



LINCOLN COUNTY CODE  
“TITLE 8 - HEALTH AND SAFETY”

Chapter 8.40 - E 911 Addressing System

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## **Title 8**

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## Article I - General Provisions.

### **8.40.010 - Purpose.**

The intent of this chapter is to provide an addressing system that includes, but is not limited to the following:

- A. Define the methodology necessary for the systematic naming of roads and the numbering of structures in Lincoln County.
- B. Continue to update and implement a uniform method of addressing for the dispatch of emergency services, including police, medical and fire responders and also aid in the delivery of mail.
- C. To implement and maintain the required E-911 databases and GIS data.

### **8.40.020 - Applicability.**

This chapter applies to all livable structures, farm buildings, public and private roads within the unincorporated boundaries of Lincoln County.

### **8.40.030 - Document Protocols.**

For the clarity of this chapter, references to all vehicle routes of travel will be referred to as “roads.”

### **8.40.040 - Definitions.**

“Responsible Official”(s)- Lincoln County public works director and/or planning services director or assignee.

“Structure” - Dwellings and farm structures that are, have been, or could be used or lived in for extended periods of time, including out buildings and other farm structures as may be designated by the user.

“Type Designator” - An addition to the road name, used to indicate the road type (e.g., lane or circle).

“Pre- Type” - Special instance of a type designator that precedes the road name. Used for State Highways and Interstates. (e.g., I 90 or STHY 28)

“Pre-Directional” - The direction designation that precedes the road name and Pre-Type but follows the address number. Used in addresses for incorporated areas.

“Post-Directional” - The direction designation that follows the road name and Type Designator. Used in addresses for unincorporated areas.

“Primary Access” - A road used as the primary means of vehicular access to any addressable element.

“MSAG” - The Master Street Address Guide defines the valid address range for all roads, public and private.

**8.40.050 - Implementation and Responsibilities.**

- A. The responsible official(s) has the responsibility to develop policies, implement, maintain maps/data bases and enforce the addressing and road naming standards as defined by this chapter.
- B. Property owners are responsible for the placing of addressing numbers, pursuant to this chapter.
- C. Property owners/developers are responsible for erecting private road signs, pursuant to this chapter.
- D. The specific governmental agencies are responsible for erecting and maintaining public road signs.
- E. The following agencies will be notified of all approved road name assignments or changes.
  - 1. United States Post Office (Notified on a regular basis or as requested.)
  - 2. Intrado (regional E-911 database maintenance performed as changes occur)
- F. The following agencies will be notified of all approved address changes.
  - 1. United States Post Office (Notified on a regular basis or as requested.)
  - 2. Intrado (regional E-911 database maintenance performed as changes occur)
  - 3. Local Exchange Carrier (LEC) (Century-Tel)- Notified as changes occur.

Article II - Administrative Provisions.

**8.40.060 Interpretation.**

Interpretation of what may not be clear in this chapter shall be according to the purpose and intent of this chapter.

**8.40.070 Administrative Procedures.**

The responsible official(s), in accordance with the board of county commissioners may, by resolution, adopt administrative procedures to facilitate implementation of the purpose and intent of this chapter.

**8.40.080 - Conflict with other Regulations.**

Whenever the regulations of this chapter conflict with other regulations, the most restrictive shall apply.

Article III - Road Naming.

**8.40.090 - Roads Requiring Names.**

All public county roads and all private roads providing access to three or more dwellings are to be named, unless otherwise excepted by the responsible official.

**8.40.100 - Review and Approval of Proposed County and Private Road Names.**

- A. Prior to submitting the proposed County road names to the Lincoln County board of commissioners (BOCC) for approval, all proposed road names are to be reviewed for consistency, pursuant to the provisions of this chapter.
- B. Prior to approval of private road names, the responsible official shall review the road name request for consistency, pursuant to the provisions of this chapter.

