

RESOLUTION No. 49 -2021

**THE MONTROSE COUNTY BOARD OF COUNTY COMMISSIONERS
CONCERNING
ADOPTION OF THE REVISED
MONTROSE COUNTY STANDARDS AND POLICY
FOR
ROAD NAMING AND ADDRESSING IN UNINCORPORATED AREAS**

WHEREAS, in accordance with C.R.S. § 30-11-107 (1)(h), the Montrose County Board of County Commissioners has the power at any meeting to lay out, alter or discontinue any road running into or through such county and also to perform such other duties respecting roads as may be required by law; and

WHEREAS, pursuant to C.R.S. § 43-2-108, each county is to establish a primary system and secondary system of county roads; and

WHEREAS, pursuant to C.R.S. § 43-2-111 (1) the Montrose County Board of County Commissioners has the authority to appoint a county road supervisor and to determine the general policies of the county as to county highway matters, and further, to delegate the responsibility for carrying out and administering those policies to county road supervisors; and

WHEREAS, a county road supervisor has previously been appointed by the Board of County Commissioners to carry out and administer county policy related to county roads; and

WHEREAS, the Board finds that a standardized system of the process for the naming of roads within unincorporated Montrose County, and for assigning addresses to properties within unincorporated Montrose County that access the County road system will facilitate the ability of first responders, be it law enforcement, fire fighting response, emergency medical response or others, to respond to calls for emergency services in an effective, efficient and timely manner; and

WHEREAS, the board approved the current policy on November 16th, 2009, with Resolution No. 103-2009; and

WHEREAS, an update to this policy was requested by dispatch and emergency responders to improve response for residents living in large mobile parks.

WHEREAS, after input and review from emergency response organizations, county staff, and legal, the Board desires to adopt revised Standards and Policy for Road Naming and Addressing in Unincorporated Areas.

NOW THEREFORE, the Board of County Commissioners for Montrose County does hereby resolve as follows:

1. The Revised Montrose County Standards and Policy for Road Naming and Addressing in Unincorporated Areas, a copy of which is attached to this Resolution and incorporated herein by reference, is adopted, and shall be applicable to all roads under the jurisdiction of government of Montrose County and all properties within the unincorporated areas of Montrose County that access the County road system.

2. The county road supervisor shall have the authority to implement the Montrose County Standards and Policy for Road Naming and Addressing in Unincorporated Areas.

3. The Board of County Commissioners hereby delegates to the county road supervisor the authority to assign addresses to properties in accordance with the parameters set forth in this Policy.

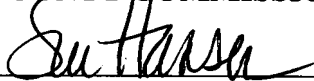
4. The naming of county roads, as defined in §1.2A of the Policy, in unincorporated Montrose County over which the government of Montrose County has jurisdiction, shall be in accordance with the Montrose County Standards and Policy for Road Naming and Addressing in Unincorporated Areas, and shall be approved by the Board of County Commissioners.

5. Resolution No. 103-2009 of the Board of Montrose County Commissioners adopted the 16 day of November, 2009, is hereby revoked.

5. This Policy shall replace Appendix J to the Montrose County Standards and Specifications for Roads and Bridges.

Adopted and Effective this 3rd day of November, 2021.

**MONTROSE COUNTY BOARD OF
COUNTY COMMISSIONERS**




Sue Hansen, Chair



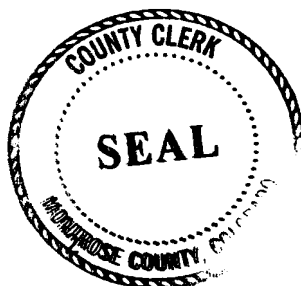
Keith Caddy, Vice-Chair

absent

Roger Rash, Commissioner

Attest: 

Eloise Bentz 11-3-21
Clerk/Deputy Clerk to the Board



APPENDIX J

MONTROSE COUNTY STANDARDS AND POLICY FOR ROAD NAMING AND ADDRESSING IN UNINCORPORATED AREAS

Adopted _____ 2021

Board of County Commissioners
Montrose County, Colorado

MONTROSE COUNTY STANDARDS AND POLICY
FOR ROAD NAMING AND ADDRESSING IN UNINCORPORATED AREAS

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ARTICLE I General Provisions

