

RESOLUTION NO. 2023 - 077

A RESOLUTION REPLACING RESOLUTIONS 2000-128 AND 2002-17 WITH THE GALLATIN COUNTY ADDRESSING AND ROAD NAMING POLICIES AND PROCEDURES MANUAL

THIS RESOLUTION was introduced by the Gallatin County GIS Division, moved by Commissioner MACFARLANE, and seconded by Commissioner BOYER. The Resolution was adopted UNANIMOUSLY.

WHEREAS, the Board of County Commissioners of Gallatin County, Montana, is authorized to adopt road naming and addressing regulations for the unincorporated areas of Gallatin County, pursuant to 7-14-2101(a) & (b) MCA.

WHEREAS, the Board of County Commissioners of Gallatin County, Montana, adopted Resolution No. 2000-128 on the 19th day of December 2000, establishing a policy for the standardization of property addresses and road naming in Gallatin County, Montana;

WHEREAS, the Board of County Commissioners of Gallatin County, Montana, adopted Resolution No. 2002-017 on the 5th day of February 2002, establishing a policy for re-naming existing roads in Gallatin County, Montana;

WHEREAS, Gallatin County has determined that it is in the best interest of the public to adopt addressing and road naming policies and procedures to ensure an orderly addressing and road naming system that complies with State of Montana and National Emergency Number Association (NENA) standards.

WHEREAS, the purpose of this resolution is to enhance the easy and rapid location of structures by law enforcement, fire protection services, search and rescue, and emergency medical services to protect public health and safety of all persons living, working, or visiting in Gallatin County, Montana.

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners of Gallatin County, Montana that the attached "Gallatin County Addressing and Road Naming Policies and Procedures Manual" is hereby adopted, superseding and replacing County Commission resolutions No. 2000-128, and 2002-017, which are hereby discontinued.

Dated this 27TH day of JUNE, 2023.

GALLATIN COUNTY COMMISSION


Zach Brown, Chair
Gallatin County Commission

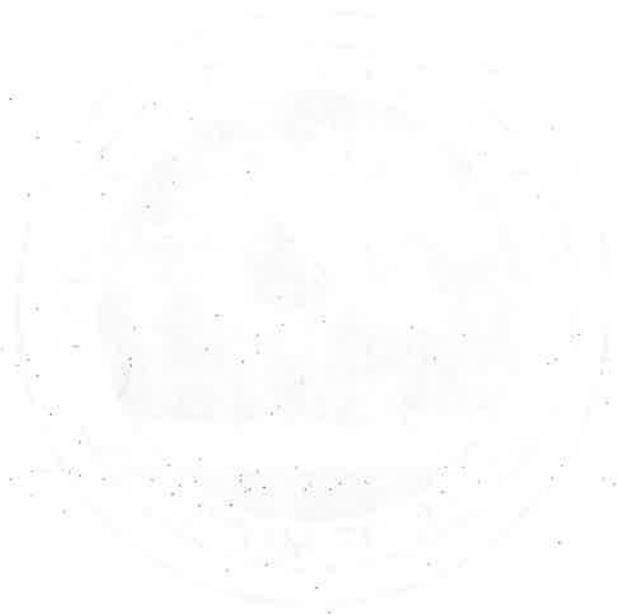
ATTEST:


Eric Semerad,
Clerk & Recorder



Gallatin County
Addressing and Road Naming
Policies and Procedures Manual

Adopted 6/27/2023



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Article 1. INTRODUCTION

Section 1.01 Title

This manual shall be known and may be cited as the "Gallatin County Addressing and Road Naming Policies and Procedures Manual" and may be referred to as "Manual" in this document.

Section 1.02 Purpose and Intent

This Manual is enacted for the purpose of establishing and maintaining address and road naming policies and procedures to:

- A. Provide emergency service providers, the public, property owners, and Gallatin County with an accurate and systematic means of identifying and locating structures, thoroughfares, landmarks, and infrastructure in Gallatin County.
- B. Assist in the proper delivery of mail, packages, utilities, and other services.
- C. Assign address numbers and associated physical address elements to new or existing addressable structures in a systematic and logical manner.
- D. Modify existing nonconforming addresses and road names to facilitate locational services, emergency response, and improve conformance with the address reference system.
- E. Assign, maintain, and archive official road names within the unincorporated areas of Gallatin County.
- F. Acquire adequate data to manage the address reference system.
- G. Facilitate accurate and up-to-date addresses for geo-enabled elections.
- H. Offer guidance for the display of property address numbers and provide accurate road name signage, installation, and maintenance for public and private roadways.

Section 1.03 Applicability

This Manual shall apply to each lot, parcel, tract of land, and all structure(s) thereon, within unincorporated Gallatin County, excluding all federal and state-owned lands.

Section 1.04 Addressing, 911, and Mapping Partners

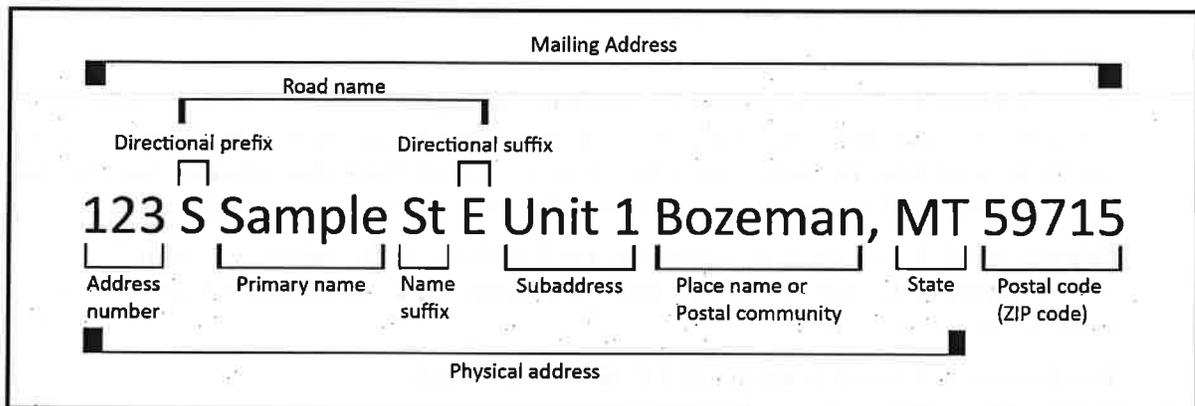
The Address Coordinator coordinates all addressing and road naming for Gallatin County, by working with Gallatin County 911, regional emergency response providers, Gallatin County Elections, law enforcement, municipalities within Gallatin County as well as neighboring county jurisdictions in Madison, Park, Jefferson, Meagher, and Broadwater Counties. The Address Coordinator also coordinates all road naming and addressing within the Gallatin County jurisdiction, with the U.S. Postal Service, utility providers, Department of Revenue and other government agencies to maintain a high level of consistency in land management records.