**8.40.110 - Road Naming Policy.**

In selecting road names, consideration shall be given to the following:

- A. There shall be no duplication of existing names within the boundaries of the county.
- B. Names of similar pronunciation and/or spelling shall be avoided (e.g., “Briar Lane”, “Brier Lane”).
- C. Variations of the same name with a different road designation shall be avoided (e.g., “Pine Road”, “Pine Drive”, “Pine Lane”)
- D. Roads shall not be named after living people.
- E. A road name shall not include numbers, dashes, apostrophes or other punctuation
- F. Compass points such as north and east shall not be used in road names.
- G. Articles (the, a, an) shall not be used to begin road names.
- H. Road names are limited to three words, not including the road type and direction designators.
- I. Road names should not exceed 22 characters, including spaces.
- J. Road names duplicating commercial or private facilities are not be used (e.g., “Bowling Alley”, “Tennis Court”).
- K. The use of names that are derived from community names or geographic features are to be limited to locations that are in close proximity to such communities or geographic features.
- L. No proposed road name will be approved which begins with a word that appears as the first word in five or more official road names.
- M. Where a newly proposed road is a continuation of, or in alignment with an existing road, it will utilize the same road name as the adjoining, existing road. A new road name shall be required if the proposed road is disconnected from the existing road, or by an offset that is greater than six-hundred (600) feet, if it does not cross a major arterial.
- N. Roads that extend from incorporated areas into the unincorporated areas of the County are to be named a different name if possible. If a street or avenue extends into the county, it is then to be named as a road (e.g., Bell Street becomes Bell Street Road).
- O. Roads that extend from an adjoining county into Lincoln County are to be changed to a different name when they cross the county line to prevent confusion in the addressing numbers. All roads will have a post directional reflecting the proper directional axis that the road lies along (e.g., northerly or easterly axis).

The only exceptions will be roads that lie within the incorporated limits or other unincorporated towns or areas within the county. Roads that are not along section lines will use the axis direction designation that the road generally runs, except state and federal highways.

P. All federal and state highways bisecting or extending into the County are to be named with the designation or number used or applied to the road by the responsible controlling agency for the road.

Q. Highways that extend into and through the County are to use the County addressing format when they cross into the County at the county line. The existing mile markers are not coincident with the county addressing format.

**8.40.120 - Road Type Designators.**

Road type designators shall be consistent with the roadway’s expected traffic use, physical design and location. While it is intended that these guidelines be complied with, the responsible official may modify, vary or waive any guideline in a particular case. Designation of roads within unincorporated areas of Lincoln County shall be in accordance with the following guidelines, except in the case of existing and recorded road designations.

Description of Road	Designator	USPS Abbreviation
A dead-end road or cul-de-sac when not an extension of an existing road or a continuation of a proposed road.	Court	CT
A dead-end road or cul-de-sac from which other cul-de-sacs originate.	Place	PL
A road that begins and ends on the same road other than itself.	Loop	Loop
A road that circles back upon itself.	Circle	CIR
A major road in a community, usually with a definite directional course. Generally, the direction of an AVENUE is EAST and WEST.	Avenue	AVE
A community or subdivision road, usually with a definite directional course. Generally, the direction of a STREET is NORTH and SOUTH.	Street	ST
Roads, which do not have a definite directional course.	Drive Lane Road Way	DR LN RD WAY
A wide road with median and landscaping.	Boulevard	BLVD
A scenic or landscaped road.	Parkway	PKWY

A federal designated primary road. (Pre-Type)	Interstate	I
A state designated primary road. (Pre-Type)	State Highway	STHY
Generally a minor road in a subdivision.	Bend Cove Grove Terrace	BEND COVE GRV TER
Generally along high ground.	Bluff	BLF
A road, which crosses a geographic feature (such as a creek) or a short road that serves as a connector between two other roads.	Crossing	XING

**8.40.130 - Road Naming Process.**

A. For the purpose of this section, the term “served by a road” shall include right of use, whether or not a property actually uses such road.

B. Any new public County road shall require approval by the board of county commissioners

C. Proposed and existing private road names shall be reviewed and if found consistent, approved by the responsible official.

