



Site Address and Road Naming Conventions

LEWIS & CLARK COUNTY

INFORMATION TECHNOLOGY & SERVICES/ADDRESSING OFFICE

Intended to Assist the Following Entities

Lewis and Clark County/City of Helena Dispatch Center
Disaster and Emergency Services
Augusta Fire Service Area
Baxendale Fire District
Birdseye Fire District
Canyon Creek Fire District
Dearborn Fire Service Area
East Helena Fire Department
East Valley Fire District
Eastgate Rural Fire District
Helena Fire Department
Lewis and Clark County Fire Service Area
Lincoln Rural Fire District
Marysville Rural Fire District
Tri-Lakes Fire Service Area
West Valley Fire Rescue District
Wolf Creek/Craig Fire Service Area
York Fire Service Area
Lewis and Clark County Public Works
Lewis and Clark County Community Development and Planning
Lewis and Clark County Sheriff's Office
Helena Police Department
East Helena Police Department
United States Postal Service

Adopted 2024

Lewis and Clark County Board of County Commissioners

2024-59

RESOLUTION

A RESOLUTION RESCINDING RESOLUTIONS 2004-16 AND 2021-63 AND CREATING REGULATIONS FOR THE NAMING AND RENAMING OF ROADS WITHIN THE JURISDICTION OF LEWIS AND CLARK COUNTY PURSUANT TO MONT. CODE ANN. 7-14-2101(3)

CREATING SITE ADDRESS AND ROAD NAMING CONVENTIONS FOR LEWIS AND CLARK COUNTY

WHEREAS, the Board of County Commissioners of Lewis and Clark County, Montana, amended the Lewis and Clark County Public Works manual on the 28th day of June 2016, and adopted Resolution 2021-63 on the 27th of July 2021, and now deems it necessary to create and adopt a new Road Naming and Site Addressing Resolution and Regulations; and

WHEREAS, the Lewis and Clark County Addressing Office is the County Office authorized to name and rename roads, and assign and reassign addresses within Lewis and Clark County; and

WHEREAS, the Lewis and Clark County Addressing Office is authorized and shall administer the following conventions: and

NOW, THEREFORE, BE IT RESOLVED by the Lewis and Clark County Board of County Commissioners that this Resolution and the following conventions repeal Resolution 2004-16 and 2021-63:

DATED this _____ day of, _____ 2024

BOARD OF COUNTY COMMISSIONERS
LEWIS AND CLARK COUNTY

Andy Hunthausen, Chairman

ATTEST:

Amy Reeves, Clerk of Board

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Section 1 Introduction

These Conventions shall be known as the Lewis and Clark County Site Address and Road Naming Conventions.

Section 2 Purpose and Intent

These Conventions are enacted for the purpose of establishing and maintaining policies and procedures:

- A: Assign address numbers and/or units to new structures, assign address numbers to existing lots that do not have an address, assign addresses to newly created lots, assign addresses to vacant land, modify address numbers and/or units when necessary, name new roads, and rename existing roads.
- B: Assist with validating existing addresses and road names.
- C: Promote display of address numbers and/or units on structures or signage on property.

Section 3 Applicability

These Conventions shall apply to all parcels, roads, and all structures thereon, within Lewis and Clark County, including all federal, state, or tribal entities unless that entity objects to the assignment. These conventions exclude city municipalities.

The Addressing Office will maintain a dialog with service providers (Appendix A) when necessary.

The Board of County Commissioners (BoCC) authorize the Addressing Office to:

- A: Assign and/or reassign addresses and road names.
- B: Provide property owners, emergency services providers, Lewis and Clark County, and the public with a coordinated means of identifying and locating structures.
- C: Administer a coordinated system of addressing and road naming to accurately describe locations to provide a more efficient delivery for services.

Section 4 Data and Information

Addresses and roads are created and maintained by the Addressing Office using a Geographic Information System (GIS). Addresses and roads are digitized utilizing aerial imagery and additional features for reference. GIS data can be downloaded through the Lewis and Clark County [Open Data](#) site, consumed as a REST service, or viewed using an interactive mapping site.

The following information is available on the Addressing website and is updated when necessary:

Master Street Address Guide (MSAG)

The MSAG includes a list of all road names and respective road ranges in Lewis and Clark County.

Reserved Road Names

Reserved Road Names includes a list of approved and reserved road names for anticipated subdivisions and/or road naming/renaming projects.

