

RESOLUTION NO. 4-2009

CROOK COUNTY RURAL ADDRESSING RULES AND REGULATIONS

WHEREAS, the Board of County Commissioners in and for Crook County, Wyoming approved the rural addressing system in 1980; and

WHEREAS, various procedures to assign rural addresses have been set out by the Board and followed since the rural addressing map and system was created; and

WHEREAS, there is a need to have a uniform set of rules to assign rural addressing and road names for the health, safety, and welfare of the citizens of Crook County; and

WHEREAS, roads within Crook County, whether public or private have different or conflicting names and address numbers and a procedure is needed to clear up these disputes; and

WHEREAS, the County has been dealing with these issues for a number of years and the County has the mapping capabilities to deal with rural addressing; and

WHEREAS, the Board is charged under State law with promoting the health, safety, morals, convenience, order, prosperity and general welfare of the present and future inhabitants of Crook County, Wyoming pursuant to W. S. §18-5-201; and the management of County Roads pursuant to W. S. §24-1-104, W. S. §18-3-504, W. S. §31-5-303, and W. S. §31-18-802;

THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS IN AND FOR CROOK COUNTY, WYOMING, that the "Crook County Rural Addressing Rules and Regulations" are approved and adopted and that any rules, regulations, policies and/or procedures previously adopted and in conflict with this Resolution are hereby rescinded and of no further force or effect;

IT IS FURTHER RESOLVED that the Board has established a Growth & Development Department and appointed a 911 Addressing Coordinator as the County Designee to assign rural addresses and road names pursuant to this Resolution which is hereby enacted for immediate implementation.

Dated this 6th day of May, 2009.

BOARD OF COUNTY COMMISSIONERS IN
AND FOR CROOK COUNTY, WYOMING

BY *John A. Moline Jr.*
JOHN A. MOLINE JR., CHAIRMAN
BY *J. W. Hadley*
J. W. HADLEY, VICE CHAIRMAN
BY *Kelly B. Dennis*
KELLY B. DENNIS, MEMBER

State of Wyoming }
County of Crook }

Signed or attested before me on May 6, 2009 by John A. Moline, Jr., Chairman, J. W. Hadley, Vice-Chairman and Kelly B. Dennis, Member, Board of Crook County Commissioners.

Connie D. Tschetter
CONNIE D. TSCHETTER, CROOK COUNTY CLERK



My commission expires: _____
**MY TERM EXPIRES THE FIRST
MONDAY IN JANUARY 2011**



CROOK COUNTY

RURAL ADDRESSING

RULES AND REGULATIONS

Approved: August 5, 2003
Amended: May 6, 2009

CROOK COUNTY
RURAL ADDRESSING
RULES AND REGULATIONS
State of Wyoming
Amended: May 6, 2009

I certify that the attached is a true and correct copy of the Crook County Rural Addressing Rules and Regulations, Crook County, Wyoming adopted pursuant to and in accordance with the authority vested in the Board of County Commissioners of Crook County by the statutes of the State of Wyoming, Sections 18-5-201 through 207, Sections 18-3-504, Sections 24-1-104, Sections 24-3-201 through 206, and Sections 31-5-303 and Sections 31-18-802.

These Crook County Rural Addressing Rules and Regulations supersede all other Rural Addressing Rules and Regulations previously filed.

Prior to adoption these Rural Addressing Rules and Regulations were made available for public inspection on the 12th day of March, 2009. A notice was also published in the Sundance Times, the Moorcroft Leader, and the Wyoming Pioneer at least 45 days before the Crook County Rural Addressing Rules and Regulations were adopted by the Board of County Commissioners.

The attached Rural Addressing Rules and Regulations are effective immediately upon filing with the Crook County Clerk.

Signed this 6th day of May, 2009.

CROOK COUNTY CLERK



Connie D. Tschetter



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CHAPTER I INTRODUCTION AND PURPOSE

Section 1. Title. This document shall be known, cited and referred to as the "Crook County Rural Addressing Rules and Regulations".

Section 2. Authority.

a. W. S. §18-5-201 through 207, grants Board the authority to promote the public health, safety, morals and general welfare of the county by regulating and/or restricting the use of land within the unincorporated area of Crook County by rule and regulation. It is the opinion of the Board that a complete and systematic rural addressing system will promote the public health, safety, general welfare and economic progress of Crook County residents and any visitor to our county.

b. W. S. §18-3-504, grants the Board the authority to lay out, alter or discontinue any road and provide snow removal services on any roads within the county designated as school bus routes by the board of trustees of any school district in Crook County.

c. W. S. §24-1-104, grants the Board the authority to manage, supervise and control all county roads within Crook County.

d. W. S. §24-3-201 through 206, grants the Board the authority to identify county roads.

e. W. S. §31-5-303 and W. S. §31-18-802, grants the Board the authority to regulate traffic on county roads.

f. Based on this authority, the Board has the authority to assign names to all roadways and addresses to all addressable buildings, as set forth herein.

