

Street Naming and Addressing Policy

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Title and Scope

This guide shall be known as the Williams County Addressing Guide. Its purpose is to establish standards for naming roadways, posting street signs, and assigning numbers to all dwellings, principal buildings, businesses and industries; and to assist emergency service agencies, the United States Postal Service and the public in the timely and efficient delivery of services to residents and businesses of Williams County.

In some instances there may be exceptions to retain existing addresses. In these instances, addresses may be “grandfathered”, but only after being reviewed and approved by the Williams County Building Department.

Goals:

The primary goal of this guide is to provide emergency services with a complete set of accurate addresses and meet the requirements of the 911 program. The secondary goals are as follows:

- 1) Correcting address problems within current developments
- 2) Ongoing assigning of addresses to new developments
- 3) Installation of road signs
- 4) Maintenance of countywide street name and address database
- 5) Maintenance of 911 Automatic Number Information and Automatic Location Information systems

Objectives:

- 1) To locate and respond to residents of Williams County in a more effective manner with Public Safety Agencies
- 2) To improve the quality of life for residents of Williams County through easier delivery of mail and services
- 3) To project a positive and progressive image to residents, prospective residents and developers

Street Naming Policy

Street Naming Agency

The Williams County Building Department shall be the lead agency in establishing and assigning street names in accordance with the guidelines set forth in this guide. The Williams County Building Department shall be responsible for all street naming within the Williams County limits except for the following locations: Williston city limits, Ray city limits, Tioga city limits, Grenora city limits and all corresponding extraterritorial jurisdictions

When new road names are assigned or accepted they must not duplicate a road name that already exists within the County. A road way will be named if it meets at least one of the following conditions:

- 1) If two or more dwelling units or business related buildings exist, or are proposed to be constructed, along an existing and approved roadway or are served by the roadway
- 2) If the roadway is maintained by the Williams County Highway Department

Naming New Roads

A roadway cannot be named until it has been platted via the Planning and Zoning Department's platting process. The road will be named, by the Building Department, as a part of that process. Once the final plat has been recorded, the road names become final. All new roads will be named using the Burkle numbering system as defined by the North Dakota Century Code (e.g. 123K Lane) unless approved otherwise. If a roadway has been approved, by the county commission, to use names, the following standards will be used:

- 1) A street name should be appropriate and easy to read (so that children can use the name in an emergency situation).
- 2) Names with the same theme (i.e., flowers, states) are suggested for naming streets in an entire subdivision, as a means of general identification.
- 3) Historically used road names should be retained where possible.
- 4) Names tending to be confused as homonyms, having the same or similar pronunciation but with different spellings, are discouraged within a municipality, zip code, or emergency service zone area (e.g., Smith, Smyth or Smythe; Ellis or Alice; Allen or Alan).
- 5) Names which may be offensive (slang, double meanings, etc.) shall be avoided.
- 6) Use of frivolous or complicated words or unconventional spellings in road names is discouraged.
- 7) Avoid sound-alike names (e.g., Bay View Dr, Bayview Dr or Brainard Ln, Branard Ln).
- 8) Do not use special characters in road names such as hyphens, apostrophes or dashes.
- 9) Avoid the use of standard suffixes or directional suffixes or directional suffixes or prefixes as road/street names (e.g., North BLVD, Court ST, Avenue of Pines).
- 10) Avoid family names or individuals names, especially living persons and politicians.
- 11) Avoid using same names as other locations of the county or in the cities of Williston and Ray.

Road Type Definitions and Suffixes

Below are the most common road type definitions that are utilized within Williams County. This is not an all-inclusive list of possible road types. A comprehensive list can be found on the United States Postal Service website.

→ Avenue (Ave.)- a public way that extends in a general north and south direction

- Bend (Bnd.)- a southwest or northeast winding, irregular public way that does not lend itself to another definition
- Circle (Cir.)- a public way that extends in a general north or south circular direction
- Court (Ct.)- a short public way that terminates in an east or west cul-de-sac
- Drive (Dr.)- a public way that extends in a general southwest or northeast diagonal direction
- Lane (Ln.)- a short public way that terminates in a north or south dead end
- Loop (Lp.)- a public way that extends in a general east or west circular direction
- Place (Pl.)- a short public way that terminates in a north or south cul-de-sac
- Road (Rd.)- a public way that extends in a general southeast or northwest direction
- Street (St.)- a public way that extends in a general east and west direction
- Trail (Trl.)- a southeast or northwest winding irregular public way that does not lend itself to any other definition
- Way (Way)- a short public way that terminates in an east or west dead end

Street Name Signs

All public roads in Williams County shall be signed and shall display the proper road name. Where possible, existing street signs will be retained. Road name signs shall be installed at all intersections; and shall comply in design, installation and maintenance, with the following requirements as outlined below.

