

# Campbell County

# Addressing

# Standards



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## CHAPTER 8

### ADDRESSING STANDARDS

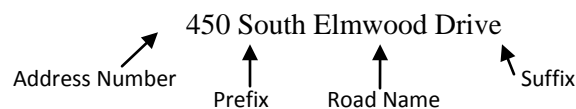
#### Section 1. Guiding Principles

- (a) The addressing system shall assist in emergency response efforts. It is designed to aid people in finding a particular street address or location.
- (b) The numbering system shall be designed to accommodate the growing community.
- (c) Existing addresses in developed areas should be retained, except in cases where there are duplicate street names or address numbers or numbering errors.
- (d) All assigned addresses shall be unique and no duplication of street names or numbers shall be allowed.
- (e) Successful implementation of addressing guidelines requires cooperation between addressing jurisdictions and the public.

#### Section 2. Definitions

The purpose of this section is to define terms and words used throughout this document. Definitions are organized alphabetically.

- (a) **Access Drive.** A private road or easement used as an access to a property.
- (b) **Address.** A combination of numbers and words to create physical identifier for a parcel of property and/or buildings located on a parcel. See below for an example of a typical address



- (c) **Cul-de-sac.** A street closed at one end.
- (d) **Direction of Travel.** Proceeds away from a road of higher functional classification and indicates the direction in which address numbers increase.
- (e) **Function Class.** The system by which roadways are classified based on total traffic numbers.
- (f) **Linear Number System.** System based on distance in miles, where each mile contains 100 potential addresses.
- (g) **Prefix.** A directional designation for a street segment. Prefixes are always located before the road name.
- (h) **Reference Number.** A number which follows the Unit Designator of a Secondary Unit address. This **may not** be an alpha character.

- (i) **Secondary Unit.** A division of a primary address location.
- (j) **Suffix.** The part of an address which defines a road type. The suffix always follows the road name.
- (k) **Unit Designator.** Describes the type of Secondary Unit being addressed, i.e., apartment, suite, building, etc.
- (l) **Zero Point.** The beginning point of number ranges assigned to a road.

**Section 3. Street/Road Names**

This section outlines a basic system for the selection and assignments of names to streets and roads in Campbell County, the City of Gillette and the Town of Wright.

(a) Street/Road Names

- (i) Street and road names are ordinarily chosen by developers in all three jurisdictions, and are included on plats. In the County, unnamed, private roads are eligible to be named by a majority of landowners who adjoin the road(s). Any person wishing to name a private road must complete a private road naming application, available from the address issuing agency.

The address issuing agency will require that a private Access Drive be named when more than one (1) property owner utilizes the Access Drive. All existing addresses utilizing the Access Drive shall be changed to reflect the name of the road.

(b) Naming Principles

- (i) No Duplication. Street names shall not be exact or approximate duplications of existing streets within Gillette, Campbell County or Wright. New street or road names cannot be similar sounding to others in the Gillette, Campbell County or Wright areas. Names shall not be duplicated even if the classification or suffix is different. For example, Warren Drive will not be allowed since there is already a Warren Avenue.
- (ii) Naming Continuity. Street names shall be retained if a new street segment is a logical continuation of an existing or platted street or road. Cul-de-sacs shall be uniquely named. Cul-de-sac naming shall **not** be a continuation of the street name across any intersection. For instance, if Cedar Drive continues through an intersection and ends in a cul-de-sac, it shall not be named Cedar Court. It shall be a uniquely named Court, or other suffix as described below.

Generally, street or road names shall be continued if there is a minor jog in the street across an intersection. Names shall continue only across minor interruptions, where the offset of the interruption is 100 feet or less. Two streets or roads which are in alignment, but interrupted by a single block or other construction which is easily circumvented may be allowed to continue with the same street or road name. All street or road name continuations are subject to review by the applicable agency (City, County or Town).

A street interrupted by a railroad, Interstate or other major obstruction shall not continue the same name. This is to ensure that a person following a street numbering sequence shall arrive at the desired location without having to make major detours. Please see Figures 1, 2 & 3 for more information regarding street naming continuity. All street and road names are subject to review by the applicable agency (City, County or Town).