Section 1.1 Purpose

The purpose of the “Montrose County Standards and Policy for Road Naming and Addressing in Unincorporated Areas” (or “Policy”) is:

1. To maintain and establish a uniform convention for naming roads and assigning addresses in unincorporated areas of Montrose County;
2. To facilitate and enhance vehicle transportation and traffic safety;
3. To facilitate and enhance the ability of emergency response agencies (i.e. fire protection, EMS, sheriff, 911 Call Center) and others to respond to the public health, safety and welfare needs of the citizens of Montrose County;
4. To provide Montrose County Departments and the public with information and process regarding the naming of roads and assigning addresses within unincorporated Montrose County;
5. To assist in maintaining compliance with federal, state and local laws and regulations regarding transportation, traffic safety and emergency response; as well as other applicable laws and regulations.

Section 1.2 Scope and Intent

1.2. A Road Names

All roads located in unincorporated Montrose County shall be named in accordance with this Policy. However, existing, non-conforming road names shall be considered “grand-fathered” and are not required to be changed in order to comply with this “Policy” (see Section 1.2.B.1 County Initiated Road Name Change). A “road” for the purpose of this Policy shall be defined as any existing or proposed public road and any existing or proposed private driveway, private road, and private access easement that provide ingress/egress to four (4) or more: lots; parcels; addresses; habitable/occupiable structures, units, spaces; etc. (see also 1.2.C Driveway, Private Road, and Private Access Easement Naming and Address Assignment). The County Road Supervisor (or a designee), having considered input from GIS, emergency response agencies, and other interested government agencies, shall review all proposed road names to determine compliance with this Policy.

1.2. B Changing Existing Road Names

Any proposed change of an existing road name shall be noticed to the public and presented to the Montrose Board of County Commissioners (BOCC) for consideration at a regularly scheduled public hearing. Road name changes shall be made by a resolution of the BOCC. The proposed name shall comply with this Policy. Additional provisions and requirements are as follows:

1. County Initiated Road Name Change

It is not the intent of this “Policy” to require Montrose County to change the name of existing roads that do not conform to this “Policy”. Such existing, non-conforming road names shall be considered “grand-fathered” and need not be changed in order to comply with this “Policy”. However, Montrose County, reserves the right to change an existing road name to benefit the public health, safety, and welfare. Montrose County shall bear the expense for such road name changes only for those items that are under County jurisdiction and authority (i.e. road name signs, 911 Address Signs, etc.). Montrose County shall NOT be liable to reimburse affected addressees for costs related

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to changing address information on individual, personal, or other incidental items such as, but not limited to: business cards, letterhead, shipping/return labels, signs, advertisements, etc.

2. Citizen Initiated Road Name Change

Citizens of Montrose County may petition the BOCC to change an existing road name provided that the road name change complies with this "Policy"; is deemed necessary and beneficial to the public health, safety, and welfare; and financial impacts of the name change are mitigated by the petitioners. Montrose County shall NOT bear responsibility for any expenses related to the road name change. Any petition for a road name change shall contain the signatures of at least 75% of landowners that are currently addressed from the subject road. Only one signature is allowed per deeded lot, tract, or parcel. Prior to submitting the petition to the BOCC, petitioners shall consult with Montrose County GIS department to determine if the proposed road name complies with this Policy and to determine if address numbers must change. In addition to the required signatures, the petition shall also include the following:

- a) A copy of the property record cards for each affected addressee.
- b) The name, address and phone number of one petitioner named as a representative for all petitioners. Said representative shall be designated by the petitioners as having power of attorney to make decisions for and act on behalf of all petitioners, and be responsible for financial matters related to the proposed road name change.
- c) A vicinity map showing the location of the road.
- d) The existing road name and the proposed road name.
- e) A short narrative outlining the reason for the name change and how the public health, safety, and welfare will benefit from the name change.
- f) A statement that all petitioners: 1) agree with the proposed road name, 2) agree to pay for expenses, 3) will NOT seek or attempt to force compensation, repayment, or contribution in any form from any landowner that does not sign the petition, 4) understand that the BOCC may deny the petition without cause or reason.
- g) An itemized cost estimate of all expenses related to the road name change including, but not limited to, road name signs. If any affected properties require new address numbers, the cost of new 911 Address Signs for shall be included in the estimate.