Section 3. Purpose. The purpose of these Crook County Rural Addressing Rules and Regulations is to establish standards for naming roadways, posting road signs and assigning rural addresses to all dwellings, principal buildings, businesses and industries; and to assist emergency service agencies, the United States Postal Service, the schools and the public in the timely and efficient provision of services to residents and businesses of Crook County, Wyoming.

Section 4. Goals.

a. The primary goal of this policy is to provide emergency service agencies with a complete set of rural addresses, so that emergency victims can be located with the greatest efficiency, and for the health, safety and general welfare of the public.

b. The Secondary goals:

(1) To improve the quality of life for residents of Crook County through easier delivery of mail and services.

(2) To project a positive and progressive image to residents, prospective residents, and visitors.

(3) To improve the accuracy of all the rural addresses within the unincorporated areas of Crook County.

(4) To standardize the procedures for naming roads and assigning rural addresses to the unincorporated areas of Crook County.

Section 5. Objectives. Project objectives include:

a. Maintenance of countywide road name and rural address database.

b. Ongoing assigning of rural addresses to new development.

c. Installation of road signs and rural address numbers.

Section 6. Definitions. The following definitions are specific to these regulations:

a. Avenue – A roadway running in an east-west direction.

b. Board – The Board of County Commissioners in and for Crook County, State of Wyoming.

c. Boulevard and Parkway – A major roadway running in a diagonal direction, rather than east-west or north-south, usually wide with a landscaped center island.

d. Circle – A short roadway that returns to itself.

e. City Street – A roadway established according to state statute and municipal code and under the jurisdiction of a town or city.

f. County – Crook County, Wyoming administered by the Board and records held by the County Clerk.

g. County Designee – A public or private entity selected by the Board to carry out these rules and regulations.

h. County Road – A roadway established by the Board of County Commissioners according to state statute within the jurisdiction of Crook County.

- i. Court – A short roadway running in an east-west direction with a cul-de-sac or a permanent dead-end.
- j. Developer – A person or legal entity who is subdividing land pursuant to State Statute or Crook County Subdivision Rules and regulations.
- k. Drive and Trail – A short roadway which follows a wandering alignment in different directions and serving as a collector for one or more local roadways.
- l. Existing Rural Address – An address number assigned, recorded, and used by a resident which was issued by the County.
- m. Federal Highway – A roadway designated on the national highway system as established by statute by the State of Wyoming.
- n. Landowner – The person or persons holding a majority interest in the record fee title to one (1) or more parcels of real property or a person or the persons who are obligated to pay general property taxes under a contract to purchase real property.
- o. Lane – A short curving roadway ending in a cul-de-sac.
- p. Loop – A short roadway that begins and end on the same street.
- q. Municipality – A city or town within Crook County, Wyoming.
- r. MUTCD – Manual on Uniform Traffic Control Devices.
- s. New Rural Address – An address number yet to be assigned and recorded by the County.
- t. Path and Way – A short roadway running in a diagonal direction, rather than east-west or north-south.
- u. Permanent Addressee – Any landowner that owns a structure that has a rural address or can obtain a rural address and is considered real property by the County Assessor.
- v. Place – A short roadway running in a north-south direction with a cul-de-sac or a permanent dead-end.
- w. Potential Addressee – Any landowner that can obtain a rural address because they own or pays taxes on a structure or land adjacent to the roadway or they own or pays taxes on a structure or land that is served by the roadway.
- x. Private Road – A roadway for the use of an individual or particular group of individuals.

y. Public Road – A roadway or easement dedicated or established for the use of the general public.

z. Road – A frequently used roadway that runs in any direction.

aa. Roadway – An access route used for public or private passage from one place to another, including but not limited to county, state, federal, public, private, or dedicated or established subdivision easements.

bb. Rural Address – An address number which is assigned to a residence, structure or property by the County pursuant to these rules and regulations.

cc. Rural Addressee – Any landowner that currently owns a structure or land that currently has a rural address on record in the Crook County Rural Addressing System.

dd. State Highway – A roadway established according to state statute by the State of Wyoming, and under the jurisdiction of the State of Wyoming.

ee. Street – A roadway running in a north-south direction.

ff. Subdivision Road – A roadway or easement dedicated or established through the subdivision process.