Section 1.05 Definitions

Access Road: A road that provides access to a specific destination, as to a main highway or to a property that lies within another property.

Address: A location specifier referenced to a thoroughfare or a landmark; or it specifies a point of postal delivery. There are two types of addresses: physical addresses and mailing addresses.

Figure 1. Address Nomenclature



Address Authority: The entity responsible for adopting regulations governing address number and road name assignments in Gallatin County. This is the Gallatin County Board of Commissioners pursuant to 7-14-2101(a) & (b) MCA .

Address Coordinator: The person or department designated by the Gallatin County Board of Commissioners to assign or change road names and address numbers and to administer and implement the Gallatin County Addressing and Road Naming Policies and Procedures Manual.

Address Number: The numeric identifier for a land parcel, house, building, or other location along a thoroughfare or within a community.

Address Reference System (ARS): A framework of rules, both spatial and non-spatial, for assigning addresses within an address zone. There are three types of ARS:

1. **Axial:** An address reference system where the address numbering is organized around axes producing a grid with quadrants. The address axes typically extend from a common point of origin and all numbers increase with distance from the point of origin.
2. **Linear non-axial:** An address reference system where each thoroughfare is addressed independently to the other thoroughfares. There are no axes and there is no grid. Each thoroughfare has its own point of origin with the numbers proceeding according to the ARS numbering policy.
3. **Area-based:** An address referencing system where address numbers are not assigned along a thoroughfare, but within an area. Inside, the area address numbers might be assigned according to a spatial pattern, or by parcel or lot numbers, or chronologically as the buildings are built.

Address Zone: A delineated region with its own address reference system.

Addressable Structure: Generally, the habitable or occupied structure(s) on a lot, parcel, or tract, but may also include other structures, landmarks or entities as determined necessary by the Address Coordinator.

Apartment (Apt): A self-contained housing unit, located in a building containing, usually, two or more floors.

Arterial Road: The highest mobility, lowest accessibility functional classification of road that connects communities and activity centers and connects communities to major state and interstate highways.

Centerline (road): A line representing the centermost point of a roadway typically described as a symmetrical division of the road width (e.g. a 30-foot wide road would have a centerline that's 15 feet from either side). Parity runs along the sides of this centerline and provides the basis for the address number and road name for any addressable structures accessed from the road.

Collector Road: A principal route to promote the free flow of traffic within residential or commercial areas that carries relatively high traffic volumes and conveys traffic from arterial roads to lower-order roads.

Corner Lot: A lot situated at the junction of two or more roads.

Cul-de-sac: A vehicular turnaround area at the end of a dead-end street provided for the purpose of safe and convenient reverse of traffic in one continuous forward movement.

Directional prefix/suffix: The portion of an address that consists of any combination of the cardinal directions of North, South, East, or West before (prefix) or after (suffix) the primary name.

Direction (road): The geographic orientation of a named road segment (for the purposes of addressing or road naming, either east-west or north-south).

Direction (centerline): The direction of address range progression from the origin of the centerline.

Driveway: A road providing access to two or fewer addressable structures, dwelling units, or business structures. A driveway may provide access up to three properties if it has not been assigned a road name.

Duplication: Refers to the primary name of the physical address and does not include the road type. For example, "Riverview Dr" is considered a duplication of "Riverview Blvd." All primary names must be unique.

Eligible Owner: A person, corporation, or entity holding title to an eligible property (see Figure 2).

Eligible Property: A parcel of land that meets any of the four criteria below (see Figure 2). *For the example provided in Figure 2, Assume there is a 15-foot easement along the eastern boundary of Properties 1-4 and a 15-foot easement on the adjacent side of Properties 8-11. This is the roadway proposed for naming in this scenario example. Most of these properties qualify as eligible properties through intersection alone. Property 6, however, meets the criteria of proximate addressing even though it is currently addressed to a road outside the image area to the west. The well-used access off the road to be named suggests that the property is possibly using that road as the primary access and should be readdressed off the newly named road:*

- **Intersection:** the parcel is intersected by a road proposed to be named or changed; or
- **Access:** the parcel has its primary access from the road to be named or changed and said access does not need to be named or is already named; or
- **Proximate addressing:** Is adjacent or proximate to the road to be named or changed and could possibly be addressed off the road in readdressing or future assignment to new developments.
- **Readdressing:** Has a structure that will need to be readdressed with the road name

assignment or change.

Figure 2, Eligible Owners Example



Homonym: a homophone (terms with same or similar pronunciation with different meaning or spelling) or homograph (terms with the same spelling but different meaning or pronunciation).

Landmark: A relatively permanent feature of the manmade landscape that has recognizable identity within a particular cultural context. Landmark addresses specify a location by reference to a named landmark.

Local Road: The highest accessibility, lowest mobility functional classification of road characterized by their many points of direct access to adjacent properties, and with typically lower traffic volumes and speeds with short trip distances.

Mailing Address: The address to which mail from the U.S. Postal Service is sent.

Physical Address: The combination of address number, directional prefix/suffix (if applicable), road name, road name suffix, subaddress (if applicable), and place name as assigned by the Addressing Authority.

Parity: The assignment of odd and even address numbers along each side of a centerline.

Place Name: The name of an area, sector, or development (such as a neighborhood or subdivision in a city, or a rural settlement in unincorporated area); incorporated municipality or other general purpose local governmental unit; county or county-equivalent; or region within which the address is physically located; or the name given by the U.S. Postal Service to the post office from which mail is delivered to the address.

Postal Community: The town, city, or area designated for a physical address by the U.S. Postal Service and defined by Zip Code.

Primary Access: A road or driveway used as the main means of approach to an addressable structure.

Primary Name: The portion of a physical address reflecting the road name but excluding the address number, directional prefix/suffix, and road name suffix.

Private Road: A road owned and maintained by the private individual, private organization, or other non-public entity.

Public Road Easement: A public road easement is a recorded easement that grants a right of way for a public use, for example, to allow the public an access across a parcel owned by an individual.

Public Road: "Highway", "road", and "street", whether the terms appear together or separately or are preceded by the adjective "public", are general terms denoting a highway, road, or street that has been dedicated to public use for purposes of vehicular travel and include the entire area within the right-of-way.