Section 5 Definitions

Address Coordinator/Addressing Office

The person(s) designated by Lewis and Clark County to administer the Lewis and Clark County Site Address and Road Naming Conventions.

House Number/Address Number/Primary Number

The numeric designation for a structure or unit.

Unit/Suite/Dwelling/Living Space

The occupied living space within a structure.

Additional Address/Secondary Address

A separate and unique assignment for a living space, such as unit or suite.

Directional

The direction when referencing the location of an address (north, south, east, or west).

Direction

The orientation of a location (north, south, east, or west).

Mailing Address

The mailing address where mail is delivered (the mailing address is not maintained by the Addressing Office).

Physical Property Address/Site Address

The assigned address of the physical location of the property.

Street Type

A designation to indicate the length and location of a road (Drive, Lane, Court, etc.).

Public Road

Any road included in a right-of-way or access that is deeded, declared, or dedicated to the public.

County Road

Any road under the County's jurisdiction regardless of whether the road is maintained by the County.

Private Road

A road not included in the definition of a public road.

Driveway

A traveled pathway leading to a structure.

Retired Road

If a road no longer exists and is deemed abandoned, the road/road name will be retired. The Addressing/GIS Office will remove the road/road name from its enterprise GIS database.

Section 6 Addressing Conventions

Section 6A Numbering Grid Definition

Addressing is based on a numerical grid beginning at designated townsites: Helena, East Helena, Wolf Creek, Lincoln, and Augusta. See Appendix C.

Section 6B Addressing Conventions

A: Addresses shall be assigned at the discretion of the Addressing Office.

B: Inconsistent or inaccurate addresses shall be reassigned when necessary. Existing addresses may be reassigned to provide a coordinated and reliable system of identifying locations.

C: House numbers or units assigned by any other person or entity shall not be recognized or used for any purpose. The assignment of the address is not subject to the property owners' approval.

D: Numbers and/or units shall be assigned to all structures that are inhabited or used for business purposes.

E: New structures or anticipated structures shall be assigned a physical property address.

F: Addresses may be assigned to uninhabitable locations for public services (E.g., utilities, cell towers, mail stations, etc.).

G: Addresses may be assigned to uninhabitable locations to assist with efficient response for emergencies (E.g., shops, barns, trailheads, etc.).

H: A structure shall be assigned an address from the road in which it's accessed. A structure may be numbered based on the driveway location for the provision of emergency services. Additional structures may be assigned a unit if located on the same property (E.g., garage with apartment).

I: Even numbers shall be assigned on the north or west side of the road according to the road range and the general direction of the road. Odd numbers shall be assigned to the south or east side of the road according to the road range and the general direction of the road.

J: Corner lots shall be numbered from the road which provides access. If the driveway intersects more than one road, the Addressing Office shall make the final determination, considering driveway length and location, orientation of the structure, and other relevant factors.

K: For looped roads, exterior lots will be assigned even numbers and interior lots will be assigned odd numbers.

L: Fractional, alphanumeric, or hyphenated addresses are prohibited for primary addresses.

M: Unit numbers or letters shall be assigned for secondary addresses.

N: Address numbers shall be displayed on every addressed structure (section 6E.1)

O: The Addressing Office shall communicate all new addresses or address reassignments to service providers listed in Appendix A.

Section 6C Assignment of Numbers

The Addressing Office shall review the location or anticipated location to determine the assignment.

A: The Addressing Office is the local authority responsible for creating, maintaining and/or reassigning addresses. An address assigned by the County shall not constitute or imply ownership or guarantee of access to the structure. Property owners shall be responsible to ensure access.

B: Addresses shall be assigned from the intersection of the named road and driveway.

C: Addresses will be assigned sequentially based on the direction of the road and its respective road range.

D: The Addressing Office will also review adjacent addresses to provide consistency and a sequential format of assignments.

E: When additional structures share an access, they shall be numbered with adequate consideration given to future development between the structures.

Section 6D Numbering Procedures

Structures and secondary addresses shall be numbered considering the type of unit, the entrance location, and building design.

6D.1 Mobile Home Developments

Each mobile home shall be assigned a primary number with a separate unit. Alternatively, a primary number may be assigned to each mobile home.

Example: 100 Main St #1, 100 Main St #2, etc.

6D.2 Condominiums, Townhomes

Individually owned living spaces shall be assigned a primary number. Alternatively, the structure may be assigned a primary number with secondary addresses assigned to each living space (E.g., multi-level residential structure with multiple condo units, etc.).