CHAPTER II ROAD NAMING POLICY

Section 1. Roads Requiring Names. All public roadways shall be named and all other roadways shall be named if they meet at least one of the following conditions:

a. If the roadway is a county road which has not already been named by the County on the 1980 Rural Addressing Map or any updates thereto.

b. If the roadway is in a platted Subdivision which has not already been named by the County on the 1980 Rural Addressing Map or any updates thereto.

c. If three or more permanent addressee(s) exist, or are proposed, along a private roadway or are served by the private roadway which has not already been named by the County on the 1980 Rural Addressing Map or any updates thereto.

d. Only the County, a rural addressee, or a potential addressee may request a private roadway be named which has not already been named by the County on the 1980 Rural Addressing Map or any updates thereto.

Section 2. Road Name Selection. The following standards shall be used when selecting the name of a roadway:

a. A roadway name shall be appropriate, easy to read (so that children can use the name in an emergency situation), and shall add to community pride by promoting local heritage, history and traditions, and reflect local geography and character of the land.

b. Roadway names with the same theme are suggested for naming roadways in an entire subdivision, as a means of general identification (e.g., flowers, birds, or states).

c. Historically used roadway names shall be retained where possible, as set forth and already named by the County on the 1980 Rural Addressing Map or any updates thereto.

d. Names having the same or similar pronunciation but with different spellings as roadways already named by the County on the 1980 Rural Addressing Map or any updates thereto shall not be used (e.g., Smith, Smyth or Smythe; Ellis or Alice; Allen or Alan).

e. Names which may be offensive (slang, double meanings, etc.) shall not be used.

f. Frivolous or complicated words or unconventional spellings of roadway names shall not be used.

g. Sound-alike names shall not be used (e.g., Bay View DR, Bayview DR or Brainard LN, Barnard LN).

h. Special characters in roadway names such as hyphens, apostrophes, or dashes shall not be used.

i. Standard suffixes, directional suffixes, or prefixes as roadway names shall not be used (e.g., North BLVD, Court ST, or Avenue of Pines).

j. A roadway name combination (prefix, primary name, and suffix) shall be used only once, and shall not be used in any other alignment, within the county (e.g., Jones Drive and Jones Circle; or West Jones Street and Jones Street West).

Section 3. Prefixes. Directional prefixes shall be used only when necessary, such as for distinguishing regions of a continuous road traversing the county. A roadway may have no more than one directional prefix as follows: North, East, South, or West. (North East Baker Street, for example, is prohibited.)

Section 4. Suffixes.

a. Suffixes are used to define a roadway based on direction and length and may be considered at the discretion of the County providing they meet valid road or street suffix abbreviations, as defined by the United States Postal Service (USPS) official suffix guidelines (USPS, Postal Addressing Standards, July 2006, Publication 28).

b. The County approved roadway suffixes are Avenue, Boulevard or Parkway, Court, Drive or Trail, Lane, Loop, Circle, Path or Way, Place, Road, and Street, as defined in Chapter I, Section 6.

Section 5. Duplication, Confliction, or Confusion of Roadway Names.

a. When new roadways are named, duplication of names shall be avoided within the county. The County and the County Designee shall keep an updated list of the roadway names and rural addressees in the county to help prevent reuse of existing roadway names.

b. If a roadway has a confusing name or two or more roadways in the county have duplicate, conflicting or confusing names, the roadway(s) shall be renamed pursuant to Chapter II, Section 12.

Section 6. Multi-Municipal Roadways. Roadways, which pass through more than one municipality, should bear the same name throughout the county wherever possible. Roadway name changes shall only occur at roadway intersections.

Section 7. Municipal Annexation of Roadways. When a municipality annexes an existing roadway, and there is a roadway name conflict, the municipality should change the name of the annexed roadway to conform to the guidelines, policy or rules and regulations of that municipality.

Section 8. Naming New Roadways. New roadways shall be named before the establishment or subdivision process is completed. If a proposed subdivision is within an incorporated municipality, it is that municipality's responsibility to insure that proposed road or street names do not conflict with existing names within its municipal boundaries.

Section 9. Reserving New Road Names for New Development.

a. At the time of filing an application for a subdivision, the developer(s), rural addressee(s), or potential addressee(s) shall submit to the County a written request to reserve new roadway names. Failure to do so shall result in disapproval of the final subdivision plat by the Board.

b. Roadway name(s) become final upon recording of the final subdivision plat.

c. Roadway name(s) may be reserved for three years. If final recording of the subdivision plat does not occur within three years, a written request for a two-year extension of the road name reservation may be submitted to the County. If such a request is not received, the name(s) will no longer be reserved.

d. The Board shall have the County review all subdivisions for compliance with these Rural Addressing Rules and Regulations at the time of preliminary plat review.