D. In the case of plats, proposed names and addresses shall be specified on the final plat map at the time of approval. The final plat must be reviewed by the responsible official for road name approval. A developer may contact the County prior to submission to determine the viability of proposed names. Road names may be reserved during the preliminary plan or plat review process by a written request to the responsible official. Names shall be reserved unless the project is disapproved, abandoned or otherwise voided. No final site development plan or final subdivision plat shall be approved until the responsible official has approved all road names.

E. In the case of other new roads or unnamed roads, participation in road naming shall be limited to those who own property served by the road in question. Where the road serves several properties, the landowners shall be given the opportunity to propose the name. In the event that there is no participation from the landowners, the responsible official shall name the road in accordance with County procedures. A request to officially name a public County road must be submitted, in writing, to the board of county commissioners. The petition shall include the following information:

1. A description of the road’s location, giving the direction and exact distance from the nearest intersection of two public roads.
2. A list of all landowners having property served by the road in question, together with certification that all such landowners have been notified of the proposed name.

3. Signatures of landowners representing a majority (greater than 50 percent) of parcels served by the road in agreement on a common road name.

4. The petition must be reviewed and approved by the responsible official prior to submission to the board of county commissioners.

F. Request to rename an existing named County road shall be filed and considered in the same manner as set forth in subsection E of this section.

G. Where duplicate names exist, the road serving the largest number of improved properties shall retain its name and the other road(s) shall be renamed. The responsible official(s) shall suggest new names to the affected property owners, and the name receiving the largest degree of property owner support shall be submitted to the board of county commissioners (BOCC) for approval. The BOCC will give due consideration to any and all such requests after all requirements as specified in this chapter are met.

H. Private road signs shall be installed pursuant to Lincoln County public works right-of-way and sign placement requirements.

#### **8.40.140 - Maintenance of Master Street Address Guide.**

All approved public and private road names shall be listed in the master street address guide (MSAG) maintained by the County

### Article IV - Numbering.

#### **8.40.150 - Address System.**

Each site address will consist of a number, a road name and a type designator, followed by a directional. The County shall be divided into two numbering areas. Block addressing shall be used throughout the County.

#### **8.40.160 - Addressing Increments.**

The addressing increment for Lincoln County is set to be 1000 addresses per grid mile. This method places 500 odd (on left) and 500 even (on right) creating an address increment of one address on each side of the road every 10.56 feet when they are on the grid lines (section lines). Roads that do not follow the grid lines the distance between the addresses will increase according to the road's distance divided by the grid block distance multiplied by the grid address increment. For example, a diagonal road travels 1.25 miles over the grid distance of one mile and the road distance is 1.25 miles, the grid distance of 1 mile and the grid address increment is 10.56 feet times the 1.25 miles for a new increment of 13.2 feet between addresses. This will result in an adjusted address increment for this road of 6.6 feet, meaning there will be a possible odd or even address now every 13.2 feet on this road.

**8.40.170 - Odd/Even Address Placement.**

- A. All roads oriented on the north south grid axis are to have the left or west side of the road numbered with odd numbers. On the right or east side of the same roads, they shall be numbered with even numbers.
- B. All roads oriented on the east-west grid axis are to have the left or north side of the roads numbered with odd numbers. On the right or south side of the same roads, they shall be numbered with even numbers.

**8.40.180 - Addressing Axis Area of Control.**

- A. The city addressing axis, the basic area of control is within the incorporated limits of all the cities and towns. The north-south and east-west axis is unique to the specific municipality.
- B. The County addressing axis, the basic area of control is all of the unincorporated areas of Lincoln County, shown on the graphic below.