Example: 200 Main St, 202 Main St, etc.

Example: 200 Main St Unit 101, 200 Main St Unit 102, etc.

6D.3 Multi-Unit Residential Structures

Each residential structure shall be assigned a primary number with secondary addresses assigned to each living space.

A: Structures with External Entrances

A primary number shall be assigned to the structure, and each living space shall be assigned an alpha or numeric unit designation.

Example: Single-level duplex with two separate outside entrances: 200 Main St Unit A, 200 Main St Unit B

Example: Multi-level 4-plex with 4 separate outside entrances: 200 Main St Unit 1, 200 Main St Unit 2, 200 Main St Unit 3, 200 Main St Unit 4

B: Structures with Internal Entrances

A primary number shall be assigned to the structure, and each living space will be assigned a unit designation based on floor location. If living spaces are accessed from a hallway or foyer, each shall be assigned a numeric unit designation based on the floor location.

Example:

Ground Level: 200 Main St Unit 101, 200 Main St Unit 102

Second Floor: 200 Main St Unit 201, 200 Main St Unit 202

6D.4 Apartments

A primary number shall be assigned to the structure, and each living space will be assigned a unit designation based on floor location. Main floors shall use numbers in the 100's, second floors shall use numbers in the 200's, etc. Basement or ground levels shall use 000's starting at unit 001:

Example:

Main Level: 200 Main St, Apt 101-110

Second Level: 200 Main St, Apt 201-210

6D.5 Commercial, Office, and Industrial Complexes

A primary number shall be assigned to the structure where all mail is to be received. Each unit/partition shall be assigned a suite designation based on floor location. Alternatively, each partition or business may be assigned a primary number.

A: A multi-level structure shall be assigned a primary number at its main entrance. Secondary addresses shall be assigned a suite designation for each unit/business based on floor locations. Ground levels shall be assigned numbers in the 100's, second levels shall be assigned numbers in the 200's, etc.

B: For a shopping center development with exterior stores (strip mall, etc.), a primary number shall be assigned to the structure. Each unit/business shall be assigned a suite designation.

C: For a shopping center development with interior stores, a primary number shall be assigned to the structure. Each unit/business shall be assigned a suite designation.

6D.6 Additional Addresses

A: Additional Address within Existing Residential Structure

A secondary address shall be assigned to a separate living space within the existing structure. Examples include basement/upstairs apartments, duplex, etc. The primary number indicates the main address, and the additional unit indicates the secondary address. Alternatively, a unit may be added to the primary number to define the structure and use type.

Example:

Additional living space in the basement of an existing structure:

-100 Main St (primary, existing address)

-100 Main St Unit A (secondary, additional address for basement)

Duplex within an existing structure: two separate units shall be designated:

- 200 Main St Unit A (reassigned, formerly 200 Main St)

- 200 Main St Unit B (additional secondary address for new living space)

B: Additional Address for Separate Structure

A secondary address shall be assigned to the additional structure on the property. Examples include a guest house, carriage house, mother-in-law apartment above garage, etc. In certain instances, a primary number may be assigned from the road in which its accessed.

Example:

Additional structure on property: a secondary address will be designated:

- 100 Main St (existing address)
- 100 Main St Unit A (additional structure)

Section 6E Display of Address Numbers

6E.1 Address Numbers

A: Address Numbers for Multi-Unit Structures

Each unit shall be displayed on or near the main doorway.

B: Address Numbers for Multi-Building Complexes

The address range of all unit numbers shall be clearly visible from the road and displayed on each building.

6E.2 Address Numbers in the County

A: Installation and maintenance of address numbers shall be the responsibility of the property owner.

B: An address number shall be displayed as numerals and shall not be spelled out.

C: Address numbers should be clearly visible for the efficient provision of delivery and emergency services.

D: Address numbers should be posted at the entrance to a property when the structures address number is not visible from the road.

E: Address numbers should be posted at any location where access diverges and when the termination of the road is not apparent.

F: Any numbers that could be confused with the existing number should be removed.

G: An Address Plaque can be purchased for \$10: [Address Plaque Order Form](#). Please note that a plaque is free if applying for an address in the county (County Address Application (\$25 fee)).

Section 6F Applying for an Address

6F.1 County

A: \$25 fee is required for each address application, which includes a free address plaque. The plaque will be created upon request.

