

MOFFAT COUNTY
ROAD ADDRESSING, NAMING, AND SIGNING POLICY

ADOPTED ___ day of _____, 2000

BY

THE BOARD OF COUNTY COMMISSIONERS

1. INTENT OF REGULATIONS

1.1 To establish and maintain a system for the assignment, naming and identification of roads and numerical addresses for unincorporated Moffat County which will improve the efficiency of locating a property by use of a unique street name and address.

1.2 To state the policies of the County regarding addressing new projects, re-addressing areas, naming new roads, numbering roads, naming or renaming existing roads, and road and address signage and Posting of signage for individual addresses.

1.3 To state the responsibility of various County departments in addressing, road naming, and road signage.

1.4 These regulations do not purport to regulate the names of, addressing on, or signage for roads entirely within the incorporated municipalities of Moffat County.

2. ROAD NAMES AND OTHER DESIGNATIONS

2.1 Unique Road Names or Other Designations. Every road existing, proposed, or constructed which provides, will provide, or is proposed to provide access to two or more Buildable Lots in unincorporated Moffat County shall be identified with a unique road name or other designation so as to clearly identify and distinguish such road from every other road in Moffat County.

2.2 County Roads: Other Government Roads. The official designation of Moffat County Roads, designated as a part of the County Road System and shown on the official County Road Map, shall be the COUNTY RD number, except where any such County Road has been officially designated by some other name or designation. Moffat County also recognizes that some County Roads are known informally by a local name established by history, custom or practice. Where such name is known, it shall be noted, in addition to the road's COUNTY RD number, on the master list and map of roads within the County. Designations for public roads such as federal highways, state highways, municipal streets or roads, and public land agency roads, shall be approved and assigned pursuant to the appropriate authority.

2.3 Other Public Roads and Private Roads. The following shall be approved and assigned by the Board of County Commissioners pursuant to this Policy and the appropriate County development approval processes, which may include, without limitation, subdivision, minor development subdivision exemption, land preservation subdivision exemption, or plat review pursuant to C.R.S. § 30-28-110(3)(a) and Moffat County Subdivision Regulation Article 5, Section 5.020 (10) names of roads in

unincorporated Moffat County dedicated to and accepted for public use but not made a part of the County Road System as shown on the official County Road Map or other government road system and names of private roads in unincorporated Moffat County dedicated or intended for the benefit or use of purchasers or owners of Buildable Lots.

2.4 Driveways. Driveways shall not be required to be identified by a separate road name, but shall be required to comply with other signage and addressing requirements of this Policy. "Driveway" means any road which provides, will provide, or is proposed to provide direct access to only one Buildable Lot from any other road which provides access to more than one Buildable Lot.

2.5 Master List and Map. The Planning Department and the Communications Center shall maintain a master list and map of all roads in unincorporated Moffat County and within all municipalities in Moffat County which identifies each road by its unique name or designation and its location in the County. Once a road name or other designation is approved and assigned, that name shall not be used for any other road in unincorporated Moffat County or within any municipality in Moffat County, even if such road is not constructed.

2.6 Criteria for Naming Roads. The following criteria shall be considered in approving and assigning names for roads identified in section 2.3. It is the intent and goal of Moffat County that no road in unincorporated Moffat County shall have a name, which duplicates the name of any other road in unincorporated Moffat County or within any municipality in Moffat County, unless otherwise noted.