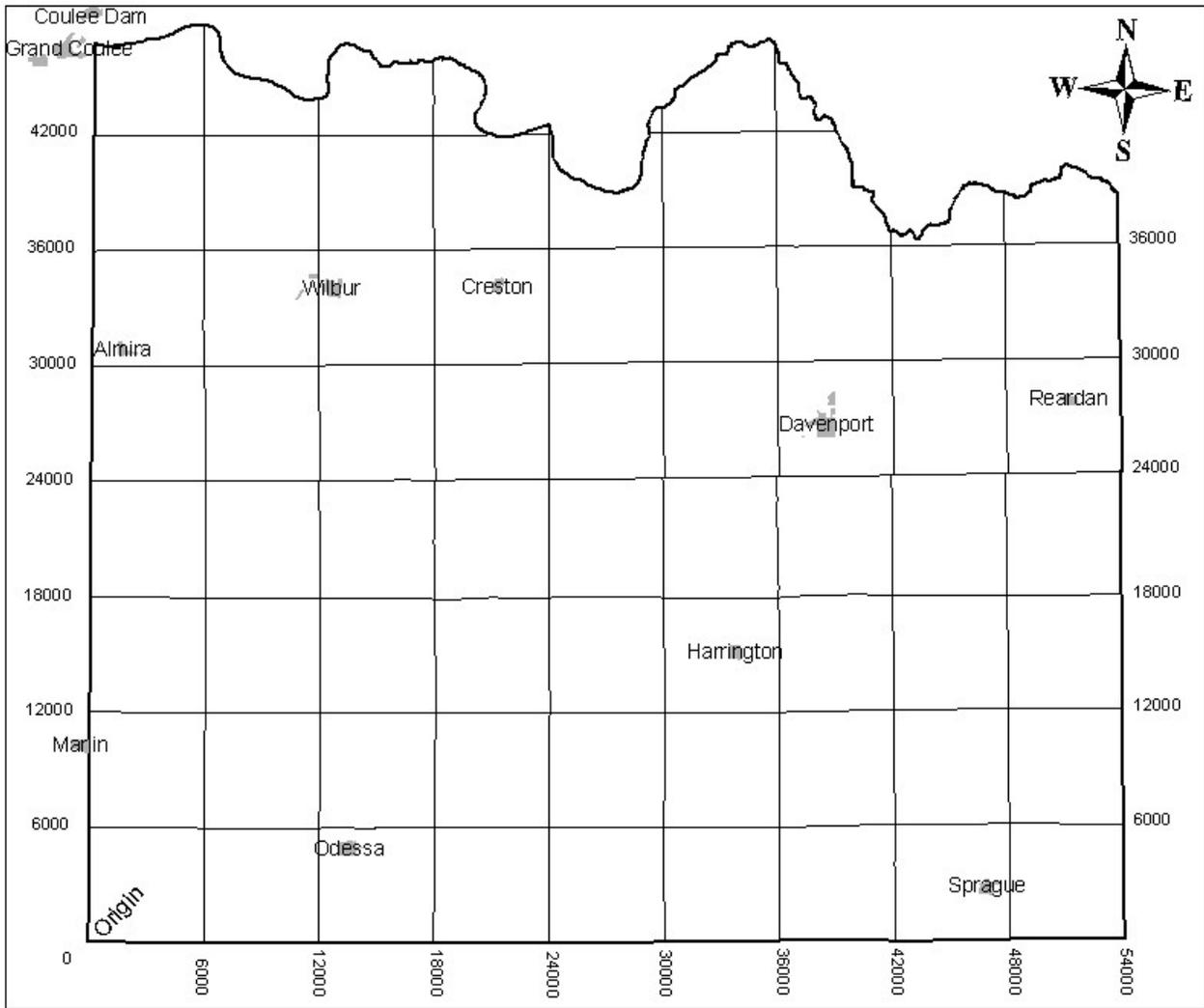


Figure 1

**8.40.190 - Addressing Control - General Rules.**

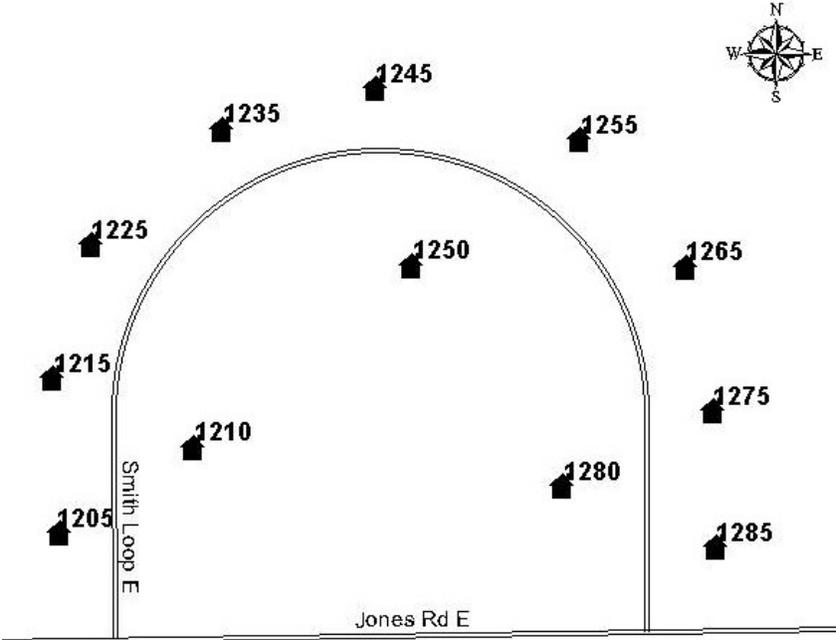
- A. Even numbers shall always be on the right side of all roads and odd numbers on the left side of all roads, facing the direction in which the numbers progress.
- B. All addressable structures and properties shall be numbered on the named road from which the primary access road the named road. The specific number shall be determined by proportioning as described in section 8.40.160.
- C. All roads will have a starting address beginning with the nearest block grid number and start with one. The exception may be any addressed roads extending from within the city limits, which may start with the number following the last possible city address and then continue incrementing by the proposed rural interval.

