

Hot Springs County Rural Road Naming and Addressing Guidelines

- (1) **Statement of Purpose:** It is the purpose of these Guidelines to provide for the public health, safety and general welfare of the citizens of the county, and to provide for a coordinated and uniform road naming and rural addressing system within Hot Springs County:
- (a) To protect human life and health;
 - (b) To optimize the response for emergency services, such as fire, ambulance, rescue and relief efforts undertaken at the expense of the general public;
 - (c) To apply to all addressing within the jurisdiction of Hot Springs County, including but not limited to, state, county, public and private roads and easements; and
 - (d) The following Wyoming Statutes are incorporated herein by reference: W.S. §§ 1-1-120; 18-2-101; 18-3-504; 18-5-201 through 208; 16-9-101 through 108; 24-1-104; 35-9-401 through 406.

All residences on a single parcel of property shall submit an application for an address and shall have a County assigned address. Barns, corrals, trailers, commercial/industrial structures and other facilities where persons may congregate may be required to be addressed.

In an effort to avoid confusion, it is required that the facility to which the number was assigned, have that number placed on the front of that facility. The responsibility for posting that number will lie with the owner of that facility.

- (2) **Definitions.** Unless specifically defined below, words or phrases used in these Guidelines shall be interpreted so as to give them the meaning they have in common usage and give these Guidelines the most reasonable application. The following definitions are specific to this section.
- (a) **County road:** A right-of-way established according to state statute within the jurisdiction of Hot Springs County.
 - (b) **Public road:** A road right-of-way or easement dedicated or established for the use of the general public.
 - (c) **Private road:** A roadway for the use of an individual or particular group of individuals.
 - (d) **Subdivision road:** A road right-of-way or easement dedicated or established through the subdivision process.
 - (e) **State Highway:** A right-of-way established according to statute by the State of Wyoming, under the jurisdiction of the State of Wyoming.
 - (f) **City Street:** A right-of-way established according to state statute and municipal code, under the jurisdiction of a town or city.
 - (g) **Existing Address:** A number assigned, recorded and/or used which was issued by the County or fire district.
 - (h) **New Address:** An address number yet to be assigned and recorded by the County.

- (i) **Residence:** A house or facility/establishment which may be any structure, such as a building, or temporary structure, such as a trailer, which is occupied/lived-in for some continuance of time on a parcel of property.
- (3) **General Provisions:**
- (a) A formal written procedure follows, as outlined in Sections (4) (Application) and (5) (Process) below.
 - (b) Land to which these Guidelines apply. These Guidelines shall apply to all areas within the jurisdiction of Hot Springs County.
 - (c) Basis for establishing. To provide for a uniform coordinated rural addressing system for Hot Springs County. Hot Springs County uses a mileage-based system for addressing, which means addresses are assigned from a known point, that being the traffic light at 6th and Broadway.
 - (d) Designation of addressing responsibility. The Hot Springs County Road and Bridge Department, under the direction of the Board of County Commissioners, shall be responsible for the implementation of these Guidelines.
 - (e) The duties shall include, but not be limited to, implementation and enforcement of these Guidelines.
 - (f) Address Review. Review and assignment of rural addresses shall be the responsibility of the Road and Bridge Department in cooperation with the Post Office and Emergency First Responders.
 - (g) Road name signs. It is neither the desire nor the intent of the County, through its addressing practice, to differentiate between public and private roads, nor to imply a right of ingress or egress. Generally, the following sign conventions will be followed:
 - (i) County Roads – Assignment of County road names and numbers shall be the sole responsibility of the County Commissioners and shall be established as necessary and provided for by statute. Formally established County roads will be marked with a County Route Marker, MUTCD designation M1-6. **County road names or numbers do not necessarily mean County roads are maintained by the County.**
 - (ii) Other Named Roads – Other named roads, public, private, subdivision, etc., will be marked with a Street Name Sign, MUTCD designation D3. Requests for signs with additional wording such as “Private Road”, “Private Drive” or other private signs will be denied by the County. This does not preclude the property owner, at his expense, from installing these signs on private property. Such signs shall be installed outside of any County or public rights-of-way and may not be attached to the road sign or signpost.
 - (h) Interpretation. In the interpretation of these Guidelines, all provisions shall be:
 - (i) Considered as minimum requirements, and
 - (ii) Deemed neither to limit nor repeal any other powers granted under state statute.
 - (i) Warning and disclaimer of liability. The degree of protection required by these Guidelines is considered reasonable for regulatory purposes. These Guidelines shall not create liability on the part of Hot Springs County, any officer or employee thereof for any damages that may result from reliance on these Guidelines or any administrative decision lawfully made thereunder.
- (4). **Application:**