- A. The Board of County Commissioners shall have the final authority to approve and assign road names for roads in unincorporated Moffat County. However, the County will approve and assign reasonable road names, not to exceed a total of 12 letters and/or spaces, proposed by the applicant, developer, or the record owner(s) of land accessed by such road, as the case may be, so long as the name does not duplicate the name of any other road in unincorporated Moffat County or within any municipality in Moffat County.
- B. "Duplicate" shall mean that the road in question either has the identical name, has a name which because of its pronunciation or spelling is deceptively similar to another name, or has an identical name followed by a different designating suffix, i.e., Willow Street and Willow Road.
- C. The name of a road in the County may duplicate the name of a road in a municipality where such road in the County is an extension of the same road with the duplicate name in the municipality.
- D. To the extent possible the names of new or renamed roads in unincorporated Moffat County should be consistent with the historical, cultural, geographical, or natural significance of the area. Roads within a neighborhood are encouraged to use a consistent theme in their names.
- E. New roads or renamed roads in unincorporated Moffat County should be given a designating suffix, which indicates the type of road by these guidelines:
 - 1. Any public or private right-of-way that has more than one ingress/egress should be named: Avenue, Drive, Road, Street, Trail or Way.
 - 2. Any public or private right-of-way that has only one ingress/egress should be named: Court, Lane, or Place.

3. Any public or private right-of-way that circles back to its beginning point or to the same right-of-way from which it starts should be named: Circle or Loop
4. Any public or private right-of-way that is divided by a median or is a special scenic or park route should be named: Boulevard or Parkway
5. Any right-of-way designated only for bicycle or pedestrian traffic should be named: Path
6. Any right-of-way designated as a state or federal route should be named: Highway

Any proposed names that deviate from this guideline should be approved by the Moffat County Planning Department.

2.7 Procedure for Re-Assignment of Duplicate Road Names and Assignment of Names for Roads without an Assigned Name.

- A. Whenever it comes to the attention of the Moffat County Planning Department or Communications Center that a road in unincorporated Moffat County has not been assigned a name or that the assigned name duplicates the name of any other road in Moffat County or within any municipality in Moffat County, the Planning Department shall initiate proceedings to name or rename such road.
- B. The Planning Department shall send written notice to the record owners of any land accessed by any road identified in section 2.7A. Such notice shall contain, at a minimum, the following:
 - * a description or identification of the road(s) and property in question;
 - * a statement that the name of the road accessing the property duplicates the name of another road in Moffat County or within a municipality in Moffat County or that the road has not been assigned a name;
 - * a statement or copy of the criteria to be used for naming and renaming roads, as set forth in sections 2.6 and 2.8;
 - * a determination by the Planning and Communications Center that one or more of such roads must be named or renamed, identifying which road or roads are required to be named or renamed;
 - * a notice of the time in which the record owners of land accessed by such road or roads identified for naming or renaming shall respond by petition for naming or renaming the identified road(s).
- C. Petition For Naming or Renaming Road. Within 30 days of the mailing of the notice in section 2.7B, the record owners of land accessed by any road required to be named or renamed shall submit to the Planning Department a Petition for Naming or Renaming Roads. Such Petition shall propose a name or new name for the road or roads required to be named or renamed, and shall be signed by the record owners of a minimum of 51% of all land accessed by such road or roads, or by the authorized representative of such owners, such as a homeowners association organized to act on behalf of such owners. If such owners of land cannot agree on one name, the Petition may contain a list of no more than three alternative names for any one road.
- D. Notice, Hearing, and Resolution. Upon the receipt of a Petition as provided in section 2.7C, or if no Petition is received within 30 days of the mailing of the notice required in section 2.7B, a hearing shall be scheduled before the Board of County Commissioners for the purpose of naming or renaming

any road required to be named or renamed. At such hearing, the Board of County Commissioners shall consider the recommendation of the Planning Department and/or Communications Center and any evidence presented by the record owners of land accessed by such roads required to be named or renamed. The Board shall make a finding of whether the existing name of the road duplicates the name of any other road in unincorporated Moffat County or within a municipality in Moffat County, or that the road in question has not been assigned a name.

