

APPENDIX G:

LEWIS AND CLARK COUNTY ROAD NAMING, ROAD SIGN IDENTIFICATION AND INSTALLATION 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 that are being used for this project. Requirements for road sign identification and installation instructions are also included in this appendix. These conventions shall cover all unincorporated areas of Lewis and Clark County.

ROAD NAMING CONVENTIONS

1. Every road with three or more structures shall 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 shall have only one-word names or two-word short names.
3. A named road shall 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
5. All roadways created through subdivision review shall be named by the developer in accordance with road naming conventions.
6. All 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) to be checked against existing names. The Address Coordinator shall coordinate with emergency services dispatch with regard to clarity of proposed road 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 (defined by zip codes, telephone exchanges, planning areas, special districts, etc.) 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 verifies that a simple majority of landowners have signed the petition, the Address Coordinator will then issue new addresses using the new road name.
11. Persons wishing to rename an already-named road must present a petition signed by a simple majority of abutting landowners who are in agreement with the proposed road name change. 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 verified that a simple majority of landowners have signed the petition, the Address Coordinator shall 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, the Department of Revenue, utility companies and the 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 1,000' in length
 - Place -- an east/west road less than 1,000' in length
 - Court -- any cul-de-sac with a circle at one end, and less than 1,300' in length
 - Lane -- a meandering roadway less than 2,500' 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
 - Street -- for urban areas: roads running generally north/south
 - Avenue -- for urban areas: roads running generally east/west
 - 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.

ROAD IDENTIFICATION SIGNS

1. All named roads shall be identified with a sign, which conforms with 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. Lettering on street signs shall not be less than six (6) inch capital letters. For local roads with speed limits of 25 MPH or less, the lettering height may be a minimum of four (4) inches.
6. Signs shall have white letters on a dark green reflective background.
7. Name signs shall be mounted not less than 5 feet nor more than 7 feet above the roadway.
8. Depending upon the status of the road and other circumstances, procurement and installation of road signs shall be the responsibility of the County, developers, and landowners. To assure conformity with naming conventions and sign design standards, all signs shall be ordered through the County Public Works Department. Installation of signs shall be done in accordance with the Manual of Uniform Traffic Control Devices and County design standards.
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.