1.2. C Driveway, Private Road, and Private Access Easement Naming and Address Assignment

Any existing or proposed driveway, private road, or private access easement that provides ingress/egress to four (4) or more: lots; parcels, addresses; habitable/occupiable structures, condominium units, rental units and spaces; etc., shall be considered a "road" for the purpose of this Policy. The driveway, private road, or private access easement (or "road") shall be given a road name with the 'Trail' road name suffix per this Policy, Article II, Section 2.2 Road Name Suffixes. Existing address(es) using the "road" shall then be changed per this Policy, Article III, Section 3.2 Address Changes and Corrections using the new road name and 'Trail' suffix. The County Road Supervisor (or a designee) is authorized to identify and bring existing driveways, private roads, and private access easements into compliance with this "Policy" as time and staff levels allow.

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1.2. D Address Number Assignment Requirements

Montrose County shall be the sole issuer/assigner of addresses in the unincorporated County of Montrose, Colorado. Additional address related requirements are as follows:

1. All accesses; all residential, commercial, industrial structures; and all apartment units, condominium units, and any other rental/lease spaces (e.g. multi-plexes, office or shop suites, mobile home park spaces, etc.) intended for occupancy, regardless of ownership or intent to sell or re-sell, shall have an address number.
2. Address numbers shall be assigned through the Montrose County Planning & Development Department. To obtain an address number, applicants shall submit an address request form and pay all applicable fees.
3. An address request form shall accompany any building permit application for new construction. Addition(s) to or modification of an existing structure where the address number has been previously assigned and the address complies with this Policy, is exempt from this requirement.
4. Each address request form shall be accompanied by a corresponding access permit application. Specific access permit requirements are given in the “Montrose County Standards and Specifications for Roads and Bridges”, Section 4.09 Access Policy, Section 8.05 Access Permit, and Appendix B Access Permit.
5. When the access is existing and has a corresponding “final approved” access permit on file with Montrose County, a copy of the filed access permit shall accompany the address request.
6. Apartment buildings under single ownership that contain rental or lease units require only one address request and fee payment for each building.
7. Condominium buildings that contain units for sale to separate owners require a separate address request form and fee payment for each unit within the building.

1.2. E Exception for Using Other Road Name and Address Number Convention

The County Road Supervisor (or a designee), having considered input from GIS, emergency response agencies, and other interested government agencies, may choose to utilize the road naming and address number assignment convention of an adjoining county, the Colorado Department of Transportation, or a municipality within Montrose County to name roads/streets and assign address numbers. This is an exceptional condition where it may be necessary to maintain continuity and consistency with an existing road, street, or state highway system and/or a previously established addressing convention of the respective entity. In the case of an adjoining county, this can occur where an existing road originates in the adjoining county and has been or is proposed to be extended into Montrose County. In the case of a municipality, this can occur where the municipality has plans to annex the affected road or where it makes sense to continue with the existing street naming convention of the municipality. Each condition will be reviewed by Montrose County on a case-by-case basis. Montrose County reserves the right to review, comment on, accept, or reject any and all road names and address assignments.

ARTICLE II Road Names

Section 2.1 Road Name Standards and Priorities

Road names shall be assigned in accordance with the Montrose County Road Name Grid, attached herewith as Figure A. This grid overlays the Public Land Survey System for Montrose County and is organized alphabetically from North to South and numerically from West to East. The Grid Lines are concurrent with

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the aliquot section lines in both directions. The resulting road naming grid system is nominally 1 mile square for each grid area. Road naming priority is given as follows:

2.1. A Primary Priority

1. **North-South trending roads** are named according to the **NUMERIC GRID**. The Numeric Grid begins at the Utah state line and progress east through Grid Line 8500 (section line 85) and terminates at the Gunnison County line. The first two numbers of road name shall begin with the number corresponding to the respective Grid Line that the road lies on or east of. The last two numbers of the road name represent the distance in hundredths of a mile east of the corresponding grid line (section line) that the road name is based on, up to the next Grid Line. For example, road names in the 6400 grid begin with the number “64” and end with the distance in hundredths of a mile (nominally) east of Grid Line 6400 (section line 64). More specifically, a road located 0.75 miles east of Grid Line 6400 would be named 6475 Road. A road located on Grid Line 6500 (section line 65) would be named 6500 Road.