- I. The Board shall approve and assign by resolution any name proposed in such petition if it is found that such name is reasonable and does not duplicate the name of any other road in Moffat County or within any municipality in Moffat County. In the case that no Petition has been received within 30 days of the mailing of the notice required in section 2.7B, or if it is found by the Board that the name proposed in a Petition is duplicate, the Board shall select and assign by resolution a reasonable name pursuant to the guidelines contained in subsection 2.6 and upon recommendation of the Planning Department.
- II. Any resolution provided for in this subsection shall be recorded with the Moffat County Clerk and Recorder and a copy of the resolution shall be forwarded to all incorporated municipalities and local utilities in Moffat County.
- III. Once a road name is approved and assigned pursuant to this section the Planning Department and Communications Center shall make a notation of such name or changed name on the master list and map of all roads in unincorporated Moffat County and within all municipalities in Moffat County.

2.8 Criteria for Renaming Roads. Once it has been determined that the name of a road duplicates the name of any other road in unincorporated Moffat County or within any municipality in Moffat County, the following criteria shall be considered and balanced in determining whether a road in unincorporated Moffat County is required to be renamed:

- A. The number of residences, businesses, or Buildable Lots accessed by each of the roads with duplicate names.
- B. The respective periods of time the roads with duplicate names have had such names.
- C. Whether the other road with a duplicate name is located in an incorporated area which has adopted regulations consistent with these regulations.
- D. Whether there are areas along the road that also need to be re-addressed
- E. Whether the roads with duplicate names are in the same emergency response area or geographically related to the same municipality.
- F. Whether the name of either road with duplicate names is inherently or traditionally identified with natural features, historical events, or a business along the road.
- G. Whether either road with a duplicate name has been constructed and the extent to which Buildable Lots accessed by such roads have been developed.

H. The ease with which one of the roads with duplicate names may be changed to a similar but not deceptively similar name.

2.9 Road Name Required Prior to Building Permit. No building permit shall be issued for any construction on property in unincorporated Moffat County unless the road accessing such property has been assigned a name pursuant to this Policy. The form of Building Permit used by Moffat County shall contain a space for the notation of whether the road has been assigned a name pursuant to this Policy, and such space shall be filled in by the Planning Department prior to the issuance of the building permit.

3. ROAD IDENTIFICATION SIGNS

3.1 Road signs identifying the name or designation of all roads in unincorporated Moffat County shall be posted at the intersections of all roads.

A. Road identification signs for county roads, county roads within subdivisions maintained by the County (Section 2.2) in unincorporated Moffat County shall have a; blue base with gold letters for County Road Numbers, and a green base with white letters for subdivisions (see below). These signs shall be reflective and the letters or numbers shall be 6 inches in height. Such signage shall be required only on roads which have been constructed and which are used to access dwelling units for which certificates of occupancy have been issued. Such signage shall be installed and maintained by the Moffat County Road and Bridge Department, and if applicable, at the cost of the subdivider.



B. Road identification signs for roads dedicated to the public for public use and not accepted or maintained by the County in unincorporated Moffat County shall have a blue base with white letters. These signs shall be reflective and the letters or numbers shall be 6 inches in height. Such signage shall be required only on roads which have been constructed and which are used to access dwelling units for which certificates of occupancy have been issued. Purchasing, installation and maintenance shall be the responsibility of the subdivider or record owner(s) of property adjacent to and accessed by such road. The County Road and Bridge Department may assist in the location of road signs. Signage may be ordered and purchased through the Moffat County Road and Bridge Department. No final inspection or certificate of occupancy shall be performed or issued for any construction on a Buildable Lot accessed by any public road unless the appropriate signage pursuant to this section 3.1B is in place.



C. Road identification signs for private roads in unincorporated Moffat County shall have a brown base with white letters. These signs shall be reflective and the letters or numbers shall be 6 inches in height. Such signage shall be required only on roads which have been constructed and which are used to access dwelling units for which certificates of occupancy have been issued. Purchasing, installation and maintenance shall be the responsibility of the record owner(s) of property adjacent to and accessed by such road. The County Road and Bridge Department may assist in the location of road

signs. Signage may not be placed in a public right-of-way. Signage may be ordered and purchased through the Moffat County Road and Bridge Department. No final inspection or certificate of occupancy shall be performed or issued for any construction on a Buildable Lot accessed by any private road unless the appropriate signage pursuant to this section 3.1B is in place.