- 1) *Sign Color:* The street sign shall be reflective (prismatic) or illuminated and of contrasting color of the street name text.
- 2) *Sign Height:* Signs should not be less than seven feet above the top of the curb in business districts and not less than five feet above the ground in rural areas. The height from the ground to the bottom of a secondary sign mounted below another sign may be one foot less than noted herein.
- 3) *Sign Placement:* Signs should be placed with their faces parallel to the streets they name, as close to the intersection corner as practicable with the nearest part of each sign not less than one foot, and preferably two feet, back from both curb lines.
- 4) *Sign Posts:* Sign posts of signs erected inside a curb are not regulated. Signs that are not posted behind a curb shall be of breakaway construction. Sign post material is not regulated.
- 5) *Sign Letters:* The street name shall appear in capital lettering at least six inches high. Supplementary lettering to indicate the type of street such as, ST, AVE, RD or directional information such as, N, S, may be in smaller lettering, at least four inches high.

Responsibility for Street Name Signs

- 1) *Existing County Roads:* Incorporated communities and the Williams County Highway Department are responsible for ordering and installing street name signs at the intersection

of all existing County Roads. Williams County 911 shall be responsible for the associated costs.

- 2) *Existing Private Roads:* If an existing private road needs a street sign, Williams County 911 shall be responsible for the costs associated so long as there are less than 10 lots involved.
- 3) *New Public and Private Roads:* The Williams County Highway Department shall be responsible for ordering and erecting street name signs at the intersections of all new public roads. The developer is responsible for purchasing and installing street signs for all private roads within the subdivision. Street signs shall be installed in the subdivision before a certificate of occupancy is issued for a building/dwelling on the street. All street names must be approved prior to final subdivision approval.

A d d r e s s i n g P o l i c y

Addressing Agency

The Williams County Building Department shall be the lead agency for establishing and assigning street address numbers in accordance with the guidelines set forth in this guide. All buildings used for residential, commercial, institutional or governmental purposes shall be provided with an address identifying the building. Only one address may be assigned per parcel unless given permission by the Building Department. The Williams County Building Department shall be responsible for all addressing within the Williams County limits except for the following locations: Williston city limits, Ray city limits, Tioga city limits, Grenora city limits and all corresponding extraterritorial jurisdictions

Requesting an Address

If a landowner needs an address or is requesting their address be changed, they will be required to fill out an Address Application. The application should include the following information where applicable:

- | | |
|--------------------------------------|---|
| 1) Parcel ID number | 6) Subdivision name |
| 2) Permit number for new buildings | 7) Building description |
| 3) Owner's name | 8) Reason for changing address |
| 4) GPS coordinates (decimal degrees) | 9) Site plan showing the location of the building on the parcel |
| 5) Legal description | |

Addressing Methodology

Williams County shall utilize the methods of the Burkle Addressing System. Addressing shall be calculated based on the location of the actual building rather than the location of the driveway entrance.

- 1) *Interval method* – The interval utilized is 110', which means that a different property number is available (but not necessarily used) every 110' along a road.

- 2) *Odd and Even Numbers*: Williams County uses odd numbers on the North and West side of the streets and even numbers on the South and East side of the street.
- 3) *Measuring Point*: Numbering shall be based on the distance the building is from the section line to the South or East. If the road runs North and South, the section line to the South is utilized and if the road runs in a general West and East direction, the section line closest to the East is utilized.
- 4) *Fractional and Hyphenated Addresses*: These types of addresses shall not be permitted. (e.g. 4848 1/2 159th Ave.)
- 5) *Diagonal Streets*: Diagonal streets should be treated as either north-south or east-west streets when assigning addresses.
- 6) *Circular Streets*: These types of streets begin at the intersection and are numbered with the same methodology as described above in the 'Odd and Even Numbers'.
- 7) *Corner Lots*: Corner Lots shall be allocated a number on the road which provides the main access to the property.
- 8) *Apartments, Townhouses, and Duplexes*: Apartments and other multi-tenant structures should be numbered with the main building and then assigned apartment/unit numbers as secondary location indicators such as Unit number or Apt. number. Duplexes will be addressed as separate homes if each part of the duplex is on a different parcel.
- 9) *Trailer/Mobile Home Park*: Mobile home parks may be addressed with road names for their internal roads and a separate identification number for each mobile home. Alternatively, the mobile home park may be assigned one address number with each mobile home given a unit number provided there are intersection signs on internal roads to show the ranges of unit numbers. This will be determined at the discretion of the Building Department.
- 10) *Businesses*: Businesses with multiple spaces available for lease within the one building will be assigned one street number with each space getting a suite number.