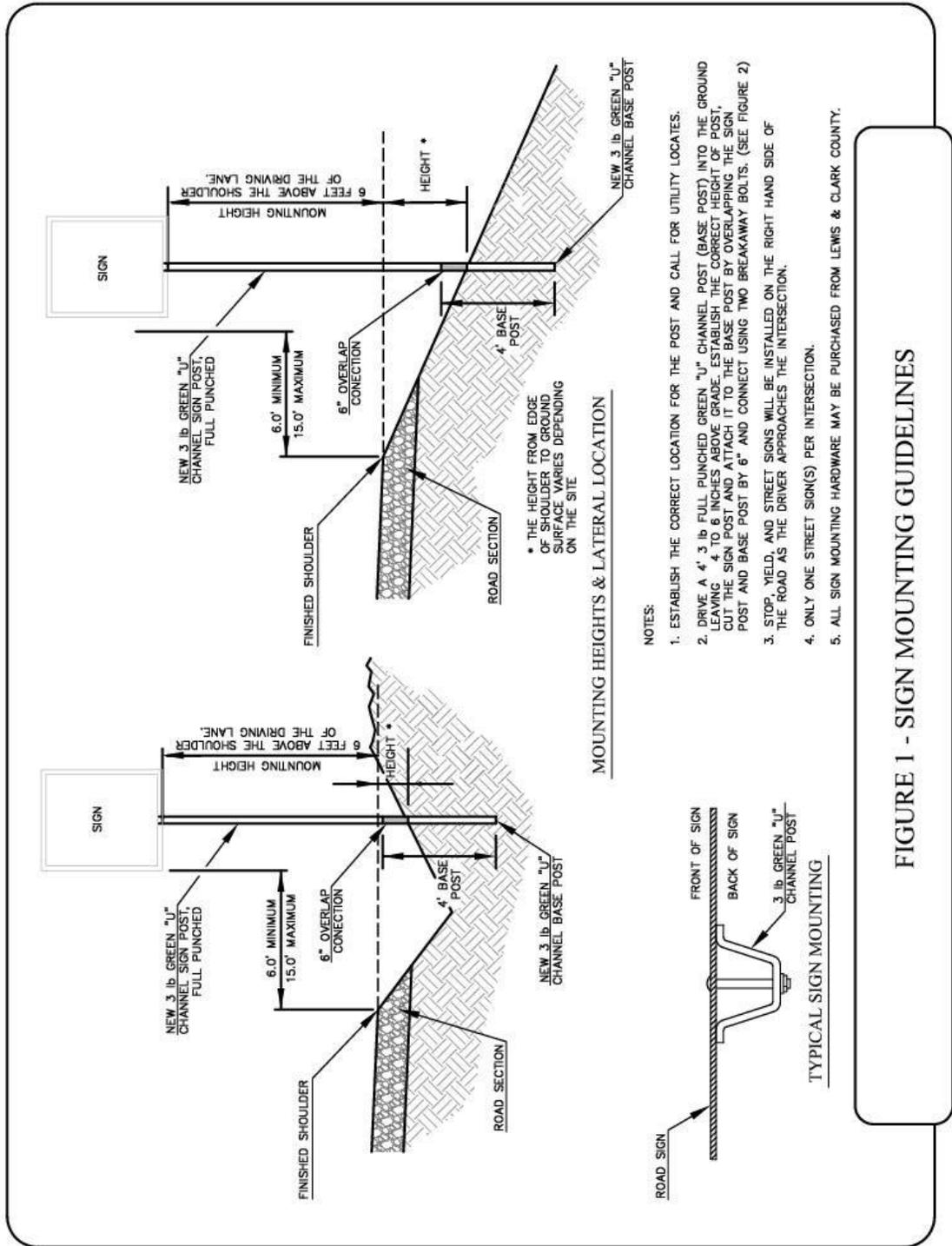


FIGURE 1 - SIGN MOUNTING GUIDELINES

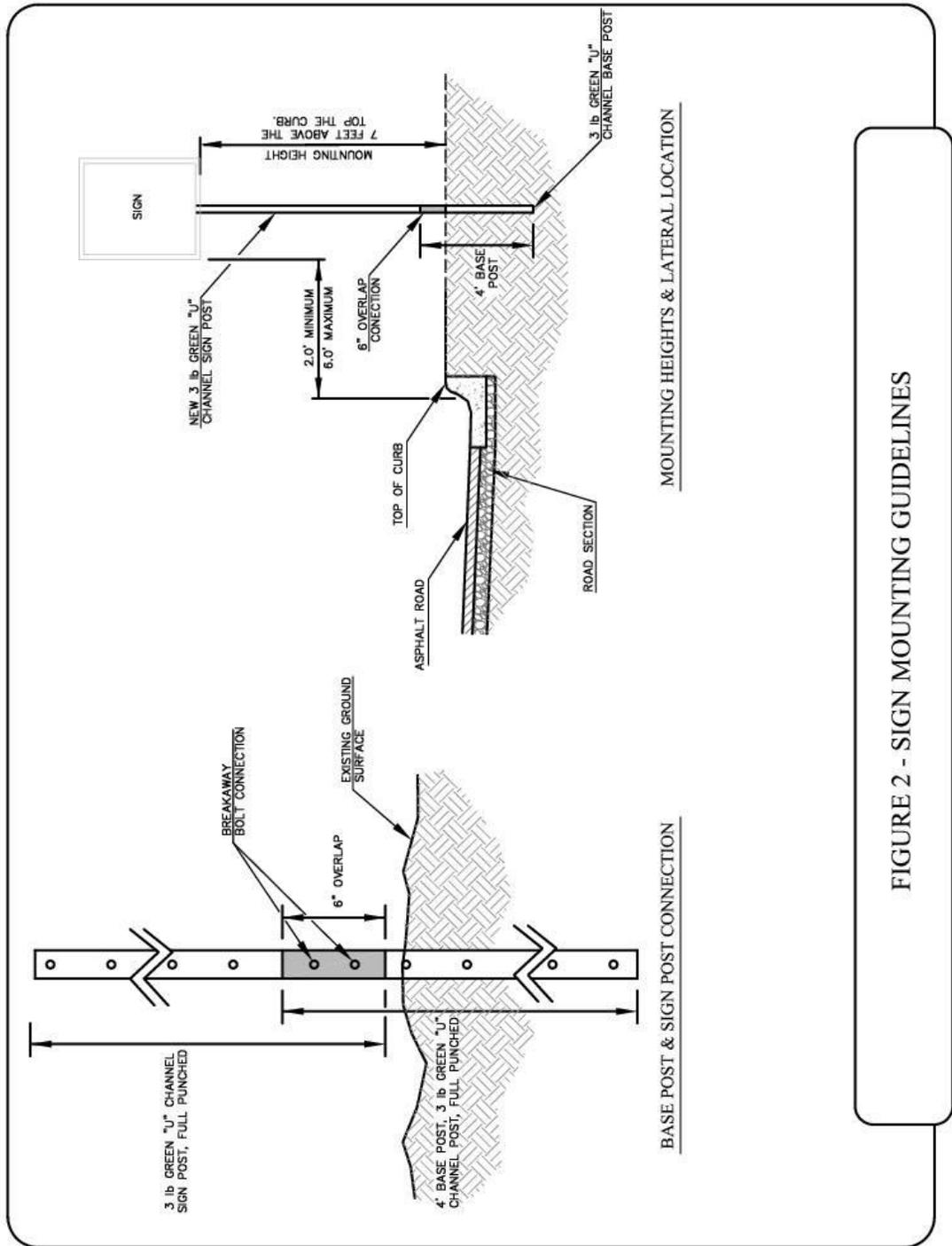


FIGURE 2 - SIGN MOUNTING GUIDELINES