- D. Signage for federal and state highways shall be the responsibility of the appropriate federal or state agency responsible for such highway.

PRIVATE

4. ADDRESSING

4.1 Assignment of Address Numbers. All Buildable Lots in unincorporated Moffat County shall have a numerical address assigned pursuant to this Policy.

- A. Assignment of address numbers shall be performed by the Moffat County Planning Department (1) at the time of creation of Buildable Lots pursuant to any County development approval process, (2) at the time of the issuance of a building permit for any Buildable Lot without an address, or (3) at such other time as it comes to the attention of the Planning Department that a Buildable Lot requires an address number or is required to be renumbered. A unique address number shall be determined using a Global Positioning Device (GPS) and/or milemarker posts located along county roads in unincorporated Moffat County.
- B. No building permit shall be issued for any construction on any Buildable Lot in unincorporated Moffat County unless an address has been assigned for the Buildable Lot pursuant to this Policy. The form of Building Permit used by Moffat County shall contain a space for the notation of whether the Buildable Lot has been assigned an address pursuant to this Policy, and such space shall be filled in by the Planning Department prior to the issuance of the building permit.
- C. The following are specifications for addressing certain types of development:

Multiple units on a single Buildable Lot: Unless otherwise provided herein, where there are multiple units within a single structure, each structure will receive a street address and each unit shall receive a unit designator. The address for the individual units shall be the building address and the unit designator.

Multiple but separate units located on a single Buildable Lot shall have one street address and unit designator letters.

Commercial area, indoor: Where each unit in the commercial area has a separate outdoor entrance, each unit will be given a separate address. Where multiple commercial units are served by a common entrance, or entrances, each unit shall be addressed with a common street address and a unit designator.

Duplexes: Separate addresses shall be given for each unit, except where there is a mixture of duplexes and multifamily units, unit numbers may be assigned to the duplexes when deemed necessary to avoid confusion.

Mobile home parks: One address shall be given for the entire development. Individual mobile home sites shall use both the address for the development and the space number.

Single family residence: A separate address shall be given for each dwelling.

D. The following are situations where the renumbering of addresses may be required:

- (1) Addresses are not sequential;
- (2) Addresses need to be changed or regraded after a road name is assigned or reassigned;
- (3) Buildable Lots in unincorporated Moffat County were assigned addresses pursuant to municipal addressing systems;
- (4) Buildable Lots were created without assignment of road names or addresses.

4.2 Address Number Signage. All residences and businesses shall display address numbers or characters, which identify the property address and are plainly visible and legible from the street or road fronting the property.

- A. Numbers shall be displayed clearly from the road at all times. Consideration should be made in regard to visibility to seasonal changes, landscaping, daylight and evening lighting. For buildings which are not visible from the street or located more than 50 feet from the shoulder or the curb of the street, address characters shall be affixed to a free-standing sign or post located adjacent to the road on which the property is addressed. This sign or post shall be located 25 feet or less from the shoulder or curb of the road at the point of access. The post shall be a minimum of five feet in height from the ground and not exceed 7 feet. Numbers may be placed vertically and read from top to bottom if a post is used, or the numbers may be placed horizontally on a sign affixed to the post. All address characters shall be of a color and/or material that contrasts with the background on which they are mounted, however, Moffat County recommends the use of reflective numbers or characters to enhance visibility at night. All address characters and numbers shall be at least 4 inches in height unless they are reflective in which case they may be as small as 3 inches in height.
- B. Addresses shall be posted prior to construction of a new building or as soon as the address is issued by the Planning Department. Failure to display the address of new buildings pursuant to section 4.2A above will be grounds for withholding issuance of a Certificate of Occupancy by the Moffat County Building Department. In addition, the Building Department may refuse to make inspections if the address of the property is not displayed pursuant to this Policy.
- C. It shall be the responsibility of the owner of a Buildable Lot to maintain address signage pursuant to this Policy.