Section 10. Length of Name. The following is the recommended character format for roadway names:

- a. Prefix Directional not more than 2 characters
- b. Street Name not more than 12 characters
- c. Street Suffix not more than 4 characters
- d. Post Directional not more than 2 characters

Section 11. Naming Existing Roads. If an existing roadway needs to be named because it meets one or more of the conditions listed in Chapter II, Section 1, then the following procedures shall be followed:

a. **Notification of Road Requiring a Name.** The County Designee shall notify the rural addressee(s) and potential addressee(s) of the roadway requiring a name by first class mail to their last known address on file in the Crook County Assessor's Office.

b. **Nomination of New Roadway Names.** Rural addressee(s) and potential addressee(s) shall have fourteen (14) calendar days from the date of the notification or the date of the postmark, whichever is later, to submit to the County Designee their written, oral, fax, or e-mail nominations of two (2) roadway names for consideration. No other persons shall be able to nominate roadway names.

c. **Review of Nominations.** The County Designee shall review and eliminate all nominated names which duplicate existing roadway names or are not in compliance with these rules and regulations. All names not disqualified by the County Designee shall be submitted to the rural addressee(s) and potential addressee(s) so they may have a chance to vote.

d. **Voting.** The rural addressee(s) and potential addressee(s) shall have fourteen (14) calendar days from the date of the notification or the date of the postmark, whichever is later, to submit to the County Designee their written, oral, fax, or e-mail vote. The new roadway name shall be the one with the majority vote. Each rural addressee and potential addressee shall have one vote and the first one received shall be the one counted. No other persons shall be able to vote.

e. **Tie Vote or Objection.** In the event of a tie vote, objection, or the rural addressee(s) and potential addressee(s) do not respond within the above listed timetables, a public hearing will be held with not less than fourteen (14) calendar days notice to the parties involved. After hearing from the parties and consulting with the County Designee the Board shall determine the roadway name to be used.

f. **Notification of Road Name.** The County Designee shall notify the rural addressee(s) and potential addressee(s), United States Postal Service (USPS), local telephone

service provider, utility companies, and Crook County Dispatch Center of the new roadway name.

g. This process shall only be completed one time for each existing road. Once the process has been completed and the road is named, the road shall not be renamed unless it is found to be non-compliant with any portion of these Rural Addressing Rules and Regulations.

Section 12. Renaming Existing Roads. If an existing roadway needs to be renamed because of non-compliance with any portion of these Rural Addressing Rules and Regulations, then the following procedures shall be followed:

a. **Eliminating Duplicating, Confusing, or Conflicting Roadway Names.** In the case of two (2) or more duplicate, confusing, and/or conflicting roadway names, the County Designee shall use the following point system to recommend to the Board which roadway name should be changed. The Board shall then determine which roadway name shall be changed.

POINT SYSTEM FOR RESOLVING ROADWAY NAME CHANGES

<u>Condition</u>	<u>Points</u>
Older recognized name (if known)	1
Greater number of addresses	1
Other	1
Historical relevance	1
Existing road signs	1
Relatedness of county/subdivision names	1
Roadway named on 1980 Rural Address Map	3

b. **Notification of Renaming Roadway.** The County Designee shall notify the rural addressee(s) and potential addressee(s) of the roadway name change by first class mail to their last known address on file in the Crook County Assessor’s Office. The County Designee shall also provide to the rural addressee(s) and potential addressee(s) an evaluation based on the point system listed above used by the Board to determine which roadway name shall be changed.

c. **Nomination of New Roadway Names.** Rural addressee(s) and potential addressee(s) shall have fourteen (14) calendar days from the date of the notification or the date of the postmark, whichever is later, to submit to the County Designee their written, oral, fax, or e-mail nominations of two (2) roadway names for consideration. No other persons shall be able to nominate roadway names.

d. **Review of Nominations.** The County Designee shall review and eliminate all nominated names which duplicate existing roadway names or are not in compliance with these rules and regulations. All names not disqualified by the County Designee shall be submitted to the rural addressee(s) and potential addressee(s) so they may have a chance to vote.

e. **Voting.** The rural addressee(s) and potential addressee(s) shall have fourteen (14) calendar days from the date of the notification or the date of the postmark, whichever is later, to submit to the County Designee their written, oral, fax, or e-mail vote. The new roadway name

shall be the one with the majority vote. Each rural address shall have one vote and the first one received shall be the one counted. No other persons shall be able to vote.

f. **Tie Vote or Objection.** In the event of a tie vote, objection, or the rural addressee(s) and potential addressee(s) do not respond within the above listed timetables, a public hearing will be held with not less than fourteen (14) calendar days notice to the parties involved. After hearing from the parties and consulting with the County Designee the Board shall determine the roadway name to be used.

g. **Notification of Name Change.** The County Designee shall notify the rural addressee(s), United States Postal Service (USPS), local telephone service provider, utility companies, and Crook County Dispatch Center of the roadway name change.