- (iii) Bizarre Names. Names which are bizarre, obscene, similar sounding to obscene words, difficult to pronounce or those which may have a double meaning shall not be used. While this may be a matter of taste and judgment, it will also be a basis for rejecting a naming proposal.
- (iv) Theme Names. Developers are encouraged to use street names corresponding to a single theme in a subdivision. Also, new street names in existing subdivisions having a theme should be consistent with that theme. Examples of subdivisions in both the city and county with theme names include Sleepy Hollow Subdivision and Rodeo Flats Subdivision. In Sleepy Hollow, street names are derived from characters in the old legend, such as Ichabod Street, Crane Street and Pumpkin Court; while in Rodeo Flats, street names correspond to rodeo events such as Steer Roping Avenue, Bull Riding Drive and Mutton Bustin Street.

As with all individual street names and subdivisions, themes should be chosen to avoid duplication with other areas of town or other street names in the subdivision. Street names with the same or similar sounds or words shall not be used as themes in subdivisions. For example, a subdivision named Mountain Range Estates may not use street names such as Rocky Mountain Drive, Mount Shasta Way, Boulder Mountain Court or Mount Lone Pine Lane, as the same word is repeated multiple times (Mount and Mountain).

#### (c) Street/Road Designations

- (i) Suffixes
  - (A) A street suffix is a roadway type. There are numerous reasons for a community to have various roadway types. Different roadway types make it easier to deliver emergency services and a larger variety of suffixes also makes it easier to direct community services such as school bus routing and deliveries. It also encourages more individualistic road naming and helps to avoid naming duplication.
- (ii) Suffixes for use in Gillette, Wright and Campbell County.
  - (B) Suffixes allowed in Gillette, Wright and Campbell County are listed below. A suffix may only be used at the end of street or road names. Example: Deer Run Road or Red Cloud Circle.

