed or developed, it shall be the duty of the new owner to obtain an assigned number from the Lincoln County Planning Department. This shall be done at the time of the construction or development such as utility connections, electric meter installation, issue of septic permit, request for telephone service, etc.
- b. **New Subdivisions:** Any prospective subdivider shall show a proposed road name with the pre-application submission to the Planning Department. Approval by the County Commissioners, after consultation with the Planning Department, shall constitute the assignment of road names to the lots in the subdivision.

SECTION 9 – EXISTING STRUCTURES

The Lincoln County Planning Department may request proof of legal septic system installation for existing structures that have not gone through recent subdivision and DEQ approval. Systems that are found to be non-compliant may be required to be brought into compliance prior to the issuing of a new address.

SECTION 10 / EFFECTIVE DATE

This update to the policy shall become effective as of _____, 2020. It shall be the duty of the Planning Department to notify by mail each property owner, the Lincoln County 9-1-1 Dispatch, the U.S. Postal Service, the E9-1-1 database maintenance organization, appropriate state agencies, and any public utility and affected emergency service providers whenever a new address has been assigned within at least 30 (thirty) days before the effective date of its use for subdivision, end within ten (10) days after a request for an individual address. It shall be the duty of each property owner to comply with this policy within 30 (thirty) days following notification. Property owners shall submit to the Lincoln County Planning Department proof, either in a form of a photo or notarized statement that the address has been posted within the thirty (30) days from notification. Failure to do so or to produce a false statement could be subject to violation of this section:

SECTION 11 / ENFORCEMENT, VIOLATIONS, AND PENALTIES

Failure to comply with this policy may result in liability in the event of delay or hindrance with emergency response, and/or disruption of mail delivery.

- a. **Enforcement of Posting Numbers:** The Planning Department shall issue a notice of violation giving the violator ten (10) days from the date the letter is mailed, to correct the violation. Such notice of violation shall be in writing and sent by certified or registered mail or delivered by personal service. If the property owner, occupant, or agent has not properly posted the address after the ten (10) daytime period, then Lincoln County shall issue a citation. Upon conviction, they shall be fined not more than \$500.00 or incarcerated for a term not to exceed six (6) months in the Lincoln County Detention Center. Each day that such violation continues to exist shall constitute a separate offense.

SECTION 12 / AMENDMENTS:

The Board of County Commissioners may amend, supplement, or repeal the regulations and provisions of this policy in the manner prescribe by Montana Code Annotated (MCA; Title 7 Chapter 5). A proposed amendment, supplement, or repeal may be originated by the Board of County Commissioners, Planning Department, or by petition, All proposals not originating with the Planning Department shall be referred to that department for a report thereon before any action is taken on a proposal by the Board of County Commissioners.

APENDIX A

LINCOLN COUNTY GUIDELINES FOR PRIVATE ROAD NAMING AND ADDRESSING

ROAD NAMING

- Every distinct road with two (2) or more dwellings should be given a separate, unique name. This includes all fire and private roads. (There is a field for "community" in the Enhanced 9-1-1 database, so similar names in different towns can be accommodated.)
- A long driveway with only one house at its end might be named if the potential exists to erect an additional house or other structure along that driveway, or further divide the lots.
- A named road should be essentially continuous, without gaps.
- Road names should only change where there is a substantial intersection, or at municipal boundaries.
- When needing to rename a road with two existing names in different sections, the name of the road that is used for the longest distance or is most heavily traveled should be kept.
- There should be no duplicate road names, such as Pine Road and Pine Lane.
- There should be no similar-sounding road names, such as Beach and Beech, Main and Maine, or Clark Road and Clark Hill Road.
- Road names should be assigned based on traffic patterns. When a road forks into two roads, the fork with the higher traffic volume should continue with the same name.
- If a road has more than one branch at the end, use separate names for the multiple branches.

- Avoid special characters, such as hyphens or apostrophes, in road names.
- When **renaming** roads, consider the following suggestions:
 - a. The name of a road or street that has a historical reason for having its name should retain its name.
 - b. The road with the most properties on it, and thus would require the most effort to coordinate residents, should retain its name.
 - c. The road that has retained its name for the longest time or has been consistently signed for the longest time should retain its name. The same would be true for a road with the more descriptive name.
- When considering the naming of roads that connect two other roads but have a middle section that is closed permanently or, impassable at certain times of year, consider the following options:
 - a. Retain the current name for one end of the road and assign a different name to the end of the road.
 - b. Assign a designator to each end of the road, such as North Mountain Road and South Mountain Road.
- Roads within multi-structure complexes (e.g., business campus, multi-unit apartment complex) should be named and each structure individually addressed.
- Use themes, such as plants, trees, wildlife, other nature themes, or historical persons to name unnamed roads, such as fire roads. Use specific a theme in a specific section of a community or around a specific body of water. When using personal names, other than historical persons, first and last name are not allowed together, you can use either or when naming roads.
- Every official road named should have a corresponding standard suffix that complies with the recommended Montana Enhanced 9-1-1 database standards to link telephone numbers with addresses.

