

APPENDIX H:

LEWIS AND CLARK COUNTY ROAD NAMING AND ADDRESSING CONVENTIONS

The County addressing maps are based on the road centerline data collected by Montana State University (MSU) using the Global Positioning System (GPS) at 1-5 meter resolution. The following are the general conventions for road naming and addressing that are being used for this project. The primary goal is to create an effective system that provides efficient address locations, requiring minimum resources for maintenance. These conventions shall cover all unincorporated areas of Lewis and Clark County.

ROAD NAMING CONVENTIONS

1. Every road with three or more structures, or a potential for three or more structures, should be given a separate, unique name. For addressing purposes, a structure is defined as a building for occupancy as a residential unit or commercial unit, excluding garages, barns, and sheds.
2. Each road should have only one-word names or two short names. Road names should be kept short. They are easier to remember.
3. A named road should be essentially continuous, without gaps.
4. Directional prefixes (north, east, etc.) will only be used when necessary to distinguish the road location relative to the address grid, and when the road goes both directions.
5. Roadways created through subdivision review shall be named by the developer in accordance with road naming conventions.
6. Roadways created through certificates of survey shall be named by the landowner in accordance with road naming conventions.
7. All prospective road names shall be submitted to the City-County Address Coordinator (hereafter referred to as Address Coordinator) for approval prior to final platting and to be checked against existing names.
8. No roadway shall be given a name that is currently in use elsewhere in the County. However, some duplication may occur between addressing areas where historical naming conventions have been accepted and provide for facilitated emergency response.

9. No roadway shall be given a name that sounds the same as another road name currently in use elsewhere in the County, e.g. Diehl and Deal.
10. Persons wishing to name an unnamed road must present a petition signed by a simple majority of abutting landowners in agreement with the prospective name. This petition is available from the County Planning Department and the Address Coordinator. The proposed road name shall be reviewed in accordance with paragraph 7 above. After the Address Coordinator approves the name, and has verify that there is a simple majority of landowners that have signed the petition, the Address Coordinator will then issued new addresses reflective of the new road name.
11. Persons wishing to name an already named road must present a petition signed by a simple majority of abutting landowners in agreement with the prospective name. This petition is available from the County Planning Department and the Address Coordinator. The proposed road name shall be reviewed in accordance with paragraph 7 above. After the Address Coordinator approves the name, and there is a simple majority of landowners that have signed the petition, the Address Coordinator schedule a public hearing before the Board of County Commissioners for approval of the road name change.
12. As per Resolution 2004-16, the Address Coordinator may assign or re-assign road names to promote an orderly road naming system, and may charge appropriate fees for such services.
13. When renaming roads, the following shall be considered:
 - a. The name of a road or street that has an historical reason for having its name should retain its name.
 - b. The road with the most properties on it, and thus would require the most effort to coordinate with residents, should retain its name.
 - c. The road that has retained its name for the longest time or has been consistently signed for the longest time should retain its name. The same would be true for a road with the more descriptive name.
14. The County will notify the following service providers of new addresses: Sheriff, Fire Department, Post Office, Ambulance Service, Department of Revenue, Northwestern Energy and Qwest Communications and City/County Departments.
15. All roadways running generally east and west shall use the term road, e.g. Sierra Road.
16. Roads running generally north and south shall use the term drive, e.g. Green Meadow Drive.

17. A road running diagonally will be given the term road or drive depending on its general direction.
18. Additional provisions for naming other types of roads are as follows:
 - Way -- a north/south road less than 1000' in length
 - Place -- an east/west road less than 1000' in length
 - Court -- any cul-de-sac with a circle at one end, and less than 700' in length
 - Lane -- a meandering roadway less than 2500' in length
 - Loop-- a generally curved road that has an origin and terminus on the same roadway, and which does not contain significant intersections along its route
 - Trail -- an existing path or road that was historically named as such
19. Types of roadways, e.g. road, court, shall not be used to distinguish road names, e.g. Forest Road, Forest Court.
20. Whenever possible, extensions of roadways crossing jurisdictional boundaries shall use the same name on either side of the boundary, e.g. Montana Avenue in the city and the County.
21. Extensions of roadways shall be named the same as the road from which they extend.
22. In some circumstances, roads that are designated State or Federal Highways may be named by that designation, e.g. US Highway 12 West or MT Highway 21.
23. Otherwise unnamed roads crossing national forests within the County will defer to the designated U.S. Forest Service road name.