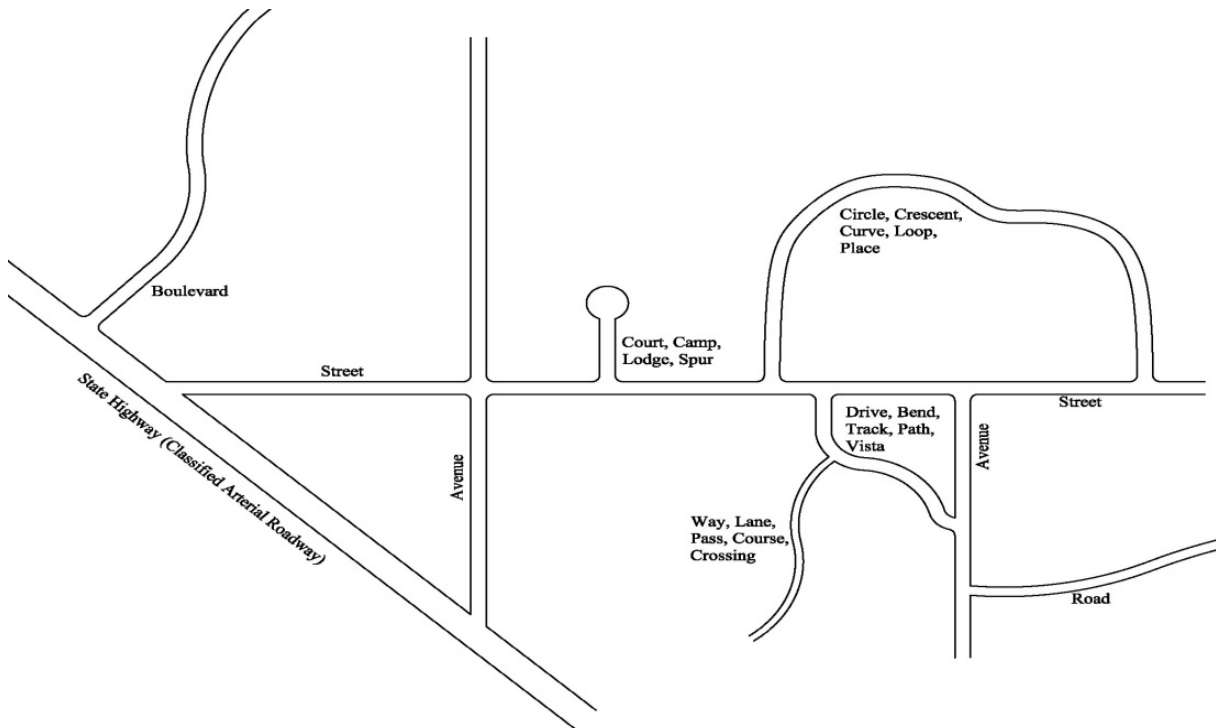
**Table 1: Allowed Suffix Table**

| <b>STREET TYPE</b>                             | <b>DESCRIPTION</b>   |
|--|--|
| <b>Avenue</b>                                  | A straight street or road going in a north-south direction   |
| <b>Street</b>                                  | Travels in an east-west direction  |
| <b>Circle</b> (Crescent, Curve, Loop or Place) | Travels in a looped manner and curves back on itself, or intersects the same street in two different directions. |
| <b>Court</b> (Camp, Lodge or Spur)             | Always dead-ends and can go in any compass direction.  |
| <b>Boulevard</b>                               | A street or road which connects arterial roadways. It may be straight, curvilinear or meander                    |
| <b>Drive</b> (Bend, Track, Path or Vista)      | Travels in a meandering manner and connect streets with avenues.   |
| <b>Road</b>                                    | Travels in a meandering manner in any compass direction  |
| <b>Way</b> (Pass, Course, Crossing or Lane)    | May travel a meandering route and may connect roads and drives.  |
| <b>Highway</b>                                 | May travel in any direction and is associated with a respective state or federal jurisdiction.                   |

(iii) Directional Designations – North, South, East and West

(A) Longer streets tend to have addresses which may contain a directional notation. Directional designations shall be allowed only as prefixes and may be used to establish uniqueness on streets and roads longer than two (2) miles in length. All requests for directional designations shall be reviewed by the appropriate agency (City, County or Town).

**Figure 1: Street Suffix Design Diagram**



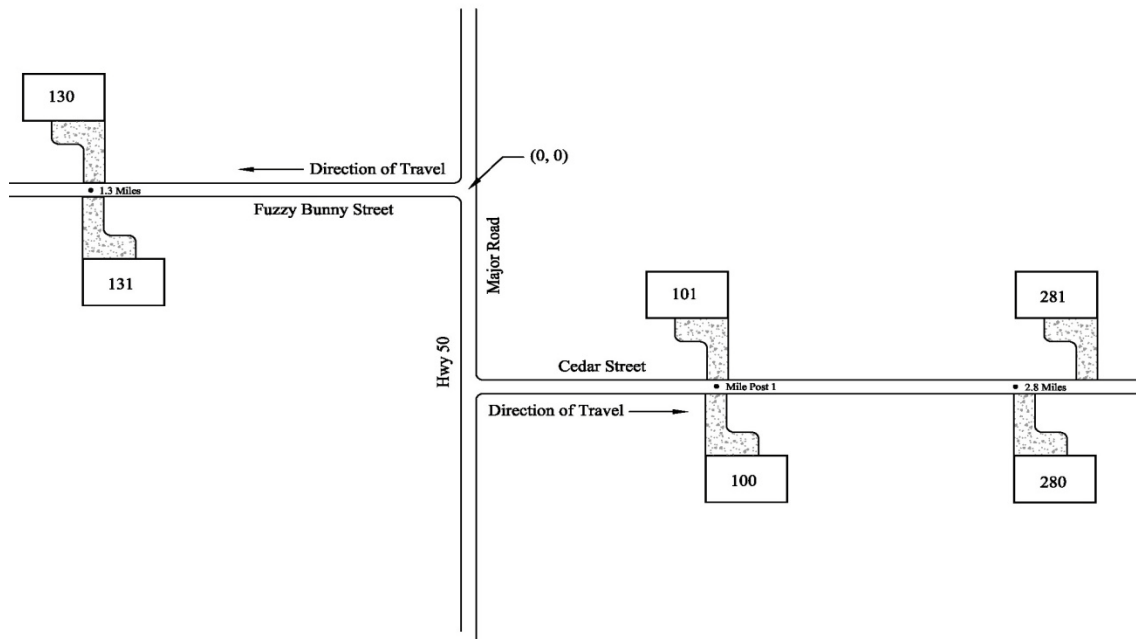
## Section 4. Address Numbering Principles