Exempt Buildings and Uses

The following buildings and uses will be exempt from the addressing system, but may be addressed at the request of the property owner:

- 1) Farm buildings which are not residential or commercial
- 2) Accessory buildings which have uses that are accessory to the primary use of a residential, commercial, industrial, institutional, or governmental buildings (e.g. garage)
- 3) Unoccupied farm land or lots containing no dwellings or businesses

Changing of Address Number

If an address is changed for any reason, the Williams County Building Department shall be responsible for letting the appropriate entities know of the change so that the necessary databases are updated. This includes the United States Postal Service and Emergency Services. The property owner is responsible for filling out an official change of address form with the USPS so that a name

can be put with the address. The property owner is also responsible for notifying all suppliers and others of their address change. These include but are not limited to:

- Driver License
- IRS
- Social Security
- Employer
- Utility Providers
- Mortgage Company
- Insurance Companies
- Cable/Satellite Provider
- Fire/Burglar Alarm Company
- Banks
- Credit Cards
- Magazines
- Cell Phone Carrier

Addressing for New Construction and Development

- 1) *Building Permit Requirements:* Prior to beginning new construction, property owners shall submit an application for a building permit. When the building permit is issued, the assigned address will be provided on the permit. An application can be obtained from the Williams County Building Department.
- 2) *Subdivision Requirements:* No residential, commercial, or industrial subdivision or land development shall be approved or recorded unless the street name(s) have been assigned/approved by the Building Department. Addresses will be assigned and provided to the owner when a permit is issued for a particular lot.

Responsibility for Display of Address Numbers

A Certificate of Occupancy (CO) will not be issued until the assigned property number has been displayed in accordance to the requirements outlined in this guide.

It shall be the responsibility of each and every property owner, trustee, lessee, agent and occupant of each residence, apartment building, business or industry to purchase, post, and maintain address numbers as required under this guide at all times.

It shall be the duty of the above mentioned, upon affixing a new address number, to remove any conflicting number(s). Address numbers shall not be covered with any sign, drapery, or other obstruction tending to conceal such number(s).

Size and Location of Street Address Numbers

Addresses must be displayed at all times. The protocol for displaying an address is dependent on the building type. The requirements can be found below.

- 1) *Residences, Townhouses, and Businesses:* The address shall be made up of numbers and letters that are contrasting in color with the background on which they are affixed and shall be posted according to one of the following methods:
 - a. On the mailbox using 3” numbers and/or letters provided the address is clearly visible from both sides of the street or road it is located on and clearly identifies the structure the address belongs to. In addition to the mailbox, the numbers also need to be on the structure itself using no less than 4” numbers and/or letters.

- b. If no mailbox, the numbers need to be on the structure itself using no less than 4” numbers/letters, in contrast to the background, posted on that portion of the structure that is most visible from the road or street the structure is located
- 2) *Private Lane and Long Driveways*: If any residence, apartment building, or business is located so that the address number is not clearly visible from the street, an additional address number shall be posted at the intersection of the driveway with the public street. The additional address numbers shall be made up of number/letters that are no less than 4” in height and contrasting in color to the background on which they are affixed. It shall be placed upon a post or other structure which displays the number at least 48” above the ground. The property owner is responsible for the installation and costs of these additional sets of address identifiers.
- 3) *Industrial and Commercial Structures in Low Density Areas*: All industrial and commercial structures located in low-density development areas, (areas in which small residential style address numbers are not visible from the road), shall display address numbers of not less than 10” in height. The number shall contrast in color with the background on which it is affixed and shall be visible from the street.
- 4) *Apartment Buildings*: All apartment buildings shall display address numbers above or to the side of the primary entrance to the building. Address numbers shall contrast with the color of the background to which they are affixed, and shall be of an appropriate size to be visible from the opposite side of the street facing the main entrance of the structure. Apartment numbers for individual units within the complex shall be displayed on the door or to the side of the doorway of each unit.
- 5) *Oil Well and Related Facilities*: The assigned rural address shall be displayed, if available, on a sign as described in the North Dakota Administrative Code 2014 Rule Changes (43-02-03-17).

Notice to Comply

County Officials shall be authorized to enter upon private property for the purposes of inspection and to give notice by personal service or by certified mail to persons in violation of this guide directing them to abate the situation within thirty (30) days after issuance of such notice.

Proper Addressing Format for Mailing

The proper addressing format is established by the United States Postal Service Regulations and requires that the following formats be followed:

- 1) Post Office Box Delivery Address

MISS JANICE SMITH
PO BOX 34
DULUTH, MN 55803-0034

2) Home Delivery Address

MR JAMES F JONES
4417 BROOKS ST NE
WASHINGTON, DC 20019-4649

In all cases, place the intended delivery address on the line immediately above the city, state, and zip code. In most cases PO Boxes have a different zip code than street addresses. If a PO Box is the intended address, the zip code for the post office box section must be used.