Naming Roads in County Subdivisions

1. Address Coordinator will provide comments letter stating that all road names need to be approved by Address Coordinator and if approved will be reserved as long as preliminary plat approval does not expire.
2. Address Coordinator will keep a list of approved road names and the subdivision they are approved for.
3. Address Coordinator will be provided with a list of names after preliminary plat.

4. Address Coordinator will make a list of those road names that are approved and send letter to planner stating such. Also included will be list of County naming standards.
5. Address Coordinator will be provided with names on a map so that they can be checked for Road Suffix standards before final plat approval.
6. Planners will inform Address Coordinator if subdivision preliminary plat approval expires so approved names and then be used by someone else.
7. County sign personal will not order signs for subdivisions without written approval from the Address Coordinator.

ROAD IDENTIFICATION SIGNS

1. All named roads shall be identified with a sign, which conforms to the County design standards.
2. Street or road signs and traffic control devices shall be placed at all intersections by the developer or included as part of the public improvements agreement. Traffic control devices and placement shall be consistent with the Manual on Uniform Traffic Control Devices, available from the Public Works Department.
3. Street names shall comply with the provisions of the Road Naming Conventions.
4. Whenever possible, name signs shall be placed on the northeast and southwest corners of all intersections. If it is not feasible to utilize the northeast and southwest corners, signs shall be placed so as to be conspicuous to the majority of people.
5. At a minimum, name signs shall be 6" x 24". Lettering on street signs shall not be less than 3 inches high and not less than 1/2 inch in stroke.
6. Signs shall have white letters on a dark green reflective background.
7. Name signs shall be mounted not less than 7 feet nor more than 8 feet above the roadway.
8. County will provide the road sign and installation. Landowners shall pay for the cost of materials if maintenance is need in the future and the County will provide the installation. To assure conformity with naming conventions and sign design standards, all signs shall be ordered through the County Public Works Department.

9. Depending upon the status of the road and other circumstances, maintenance of road signs shall be the responsibility of the County, homeowners associations, road districts, and landowners.
10. At least one road name sign shall be mounted at each intersection. Two road name signs are desirable and may be required in the future.

ADDRESSING CONVENTIONS

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

2. Numbers should be assigned to all structures that are inhabited or that are used for business purposes.
3. Generally, the south and east sides of a road will be given odd numbers, and the west and north sides will be given even numbers (based on the general direction of the road at its point of beginning).
4. For looped roads or circles, the exterior lots will have even numbers and the interior lots will have odd numbers.
5. Duplexes, apartments, condominiums and mobile homes within parks should receive a separate number for each unit.
6. Corner lots should be assigned a number according to the direction the front door faces. There may be instances when a corner lot might be numbered based on driveway location, if this enhances emergency service provision (i.e. front door obscured).
7. There will be no fractional addresses, alphanumeric addresses or hyphenated addresses.
8. Duplexes, apartments and condominiums shall be give an address for the location as well as unit assignments, e.g. 1200 Applegate Dr Unit 1

ADDRESS NUMBERS AND PLAQUES

1. It is important that address numbers be clearly visible for the efficient provision of delivery and emergency services. The installation and maintenance of address numbers shall be the responsibility of the landowner.
2. Address plaques should be posted at the entrance to a property when the structure's address number is not visible from the road.
3. Address plaques should conform to the design standards for street identification signs except for color (blue background, white reflective letters).
4. Address plaques may be installed in a horizontal or vertical orientation. If installed vertically, the address numbering sequence should begin at the top.
5. Procurement of address plaques can be made through the Planning Department.

7. Address plaques will not be required for higher density subdivisions. Only subdivisions that are two acres or larger would be required to have address plaques.