Reverse Frontage Lots: Lots with frontage on two streets (excepting corner lots). Such lots may also be termed "through" or "double frontage" lots.

Road: Any public or private highway, street, avenue, lane, shared driveway, or similar paved, gravel, or dirt vehicular traveled way. Roads can be legally described as easements or fee simple tracts, however, some roads may lack legal access but are named physical accesses. The attribution of being a road includes no implication of ownership or legal access.

Road (Street) Name: The official name to be used for the purpose of locating and addressing. The road name includes the primary name, and suffix, and any directional prefix or suffix, if applicable.

Name (primary) Suffix: An address suffix used to indicate the road type, such as Avenue, Lane, Road or similar language.

Roundabout (rotary or traffic circle): A circular intersection in which road traffic maintains a near continuous flow in one direction around a central island.

Street: A public thoroughfare in a city or town, typically with houses and buildings on one or both sides, usually with a sidewalk or sidewalks. For the purposes of this Manual, it is often interchangeable with "Road" or "Roadway."

Subaddress: The portion of an address concerning a further locational descriptive partition of a structure such as apartment numbers, unit numbers, suites, offices, etc.

Suite (Ste): The location of a business within a shopping mall or office building. The suite's number also serves as a sort of address within an address for purposes of mail delivery and pickup.

Terminal Branch: A road, named or unnamed, which cannot be extended further or connected to any other road segments due to zoning restrictions, nature obstacles, or some other constraint.

Thoroughfare: A road or part of a road or other access route along which a delivery point can be accessed.

Unit: A dwelling that is intended to be used as separate living quarters. The structure may have one level or multiple floors. A unit within an attached or semi-attached structure can be used to refer to a house, apartment, or duplex. In only special circumstances can a unit refer to a detached structure such as in trailer courts, mobile homes or whenever no other addresses are available.

Article 2. ADDRESS REFERENCE SYSTEM (ARS)

Section 2.01 General

Section 2.01.01 Address Coordinator

- A. It shall be the duty of the Address Coordinator to assign or change road names and address numbers and to administer and implement the Gallatin County Addressing and Road Naming Policies and Procedures Manual. All numbers for properties and addressable structures shall be assigned by the Address Coordinator following the policies and procedures contained in the Manual.
- B. The Address Coordinator shall communicate all changes pertaining to address numbers or road names to the organizations and agencies listed in §5.01.
- C. The Address Coordinator shall balance the need to modify existing address numbers to comply with the Manual, NENA standards, and postal standards with the desire to retain existing address numbers where possible.
- D. The Address Coordinator may create address zones for areas where the need for a custom address reference system is warranted for a limited area within the greater unincorporated area of the county.
- E. The Address Coordinator may delegate responsibilities assigned to the position but retains responsibility of oversight and maintenance of the ARS and any address zones.

Section 2.01.02 Official Address

The road name and number assigned to each structure by the Gallatin County Address Coordinator shall be the official address for any addressable structure. Addresses assigned by any other person or entity shall not be recognized or used for any purpose. The assignment or modification of the address number or road name is not subject to the property owner's approval.

Section 2.01.03 Addressable Structures

The primary purpose of assigning a physical address in Gallatin County is to assist emergency responders in locating the site of an emergency. The following features are to be considered addressable structures: *an occupied structure, cell towers, gravel pits, wind turbines, sewer lift stations, water storage facilities/dispensing stations, or other structures or entities deemed necessary by the Address Coordinator*. The point set as the location of an addressable structure, and which determines the appropriate address number along a centerline range, should be on the

feature that commands the location. Generally, for denser developments, this is the front door or primary ingress/egress to the occupied structure. In rural areas, where the addressable structure is not visible from the access road, this is the driveway intersection with the access road.

- A. All new addressable structures shall be assigned a physical address.
- B. Existing addressable structures that do not have a physical address shall be assigned one.

Section 2.01.04 Address Change

The physical address of existing addressable structures that have an inconsistent physical address shall be changed, when necessary, consistent with the policies and procedures of the Manual. The Address Coordinator may re-align or rescind numbers to structures or properties with non-conforming addresses.

Section 2.01.05 Address Zones

Address zones created by the Address Coordinator must be described by the properties contained within the zone or through description in the Public Land Survey System (PLSS) and define the address reference system applied to the zone. Any address zones created must have a document describing the zone and the address reference system for the zone including a statement on the purpose of the zone. The Address Coordinator should provide this information in a publicly available location.

Section 2.01.06 Address Reference System Documents

The following address reference system documents and the basic information requirements described must be maintained by the Address Coordinator:

1. Gallatin County Inventory of Addresses and Road Names: A list, web map or application hosting the inventory of official addresses and road names in the unincorporated areas of Gallatin County as of the indicated date.
2. Gallatin County Address Notification Directory: A list of contacts to be notified in the event of a road name change or assignment and any resulting address changes.
3. Notice of Road Naming: A notice that provides information about the proposed road name, area involved, address impacts, justification/reason for the road name change or assignment, the effective date of the name change, and instructions on how to participate in support of or opposition to the road name change or assignment.
4. Gallatin County Road Name Reservation Directory: A list of (primary) road names reserved for near-future use. The listing must indicate the entity making the reservation and their contact information; the date of the reservation; the date of expiration; extensions; and the associated subdivision, plat, Certificate of Survey, or legal description of the property involved.
5. Gallatin County Road Name Assignment Form: A form for property owners seeking to initiate a road name assignment or change process. This form must include contact information for all signatory eligible owners, the legal description of their eligible property, a signature block, a print name block, and must indicate which eligible owner or designee will serve as the primary contact.
6. Record of Road Name Assignment: A record of road name assignment or change by the Address Coordinator that contains the legal description of the property involved, the road name assignment, a description of the process involved, and the effective date of the official road name assignment for one or more road name assignments or changes.

7. **Address Zone Document:** A record of the address zone providing the area of coverage and the address reference system employed for the zone.

Section 2.02 Number Policy

Section 2.02.01 Uniform Numbering System Established

All address numbers shall be determined by an established uniform numbering system. The unincorporated areas of the Gallatin County shall utilize a linear non-axial system unless the Address Coordinator determines that an axial or area-based method is appropriate for a limited area created as an address zone.

Section 2.02.02 Axial Numbering Grid

When applicable, a numbering grid shall be based on the existing axis and grid schema historically used within the respective area. The Address Coordinator shall evaluate conformance with the existing axial address reference system in collaboration with the local jurisdiction, when applicable. The Address Coordinator may work with the local jurisdiction to create a suitable address zone designed to handle the transition area between axial and non-axial systems.