2. **West-East trending roads** are named according to the **ALPHABETIC GRID** (“A” through “Z” and “A South” through “J South”). The road name shall begin with the letter corresponding to the respective Grid Line (aliquot section line) that the road lies on or south of. The “A” grid begins at the Delta County line and progresses south in alphabetical order through “Z” at Grid Line 26 (section line 26). The letter “Q” is not used. For example, road names in the “A” Grid will begin with the letter “A” such as “Apple Road”. Road names in the “B” Grid will begin with the letter “B” such as “Begonia Road”. However, roads within a given letter grid are not required to be in any alphabetical order. Beginning at Grid Line 27 (section line 27), the Alphabetic Grid starts over at letter “A” but with the additional identifier of “South” placed after the road name suffix. Road names in the “A South” grid will begin with the letter “A” and will end with the “South” identifier such as “Alpine Road South”. This standard continues south in alphabetical order through “J South” at Grid Line 36 (section line 36) and terminates at the San Miguel County line.

2.1. B Secondary Priority

1. For new roads that begin at an alphabetically named road, an attempt shall be made to name the new road according to the **NUMERIC GRID**.
2. For new roads that begin at a numerically named road, an attempt shall be made to name the new road according to the **ALPHABETIC GRID**.

2.1. C Other Road Name Requirements

1. Road names shall not be duplicated except where the County Road Supervisor (or a designee), having considered input from GIS, emergency response agencies, and other interested government agencies, determines that the road is in alignment with or is an extension of an existing road.
2. Roads that begin in one grid and are long enough to extend into subsequent grids shall maintain the same name up to a logical point of termination.
3. Road names shall not contain the words “East”, “West”, “North”, or “South” except:
 - where specifically required in the “South” letter grid, or
 - as authorized as an exception per Section 1.2.E Exception for Using Other Road Name and Address Number Convention, or

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- as an existing, previously named road.
4. The County Road Supervisor (or a designee) shall review road names for road designs that are meandering or otherwise difficult to name in strict conformance with this policy, or when a road name is in dispute. If a consensus cannot be reached, the issue shall be brought before the BOCC per 2.1.D Road Name for Extraordinary Alignment.

2.1. D Road Name for Extra Ordinary Alignment

There may be cases where a road alignment cannot be clearly named in strict conformance with this Policy due to an extraordinary road alignment. Examples include a meandering alignment, the alignment runs mostly in a diagonal direction, a creative subdivision design, or topographic constraints, etc. When a consensus on a road name cannot be reached in such a case, final authority in naming the road shall rest with the BOCC. The County Road Supervisor (or a designee) may consider input from GIS, emergency response agencies, and other interested county departments, and shall make a name recommendation to the BOCC. Any considerations by the BOCC involving a road name that is NOT already part of a Montrose County land use application (e.g. subdivisions, special use permits, etc.) shall be made at a scheduled public hearing that has been noticed to the public. A separate public hearing is not required where the road name is part of a land use application (e.g. major subdivision) that would normally be noticed to the public.

Section 2.2 Road Name Suffixes

Roads names shall end with a suffix according to the road type as defined below:

| <u>SUFFIX</u> | <u>ROAD TYPE DEFINITION</u> |
|---------------|--|
| Trail | A <u>private road</u> , or non-exclusive easement, or exclusive easement, which provides access to four (4) or more lots, parcels, tracts, or addresses that may or may not be built to County Road Construction Standards. |
| Row | A <u>private road</u> which provides access within a business or mobile home park, and which may or may not be built to County Road Construction Standards. |
| Road | A <u>public road</u> located in public right-of-way or a prescriptive easement serving subdivided and/or un-subdivided lands. Typically, a "road" is external to a subdivision, but may be internal to a subdivision when it will form a connecting link with other neighboring properties, and that is built to County Road Construction Standards. |
| Drive | A <u>public road</u> located in a public right-of-way internal to a subdivision that meanders (i.e. addressing on both the N/S and the E/W grids), does not terminate in a permanent dead end, and that is built to County Road Construction Standards. |
| Way | A <u>public road</u> located in a public right-of-way internal to a subdivision that provides a connecting link between other public roads within a subdivision, does not terminate in a permanent dead end, and that is built to County Road Construction Standards. |
| Circle | A <u>public road</u> located in a public right-of-way internal to a subdivision that meanders (i.e. addressing on both the N/S and the E/W grids), does not terminate in a permanent dead end, intersects the same "road" at two separate locations, and that is built to County Road Construction Standards. |
| Court | A <u>public road</u> 500 feet or less in length, located in a public right-of-way internal to a subdivision, terminates in a permanent cul-de-sac or other approved turn-a-round configuration, and that is built to County Road Construction Standards. |
| Lane | A <u>public road</u> exceeding 500 feet in length, located in a public right-of-way internal to a subdivision, terminates in a permanent cul-de-sac or other approved turn-a-round configuration, and that is built to County Road Construction Standards. |