B: Applications shall be submitted to the Community Development and Planning Office for approval and processing.

C: Applications may be submitted on the behalf of property owner.

D: Applications must include a copy of the filed Certificate of Survey or Deed

E: In accordance with Section 3, the Addressing Office may require unnamed roads be named if multiple structures exist or are anticipated (E.g., family transfer).

F: A notification letter/map will be sent to the applicant and service providers (Appendix A) upon assignment.

6F.2 Community Development and Planning Subdivision Review

The Addressing Office shall review a preliminary plat or site plan to evaluate conventions, review and reserve anticipated road names, and provide comments. Reviews include pre-application meetings and/or requests for comments.

The Applicant/Developer must adhere to the following process:

A: Applicant/Developer shall follow existing Subdivision Regulations as determined by the County Community Development and Planning Department.

B: Applicant/Developer shall provide a site plan or preliminary plat with proposed road name(s) for review. The Addressing Office shall review the site plan or preliminary plat to evaluate conventions, review anticipated road names, and provide comments.

C: The proposed road name(s) shall be reviewed in accordance with Section 7B.

D: The proposed road name(s) shall be added to a 'Reserved Road Names' document.

E: The road names shall be represented on the final plat. When a final plat has been filed and recorded, roads and addresses shall be assigned and/or reassigned. Approval shall be at the discretion of the County Community Development and Planning Office.

F: Notification letters will be sent to the applicant and service providers (Appendix A) upon assignment.

G: The installation and requirement of address plaques and road signs are pursuant to the Lewis and Clark County Community Development and Planning Subdivision Regulations and Public Works Manual.

Section 7 Road Naming and Renaming Conventions

Section 7A Right to Use Roads

A road name assigned by the county shall not constitute or imply jurisdiction, ownership, right of use, guarantee of access, or acceptance into the County Road Maintenance Program and/or Rural Improvement District.

Section 7B Road Naming Conventions

The Addressing Office is responsible for the creation, maintenance, and/or modifications of roads and addresses. All prospective road names shall be submitted to the Addressing Office to review against

existing and/or reserved names. When necessary, the Addressing Office shall coordinate with the Dispatch Center and/or respective emergency responders for clarity and approval of the proposed name.

A: A new road shall be assigned a unique road name.

B: A street type designation (Appendix B) shall be assigned based on the location and length of the road.

C: Every road with three (3) or more structures (or anticipated structures) may be assigned a separate, unique name regardless of ownership designation (private or public).

D: All road names shall be simple to pronounce and spelled according to a standard dictionary.

E: Each road shall have only short one-word or two-word names, and the number of characters will be evaluated based on location. Approval shall be at the discretion of the Addressing Office, Dispatch Center, and/or the County Public Works Department.

F: A road name shall not include numbers, dashes, apostrophes, or other non-alphabetical characters.

G: A road name shall not contain initials, abbreviations, or single letters.

H: A road name shall not include obscene, racial, or derogatory words.

I: Road names shall not use corporate trade names unless coincidental.

J: The primary name shall not be abbreviated (e.g., Mount Helena Dr, not Mt Helena Dr).

K: Road names cannot duplicate map features or descriptions (e.g., Dirt Rd, Tennis Ct, etc.).

L: Directional prefixes (north, south, east, west) will only be used when necessary to distinguish the road location relative to the address grid.

M: Cardinal directions shall not be part of any road name (e.g., Westview Rd, Southpoint Dr, etc.). North, South, East, and West are directional features within the addressing system and may lead to confusion.

N: Full name road names shall not be allowed (e.g., Meriwether Lewis Dr.). However, upon request, the Board of County Commission may consider waiving this convention for historical reasons.

O: No road shall be assigned a name that is currently in use elsewhere in the County. However, some duplication may occur between addressing areas (defined by zip codes, telephone exchanges, planning areas, special districts, etc.) where historical naming conventions have been accepted and provide for facilitated emergency response.

P: No road shall be assigned a name which is a homonym of an existing road name or may be confused with an existing road name (e.g., Diehl, Deal, etc.). An exception shall be allowed for a

cul-de-sac using the same road name. A 'Court' street type will be assigned from the closest intersection to the end of a cul-de-sac.

Q: Extensions of roadways shall be named the same as the road from which they extend.

R: Whenever possible, extensions of roadways crossing jurisdictional boundaries shall use the same name on either side of the boundary (Montana Ave in the Helena City Limit, Montana Ave in the County).