This section provides an orderly and rational system for assigning property numbers. Several factors are considered when assigning property address numbers. Those factors include: the direction of travel on the street or road, the side of the street on which the property is located, the type of development and the orientation of the building entrance to the street.

### (a) Linear Numbering System

- (i) The City, County and Town follow a linear numbering system, utilizing mileposts, in assigning addresses. When a street or road segment leaves a major road which serves it, a starting point of zero (0) is established. Addresses are assigned per corresponding mile marker numbers. For instance, a home located one (1) mile from the zero point of the intersection of Highway 50 and Cedar Street would ideally be assigned the address of 100 or 101 Cedar Street depending on which side of Cedar Street it is on (see Figure 2).

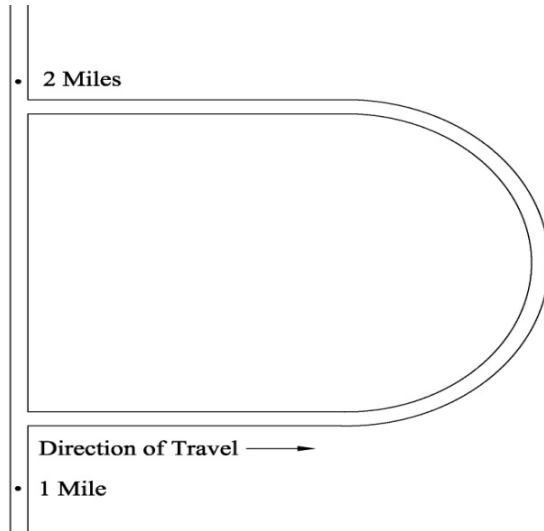
**Figure 2: Linear Milepost Addressing System & Direction of Travel**



### (b) Direction of Travel

- (i) Direction of travel is established from the zero point of a street or road. On roads which make a loop and connect back to the main road from which the loop started, the zero point shall be at the nearest, lowest mile marker or existing address of the main road. With streets or roads which connect between two different main roads, the starting point shall be at the street or road with the highest functional classification (arterial, collector, etc.). If both main roads are of the same function class, then the starting point shall be at the road with the highest Annual Average Daily Traffic (AADT).

**Figure 3: Establishing Direction of Travel on a Looped Road**



(c) Odd & Even Numbering

- (i) From the starting point, established by the direction of travel, odd street/road numbers shall be on the left side of the street and even numbers shall be on the right side of the street.

**Section 5. Secondary Unit Addressing**

(a) Purpose and Definition

- (i) A Secondary Unit Address provides for additional divisions of an existing address. This designation is used when one building is occupied by multiple owners, businesses, or tenants. It can also be applied when several occupied buildings exist on a single lot referenced by a single address. The Secondary Unit Address is comprised of two parts; the unit designator (Apartment, Suite, Building) and the reference number.

(b) Secondary Unit Addresses within a Single Building

- (ii) In many instances, a building with a unique street address will require additional unit splits for effective delivery or emergency response. These locations could include apartments, office suites or retail complexes, and may or may not have separate ownership or tenants. The unit designators that can be used in this instance include:

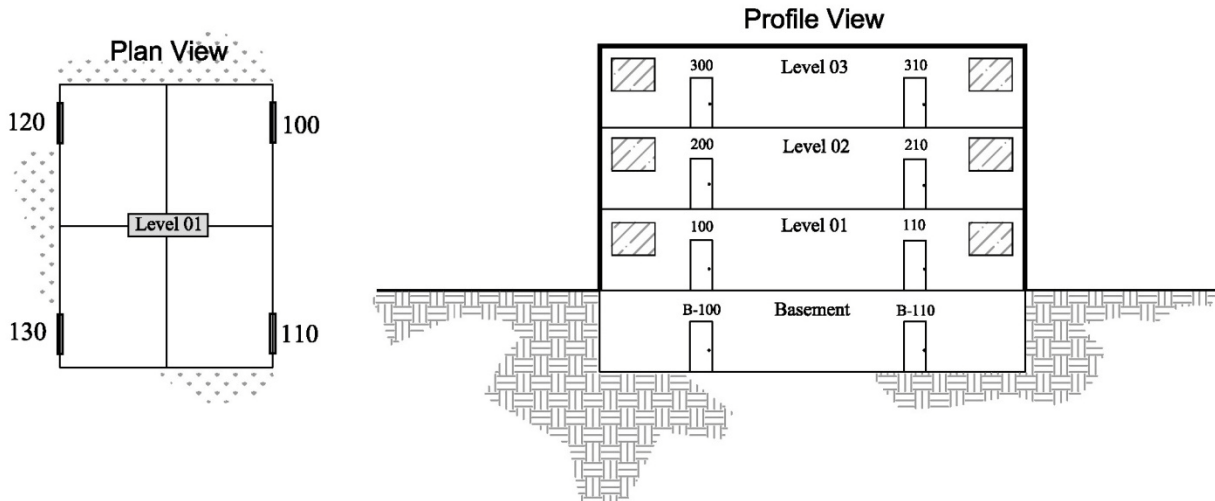


**Table 2: Unit Designation and Abbreviations**

| DESIGNATOR | ABBREVIATION | DESCRIPTION   |
|------------|--------------|---|
| Apartment  | APT          | A separate residential division   |
| Suite      | STE          | A separate business division  |
| Unit       | UNT          | A separate business division, primarily storage   |
| Bay        | BAY          | A separate business division, (i.e. repair or service) which exists on the same parcel as the primary address |
| Space      | SPC          | A space number for a mobile home or recreational vehicle space within a park                                  |

- (ii) The reference number in these situations shall be sequential in nature, starting at the main entrance to the building. If it is anticipated that future expansion will take place, then the numbering shall allow for the insertion of additional reference numbers without the need to renumber the existing units. The hundreds place in the reference number should represent the floor on which the unit resides. Units on the ground floor should carry number 100-199, on the second floor 200-299, on the third 300-399. Basement levels should be represented with a prefix of “B”. The first basement level would have units numbered B100-B199; the second basement level would use B200-B299.

**Figure 4: Secondary Unit Addressing**



**(c) Secondary Unit Addresses with Multiple Buildings on a Single Site**

- (i) To ensure effective emergency response, each separate building or structure on a given site shall carry a unique street address. In those instances where multiple buildings are referenced by a single street address, a secondary unit address will provide a location for

faster emergency response. In these cases, this assigned unique address would not be eligible for mail delivery from the United State Postal Service.

If a building is commonly used as a working area, residential location, or enclosed storage area for hazardous compounds and cannot be assigned a unique street address then it should be given a secondary unit address. The unit designators that can be used in this situation include:

**Table 3: Separate Unit Designations and Abbreviations**

| <b>Designator</b> | <b>Abbreviation</b> | <b>Description</b>   |
|-------------------|---------------------|--|
| <b>Building</b>   | BLD                 | A separate structure or building on the same site  |
| <b>Barn</b>       | BRN                 | A building used for the protection of livestock  |
| <b>Well</b>       | WLL                 | A structure housing a wellhead for resource extraction or a well for a community or public water system. |
| <b>Tower</b>      | TOW                 | A separate tower or antenna  |

- (ii) Only numerals shall be used for unit designators, no alpha characters shall be allowed, with exception of ‘B’ indicating a basement level. The reference number in these situations should be sequential in nature. If it is anticipated that future expansion will take place, then the assigned addresses should allow for the insertion of additional reference numbers without the need to renumber all existing structures. The building that is positioned for primary response should be assigned a reference number of 1, this building may be the head office, main shop or first building accessed when coming onto a site. Where possible the reference number should loosely represent the distance from the main point of access. A good rule of thumb would be if each mile from the point of access is represented by 100 possible units.