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South An additional identifier added after any of the suffixes above for any alphabetically named road that originates in the “South” road naming grid.

Suffixes other than those listed above shall not be used in road names unless authorized per Article I, 1.2.E Exception for Using Other Road Name and Address Number Convention.

ARTICLE III Addresses

Section 3.1 Address Number Assignment Standards and Priority

Address numbers shall be assigned in accordance with the Montrose County Address Number Grid, attached herewith as Figure B. This grid overlays the Public Land Survey System for Montrose County and is organized numerically using a **NORTH-SOUTH GRID** and a **WEST-EAST GRID**. The Grid Lines are concurrent with the aliquot section lines in both directions. The resulting address numbering grid system is nominally 1 mile square for each grid area. Address numbers along north-south trending roads (or numerically named roads) will use the North-South Address Grid. This grid begins at the Delta County line and progresses south through Grid Line 36000 (section line 36) and terminates at the San Miguel County line. Address numbers along west-east trending roads (or alphabetically named roads) will use the West-East Address Grid. This grid begins at the Utah State line and progresses east through Grid Line 85000 (section line 85) and terminates at the Gunnison County line). Address number assignment priority is given as follows:

3.1. A Primary Priority

1. There are 1000 address numbers available per road (or road segment) per Grid Line, regardless of road length. If the road (or road segment) in any given grid is less than 1 mile in length, the available address numbers shall be prorated based on the ratio of “road (or road segment) length, ft. ÷ 5280 ft.” x 1000 address numbers. For example: a road (or road segment) ½ mile (2640 ft.) long will have 500 available address numbers; a road (or road segment) ¼ mile (1320 ft.) long will have 250 available address numbers, etc.
2. Address numbers shall be determined by the location of the access (or point of address as applicable) as measured along the centerline of the road within the respective address grid, or as otherwise determined by GIS for the specific situation. An attempt shall be made to equally distribute address numbers along a road (or road segment) within the respective grid, to allow for future development fill-in and minimizes or prevents address re-assignment.
3. Address numbers increase from north to south and from west to east according to the respective grid.
4. Address numbers shall be rounded to the nearest whole even or odd number depending on the applicable side of the road per items 5. and 6. below.
5. Even numbers are assigned along the south and east sides of the road, with exceptions as noted in 3.1.B.
6. Odd numbers are assigned along the north and west sides of the road, with exceptions as noted in 3.1.B.

3.1. B Secondary Priority

Consideration shall be given to a driver on the ground for clarity. This is especially important in the case of Circle type roads, or highly meandering roads that change direction, or roads that cross an

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address grid line and then curves back into the previous address grid area. In such cases, address numbering shall attempt to maintain continuity to avoid address numbers that are out of sequence, or jump from one grid to the next and back again, and to maintain that even and odd numbers do not appear to randomly change or jump sides of the road.

3.1. C Other Address Number Requirements

1. Multi-Family units, Multi-Commercial units, and Mobile Home Parks having only one non-branching driveway or road shall have the same address number. However, each unit, site, or space shall also have an additional identifying number or letter. For example: 19536 6300 Road, Unit A; or Suite A; or Unit 1; or Suite 1, etc. Locations having more than one driveway, private road, or private access easement (or “road”) shall be given a road names with the 'Row' road name suffix per this Policy, Article II, Section 2.2 Road Name Suffixes, and sites/spaces will have a unique address number. Existing address(es) using the “road” shall then be changed per this Policy, Article III, Section 3.2 Address Changes and Corrections using the new road name and 'Row' suffix. The property owner or property manager shall consult with the County Road Supervisor (or a designee), to determine County-approved road names, addresses, and/or subaddress identifiers.
2. Address numbers using fractions, decimals or alphabetic characters such as 19500½ or 19500A shall not be used. Alphabetic characters may be used as an additional identifier per 3.1.C.1 above.