**8.40.200 - Road Origin.**

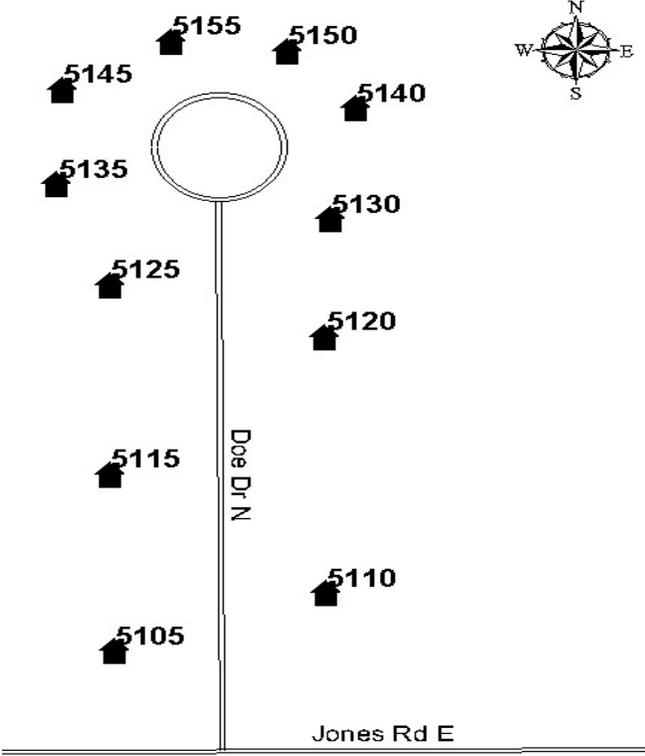
For the purpose of assigning addresses, each road will have a designated origin beginning with the closest crossing block grid number. The origin will be at southerly end of North/South roads and the westerly end of East/West roads.

**8.40.210 - General Numbering Guidelines.**

A. Circular Streets/Loops - Circular roads/loops begin at the low numbered intersection or grid and are numbered with even numbers on the right side of the road and odd numbers on the left side of the road. This will result in the road being addressed according to the County addressing scheme and as shown on the graphic below.



