

**LOCATABLE ROAD NAMING AND STRUCTURE NUMBERING ORDINANCE
ROSEAU COUNTY**

An ordinance establishing and regulating the naming and numbering of streets and addresses in Roseau County.

The County Board of Roseau County, Minnesota ordains:

Section 1. Purpose

The purpose of this ordinance is to enhance the effective and rapid location of properties by public safety personnel including law enforcement, fire, rescue, and emergency medical personnel in Roseau County, postal and business delivery.

Section 2. Jurisdiction

The ordinance will include all properties within Roseau County, including but not limited to, all cities, townships (incorporated and unincorporated), public, and private roads.

Section 3. Definitions

For the purpose of this ordinance the following definitions apply:

- A. Thoroughfare is any highway, road, street, way, boulevard, private or public, fire road, forestry road, or similar paved, gravel, or dirt road that has two or more structures within the County of Roseau.
- B. Street/Road for purposes of this ordinance will be used throughout and have the same meaning as thoroughfare.
- C. Property is any parcel on which a more or less permanent structure has been erected.
- D. Utilities – Gas, water, sewer, electricity and telephone.
- E. Structure – Any building suitable for affording shelter to human beings.
- F. Parcel – Legally defined or leased land with an assigned parcel identification number.

Section 4. Responsibilities

Roseau County:

The Roseau County E-911 Committee is authorized to and shall assign thoroughfare names and numbers to all properties, both on existing and proposed thoroughfares, in accordance with this ordinance.

It shall be the responsibility of the Roseau County E-911 Committee to name all County and/or State thoroughfares and thoroughfares that are within unorganized townships.

The Roseau County E-911 Committee will coordinate the naming of thoroughfares bordering another township or county.

All assignment of road names and numbers shall be made in accordance with the standards set forth in Section 5 of this ordinance. Any person dissatisfied with the decision by the E-911 Committee may appeal such decision in writing to the Roseau County Board within thirty (30) days of such decision. The County Board shall hear the appeal within thirty (30) days and the decision of the County Board shall be final.

Roseau County shall be responsible for maintaining the following records of this ordinance:

- A. A Roseau County map of official use showing the thoroughfare names and numbers, to be maintained on computer.
- B. An alphabetical list of all property owners as identified by current assessment records, by last name, showing the assigned numbers, to be maintained on computer.
- C. An alphabetical list of all thoroughfares with property owners listed in order of their assigned number, to be maintained on computer.

Owner, Agent, Lessor or Occupant:

It shall be the duty of the owner, agent, lessor or occupant of every structure, except barns, garages, or other buildings which are a part of the same property with a numbered house or building, to place on every such structure its proper street number, either by painting or by affixing such numbers in metal or other form, so that the number is clearly visible from the road.

A Locatable Addressing Packet is available at the Roseau County Auditor's Office and the Roseau County Sheriff's Department. Applicants must fill out the request form. The driveway location must be visibly and accurately marked. The applicant may be required to accompany a Roseau County employee to the location of the new driveway for verification.

The owner, agent, lessor, or occupant in charge of any house, building, mobile home, or other more or less permanent structure to which a number has been assigned shall:

- A. Within thirty (30) days after the receipt or notification of such number, affix the number in a conspicuous place on the structure to be seen from the road;
- B. Remove any different number, which might be mistaken for or confused, with the locatable address number assigned;
- C. Display the number assigned to the frontage of each principal structure on which the front entrance is located. Every structure with more than one principal use or occupancy shall have a separate number for each use or occupancy. (I.e. duplexes will have separate numbers; apartments will have one road number with an apartment number, such as 235 Ivy Ln NW, Apt 2). Where apartment or lot numbers are assigned, the number shall also be displayed in the same manner as the house number.
- D. Numerals indicating the official numbers assigned to each principal structure or each front entrance to such structure shall be posted in a manner so as to be seen from the road on which the property is located, with numbers painted or applied, of not less than three (3) inches in height.
- E. Mobile homes within a mobile home park shall display their individual lot number in accordance with paragraph "D" and "G" of this section.
- F. Mail boxes will be marked with the house number.
- G. If the structure to be numbered is not visible from the road and no mail box is beside the driveway leading to the structure, a sign or number post shall be erected which will allow the numbers to be displayed vertically (from top down) or horizontally.
- H. All residents and other occupants are encouraged to post the assigned number and road name next to their telephone for emergency reference.

Utility Providers:

All utility providers operating within Roseau County, Minnesota, shall **NOT** provide any utility services to any new structure or mobile home, including a mobile home that is moved from one location to another, until the owner, agent, lessor, or occupant has been issued an official address from Roseau County.

Townships and Cities:

The townships and cities within Roseau County shall name any new or presently unnamed thoroughfares within their respective jurisdictions including private thoroughfares with two or more structures. Cities or townships are required to notify Roseau County immediately of any changes, additions, or deletions of roads or properties within their jurisdiction. Townships and cities within Roseau County are required to have an acceptable process in place for any future expansion within their jurisdictions that includes notification to the Roseau County E-911 Committee of all new addresses and roads as soon as the city or township becomes aware of these changes. Should a city or township fail to comply, the Roseau County E-911 Committee will name the roads and the city or township will be required to pay any fees associated with the naming.

Subdivisions: The township will review all subdivision streets within their jurisdiction. For those subdivisions that exist only on paper, street names will be assigned in accordance with this ordinance and township procedure. The township will coordinate the naming with the Roseau County E-911 Committee.