Section 2.02.04 Assignment of Address Number by the Address Coordinator

The Address Coordinator may assign or modify an address number in accordance with the following:

- A. The assignment of the address number shall be determined by either a linear non-axial method or, if applicable, an axial method based on the respective axes and grid. The axial method shall be used only when the situation involves a pre-existing axial address reference system, an address zone, or at the discretion of the Address Coordinator.
- B. Conditions for all linear non-axial address number assignments:
 1. All address number assignments are given to an addressable structure in compliance with §2.01.03.
 2. The road on which the addressable structure will be addressed has a name. If the appropriate road for the address number assignment does not have a name, the Address Coordinator may delay address number assignment until the thoroughfare has been named in accordance with §2.04.
 3. If required, an encroachment permit has been issued for any new encroachment used to set an address number.
 4. Sufficient information is provided by the requester of the address to determine the appropriate address number in accordance with §2.02.04.
- C. Preliminary address numbers may be generated for preliminary plats when the following conditions are met:
 1. The subdivision site plan layout is decided and unlikely to change.
 2. The locations and orientations of the addressable structures is decided and unlikely to change.
 3. The access layout to addressable structures is decided and unlikely to change.
 4. All new roads have names that meet the requirements of §2.04.
 5. All pre-existing roads that connect to new roads adhere to the continuity rule of §2.04.03.

The Address Coordinator may choose to delay addressing any lots where sufficient information to determine one or more addresses is not provided or the address request otherwise fails to meet the conditions above. Addresses upon lots of this type may be

delayed, when appropriate, until building permits, approach permits or similar are requested by the property owner. Address numbers will only become final after the address coordinator has issued the addresses through an application process.

- D. For vacant land that has been previously divided, an address number shall only be assigned after the requirements of §2.02.04 (B) are met and the property owner or developer has made a final determination of the site layout, including the following:
 - 1. Which structures are proposed to be assigned an address.
 - 2. The location and orientation of addressable structures.
 - 3. The access to addressable structures and its intersection with a named road.

Section 2.02.05 Linear Non-axial Numbering

A. Origin and Direction Established

- 1. All address number origins shall begin at the intersection with the access road. When the road straddles two roads, the origin shall start from the intersecting road with the higher road classification (local, commuter, or arterial). If both thoroughfares have the same road classification the origin shall be that intersection most directly accessible from a road with a higher road classification. Refer to Figure 3, below. The Address Coordinator may use their discretion to determine the origin and direction, as needed, for cases beyond those provided.

B. Increase and Interval Rules

- 1. Distance-based rule: Address number ranges are set according to the distance along the centerline of the thoroughfare at an interval of 1000 numbers per mile, 500 on either side, or 2 per 5.28 feet.
 - a. In locations where the distance-based rule has not been utilized in the past, the Address Coordinator shall interpolate address assignments within the existing addresses. The numbers shall then be evenly distributed within the established number range.
- 2. Sequential rule: properties or structures may be numbered sequentially, regardless of distance or block at larger intervals to accommodate for future development in areas where there are large, un-zoned parcels at the discretion of the Address Coordinator, otherwise, the distance-based rule shall be used.

C. Parity Rule

- 1. From the road origin, odd numbers shall occur on the north or west side of the road centerline and even numbers shall occur on the south or east side. Refer to Figure 3, below.

D. Conformance Rule

- 1. The number sequence for addressable structures or properties on opposite sides of a road should conform to each other as nearly as possible. All address numbers assigned or reassigned along a road shall be in logical sequence in relation to the beginning point and other address numbers along the road.

E. Eligible Numbers Rule

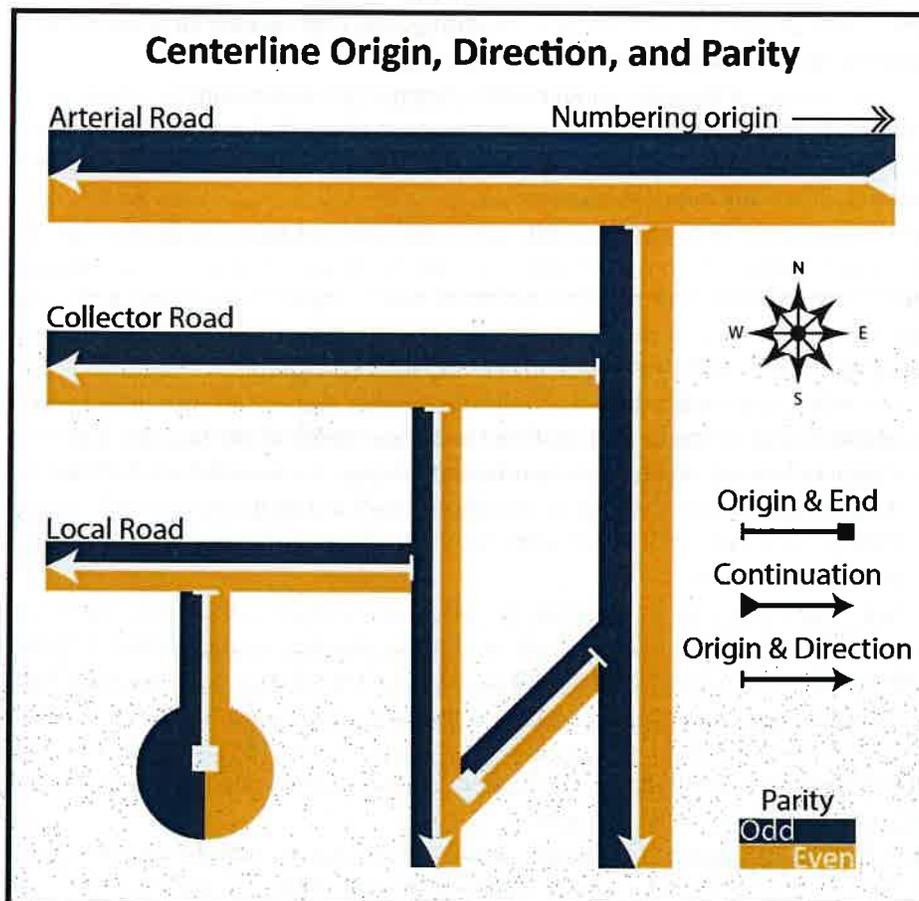
- 1. Only whole (natural) numbers shall be used for address numbering. Fractional numbers shall not be used.