Section 13. Road Name Change Request. Rural addressee(s) and potential addressee(s) requesting to have an existing roadway renamed shall submit the request along with the proposed roadway name change to the County Designee. The County Designee will review the request to determine if renaming the existing roadway is in the best interest of the residence of Crook County and if the proposed roadway name is in compliance with these Rural Addressing Rules and Regulations. If the County Designee accepts the request to rename the existing roadway, the rural addressee(s) and potential addressee(s) requesting to have the existing roadway renamed shall submit to the County Designee a petition signed by seventy-five percent (75%) of the affected rural addressees. Once the County Designee accepts the change, the County Designee shall notify the rural addressee(s), United States Postal Service (USPS), local telephone service provider, utility companies, and Crook County Dispatch Center of the roadway name change.

Section 14. Effective Date of Change. Any roadway name change shall become effective following expiration of a thirty (30) day period commencing from the date said change was authorized by the County Designee or Board pursuant to these rules.

Section 15. Adjacent State and County Coordination. The County Designee shall coordinate roadway names and address numbers with adjacent states and counties wherever possible so that roadway names and addresses at state and county boundaries are logical. Roadways that traverse county boundary lines should have one name for the continuous length of the road. If roadway names change at county boundaries, they should change at a prominent landmark, intersection or at the county line if properly signed. Address ranges near county boundaries should also change at intersections or landmarks where feasible.

CHAPTER III ROAD SIGNS

Section 1. Sign Conventions. It is the desire and the intent of the County, through its Rural Addressing Rules and Regulations, to show which roadways are public roadways and which roadways are private roadways. Generally, the following sign conventions shall be followed:

- a. County Roadways.
 - (1) County roadways shall be marked with a County Route Marker, MUTCD designation M1-6, and, a street name sign, MUTCD designation D3.
 - (2) County roadways shall be marked with a green street name sign.
- b. Other Roadways.
 - (1) Other roadways, public, private, subdivision, etc., shall be marked with street name sign, MUTCD designation D3.
 - (2) Public roadways shall be marked with a green street name sign.
 - (3) Private roadways shall be marked with a blue street name sign except when intersecting State or Federal roadways.
 - (4) All roadways intersecting State or Federal roadways shall be marked with green street name signs.
- c. State or Federal Roadways. State or Federal roadways shall be marked with signs as set forth by the MUTCD designation.
- d. Any requests for signs with additional wording, such as “Private Road”, “Private Drive” or other private signs may be denied by the County Designee. This does not preclude the rural addressee(s) and potential addressee(s) from installing these signs on private property at their expense. Such signs shall be installed outside of any county right-of-way and may not be attached to the road name sign or sign post installed by Crook County. If the “Private Road” or “Private Drive” sign meets the requirements of the MUTCD the sign may be placed on the county sign post at the expense of the rural addressee(s) and potential addressee(s).

CHAPTER IV ADDRESSING POLICY

Section 1. Addressing Agency. The Board shall designate and fund a private entity or a public entity such as the Crook County 911 Addressing Coordinator to establish and assign rural address numbers in accordance with these rules and regulations. All buildings used for residential, commercial, industrial, institutional, or governmental purposes, and any accessory buildings that will have a separate telephone line from the main building shall be required to have a rural address identifying the structure.

Section 2. Addressing Methodology.

a. Century Addressing System (Mile Marker Addressing System). The Century Addressing System shall be used to determine rural addresses. It is based on fractions of a mile, indicating both the distance along the roadway and the distance between properties along the roadway. The general logical order of address elements should follow United States Postal Service (USPS) conventions: road number, pre-directional (if any), primary road name, suffix, post-directional (if any), and secondary number (if any) (e.g., 110 S Main ST, Apt 304).

b. Odd/Even Number Location. The County Designee shall assign even numbers on one side of the road and odd numbers on the opposite side of the road.

(1) Roads running in a north-south direction shall be addressed as follows:

(a) The east side of the road shall be even numbered addresses.

(b) The west side of the road shall be odd numbered addresses.

(2) Roads running in an east-west direction shall be addressed as follows:

(a) The south side of the road shall be even numbered addresses.

(b) The north side of the road shall be odd numbered addresses.