3.1. D Address Numbers for Extra Ordinary Alignment

There may be cases where property cannot be clearly assigned an address number in strict conformance with this Policy due to an extraordinary road alignment. Examples include a meandering road alignment, the road alignment runs mostly in a diagonal direction, a creative subdivision design, topographic constraint, etc. When a consensus on address number assignment cannot be reached in such a case, final authority for address number assignment shall rest with the County Road Supervisor (or a designee), having considered input from GIS, emergency response agencies, and other interested government agencies.

Section 3.2 Changing or Correcting Existing Address Numbers

In the interest of public health, safety and welfare, the County Road Supervisor (or a designee) is authorized to discover, correct, and change existing address numbers that do not conform to this “Policy”.

3.2. A General Requirements

1. When a change or correction of an existing address is identified, Montrose County staff shall contact or attempt to contact each affected addressee in writing with the following information:
 - The reason for the address change or correction.
 - Addressees’ cost for a new 911 address sign.
 - Deadline date for comment and feedback from the addressee.
2. Any address change or correction shall state the effective date, having considered comment and feedback from the addressee. The effective date shall not extend beyond 90 days after the deadline date for comment and feedback from the addressee. Where time and work levels of County Staff allow, an earlier effective date may be established.
3. Addressees will be notified when their respective 911 address sign is available to be picked up.

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3.2. B Address Change/Correction Triggers

Address changes/corrections may be triggered by various situations including but not limited to:

- Major Subdivision
- Minor Subdivision
- Any other legal or authorized division of land, regardless of lot or parcel size
- Road name change
- Road re-alignment
- New road construction
- Driveway, private road, or private access easement is named per Article I, 1.2. C Driveway, Private Road, and Private Access Easement Naming and Address Assignment
- Access relocation - a new access permit and fee(s) may be required. See “Appendix B, Access Permits” in the “Montrose County Standards and Specifications for Roads and Bridges”.
- New buildings
- Previously assigned address numbers that do not conform to this Policy
- Any other situation that the BOCC determines will be in the best interest of public health, safety, and welfare.

Section 3.3 Subdivision Pre-Assigned Addresses

The County Road Supervisor (or designee) may pre-assign addresses for subdivision lots without submittal of applicable forms, permits and fees by the subdivision applicant. Pre-assigned addresses are necessary for the internal use of Montrose County Staff to accommodate the needs of utility purveyors, post office, emergency response agencies, etc. Additional requirements are as follows:

- Unless authorized in writing by the County Road Supervisor, pre-assigned address information shall not be released to the property owner or public until all applicable address request forms and permits are submitted and deemed complete by County Staff, applicable fees paid, and all conditions are satisfied.
- A pre-assigned address is not the final permanent address until all applicable address request forms and permits are submitted and deemed complete by County Staff, applicable fees paid, and all conditions are satisfied.
- A pre-assigned address is subject to change when the County Road Supervisor (or a designee) determines that it is necessary to do so.

Section 3.4 9-1-1 Address Sign Placement and Maintenance

Any addressee that is issued a new 911 address sign shall be responsible to securely mount and maintain the sign in a prominent, unobstructed location near the driveway intersection with the road. The sign shall face the road. Address signs shall be located on the same side of the road as the access. The sign shall be placed on a post located at the right-of-way or access easement line and should be approximately 3 ft. outside of either edge of the driveway driving surface. The bottom of the sign shall be 36” to 72” above the ground surface. Multiple signs for shared accesses and driveways shall be mounted on individual posts. As an alternative, landowners may use a common shared board to mount address signs. Multiple signs shall be placed from left to right in the order that a driver would approach each respective physical address location. Multiple signs should be spaced not more than one (1) foot apart or as field conditions warrant. No sign shall be located where the post or sign would pose a safety hazard to pedestrians or bicyclists or cause confusion for emergency responders. The addressee should consider using posts made of durable long lasting materials such as pressure treated wood, Redwood, galvanized or painted steel uni-struts, fiberglass, carbon composite, vinyl, etc. PVC pipe rapidly degrades in sunlight and is not recommended.