S: Each road shall have the same name throughout its entire length, except if a road makes a significant change in direction or intersection.

T: A road traveling diagonally will be assigned a street type depending on its general direction.

U: In certain instances, roads that are designated State or Federal Highways may be named by that designation (US Highway 12 W, etc.).

V: Unnamed roads crossing federal national forests within the County will defer to the designated US Forest Road name.

W: All roadways created through subdivision review shall be named by the developer in accordance with road naming conventions, with approval from the Addressing Office.

X: All roadways created through a certificate of survey shall be named by the property owner in accordance with road naming conventions, with approval from the Addressing Office.

Y: All prospective road names shall be submitted to the Addressing Office for review. The Addressing Office will review the road name against the Master Street Address Guide (MSAG), reserved road names, and Sections 7B. The Addressing Office may coordinate with the Dispatch Center for review.

Z: The Addressing Office may assign or reassign road names to promote an orderly road naming system.

AA: The Addressing Office shall communicate all new road names or road name reassignments to service providers (Appendix A).

Section 7C Procedures for Naming or Renaming a Road

7C.1 Naming a Road Within Proposed County Subdivision

Road names shall be reviewed by the Addressing Office during Community Development and Planning's Subdivision Review as outlined in section 6F.4.

7C.2 Owner-Initiated Road Naming or Renaming Request

Persons wishing to name an unnamed road or rename an existing road must present a petition signed by a simple majority of adjacent (eligible) property owners who agree with the

prospective name. If approved, a 'Determination of Road Name' document shall be created and filed with the Clerk and Records Office:

- An 'eligible' property includes property within or adjacent to the road. If the property is adjacent to the road but is not accessed from said road, the property is ineligible.
- An ink signature is required on the petition

The petitioner must adhere to the following process:

A: Obtain a petition from the Addressing Office, County Community Development and Planning Office, or [online](#).

B: The petitioner shall review the process with the Addressing Office. The Addressing Office will provide an overview of the timeline, road name approval process, road sign costs (if applicable), required documentation, and notification process if/when approved.

C: The petitioner shall submit plans to the Addressing Office for review and approval, including proof of easement or access via Certificate of Survey. The Addressing Office may authorize a road be named or renamed without an easement for the provision of emergency services. The proposed road name will be reviewed in accordance with Section 7B.

D: Community Development and Planning and Public Works shall review the submitted documentation for restrictions, approach permits, or other potential concerns if applicable. Public Works may visit the location, review the approach, and determine potential road sign locations or restrictions if within public access easement. Anticipated roads may still be named if the road does not yet exist.

E: The petitioner is encouraged to collaborate with eligible property owners to reach road name consensus prior to the request. The petitioner shall submit a proposed road name for review.

F: Upon approval, the Addressing Office will mail notification letters and petition forms to adjacent (eligible) property owners providing projected road name and project summary.

G: Naming or renaming a road requires the completion of a road-naming petition and that a simple majority of adjacent (eligible) property owners agree with the prospective name. When determining a majority, each eligible property shall be included. Only a single signature is required for properties under common ownership.

H: A single petition with signatures or individual petition forms with signatures may be submitted. The signed petition(s) must be delivered to the Addressing office.

I: Persons signing the petition must understand the following:

1. Road Naming or Renaming Projects Where Private Road Intersects Public Road

The applicant and/or adjacent property owners shall be responsible for the initial road signs costs when a private road intersects a public road. Road sign fees shall be associated

to the approach permit application, including any additional signage and expenses (stop sign, hardware, labor, etc.). Public Works will install the sign and maintain in the future.

2. Road Naming or Renaming Projects Where Private Road Intersects Private Road

The applicant and/or adjacent property owners shall be responsible for road sign costs and installation.

3. Adjacent (eligible) property owners agree to a reassigned property address or addresses (if applicable).

J: If the petition is insufficient or the proposed road name does not meet road naming requirements, the Addressing Office shall notify the petitioner that the form has been denied. If applicable, information describing additional action will be provided.

K: If alternative names were submitted and a majority has not been met, the original request will be suspended. The alternative names shall be considered and shared with all adjacent (eligible) property owners. The Addressing Office will send updated notification letters recognizing the proposed road name(s). The deadline for submission will be at the discretion of the Addressing Office.