(3) The odd/even relationship shall be maintained along the entire length of the road.

c. Beginning Point. From the date these rules are approved, all rural address numbering shall begin at the west beginning point and proceed eastward or at the south beginning point and proceed northward. In the case of a dead-end roadway, the beginning point will be at the point of departure from the main roadway, regardless of direction. All rural address numbers established prior to this amendment that do not follow the beginning point policy will be adopted into the system in order to coordinate with the WYDOT historical data and the existing highway mile markers.

d. Fractional, Alphanumeric, Hyphenated Addresses. There shall not be any fractional addresses, alphanumeric address numbers, or hyphenated address numbers (e.g., 34 ½ Ash ST, 123A Main ST, or 41-656 Bell ST).

e. Chapter IV, Section 2, a. through d. shall apply unless a city numbering scheme is being continued, as in leaving a city or subdivision where a different numbering system is being used. In this case, the existing system in place will dictate the beginning, odd/even number. See Chapter IV, Section 2, k. and o.

f. Bridges and Structures. Bridges, cattleguards and other structures may be numbered to identify them for purposes of references.

g. Diagonal Streets. Diagonal streets shall be treated as either north-south or east-west streets. Arbitrary decisions on the direction are acceptable, but the primary direction shall be chosen.

h. Circular Streets. Circular streets and roadways are numbered with the even numbers on the inside of the circle and odd numbers on the outside of the circle. In some cases there will be fewer numbers on the inside of the circle and spaces between the numbers.

i. Cul-de-sacs.

(1) Cul-de-sacs often require applying the rules for both dead-end roadway and circular roadway. Those without buildings in the center portion should be numbered as if the center line of the street bisects the cul-de-sac. The numbering begins from the intersection of the main road and ascends toward the cul-de-sac. Once in the cul-de-sac the numbers meet at the end of the cul-de-sac.

(2) On rare occasions there may be structures inside the cul-de-sac. When this occurs, number the structure or structures in the way that will fit best. Generally there are no houses in the middle ground.

j. Corner Lots. Use the driveway when assigning address numbers to corner lots. Assign the address number based on where the driveway falls on the road.

k. Crossing County Lines. When crossing county lines, it is the responsibility of that county to assign the addresses.

l. Stacked Addresses. Houses or trailers behind other houses or trailers facing the road, sharing a common driveway, should be numbered following the rules for distance and direction herein. Hyphenated, alphanumeric or fractional number shall not be used (e.g., 254A, 254 ½, or 254-3).

m. Apartments and Duplexes. Apartments and other multi-tenant structures shall be numbered with the main building and then assigned apartment numbers as secondary location indicators (e.g., 202 Main ST, Apt 303). If possible, use apartment numbers to indicate the floor location (e.g., Apt 303 is the third apartment on the third floor).

n. Businesses. Businesses and business districts shall be numbered just as apartments, with the middle of the building determining the number and the offices or businesses in the building being numbered as suites (e.g., 225 Oak DR, Suite 34). This rule may also be applied to "office parks" where each business has its own small building.

o. Interfacing with Existing Systems. When interfacing with existing numbering systems, care should be taken in locating the last assigned number of the existing system. All possible sources should be checked to determine the last number.

p. Mobile Home Parks. Mobile home parks shall be numbered just like apartments unless already marked. The difference would be that individual mobile homes will be designated as lots instead of apartments (e.g., 334 Elm ST, Lot 23). An alternative is to name the roadway(s) in the park and number the rural addressees as single family dwellings following the rules for distance and direction herein (e.g., 45 Forest LN).

q. State Highways. State Highways with no numbering system in place or where the system is to be changed will be numbered from county line to county line, following the rules for distance and direction herein.

r. Structures. When assigning numbers, the location of the driveway should determine the address assigned. Structures should always be numbered according to where the driveway enters the road not where the mailbox is located.

s. Subdivisions. New subdivisions shall require roadway naming prior to final approval. The County Designee shall review the plan for compliance with the various sections of these rules and regulations, as they relate to roadway naming. See Chapter II; Chapter IV, Section 5; and Chapter VI, Section 3. Address numbers shall be assigned following the rules for distance and direction herein.

t. Notice. Any notification required to be given pursuant to these rules and regulations shall be by first class mail. Said notification shall be deemed mailed when deposited in the United States mail evidenced by a written certificate of service. All parties shall have at least fourteen (14) calendar days notice of any hearing.

Section 3. Exempt Buildings and Uses. The following buildings and uses shall be exempt from the addressing system, but may be addressed at the request of the property owner:

- a. Farm buildings which are not residential or commercial.
- b. Accessory buildings which have uses that are accessory to the primary use of residential, commercial, industrial, institutional, or governmental buildings.
- c. Unoccupied farm land or lots containing no dwelling(s) or businesses.