**Section 6. Regulatory Elements**

(a) Assigning Addresses

- (i) Addresses shall be assigned by the authority of the respective jurisdiction (City, County or Town). The following Departments/Divisions within each entity shall be responsible for the issuance of addresses and maintenance of addresses within that jurisdiction.

**Table 4: Departments/Divisions Issuing Addresses**

|                  |   |
|------------------|---|
| City of Gillette | Geographic Information Systems Division |
| Campbell County  | Public Works Planning & Zoning Division |
| Town of Wright   | Town of Wright Building Department      |

(b) Requesting a New Address

- (i) For new subdivisions within the City, County or Town, addresses shall be assigned and released after the filing of the final plat with the County Clerk.
- (ii) All other requests for new addresses shall be provided in writing to the issuing agency via a New Address Request form. A site plan of the parcel showing all structures and improvements shall be submitted at the time of the request.


(c) Changing a Road Name or Address

- (i) A request may be made to change or modify an existing address or road name via the submittal of an Address Change Request form. The form must be submitted with a site plan as well as the signatures of all property owners of the address requesting a change.
- (ii) A request to change a road name may also be made in writing via the submittal of a Road Name Change Request form. The request shall be accompanied the signatures of all property owners located along the road of the proposed name change.
- (iii) The issuing agency (City, County or Town) shall review and approve or deny all address and road name change requests at their sole discretion. Review shall ensure that the address or road name change will not affect public safety, that addresses or road names are not duplicated and that the proposed change does not create conflict with the agency's addressing system. Other relevant factors and comments from outside agencies may be included in the review as well.

(d) Amending this Document

- (i) Amendment of these addressing standards, guidelines and procedures may only be done by agreement of all three agencies (City, County and Town). Any amendments shall be reviewed and approved by the governing bodies in accordance with law.

# APPENDIX

|  |   |   |  |
|--|---|---|--|
|  |  |  | <h2 style="margin: 0;">Application for New Physical Address</h2> |
|--|---|---|--|

**Applicant Information**

|  |                                |                                 |  |
|--|--------------------------------|---------------------------------|--|
| Name of Applicant:                     |                                |                                 |  |
| Applicant Phone Number:                |                                | Applicant Fax Number:           |  |
| Applicant Mailing Address (Current):   |                                |                                 |  |
| Applicant Email Address:               |                                |                                 |  |
| Relationship of Applicant to Property: | <input type="checkbox"/> Owner | <input type="checkbox"/> Tenant | <input type="checkbox"/> Lessee <input type="checkbox"/> Other |

**Property and Use Information**

|                       |               |
|-----------------------|---------------|
| Current Use:          | Proposed Use: |
| Legal Description(s): |               |

**Property Information**

|  |   |   |  |
|--|---|---|--|
| Type of Use:   | <input type="checkbox"/> Single Family Dwelling | <input type="checkbox"/> Multiple Family Dwelling | <input type="checkbox"/> Accessory Use |
| Description: <i>Please describe your location, including miles to the nearest road, show any existing structures on the property and/or other pertinent information.</i> |   |   |  |

The following items shall be submitted along with this application.

**Required Materials:**

- a) Completed Building Division Site Plan Application

I hereby affirm that the above information is true to the best of my knowledge.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR USE BY STAFF – DO NOT WRITE HERE**

|                 |                               |
|-----------------|-------------------------------|
|                 | Date Received:                |
| Address Issued: | Address Map Book Page Number: |
| Approved By:    | Date:                         |
| Notes:          |                               |

|  |   |   |   |
|--|---|---|---|
|  |  |  | <h2 style="margin: 0;">Application for Physical Address Change</h2> |
|--|---|---|---|

**Applicant Information**

|   |   |
|---|---|
| Name of Applicant:                        |   |
| Applicant Phone Number:                   | Applicant Fax Number:   |
| Applicant Mailing Address (Current):      |   |
| Applicant Email Address:                  |   |
| Relationship of Applicant to Property:    | <input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Lessee <input type="checkbox"/> Other |
| Name of Authorized Agent (if applicable): |   |
| Agent Phone Number:                       | Agent Fax Number:   |
| Agent Mailing Address:                    |   |
| Agent Email:                              |   |