L: If a majority has been received, the Addressing Office shall complete a 'Determination of Road Name' document and will file with the Lewis and Clark County Clerk and Records Office.

M: Notification letters will be sent to the applicant and service providers (Appendix A) confirming the new road name, addresses, and/or address reassignments.

7C.3 County-Initiated Road Naming or Renaming Request

The Addressing Office has the authority to name roads for the benefit of the public and provision of services for efficient response. The Addressing Office may name roads to ensure a coordinated and reliable system of identifying locations for the provision of emergency services. Unique instances may exist that fall outside general conventions (e.g., naming without a dedicated easement, naming roads that do not yet exist). Roads shall be named in accordance with Section 6B.

7C.4 Appeals

A: Only road naming or renaming decisions of the Addressing Office may be appealed by the eligible property owner, property owners as a group, or homeowners association to the Board of County Commissioners (BoCC). Appeals must be received within 30 days of the date of the new site address notification letter. All appeals must be submitted in writing to the Addressing Office and BoCC within 30 days of the date of the determination letter.

B: All appeals must provide specific details as to the nature of the appeal request.

C: If necessary and instructed by the BoCC, a public hearing will be scheduled, and all affected landowners will be notified of the time and location of the public hearing by mail. The Addressing Office's decision shall be upheld by the BoCC unless it is shown by a preponderance

of the evidence the decision is inconsistent with or does not promote the intent and purpose of these Regulations.

D: In the event the Addressing Office's decision is overruled by the BoCC and the road is named or renamed, the BoCC shall state findings of consistency with the intent and purpose of these Regulations. In the event the Addressing Office's decision is overruled by the BoCC and the road is not named, or properties are not renumbered, the BoCC shall make written findings of consistency with the intent and purpose of these Regulations.

7C.5 Contiguous Parcels/Buildings for Lease or Rent

7C.2.B identifies that the petitioner must present proof of easement or access for review and approval. If a property owner owns contiguous parcels, he/she cannot grant an easement to themselves. In these instances, a site plan depicting the roadway shall be required.

Section 7D Road Identification Signs

7D.1 General Conventions

Depending upon the ownership of the road and other circumstances, procurement and installation of road signs shall be the responsibility of the County, developers, homeowners' associations, rural improvement districts, or property owners. Road identification signs shall be installed at all intersections of existing roads and internal access roads.

7D.2 Public Access Easement

A: All named roads within a public access easement shall be identified with a sign which conforms to County design standards.

When necessary, the Addressing Office will coordinate with the Montana Department of Transportation for the payment and installation of a road sign within a state/federal highway public access easement.

B: Signs shall include white letters on a dark green reflective background.

C: Installation and ongoing maintenance of road signs within public access easements shall be the responsibility of the respective authority (Lewis and Clark County, Montana Department of Transportation, applicant/developer, etc.).

7D.3 Private Access Easement/Private Road

A: Lewis and Clark County **is not responsible** for purchasing, maintaining, or replacing signs within a private right of way. The applicant and/or adjacent property owners shall be responsible for road sign costs and installation.

B: Ongoing maintenance of road signs within private right of way shall be the responsibility of the property owner, except in cases where it is determined that a private homeowners association or rural improvement district is responsible.

C: Road signs shall be placed in the right of way when possible. The location of the sign must not obscure intersection visibility.

7D.4 County Subdivisions

A: Road sign regulations shall be enforced as specified in the Lewis and Clark County Subdivision Regulations.

Section 7E Address Numbers and Plaques

7E.1 General Conventions

A: Address plaques are \$10 each and are created by the Addressing Office. Procurement of address plaques shall be made through the County Community Development and Planning Office.

B: Address plaques shall be posted at the entrance to a property.

C: Address numbers must be clearly visible for the efficient provision of delivery and emergency services. The installation and maintenance of address numbers shall be the responsibility of the landowner.

D: Address plaques shall conform to the design standards for street identification signs except for color (blue background, white reflective letters).

E: Address plaques shall be installed in a horizontal or vertical orientation. If installed vertically, the address numbering sequence shall begin at the top.

7E.2 Subdivisions

A: An address plaque is required for each lot that is two acres or larger.

B: Address plaques are \$10 each and are created by the Addressing Office. Procurement of address plaques shall be made through the Community Development and Planning Office.

C: Address plaques shall be installed prior to final plat or bonded for through a subdivision improvements agreement.