F. Special Considerations

- 1. Reverse Frontage and corner Lots: Reverse frontage and corner lots shall be numbered along the road which provides primary access to the lot.
- 2. Shared Access: When two or more addressable structures share an access, they shall be numbered consecutively with adequate consideration given to possible future development between the structures. When multiple addresses share the same

- driveway access and are not situated linearly along the road, the address closest to the street is the lower number; the highest is the furthest away from the street.
3. **Semi-circular Roads:** Crescent shaped roads or semicircular loops that begin and end on the same road should, following parity and conformance, be numbered first and consecutively around the outside of the semi-circle. The inside of the semi-circle is then numbered to match and mix with the outside. This will usually result with fewer numbers on the inside of the semi-circle, and with the number spacing differing between the inner and outer numbers.
 4. **Cul-de-sacs (courts):** Number from the street intersection towards the cul-de-sac. Odd and even numbers meet at mid-point or the back of the cul-de-sac.
 5. **Circles:** The beginning point for circles should always be where the circle intersects the main road, never where the circle intersects itself. Special care must be taken in numbering circles to maintain parity. Always number a circle continuing past the road's self-intersection to end the numbering where the road intersects itself. Always number the outside of the circle first. If there are odd numbers facing odd numbers, or even numbers facing even numbers on the stem of the circle, the addressing is incorrect.

Figure 3. Centerline Origin, Direction, and Parity



Section 2.02.06 Display of Address Numbers

Address numbers shall be displayed on every addressable structure, and at additional locations as specified in Article 3.

Section 2.02.07 Numbering Guidance for Special Developments

A. Mobile Home Developments

1. Within mobile home parks, road naming and signage shall follow the policies and procedures listed in the Manual. In the event when five (≥ 5) or more mobile home dwellings exist, the mobile homes shall be assigned their own address number unless the Address Coordinator determines that the development pattern of the area warrants subaddresses and a shared address number. To avoid confusion for emergency responders, the numbering scheme, in either case, shall follow a uniform numbering pattern corresponding to adjacent streets or local roads. The mobile home park owner shall be responsible for posting unit numbers in a manner in accordance with Article 3 of the Manual.

B. Condominiums, Apartments and Other Multi-dwelling Structures

1. Contiguous multi-unit residential developments: Condominiums, apartments, and other multi-dwelling structures that are contiguous shall receive an address number for the structure and subaddresses for the units.
2. Non-contiguous multi-unit residential developments: Condominiums, apartments, and other multi-dwelling structures that are non-contiguous shall receive an address number for each detached structure and subaddresses for the units, if applicable.

G. Commercial, Office and Industrial Complexes

1. Contiguous business complexes with centralized external access to interior corridors or malls: Business buildings composed of individual stores, suites, offices, or other units, that share a contiguous structure and are accessed from one or more shared main entrances entering a corridor or interior mall should be assigned an address number according to one of the two following options, at the discretion of the Address Coordinator:
 - a. The main building is assigned an address number and the interior units remain unaddressed. In this case, it shall be the responsibility of the building owner to devise a logical unit/suite/office/room numbering schema. These unit/suite/office/room designations can be changed at the discretion of the property owner. For example, the Gallatin County Courthouse is addressed "311 W. Main Street" with unaddressed room number assignments.
 - b. The main building is assigned an address number and interior units are assigned subaddresses. These subaddresses can only be changed by the Address Coordinator. In this case, the commercial development is treated in the same way as an apartment complex.
2. Contiguous business complexes with un-centralized access: Business buildings composed of individual stores, suites, offices, or other units that have their own external access shall receive their own subaddress unless the Address Coordinator deems it necessary to assign each unit with its own address number.
3. Non-contiguous Business Complexes: Each non-contiguous addressable structure in the complex may be assigned a separate address number. Principal buildings with units within them shall be addressed in accordance with §2.02.07(G)(1), above.

Section 2.03 Subaddressing Policy

Section 2.03.01 Subaddress Types

A subaddress shall consist of a type and either a number or alphabetical designation but not both. Suitable subaddress types and abbreviations are provided in the table below.

Table 1. Acceptable Subaddress Types

Subaddress Type	Abbreviation
Unit	Unit
Room	Rm
Suite	Ste
Office	Ofc
Apartment	Apt
Trailer	Trlr

Section 2.03.02 Subaddress Numbers and Letters

The use of numbers is preferable for subaddresses although alphabetical letters may be used when the following first condition is met and either of the subsequent two:

1. There are twenty-six (26) or fewer subaddresses involved, and
2. either the subaddress is for a contiguous multi-tenant residential structure with its own address number and no more than two floors (including a basement), or
3. the subaddress is for a contiguous business complex with its own address number and no more than two floors (including a basement).

Section 2.03.03 Subaddressing Multi-tenant Structures

Proper Subaddressing for multi-tenant structures requires careful consideration of the floor plan of the units and the configuration of ingress and egress. Due to the variation in developments of this character, the Address Coordinator may use their judgement to devise a subaddressing schema that otherwise complies with the policies and procedures in the Manual. Generally, subaddressing for multi-tenant structures should follow these guidelines:

1. Only numbers should be used unless the exception criteria of §2.03.02, above, is met.
2. The subaddress type used should be appropriate to the kind of development involved.
3. The subaddress number should consist of a syntax that indicates the floor and sequence of room progression in a corridor for multi-story developments with either indoor or outdoor corridors providing ingress/egress to the subaddress unit. For example, a three-digit number with the first digit indicating the floor level and subsequent two digits representing the sequence of room numbering as a corridor progresses with no more than 99 rooms (101 would be the first room on the first floor while 199 would be the last room on the first floor).
4. Subaddresses should comply with the display guidance in [Article 3](#).

Section 2.04 Road Naming Policy

Section 2.04.01 General

- A. New roads shall be assigned a road name.
- B. Existing roads without a name shall be assigned a road name over time, as needed, at the discretion of the Address Coordinator in coordination with local stakeholders, eligible owners, and Gallatin County 911.
- C. Existing roads not complying with the Manual shall be renamed, when necessary, as capacity allows, and at the discretion of the Address Coordinator in coordination with local stakeholders, eligible owners, and Gallatin County 911.
- D. The Address Coordinator shall be responsible for assigning or modifying road names according to the policies and procedures specified herein as the designated road naming authority.
- E. A road name assigned by the Address Coordinator shall not constitute or imply jurisdiction, ownership or right of use of any road.
- F. A road name assigned by the Address Coordinator shall not imply nor assert the existence of legal access or physical access for any eligible owners involved in the road naming process on any of the eligible properties. The necessity of road naming is driven by the need for physical addresses used for 911 dispatch and other service providers and shall play no role in the determination of legal access.
- G. The Address Coordinator shall communicate all changes pertaining to road names and any related address changes to the agencies listed in §5.01.