Figure A

MONTROSE COUNTY ROAD NAME GRID

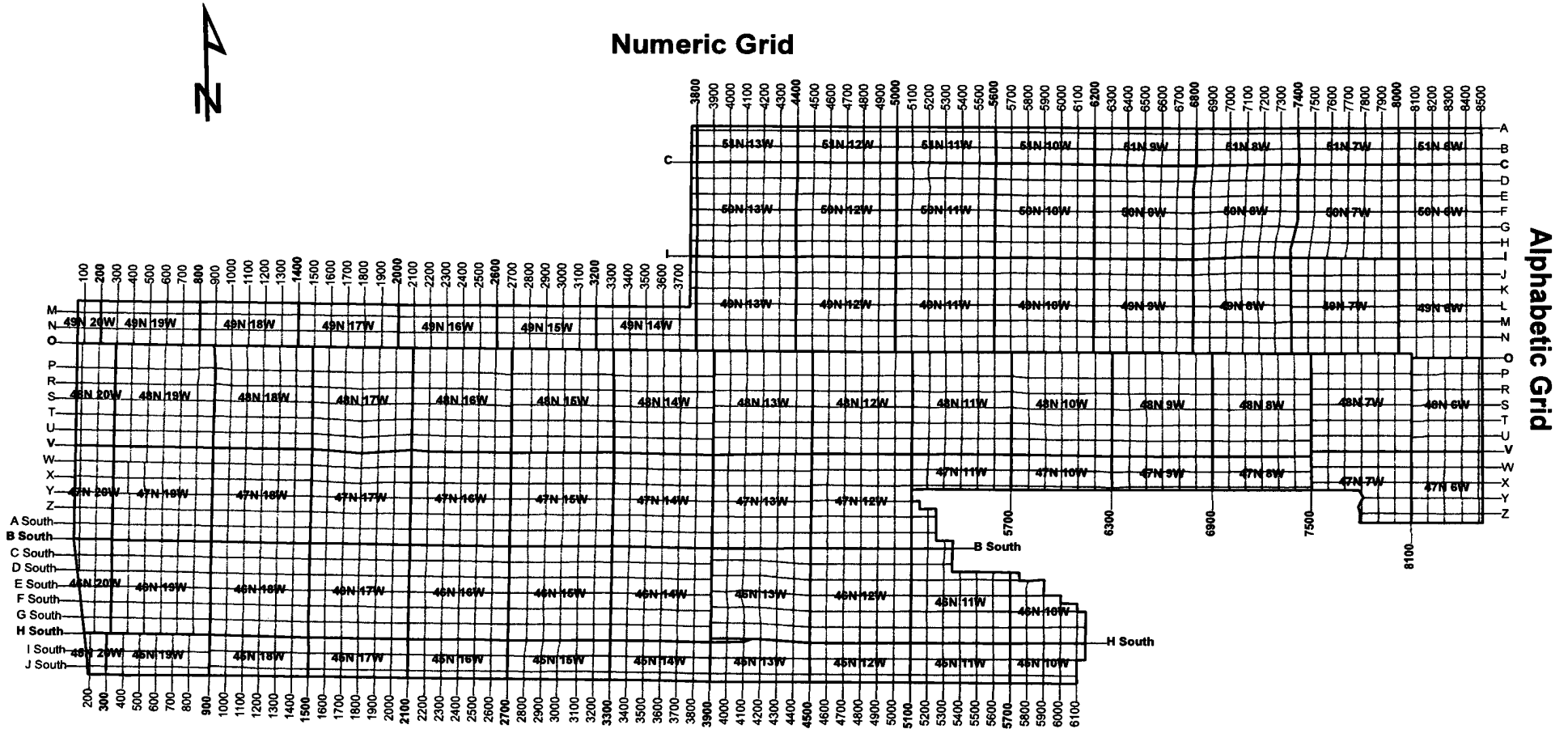


Figure B

MONTROSE COUNTY ADDRESS NUMBER GRID