Section 8 Administration

Section 8A United States Postal Service (USPS)

8A.1 USPS Responsibilities

USPS is responsible for maintaining mailing addresses, zip code/postal zone boundaries, and carrier routes. The Addressing Office may defer questions regarding mailing address

discrepancies, mailbox installation, zip code/postal zone boundaries, and/or rural route discrepancies to USPS for resolution.

8A.2 Postal Zone/Zip Code

The Postal Zone/Zip Code assigned to an address is based on the physical location of the structure. The Postal Zone/Zip code boundaries are managed and maintained by USPS.

8A.3 Miscellaneous Assignments

The Addressing Office may assign a miscellaneous address to a mail station for the provision of mail service for an organization (E.g., Homeowners Association, etc.).

Section 8B Third Party Mapping Applications

The Addressing Office is not responsible for creating and/or maintaining roads and addresses for third party interactive mapping applications (e.g., Google, Bing, OpenStreetMap, Apple, etc.).

Section 8C Compliance and Enforcement

Compliance with the procedures and standards set forth in this Resolution shall be mandatory.

Section 8D Effective Date

DATED this _____ day of, _____ 2024.

BOARD OF COUNTY COMMISSIONERS
LEWIS AND CLARK COUNTY

Andy Hunthausen, Chairman

Tom Rolfe, Member

Candace Payne, Member

ATTEST:

Amy Reeves, Clerk of Board

Appendix A Service Providers

The Addressing Office shall notify the following agencies and departments of all approved road names, road name reassignments, retired roads, address assignments and address reassignments:

- Lewis and Clark County Clerk and Recorder/Treasurer
- Lewis and Clark County 911 Dispatch Center
- Lewis and Clark County Community Development and Planning
- Lewis and Clark County Public Works
- Lewis and Clark County Elections
- Lewis and Clark County Sheriff's
- United States Postal Service Post Office
- Fire Department, Fire District, or Fire Service Area
- Montana Department of Revenue
- Centurylink/Intrado
- United States Postal Service
- Spectrum/Charter
- Northwestern Energy
- FedEx
- One Call Concepts

The Addressing Office may provide documentation to any other governmental agencies, departments, or utilities requesting notification. All notifications are for information exchange only. The property owner is responsible for ensuring his/her addresses are accurate with all parties.

Appendix B Street Type Designations

Designation	Location	Description
Road (Rd)	County	A roadway traveling generally east and west
Drive (Dr)	City/County	A roadway traveling generally north and south
Circle (Cir)	City/County	A roadway which returns to itself. When designing new roadways, large circles to are discouraged to prevent confusion during an emergency.
Loop (Lp)	City/County	A generally curved roadway that has an origin and terminus on the same roadway, and which does not contain significant intersections along its route.
Parkway (Pkwy)	City/County	A thoroughfare designated as a collector or arterial with a median
Lane (Ln)	City/County	A meandering roadway less than 2500 feet in length
Way (Way)	City/County	A roadway generally traveling north/south less than 1000 ft in length
Place (Pl)	City/County	A roadway generally traveling east/west less than 1000 feet in length
Court (Ct)	City/County	A cul-de-sac with a circle at one end or T-intersection which doesn't provide throughway, less than 1300 feet in length
Trail (Trl)	City/County	An existing path or roadway that was historically named as such

Appendix C Address Use Type Designations

Residential	A standalone structure on a property suitable for one family.
Residential Multi-Family	A standalone structure on a property with two or more living units (E.g., duplexes, triplexes, apartment buildings, etc.).
Commercial	A standalone structure on a property for business purposes.
Public	A standalone structure on a property available to the public (E.g., structures at Montana State Capitol, etc.).
Private Non-Profit	A standalone structure on a property including non-profit status (E.g., church, etc.).
School	A standalone structure on a property operated as a school.
Miscellaneous	Addresses assigned for miscellaneous purposes, generally uninhabitable (E.g., utilities, cell towers, mailbox station, etc.).

Appendix D Addressing Grid System

Addressing is based on a numerical grid beginning at the designated townships: Helena, East Helena, Wolf Creek, Lincoln, and Augusta.