Section 2.04.02 Roads Requiring Names

A road may need to be named or re-named, and properties may need to be addressed or re-addressed if any of the following criteria are met:

- 1. If there are two (2) or more addressable structures and the addressable structures cannot be readily seen from the access road.
- 2. A single addressable structure currently exists and another address or subaddress is needed due to a newly approved addressable structure.
- 3. Any addressing situation which may cause a delay in emergency response as determined by the Address Coordinator and a representative of Gallatin County 911, any relevant jurisdictions, or emergency response organizations.

Section 2.04.03 Road Continuity

- A. Roads to be named shall be accessed by roads that are already named. If not, the preceding road(s) will need to be named simultaneously.
- B. A named road should be essentially continuous, without gaps. However, in the instance of newly developed roads, there may be a gap until the intervening segments are constructed if deemed appropriate by the Address Coordinator.
- C. If a road has a branch or branches, separate names shall be used for the minor branch(es). For the branch to retain the name, the following factors are to be considered by the Address Coordinator: traffic volumes, surface type, angle of deflection, and any other relevant factors. See also §2.04.04 (18), below.
- D. Each road shall have the same name throughout its entire length, except that a road name may change when there is a substantial intersection or at municipal boundaries.

Section 2.04.04 Road Name Policy

A. New Road Names

1. A proposed road name which duplicates an existing road name (singular or plural form) in Gallatin County or the cities and towns within the County shall not be approved.
 - a. For roads that originate within 20 miles of an adjacent county, a proposed road name shall not be approved if it duplicates an existing road name within a twenty (20) mile interior boundary of the adjacent county. The Address Coordinator should use the best available road name data to make this assessment.
2. Road names are limited to four (4) words not including the road name suffix.
3. A road name shall not exceed more than twenty (20) characters including spaces and the road name suffix abbreviation.
4. A road name shall not include numbers, spelled out or numerical unless the road is connecting to or within a grid addressing system.
5. A road name shall not include dashes, apostrophes, or other non-alphabetical characters.
6. Because north, south, east, and west are directional features of the addressing system and lead to confusing addresses if included as part of the road name, cardinal directions shall not be part of any road name (e.g., Westview Road or Southpoint Dr are not acceptable).
7. Articles (the, a, an) shall not be used to begin road names.
8. Road names cannot contain initials, abbreviations, or single letters.
9. Business names cannot be used for any part of a road name.
10. Road names shall be simple to pronounce and spelled according to a standard dictionary. Words where the spelling or pronunciation raises ambiguity or confusion should be avoided.
11. Road names cannot duplicate map features or directional descriptions (e.g., "Dirt Road", "Tennis Court", "Up the Creek Rd").
12. No proposed road name shall be approved which begins with a word that appears as the first word in five (5) or more official road names regardless of whether the term is attached or detached (e.g., Elkhorn vs. Elk horn).
13. No proposed name shall be accepted which is a homonym of an official road name or may be easily confused with an official road name (e.g., "Bell" and "Belle" or "Peach" and "Beach").
14. Road names shall not include obscene, prejudicial, or derogatory terms.
15. Road names shall not duplicate, or otherwise render ineligible, any valid reserved road name registered in the Gallatin County Road Name Reservation Directory.
16. Road names shall not use corporate trade names unless coincidental.
17. The primary name portion of a road name shall not be abbreviated (e.g., Mount Charleston Dr., not Mt. Charleston Dr.).
18. Where a proposed road is a continuation of, or in alignment with, an officially named road, it should utilize the same road name unless the road under consideration ends in a dead-end or otherwise suggests that it is a terminal branch of the road system. Generally, local roads ending in a cul-de-sac or terminating in a subdivision without the possibility of future connection to the roadway system are demonstrative examples of an exception: Roads that are currently, or likely to become, commuter roads should maintain name continuity.
 - a. A new road name shall be required if the proposed road is disconnected from the centerline of the existing road by an offset greater than sixty (60) feet.
19. The general direction of the road as it lies in relation to true north shall define the

direction for road naming purposes. This direction must be assigned as the directional suffix if the proposed road name consists of a directional suffix.

- 20. Road names should be consistent and singular for any road.
- 21. The road name adopted by the Gallatin County Board of Commissioners, or their designee shall be the officially recognized road name.

B. Additional Road Name Guidelines for Renaming Roads

In addition to the standards above the following considerations should apply when existing roads are named or renamed:

- 1. Historically significant road names shall be retained where feasible. The desire to maintain these road names to commemorate local history will be balanced with the goal of making road names easy to use by the public, visitors, and service providers.
- 2. Local fire and law enforcement officials should be asked to provide input on whether the road in question has a locally accepted name. This would be a name unofficially adopted by local landowners or may contain historic significance.
- 3. If two existing roads having duplicate names or road geometrics do not conform to the Manual such that one road name must be changed, the first road to use the name shall retain that name. If it cannot be determined or verified which road used the name first, the road with fewer addressable structures or units shall be renamed.

C. Road Name Reservation

- 1. A Gallatin County Road Name Reservation Directory is maintained for all roads within the unincorporated areas of Gallatin County. Road names may be reserved for later use within a one (1) year period from the date of reservation. Upon expiration, the name will be removed from the Gallatin County Road Name Reservation Directory.

Section 2.04.05 Guidelines for Road Name Suffixes

Road name suffixes should be consistent with the expected traffic use, width of right-of-way and physical design/location of the road. Only the road name suffixes provided in Table 2, below, shall be affixed to a primary name.

Table 2. Acceptable Road Name Suffixes

Road Name Suffix	Abbr.	Description
Alley	ALY	A narrow service street for serving the rear of lots.
Avenue	AVE	A road that is continuous and not limited to a single subdivision. Avenues generally run perpendicular to streets so that if avenues run north-south, streets run east-west. Avenues must conform to the axes and grid pattern for the respective community.
Boulevard	BLVD	A broad two-way street with a median separating the traffic lanes.
Circle	CIR	A road that returns to itself in an approximate circle shape.
Court	CT	A permanently dead-end road ending in a circular node. Also called a cul-de-sac. Not suitable for roads that may be extended or connected.
Drive	DR	A low-capacity roadway for accessing residences that is often oriented around natural features such as mountains, rivers, or lakes providing a scenic drive.