Section 4. Changing Rural Address Numbers.

a. If an existing rural address number needs to be changed for any reason, the County Designee shall be responsible for changing the address number.

b. When such a change is made, the County Designee shall notify the rural addressee(s) in writing to make the change. The County Designee shall post the changed address numbers and notify the United States Postal Service (USPS), local telephone service provider, utility companies, and Crook County Dispatch Center of the address number change. The rural addressee(s) shall be responsible for notifying all suppliers and others of the address change. According to the United States Postal Service (USPS), the rural addressee(s) will have approximately 1 year (12 months) to begin using the newly assigned address.

Section 5. Addressing New Construction and Development.

a. Roadway Access Permit Requirements. Before beginning new construction along a county road, the potential addressee(s) must submit an application for a road access permit that shall be approved by the Crook County Public Works Director before a rural address is issued.

b. Rural Address Application Requirements. The potential addressee(s) must submit an application for a rural address. The County Designee shall have ten (10) days to assign a rural address and notify the rural addressee(s), United States Postal Service (USPS), local telephone service provider, utility companies, and Crook County Dispatch Center of the newly assigned rural address number.

c. Subdivision Requirements. No residential, commercial or industrial subdivision, or land development shall be approved or recorded until it has been assigned roadway names pursuant to these rules and regulations, unless the County Designee determines that a roadway name is not necessary for the development.

Section 6. Size and Location of Rural Address Numbers.

a. Residences, Townhouses, and Businesses. All address numbers shall be made up of numbers which are not less than three (3) inches in height and contrasting in color with the background on which they are affixed. The address numbers shall be posted as near to the front entrance as possible and practical, so that the numbers are legible from the sidewalk (if any), and from the road, day or night.

b. Private Lane and Long Driveways. All address numbers shall be made up of numbers which are not less than three (3) inches in height and contrasting in color with the background on which they are affixed. All address numbers shall be posted at the intersection of the driveway with the roadway. The rural addressee(s) is responsible for purchasing and installing additional sets of address numbers if needed to further indicate the location of the residence. The address numbers shall be placed upon a post or other structure which displays the numbers at least forty-eight (48) inches above the ground and on the right hand side of the entry to the driveway from the roadway so that the numbers are legible from the road, day or night.

c. Industrial and Commercial Structures in Low Density Areas. All address numbers shall be made of numbers which are not less than three (3) inches in height and contrasting in color with the background on which they are affixed. When possible, the address numbers shall be displayed above or to the side of the primary entrance to the building so that the numbers are legible from the road, day or night.

d. Apartment Buildings and High-rises.

(1) All address numbers shall be made of numbers which are not less than three (3) inches in height and contrasting in color with the background on which they are affixed. When possible, the address numbers shall be displayed above or to the side of the primary entrance to the building so that the numbers are legible from the road, day or night.

(2) Apartment numbers for individual units within the complex shall be displayed on, above, or to the side of the doorway of each unit.

CHAPTER V ENFORCEMENT

Section 1. Procedure.

a. Whenever the County or the County Designee has reason to believe that there has been a violation of any provision of this policy, the County, or its Designee, will notify the person or party to comply.

b. If the person or party fails to comply with the notice issued by the County Designee then the Board shall cause the matter to be set for a hearing before the Board to determine whether or not to issue an order to comply.

c. If such person or party fails to comply with the duly issued order the County or its Designee shall request the Crook County Attorney to initiate necessary actions to terminate the violation through criminal and/or civil measures.

Section 2. Legal Authority.

a. The Board has the authority to enforce these rules and regulations by the following statutory authority:

(1) § 18-5-204. Violation of W. S. 18-5-202 (c); continuing violation.

(2) No person shall locate, erect, construct, reconstruct, enlarge, change, maintain or use any building or use any land in violation of a resolution or amendment adopted by any Board of County Commissioners under W. S. 18-5-202 (c). Each day's continuation of such violation is a separate offense.

(3) § 18-5-205. Enforcement of zoning resolution by injunction, mandamus or abatement; appeal.

(4) Any zoning resolution passed by the Board pursuant to W. S. 18-5-202 (b) and (c) is enforceable in addition to other remedies provided by law by injunction, mandamus or abatement.

(5) § 18-5-206. Penalty for violation of sections 18-5-201 to 18-5-204.

(6) Whoever violates any provision of W. S. 18-5-201 through 18-5-204 shall be fined not more than seven hundred fifty dollars (\$750.00) for each offense.