Private Thoroughfares: Private thoroughfares shall be named if two or more residences exist on the thoroughfare. Naming a private thoroughfare is strictly for Emergency Services. Additional public services are not applicable (i.e. grading, plowing, etc.) Names will be assigned in accordance with this ordinance and township procedure.

Private Thoroughfare Name: If an owner wishes to denote the thoroughfare as “PRIVATE” the signing expense will be the responsibility of the owner.

Section 5. Naming and Numbering Standards

Standard Definitions and Abbreviations:

Standard naming definitions and conventions shall be used to maintain consistency and accuracy of any new roads. The following street definitions and abbreviations shall be used:

- Street (St) A thoroughfare that runs in an east-west direction.
- Avenue (Av) A thoroughfare that runs in a north-south direction.
- Road (Rd) A thoroughfare such as a county road or major township road of considerable length that runs in any direction.
- Drive (Dr) An irregular or curvilinear route of over 1,000 feet that continues through to other streets.
- Lane (Ln) A curving street of less than 1,000 feet which connects with other streets or a street that begins and ends on the same thoroughfare.
- Court (Ct) A street that ends in a dead-end or cul-de-sac.
- Circle (Cir) A street forming a closed loop.
- Highway (Hwy) A U.S. or state highway that has no other name designation.

Numbering Standards:

The method of assigning addresses in Roseau County outside of the city limits of established cities within the county has been established. A control grid of intersecting lines running north-south and east-west defines the street numbering system, allowing for approximately 1,000 addresses per mile in the rural areas of Roseau County.

The south and east side of roads shall have Even numbers.

The north and west side of roads shall have Odd numbers.

Naming Standards:

- A. Sound-a-likes – New street names should not duplicate of sound like existing street names. For example, “Carol Drive” and “Carl Drive” may sound the same to an emergency service dispatcher and/or cause errors in the mail delivery service.
- B. The street name shall include the proper designation. (I.e. Drive, Court, Lane, etc.)
- C. The total number of letters in a street name, including the name and street designation should not exceed fifteen (15) characters.
- D. Township thoroughfares shall be named utilizing the existing street / avenue grid in place for the county.

Addressing Issues to Avoid (Examples from the U. S. Post Office):

- The assignment of street names which are also used as official USPS suffixes or directionals. (I.e. COURT ST or WEST AV)
- The assignment of street names longer than fifteen (15) characters (including the postal abbreviated suffix).
- The assignment of fractional addresses.
- The assignment of different directionals and/or suffixes to distinguish separate, non-continuous streets. (i.e. PALM CT, PALM AV, PALM DR, etc.)
- The assignment of sound-alike street names. (i.e. BEACH and BEECH, MAIN and MAINE, etc.)
- The assignment of street names containing special characters (i.e. hyphens, apostrophes, decimals, etc.).
- The assignment of non-specific addresses (i.e. 3RD and MAIN, FOOT OF THE RIVER, etc.).
- The assignment of alphanumeric primary or secondary numbers (i.e. E101 MAIN ST, 101 MAIN ST APT 10C, etc.).
- The assignment of hyphenated primary or secondary numbers (i.e. 41-456 BELL ST, 234 MAIN ST APT 10-1, etc.).
- The assignment of significant leading zeros (i.e. 0145 MAIN ST, 101 MAIN ST APT 012, etc.)

Section 6. Miscellaneous

1. Defacing Assigned Numbers or Road Signs:

No person may alter, deface or remove any number placed on any property in accordance with this ordinance, except for repair or replacement. The repair or replacement must occur within twenty-four (24) hours.

No person may alter, deface or remove any road sign erected in accordance with this ordinance, except for repair or replacement. The repair or replacement must occur within twenty-four (24) hours.

2. Violations:

Any person who violates any provision of the Ordinance shall be guilty of a Misdemeanor.

3. Severability:

It is hereby declared to be the intention of Roseau County that the several provisions of this Ordinance be severable in accordance with the following:

- a. If any court of competent jurisdiction shall adjudge any provision to be invalid, such judgment shall not affect any other provision of this Ordinance not specifically included in said judgment.
- b. If any court of competent jurisdiction shall adjudge invalid the application of any provision of this Ordinance to a particular structure, site, facility or operation, such judgement shall not affect the application of said provision to any other structure, site, facility or operation not specifically included in said judgement.

4. Provisions Are Cumulative:

The provisions of this Ordinance are cumulative and additional limitations upon all other laws and Ordinances heretofore pass or which may be passed hereafter, covering any subject matter in this Ordinance.

5. Effective Date:

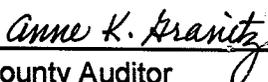
This ordinance shall be in full force and effect from and after its passage and publication according to law.

Approved and adopted by the Roseau County Board of Commissioners this 24th day of August, 1999.

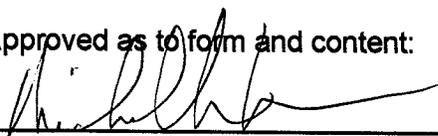


Vice Chairman, Roseau County Board

Attest:



Roseau County Auditor

Approved as to form and content:


Roseau County Attorney

**Roseau County E-911
Locatable Address Form**

Date: _____

Name: _____ Telephone: _____

Problem: _____

Old Address: _____

City: _____ State: MN Zipcode: _____

New Address: _____

City: _____ State: MN Zipcode: _____

Township: _____ Range: _____ Section: _____

Located On Which Side of Road: _____

Notifications: Resident Local P.O. GeoComm County

Notified By: _____

GeoComm Use:

Date Corrected in MapInfo: _____

Date Corrected in Excel: _____

Notified By Whom: _____