Flat	FLT	A low-capacity roadway for accessing residences residing on a relatively level surface of land within a region of greater relief, such as hills or mountains.
Fork	FRK	A roadway that splits at the beginning and/or ending of the road segment by traffic lane, typically, connecting into an arterial or commuter road.
Highway	HWY	A publicly owned and maintained arterial roadway with interurban directness.
Hollow	HOLW	A low-capacity roadway for accessing residences residing in a small valley surrounded by mountains or ridges.
Landing	LNDG	A road that terminates at a port or other water landing area.
Lane	LN	A low-capacity roadway typically used for accessing residences.
Loop	LOOP	A circumferential road forming a half-circle or a road that returns to itself but doesn't qualify as a circle.
Pass	PASS	A road that runs through a mountain range or over a ridge.
Path	PATH	A low-capacity roadway typically used for accessing residences.
Parkway	PKWY	A thoroughfare found in or connecting to a park or other scenic area, typically, with a landscaped median.
Place	PL	A low-capacity roadway typically used for accessing businesses.
Point	PT	A road connecting to or in a peninsular area.
Road	RD	A thoroughfare connecting two points. Generally, roads take you to and from urban centers.
Ridge	RDG	A thoroughfare that runs along a ridge.
Run	RUN	A low-capacity roadway running along a stream or river typically used for accessing residences.
Spur	SPUR	A low-capacity and short road branching off a larger road that terminates in a dead-end.
Street	ST	A public thoroughfare in a built environment typically running perpendicular to avenues in a grid system.
Terrace	TER	A road running along the upper portion of a slope.
Track	TRAK	A low-capacity roadway typically used for accessing residences.
Trail	TRL	A roadway that passes through a scenic natural area.
View	VW	A roadway providing a scenic drive.
Way	WAY	A roadway for accessing residential areas or commercial areas.
Crossing	XING	A roadway that intersects a geographic feature or connects two or more other roadways.

Section 2.04.06 Road Naming Process

Roads shall only be named using any of the four (4) processes specified below:

- A. Property owner-initiated process to name a public or private road: this process is for landowners desiring to name a new or existing road for private or public use that requires naming or renaming to facilitate locational services, emergency response, or improve conformance with policies contained herein.
 1. One or more eligible owners should propose a road name in accordance with §2.04.04 and designate an authorized contact responsible for completing the Gallatin County Road Name Assignment Form, identifying eligible properties and owners relevant to the proposed road (re)naming, collecting eligible owner signatures, and serving as the point of contact for the Address Coordinator.
 2. It will be the responsibility of the authorized contact to obtain at least fifty-one percent or more ($\geq 51\%$) of the signatures of the eligible owners. Signatures on the form must be original ink signatures of an eligible owner signed in the capacity of the title holder. For example, if title is held under a trust, LLC, or corporation, an authorized representative must sign as the eligible owner and indicate their authorized agency in the organization. The authorized contact will be responsible for contacting the Gallatin County Clerk and Recorder's Office and submitting the completed and signed form for signature verification by the Clerk and Recorder.
 - a. If the authorized contact is unable to acquire the required signatures needed to meet the fifty-one percent or more ($\geq 51\%$) threshold, then the application shall be deemed insufficient. The Address Coordinator may choose to initiate the process found in §2.04.06.B, at their discretion, to get the road named as needed for locational services and emergency response.
 3. Upon receipt of a complete Gallatin County Road Name Assignment Form and Clerk and Recorder certification of eligible owner signatures, the Address Coordinator shall review the application and provide a decision within ten (10) business days.
 4. If the new road name is approved by the Address Coordinator, the Address Coordinator shall create and file a Record of Road Name Assignment. All structures with access from the road will be assigned new addresses, as applicable, in accordance with the address reference system.
 5. Notification of road name assignment or change and any re-addressing will be sent to all eligible owners, as applicable.
 - a. It shall be the responsibility of eligible owners to make the necessary arrangements to have their address changes relayed to all relevant agencies, service providers, and institutions beyond those agencies provided in §5.01.
- B. Address Coordinator Initiated Road Name Assignment or Change: this process is for naming or renaming a road or roads, by the Address Coordinator, to facilitate locational services, emergency response, or improve conformance with policies contained herein.
 1. The Address Coordinator shall identify and describe the reason and need for the road name assignment or change.

- a. The Address Coordinator must demonstrate a need for the name assignment or change in accordance with the policies and procedures of the Manual.
 2. The Address Coordinator shall determine the eligible properties and eligible owners for the road or roads involved.
 3. The Address Coordinator shall determine an effective date for the official road name assignment or change and determine a proposed name in accordance with §2.04.04.
 - a. In the case of road name (re)assignment where pre-existing addresses will need to be re-addressed, the Address Coordinator must set the effective date of the official road name change to correspond with a 911 and USPS update.
 4. The Address Coordinator shall provide all eligible owners with a Notice of Road Naming via mail or email at least thirty (30) days before the effective date of the road name assignment.
 - a. The notice must specify the need for road naming or road name reassignment in accordance with the policies and procedures of this Manual and for the purpose of facilitating locational services, emergency response, or improve conformance with policies contained herein.
 - b. The notice must indicate the default proposed road name and effective date of the road name change and any relevant readdressing.
 - c. The notice must indicate any readdressing that will occur because of the road name assignment.
 - d. The Address Coordinator must allow the eligible owners ten (10) business days from the date of notification to provide comment.
 - e. The Address Coordinator should work with the eligible owners to designate a road name in accordance with §2.04.04 during the comment period and encourage eligible owners to collaborate on adopting a proposed name. If the Address Coordinator cannot reach a consensus with the eligible owners about the name, then the Address Coordinator may use the default proposed name.
 - f. If the Address Coordinator receives any comment that warrants a postponing or cancellation of the road name assignment or change, they may choose to postpone the effective date of the change or cancel the road naming as long as the comment provided raises concerns about the ability of the road naming to facilitate locational services and emergency response or otherwise conform with this Manual. If the process is postponed or cancelled, notification must be provided to all eligible owners providing the reason for the postponement or cancellation and any relevant information about the next steps for the process.
 5. Any existing address assignments that must be re-addressed because of the official road name change must be changed on the effective date and posted in the next 911 update.
 - a. The Address Coordinator shall provide notification of address change to all eligible owners with address changes and include a copy of their official address assignment.
 - b. It shall be the responsibility of eligible owners to make the necessary arrangements to have their address changes relayed to all relevant agencies, service providers, and institutions beyond those agencies provided in §5.01.
- C. Road Name Assignment During Subdivision
1. This process of naming roads shall be limited to subdivisions where the road or roads to be named are located entirely within the property being subdivided and will not