**Address Information**

|                                |  |  |  |  |
|--------------------------------|--|--|--|--|
| Type of Building:              | <input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Multiple Family Dwelling <input type="checkbox"/> Accessory Use <input type="checkbox"/> Commercial |  |  |  |
| Address(es) Requesting Change: | <b><i>Brief description for address change request:</i></b><br><br>_____<br>_____<br>_____<br>_____  |  |  |  |
| _____                          |  |  |  |  |
| _____                          |  |  |  |  |
| _____                          |  |  |  |  |

The following items shall be submitted along with this application.

**Required Materials:**




- a) Signatures of all owners of the property requesting a change of address.

I hereby affirm that the above information is true to the best of my knowledge.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR USE BY STAFF – DO NOT WRITE HERE**

|                         |                               |
|-------------------------|-------------------------------|
| Existing Address(es):   | Date Received:                |
| New Address(es) Issued: | Address Map Book Page Number: |
| Approved By:            | Date:                         |
| Notes:                  |                               |

|  |   |   |   |
|--|---|---|---|
|  |  |  | <h2 style="margin: 0;">Application for Private Road Name</h2> |
|--|---|---|---|

**Applicant Information**

|   |   |
|---|---|
| Name of Applicant:                        |   |
| Applicant Phone Number:                   | Applicant Fax Number:   |
| Applicant Mailing Address (Current):      |   |
| Applicant Email Address:                  |   |
| Relationship of Applicant to Property:    | <input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Lessee <input type="checkbox"/> Other |
| Name of Authorized Agent (if applicable): |   |
| Agent Phone Number:                       | Agent Fax Number:   |
| Agent Mailing Address:                    |   |
| Agent Email:                              |   |

**Road Information**

|   |               |              |
|---|---------------|--------------|
| Proposed Road Name  | First Choice: | Alternative: |
| Legal Description(s) or Book and Page of Road Easement (Use Additional Page(s) if Necessary): |               |              |

**Signatures of all Property Owners Adjoining Private Road:**

|       |           |
|-------|-----------|
|       |           |
| Print | Signature |
|       |           |
| Print | Signature |
|       |           |
| Print | Signature |
|       |           |
| Print | Signature |
|       |           |
| Print | Signature |

*\*Note\* This form is for easement naming purposes only. It does not dedicate any easement to the public. It allows for a name to be given to private access easements for emergency response purposes through the provision of a physical address.*

**FOR USE BY STAFF – DO NOT WRITE HERE**

|                |                               |
|----------------|-------------------------------|
|                | Date Received:                |
| New Road Name: | Address Map Book Page Number: |
| Approved By:   | Date:                         |
| Notes:         |                               |



# Application for Road Name Change

## Applicant Information

|   |   |
|---|---|
| Name of Applicant:                        |   |
| Applicant Phone Number:                   | Applicant Fax Number:   |
| Applicant Mailing Address (Current):      |   |
| Applicant Email Address:                  |   |
| Relationship of Applicant to Property:    | <input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Lessee <input type="checkbox"/> Other |
| Name of Authorized Agent (if applicable): |   |
| Agent Phone Number:                       | Agent Fax Number:   |
| Agent Mailing Address:                    |   |
| Agent Email:                              |   |

## Road Information

|  |               |              |
|--|---------------|--------------|
| Current Road Name:   |               |              |
| Proposed Road Name:  | First Choice: | Alternative: |
| Legal Description(s) or Book and Page of Road Easement or ROW (Use Additional Page(s) if Necessary): |               |              |

## Signatures of all Property Owners Adjoining Road:

|       |           |
|-------|-----------|
| Print | Signature |
| Print | Signature |
| Print | Signature |
| Print | Signature |
| Print | Signature |

**FOR USE BY STAFF – DO NOT WRITE HERE**

|                     |                               |
|---------------------|-------------------------------|
| Existing Road Name: | Date Received:                |
| New Road Name:      | Address Map Book Page Number: |
| Approved By:        | Date:                         |
| Notes:              |                               |