Helena Valley Grid

- Zero point for the north-south grid is Broadway within the City of Helena; rural addressing starts at Custer Avenue at 3100 with 400 numbers per mile east of I-15 and 1000 numbers per mile west of I-15
- Zero point for the east-west grid is Green Meadow Drive for most of the Valley; however, along Custer Avenue the zero point is at the center of the City of Helena's Bill Roberts Golf Course.
- Extend rural grid in all directions
- Extent of coverage: North -- top of North Hill; East -- County line; South -- County line (some addresses have been assigned to property in Jefferson County for postal delivery); West -- County line

Wolf Creek/Craig Township Grid

- Zero point for the north-south grid in Wolf Creek township is Wolf Creek Main Street
- Zero point for the east-west grid in Wolf Creek township is the east edge of town
- Zero point for the north-south grid in Craig township is the north edge of town
- Zero point for the east-west grid in Craig township is Craig Main Street
- Rural addressing starts with 1000 at the Section line between Section 35 and Section 2 just outside Wolf Creek, with 400 numbers per mile of land (except the town of Craig)
- Extend rural grid in all directions
- Extent of coverage: North -- County line; East -- County line; South -- Gates of the Mountains interchange; West -- Highway 200

Augusta Township Grid

- Zero point for the north-south grid is the north edge of town
- Zero point for the east-west grid is the east edge of town
- The urban addressing grid is based upon the platted blocks with 100 numbers per block
- Rural addressing starts at the Section line for Section 17, outside the town with 1000 numbers per mile of land
- Extend rural grid in all directions
- Extent of coverage: North -- County line; East -- County line, South -- Highway 200 and the continental divide; West -- County line (taking in any no title cabins on Forest Service land)

Lincoln Township Grid

- Zero point for the north-south grid is Highway 200
- Zero point for the east-west grid is First Avenue (also shown as the section line between Section 24 and Section 23)

- The urban addressing grid is based upon the platted blocks with 100 numbers per block
- Rural addressing starts at the Section line for Section 24, outside the town with 1000 numbers per mile of land
- Extend rural grid in all directions
- Extent of coverage: North -- continental divide; East -- continental divide; South -- County line; West -- County line

Canyon Creek

- Numbering for this area will be an extension of the grid from the Helena Valley

Marysville Townsite Grid

- The urban addressing grid is based upon the platted blocks with 100 numbers per block

Canyon Ferry and York

- Numbering for these areas will be an extension of the grid from the Helena Valley

Appendix E Determination of Road Name

Example of Determination of Road Name

**DETERMINATION OF ROAD NAME
BY LEWIS AND CLARK COUNTY ADDRESSING OFFICE**

SLOAN LN

WHEREAS, the Lewis and Clark County Addressing Office has proposed to name a road located in the SW¼ of Section 18, T14N, R08W, traveling east from Sucker Creek Rd approximately 900'; and,

WHEREAS, on July 27, 2021, the Board of County Commissioners of Lewis and Clark County, Montana, adopted Resolution 2021-63 authorizing the Addressing Office to name and rename road names pursuant to procedures contained in the Lewis and Clark County Road Naming Regulations; and,

NOW, THEREFORE, IT IS HEREBY DETERMINED by the Addressing Office, pursuant to said procedures, that the road located in the SW¼ of Section 18, T14N, R08W, traveling east from Sucker Creek Rd approximately 900', Lewis and Clark County, Montana, should be, and hereby is, named Sloan Ln as shown on attached Exhibit 'A'.

DATED: July 27, 2021

By

Jason Danielson, Addressing Office

Appendix F Petition Form



PETITION FORM Road Naming or Renaming Request in Lewis and Clark County

Please review Section 7C.2 within the Road Naming and Site Addressing Resolution. Adoption of the proposed name requires approval of a simple majority of (eligible) property owners whose property is adjacent to the road under review. This petition may be used by the applicant to record the opinion of the property owners. Property owners may submit the petition individually.

Proposed Road Name: _____

Location: _____

Applicant Printed Name: _____

Address: _____

Phone: _____

Email: _____

Applicant Signature/Date: _____

Property Owner Printed Name: _____

Address: _____

Phone: _____

Email: _____

Opinion (Y/N): _____

Comments: _____

Signature/Date: _____

Property Owner Printed Name: _____

Address: _____

Phone: _____

Email: _____

Opinion (Y/N): _____

Comments: _____

Signature/Date: _____

Property Owner Printed Name: _____

Address: _____

Phone: _____

Email: _____

Opinion (Y/N): _____

Comments: _____

Signature/Date: _____

Property Owner Printed Name: _____

Address: _____

Phone: _____

Email: _____

Opinion (Y/N): _____

Comments: _____

Signature/Date: _____