

JEFFERSON COUNTY ROAD NAMING AND ADDRESSING STANDARDS

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 primary goal is to create an effective system that provides efficient address locations that streamlines emergency services response. These standards are based on Federal addressing standards and shall cover all of Jefferson County.

ROAD NAMING STANDARDS

1. Every road with two or more properties may be given a separate, unique name. For addressing purposes, a property is defined as separate, surveyed lots on record with the county Clerk and Recorder's Office.
2. Each road should have only one-word names or two short names except in the case of historical place names. Road names should be kept short as they are easier to remember.
3. A named road should be essentially continuous, without gaps. Roads may only change names at intersections. Roads may not change names mid-course.
4. Driveways that are used solely by the landowner or by the landowner's tenants, and do not provide access to adjacent properties, may not be named.
5. Roads may only be co-named in the case of a numbered county or state highway with a number designation that also has a road name.
6. 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 through an intersection.
7. Roadways created through subdivision review shall be named by the developer in accordance with road naming standards and approved by the Addressing Coordinator.
8. Roadways created through certificates of survey shall be named by the landowner in accordance with road naming standards and approved by the Addressing Coordinator.
9. All prospective road names shall be submitted to the County Address Coordinator for approval prior to final platting and to be checked against existing names.

10. No roadway shall be given a name that is currently in use in any immediately adjacent fire district. However, some duplication may occur between addressing areas where historical naming standards have been accepted and provide for facilitated emergency response.
11. No roadway shall be given a name that sounds the same as another road name that is currently in use within an adjacent fire district.
12. 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. The proposed road name shall be reviewed by the addressing coordinator. After the Address Coordinator approves the name, and has verified 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.
13. Persons wishing to change the name an already named road must present a petition signed by a simple majority of abutting landowners in agreement with the prospective name. The proposed road name shall be reviewed in accordance with paragraph 7 above. A public hearing will be scheduled before the Board of County Commissioners for approval of the road name change. After the County Commissioners have verified that there is a simple majority of landowners that have signed the petition and have approved the name, the Address Coordinator will then issue new addresses reflective of the new road name.
14. The Address Coordinator may assign or re-assign road names to promote an orderly road naming system. A previously named road that does not meet the current standards may be re-addressed so that 911 database can be streamlined and emergency response may be facilitated.
15. 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.
16. New addresses are submitted to the 911 database within 48 hours. Updated addressing maps are issued to the Sheriff's Department and emergency service providers several times per year. County residents are responsible for notifying the Post Office and any utility providers.
17. A road running diagonally will be given the term road or drive depending on its general direction and at the addressing coordinator's discretion.
18. Additional provisions for naming other types of roads are as follows:

Circle, Court -- any cul-de-sac with a circle at one end

Loop-- a generally curved road that has an origin and terminus on the same roadway

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. Extensions of roadways shall be named the same as the road from which they extend.
21. 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.
22. Otherwise unnamed roads crossing national forests within the County will defer to the designated U.S. Forest Service road name.

ROAD IDENTIFICATION SIGNS

1. County will provide the road sign and installation for county owned roads. Landowners shall pay for the cost of materials if maintenance is needed in the future and the County will provide the installation. To assure conformity with naming standards and sign design standards, all signs will be verified through the Addressing Department.
2. 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.
3. 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 STANDARDS

1. Addressing is based on a numerical grid beginning at the designated town sites: Montana City, Clancy, Jefferson City, Boulder, Basin, Whitehall, Cardwell; and in the case of Elk Park addresses with a Butte zip code, Butte.
2. Numbers should be assigned to all structures that are inhabited or that are used for business purposes. Garages and sheds on properties with addressed residences shall not be assigned numbers.
3. Generally, the left side of a road will be given odd numbers, and the right side will be given even numbers (based on the point of origin for the road).

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 road the driveway originates from.
7. There will be no fractional addresses, alphanumeric addresses or hyphenated addresses.
8. Duplexes, apartments and condominiums shall be given 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.
4. Address plaques may be installed in a horizontal or vertical orientation. If installed vertically, the address numbering sequence should begin at the top.