- (a) Application for an address. Application for an address shall be made on forms furnished by the County Planner. Once completed, application forms will be forwarded to the Road & Bridge department for address assignment and posting.

(5). **Process:**

- (a) Application review. Upon receipt of a Request for an Address form, the County will review for the following:
 - (i) Legal access:
 - (A) Proof of legal access may be required to be furnished by the applicant.
 - (ii) Property ownership;
 - (iii) If address location is on a currently named road – proceed to (5)(b) below; and
 - (iv) If a private road name will be required – proceed to (5)(c) below.
- (b) New address location on a currently named road.
 - (i) Road and Bridge shall provide the applicant with an approved marker and instruct the applicant to place the marker at the location of the proposed driveway; and
 - (ii) Road and Bridge shall determine an address for the location based on location of applicant placed marker.
- (c) Address location on a road requiring a road name. A road shall be named in the following cases:
 - (i) New address is the fifth address located on a particular access;
 - (ii) Increased development is anticipated to be located on a particular access that may result in five (5) or more addresses off of a known road.
 - (iii) Any road that in the opinion of the Road and Bridge Department, with the approval of the Board of County Commissioners, should have a new road name; and
 - (iv) Once it is determined a new road name is required, the following procedure shall be followed:
 - (A) The County reviews the property ownership on adjacent properties to the road in question;
 - (B) The property owners are contacted in writing and given the opportunity to nominate names for consideration;
 - (C) Once submitted, the Road and Bridge reviews the nominations;
 - (i.) Any conflicts or perceived conflicts between proposed road names and existing road names, which are already established in Hot Springs County, will not be allowed. All names not disqualified through the review process will be submitted to the landowners so they have a chance to vote.
 - (ii.) If the landowners cannot agree, the County Road and Bridge will assign a road name.
 - (D) Once a road name is accepted, all the affected landowners will be notified outlining the new road name and corresponding new addresses. A copy is sent to emergency services, utility companies, county offices, postal service, etc.; and

- (E) A County sign technician is notified for installation of the new road sign and address markers.
 - (d) Modification of an existing address. If Road and Bridge Department determines a modification of an existing address is needed, Road and Bridge will initiate a change following the procedure outlined in Sections (b) (c) above.
 - (e) Assignment of road name(s) and address(es). Once the Applicant and Road and Bridge have complied with the requirements of these Guidelines, Road and Bridge Department will assign an address, and if required, a road name.
 - (f) Notification of address. Once a road name and an address are determined, the County will notify the applicant and appropriate agencies.
 - (g) Correction of self-assigned address. When an unauthorized address is discovered, the County shall notify the property owner of the violation and initiate the process in accordance with these Guidelines to correct the address.
- (6). **Minimum fees:**
- (a) Road name sign \$100.00
 - (b) Address marker – new address \$ 25.00
 - (c) Replacement marker – worn out naturally \$ 0.00
 - (d) Replacement marker – other causes \$ 25.00
 - (e) Correction of self-assigned address \$250.00
 - (f) Failure to properly mark driveway \$ 50.00 plus mileage
 - (g) New subdivisions will obligate developers to pay for street name signs.
 - (h) Exception to charges:
 - (i) County or Agency required changes
- (7). **Enforcement:**
- (a) No address number(s) shall be released until all required County permits have been issued and approved.
 - (b) No address number(s) shall be released until all costs have been received

The Hot Springs County Board of Commissioners hereby approves and accepts the foregoing Rural Addressing Guidelines as of November 1, 2011.

Attest:

John P. Lumley, Chairman

Hans Odde, County Clerk

Brad Basse, Vice-Chairman

Mike Baker, Commissioner