- result in readdressing any eligible owners other than the subject property owner. If the road naming requirements of the subdivision affect roads outside the proposed subdivision or require readdressing eligible owners other than the subject property owner, then the property owner-initiated process must be used to name the road.
2. This process of naming roads shall be limited to the eligible owners (or their authorized agents) associated with the proposed road or roads to be named within the subdivision property. All final subdivision plats shall include road names, if required, and no final subdivision plat containing a road required to be named shall be recorded unless the following requirements have been met:
 - a. All road names and their application shall be approved by the Address Coordinator and shown on the plat. Upon final plat recordation, the roads are officially named as shown thereon.
 - b. The installation of any road name signs required pursuant to Article 4 by the land divider or developer shall be completed as part of an improvement agreement with Gallatin County.
 - c. Pre-existing named roads that connect to new roads proposed in the subdivision must carry the name of the pre-existing road, in accordance with §2.04.03, unless the Address Coordinator deems it unnecessary.
- B. Road Name Assignment Through Certificate of Survey, Deed, or Condominium recordation.
1. This process of naming roads shall be limited to developments where the road or roads to be named are located entirely within the property being surveyed or developed and will not result in readdressing any eligible owners other than the subject property owner. If the road naming requirements of the COS, deed, or condominium affect roads outside the proposed development or require readdressing eligible owners other than the subject property owner, then the property owner-initiated process must be used to name the road.
 2. The final survey and/or other recorded documents must include the proposed road names accurately portrayed in the development site or survey, and no associated documents containing a road required to be named shall be recorded unless the following requirements have been met:
 - a. All road names and their application shall be approved by the Address Coordinator and shown in the documents on a site plan. Upon recordation, the roads are officially named as shown thereon.
 - b. The installation of any road name signs required pursuant to Article 4 by the land divider or developer shall be their responsibility to complete.

Article 3. DISPLAY OF ADDRESS NUMBERS

Section 3.01 General Guidelines for Display of Address Numbers

- A. The address numbers shall be displayed as required by this Manual on a new structure prior to the first use or occupancy.
- B. Address numbers shall be displayed at the primary driveway access point on a post, fence or other suitable location and kept visible at all times as seen from the driver's line of sight when viewed at the intersection of the named road and the primary driveway access. If the structure is fifty (50) feet or less from the road and the entrance door of the structure is clearly visible from the road, numbers need only be displayed on, above, or at the side of the main entrance door in a manner that is clearly visible from the road upon which it is

numbered. Addresses shall also be placed at any location where access diverges when the termination of the access is not apparent from the point of divergence.

- C. The address number shall be displayed as numerals and shall not be spelled out.
- D. For residential structures, the numerals displayed shall be at least four (4) inches in height on a contrasting background (dark figures over a light background or light figures over a dark background.). For commercial office, retail, and multi-building complexes, the numbers displayed shall be at least six (6) inches in height on a contrasting background.
- E. On corner lots, the number shall only be displayed to face the street upon which the property is numbered.
- F. Any numbers previously displayed which could be confused with or mistaken for the assigned address number shall be removed from all posted locations.
- G. Any address number associated with an incorrect physical address shall be removed and replaced with the correct number by the property owner within 30 days of notification of the correct address by the Address Coordinator. The property owner shall be responsible for installing and maintaining the correct address number.
- H. Numbers shall be properly maintained by the property owner to ensure they are clearly discernible from the roadway upon which the property is numbered.

Section 3.02 Display of Address Number for Multi-Unit Buildings and Multi-Building Complexes

- A. If a building is divided into multiple units with separate entrances and each unit has been assigned an individual number, each unit number shall be displayed on or next to the main doorway.
- B. The Address range of all individual unit numbers within a multi-unit building shall be displayed in a manner that is clearly visible from the road upon which the units are numbered. If more than one building shares an access, then the address range shall also be displayed on each building.

Section 3.03 Additional Signage Required When Necessary

The Address Coordinator may also require numbers or address ranges be posted in additional locations as deemed necessary for emergency response or mail/package delivery improvement.

Article 4. ROAD NAME SIGNS

Section 4.01 Responsibility for Placing and Maintaining Road Signs

- A. Standard road name signs shall be required at all public roadway intersections.
- B. Installation and maintenance of all road name signs for roads shall be the responsibility of the owner. No person shall willfully destroy or remove any such road name signs. Anyone doing so shall be subject to the penalties contained in law.
- C. The specifications for materials and installation for all road name signs must comply with Gallatin County Road and Bridge Department standards.
- D. Road name signs shall be placed in the right-of-way when possible. The location of road name signs must not obscure intersection visibility. At any location where the typical placement of a sign interferes with a safe sight distance, an alternate location must be found.
- E. The ongoing maintenance of road name signs on private roads shall be the responsibility of the property owner except in cases where it can be determined that a private homeowners' or road association is responsible for maintenance.
- F. Standard road name signs for new roads and any unsigned intervening existing roads for all

approved subdivisions shall be installed and paid for by the developer, including all road name signs that must be changed or added between the location of the subdivision and the county road, city road, or state/federal highway providing access to the subdivision.

Article 5. ADMINISTRATION

Section 5.01 Agencies to Be Notified

The Address Coordinator shall notify the following agencies and departments of all approved road names and assigned numbers within thirty (30) business days of the effective date of the assignment:

- Gallatin County 911
- Gallatin County Road and Bridge
 - Road (re)naming assignment notifications only.
- U.S. Postal Service (USPS)
 - Property owners and tenants will still need to submit a change of address form and request for mail forwarding with the USPS. This notification is to provide the USPS with official addresses.

The Address Coordinator shall also provide all relevant updates to the Master Structure Address Guide (MSAG). All other notifications shall be the responsibility of eligible owners.

Section 5.02 Procedures and Addressing Standards Compliance

Compliance with the procedures and standards set forth in this Gallatin County Addressing and Road Naming Policies and Procedures Manual shall be mandatory.

Section 5.03 Nonconforming Addresses and Road Names

Addresses and road names existing prior to the adoption of the Gallatin County Addressing and Road Naming Policies and Procedures Manual which are nonconforming to the requirements of this Manual should be brought into compliance over time, as capacity allows. The Address Coordinator should, when possible, attempt to bring nonconforming road names and addresses into compliance during favorable conditions such as during a change in ownership, development planning, or any other situation where the stakeholders involved are amenable to such changes.

Section 5.04 Effective Date

This Gallatin County Addressing and Road Naming Policies and Procedures Manual shall be effective upon adoption of a Resolution of the Gallatin County Commission. The Manual may be amended by Resolution by the Gallatin County Commission.