Below is the recommended list of suffixes.

ALLEY.....ALY	GREEN(S).....GRN(S)	ROAD.....RD
ANNEX.....ANX	GROVE(S).....GRV(S)	ROADWAY.....RDWY
BEACH.....BCH	HARBOR.....HBR	ROUTE.....RT
BEND.....BND	HAVEN.....HVN	ROW.....ROW
BLUFF.....BLF	HEIGHTS..... HTS	RUN.....RUN
BOULEVARD.....BLVD	HIGHWAY.....HWY	SHORE(S).....SHR(S)
BRANCH.....BR	HILL(S).....HL(S)	SPRING(S).....SPG(S)
BROOK.....BRK	HOLLOW.....HOLW	SQUARE.....SQ

BYPASS.....BYP	INLET.....INLT	STATION.....STA
CAPE.....CPE	JUNCTION.....JCTN	STREAM.....STRM
CAUSEWAY.....CSWY	KNOLL.....KNL	STREET.....ST
CENTER.....CTR	LANDING.....LNDG	SUMMIT.....SMT
CIRCLE.....CR	LANE.....LN	TERRACE.....TERR
CONCOURSE.....CONC	LOCK(S).....LCK(S)	THRUWAY.....THRKY
CORNER.....COR	LODGE.....LDG	TRACE.....TRCE
COURT.....CT	LOOP.....LOOP	TRAIL.....TRL
CROSSING.....CRSG	MALL.....MALL	TURNPIKE.....TRNPK
COVE.....CV	MANOR(S).....MNR(S)	VALLEY.....VLY
CREEK.....CRK	MEADOW(S).....MDW(S)	VIEW.....VW
CREST.....CRST	MILLS.....MLS	VILLAGE.....VLG
CRESCENT.....CRES	MOUNTAIN.....MTN	VILLE.....VL
CROSSING.....XING	NECK.....NCK	VISTA.....VIS
DALE.....DL	ORCHARD.....ORCH	WALK.....WLK
DEPOT.....DEP	OVAL.....OVAL	WAY.....WY
DIVIDE.....DV	PARK.....PARK	
DRIVE.....DR	PARKWAY.....PKY	
ESPLANADE...ESPLND	PASS.....PS	
ESTATES.....ESTS	PATH.....PATH	
EXPRESSWAY..EXPWY	PIER.....PR	
FALLS.....FLLS	PIKE.....PKE	
FIELD(S).....FLD(S)	PINES.....PINES	
FOREST.....FRST	PLACE.....PL	
FORK.....FRK	PLAZA.....PLZ	
FORT.....FT	POINT.....PT	
FREEWAY.....FRWY	PROMENADE.....PROM	
GARDEN(S).....GDN(S)	REST.....RST	
GLEN(S).....GLN(S)	RIDGE.....RDG	

PROPERTY NUMBERING STANDARDS

(Residents are NOT given the option to use a number; county assigns ALL numbers; Property owners within the city limits of incorporated cities are not included in the number system unless requested by municipalities.)

- Property numbers will proceed from the numbering origin, as indicated above in Section 6, and be assigned in consecutive numerical sequence, based on the established frontage interval along the road.
- Numbers will be assigned to any residence, lot or parcel upon request.
- If a portion of a community is already addressed, any new numbering system developed should be compatible and consistent with the old numbering system. The Planning Department shall re-address for compatibility if necessary.
- Condominiums will be assigned addresses like apartments or like individual dwellings would be along a road, depending on style of development.
- Shopping center numbers will be assigned within the range available to the property.
- Corner lots will be assigned a number according to the access point of the residence. In rural areas, this is typically the middle of the driveway at the intersection with the road. In urban areas, where the residence is close to the street, it will be where the front door faces the street.
- For circular roads, numbering will begin at the point where emergency responders are most likely to enter the road, so numbers are ascending as responders search for a location. Where there is no obvious traffic flow, the starting point will be at the end closer to the designated numbering origin. Whatever method is selected, it will be applied consistently within the municipality.
- Cul-de-sacs will be numbered as if the center line of the street bisects the cul-de-sac with even number is on the right and odd numbers on the left.
- Mobile Home and Recreational Vehicle parks will be assigned, during subdivision review, one (1) unit or lot number for the individual homes and/or RV Spaces, such as an apartment building is numbered, Depending on style Of development and internal road structure.
- Primary property numbers should not be longer than six characters.
- There will not be fractional addresses (e.g., 101½ Maine St.)
- Alphanumerical address numbers will not be use (e.g., 123A Main St)
- Hyphenated address numbers will not be used (e.g., 41-656 Bell St.)