B. Cul-de-sacs - Addressing begins at the logical access point of the road. Once in the cul-de-sac, the numbers proceed odd around one side to the top of the circle and even around the other side to the top of the circle. If the cul-de-sac has two curbs, the addresses will be placed along the road according to the county addressing scheme. Upon encountering the cul-de-sac, the addresses would be placed in a clockwise manner around the cul-de-sac. Odd addresses on the outside of the cul-de-sac and even within. See graphic below.



- C. Corner Lots. Numbering is to be assigned off the access road.
- D. Duplex. A number shall be provided to the front entrance of each unit.
- E. Multi-Tenant Structures. Apartments and other multi-tenant structures should be addressed with the middle of the building determining the number and unit number such as 101, 102, 201, 202 or A, B, C assigned to each unit. An example of an apartment address would be 740 Brockman Pkwy Unit A. Numerical and alphabetical characters will not be combined.
- F. Mobile Home Parks. The primary access will determine the number, and each mobile home lot will be assigned a unit number or letter.
- G. Half numbers shall not be used.

**8.40.220 - Assignment of Numbers.**

A. The responsible official or designee shall be assigned all numbers for properties and/or structures. Numbers assigned by any other person or entity shall not be recognized.

B. Numbers shall be assigned to any new addressable structure shown on a site development plan or lot created by a subdivision. Numbers shall not be officially assigned until the final stage of site development plan or subdivision plat approval. Numbers shall also be assigned when requested by individuals for new structures that do not require a site development plan or subdivision approval.

Article V - Signing.

**8.40.230 - Posting Address Numbers.**

A. All property owners, commercial, industrial or residential shall obtain their assigned address numbers from the County and shall post the assigned numbers in accordance with the following guidelines.

- 1. Address numbers shall be displayed at the primary access entrance on a mailbox, post, fence or other suitable location that is easily discernible from the public road providing access to the property. If the structure is 100 feet or less from the road and the entrance door of the structure is clearly visible from the road, address numbers shall be displayed above or at the side of the main entrance door in a manner that is clearly visible from the road upon which it is numbered.
- 2. The property owner shall use standard Arabic numerals to post their property. Roman numerals, script numerals, and other types of numerals shall not be used for the structure numbering system required by this chapter.
- 3. The numerals displayed shall be at least three inches in height on a contrasting background (dark figures over a light background or light figures over a dark background, preferably reflective white letters on a blue background).
- 4. On corner lots, the number shall only be displayed to face the street upon which the property is numbered.
- 5. Any numbers previously displayed, which could be confused with or mistaken for the assigned address number, shall be removed from the mailbox and property.
- 6. Numbers shall be properly maintained by the property owner to ensure that they are clearly discernible from the roadway upon which the property is numbered.
- 7. It shall be the duty of each property owner assigned a property number to comply with this chapter within 30 days of habitation.

8. Display of address numbers for multi-tenant structures and multi-building complexes shall be as follows:

- a. If a building is divided into multiple units with separate entrances, and each unit has been assigned an individual number, then each unit number shall be displayed on or next to the main doorway.
- b. The address range of all individual unit numbers within a multi-unit building shall be displayed in a manner that is clearly visible from the road upon which the units are numbered. If more than one building shares an access, then the address range shall also be displayed on each building.

**8.40.240 - Responsibility for Signing.**

A. It shall be the duty of each property owner of an existing structure and assigned an address number, to comply with this chapter within 30 days of habitation.

B. All new residential structures shall be assigned an address and this shall be displayed, pursuant to this chapter, prior to final approval of the structure by the building official.

C. Lincoln County is not responsible if the number address is not posted or not visible from the street or road or if an emergency caller cannot be located by emergency service personnel due to lack of posting or visibility of numbers from the road that provides access to the property.

D. In the event that violations of this chapter are not corrected by the date required herein, Lincoln County may perform the work and bill for reimbursement from the property owner(s).