ROAD SIGN GUIDELINES

Placing road signs is one of the final and more important tasks in addressing. To assist both emergency service personnel and the general public, signs must be visible and maintained. A frequent complaint about road signs is that they are often hidden by tree branches. Annual trimming can eliminate this problem. All roads signs are to be ordered through the Lincoln County Planning Department for consistency**.

**Planned Community Developments, options available but they must meet the following criteria based on the Traffic Engineers' Manual used by the Montana Department of Transportation and the Manual on Uniform Traffic Control Devices used by the Montana Department of Transportation and the U.S. Department of Transportation, Federal Highway Administration:

- **Sizes:** Lettering on road name signs should be at least six (6') inches high.
- **Placement:** Is done by the property owner or developer.
**For Planned Community Developments: In residential areas, at least one (1) road name sign should be mounted at each intersection.
- On intersection approaches, a supplemental road name sign may be erected separately or below an intersection-related warning sign. When combined with a yellow diamond sign, the color would be a black message on a yellow background.
- The preferred mounting method for road signs is post top mounting brackets. The minimum vertical clearance should be eight (8) feet to the bottom of the sign for post top mounting.
- **Materials:** The most commonly used material for blades is either extruded aluminum with a 0.25 inch flange thickness and a 0.090 inch web (min.) or flat sheet aluminum with a minimum thickness of 0.125 inches. Other materials, such as fiberglass, can be used, if they achieve the same level of visibility and durability.
- **Colors:** The signs should have a high intensity, prismatic sheeting, type IV reflective material white or silver text (stick-on reflective letters) on a reflective green background. The colors should conform to those found in standard color tolerance charts as approved by the U.S. Department of Transportation Federal Highway Administration.
- **Lettering:** Letters and digits should be in mixed case letters and conform with the standard alphabets for highway signs printed by the Federal Highway Administration, such as St, Rd, Ln, Ct, Av, Cr, etc. As a guide to the choice of alphabets, tests have shown that, for any given legend, better legibility can be obtained by using a relatively wide spacing between letters than by using wider and taller letters with a cramped space. Conventional abbreviations are acceptable except for the road name itself.
Extensive abbreviations for the actual street name should be avoided. However, unusually long street names may require the use of abbreviations to obtain a reasonable sign size. In these cases, attempt to retain the essence of the street name. This may be accomplished by deleting some or most of the vowels of the name.

ADDRESSING WITH THE NEIGHBORING COMMUNITIES STANDARDS

When a road travels from one community into another, or runs in and out of a neighboring community, the Lincoln County Planning Department's responsibility is to make sure those roads remain consistent in naming

and numbering to eliminate any possible confusion. This is particularly true where communities share emergency service or dispatching services.

Standards for resolving addressing issues are as follows:

1. If names of non-contiguous streets are duplicated between communities, or within a town and village, the numbering will not overlap (e.g., 1-500 Main Street in Arcadia and 600-1000 Main Street in North Arcadia). This is especially an issue where mail for one town is delivered by a post office in another town.
2. When a road runs from one community to another, it can change names at the town border. Numbering will also change at that point.
3. If neighboring towns agree to keep the same name of a road running between towns, the numbering will be consecutive, starting in one community and ending in another.

FEE SCHEDULE

See Planning Department Fees

ADDRESS MAINTENANCE GUIDELINES

1. All Address Requests must be made on the Lincoln County Planning Department's "Physical Address Request Form". Deviations from or incomplete forms will not be accepted or processed. A form will be sent to the responsible parties once an address is assigned.
2. When a request is made for an address, a copy of the plat with an approximate location of the driveway approach and structure should be identified, along with any identifying structures or landmarks that may help locate the property requiring the address.
3. Requests will be processed as they are received, and can take up to ten (10) working days.
4. When a new address is assigned and notifications are complete, Lincoln County will update the appropriate agencies that use this information. These updates can occur on a regular schedule, whether once a month or once a quarter.