**CHAPTER VI
EXECUTIVE SUMMARY OF RESPONSIBILITIES**

Section 1. Crook County Government.

a. Crook County Government shall be responsible for:

(1) The appointment of a County Designee to carry out the responsibilities as set forth by these rules and regulations.

(2) Administering these Rules and Regulations.

(3) Having subdivision rules requiring that the applicant have roadway names approved by the County Designee for all proposed roadways before receiving final subdivision approval and to enforce these rules and regulations.

(4) Adopting names for all roads within the unincorporated areas of Crook County.

(5) Purchasing, fabricating, installing, and maintaining County Route Markers and/or Street name signs at the intersections of all maintained county roadways, existing public roadways, existing private roadways, and all roadways named for the purpose of 911 addressing.

(6) Fabricating, installing, and maintaining all street name sign, purchased by the rural addressee(s) and potential addressee(s), at the intersections of all public and private roadways that have been voluntarily named by the addressee(s) and potential addressee(s), not by the County for the purpose of 911 addressing.

(7) Purchasing rural address numbers.

b. The County Designee shall be responsible for:

(1) Assigning names to all roadways in compliance with these rules and regulations.

(2) Resolving roadway name duplications, confusion, and conflicts within the unincorporated areas of Crook County in compliance with these rules and regulations.

(3) Providing a rural address application to be completed by the applicant before a rural address shall be assigned.

- (4) Maintaining a countywide database of roadway names and addresses.
- (5) Reviewing subdivision requests for compliance with these Rules and Regulations.
- (6) Reviewing requests for roadway name changes for compliance with these Rules and Regulations.
- (7) Inform rural addressee(s) of road name duplications, confusion, and conflicts.
- (8) Inform rural addressee(s), in the case that a roadway name must be changed, as described in Chapter II, Section 12.
- (9) Reserving roadway names for proposed developments as set forth herein.
- (10) Notifying the rural addressee(s), United States Postal Service (USPS), local telephone service provider, utility companies, and Crook County Dispatch Center of roadway name changes and rural address changes.
- (11) Coordinating roadway names and rural addresses with adjacent states and counties wherever possible.
- (12) Establishing, assigning, and when necessary, changing rural address numbers in accordance with these Rules and Regulations in all the unincorporated areas of Crook County.
- (13) Posting assigned rural address numbers.

Section 2. Rural Addressee(s), Potential Addressee(s), and Occupant(s). The rural addressee(s), potential addressee(s), and occupant(s) of each residence, apartment building, business, industry, institution, or government business are responsible for:

- a. Obtaining a rural address.
- b. Maintaining assigned rural address numbers in compliance with the guidelines set forth herein. It shall be unlawful to cover any rural address numbers with any sign, drapery, or other obstruction to conceal such numbers.
- c. Removing old address numbers when new numbers are posted.
- d. Purchasing all street name signs and associated material, which the County will fabricate, install, and maintain at the intersections of all public and private roadways that have been voluntarily named by the addressee(s) and potential addressee(s), not by the County for the purpose of 911 addressing.

Section 3. Developers. Developers shall be responsible for:

- a. Obtaining approval from the County Designee for roadway names prior to receiving final approval of subdivision applications. See Chapter II and Chapter IV, Section 5.
- b. Purchasing, fabricating, installing, and maintaining roadway name Signs at the intersections of all new public and private roadways. Sign material must meet or exceed the standards as set forth in Chapter III.

**CHAPTER VII
SOURCE GUIDE**

Section 1. Sources.

- a. The National Emergency Number Association's book Addressing Systems: A Training Guide for 9-1-1, 1995, ISBN 1-883119-18-9.
- b. The United States Postal Service publication: Addressing Conventions, July 1989, filing number DM-940-89-03.
- c. The United States Postal Service publication: Postal Addressing Standards, August 1995, Publication 28.
- d. The Manual on Uniform Traffic Control Devices, (MUTCD) and any updates or Amendments thereto.
- e. The Traffic Control Devices Handbook, 2001, Publication No. 1R-112, ISBN 0-935403-66-3.
- f. Any addressing issues not addressed in these rules and regulations will be resolved using the standard recommended in the above referenced publications.

APPROVAL

Approved and adopted this 6th day of May, 2009.

BOARD OF COUNTY COMMISSIONERS OF CROOK COUNTY

John A. Moline, Jr.
John A. Moline, Jr., Chairman

J. W. Hadley
J. W. Hadley, Vice-Chairman

Kelly B. Dennis
Kelly B. Dennis, Member

Duly filed in the Office of the Crook County Clerk this 6th day of May, 2009.

State of Wyoming)

:SS.

County of Crook)

This instrument was acknowledged before me on May 6, 2009
Date

by John A. Moline, Jr. Chairman, J. W. Hadley, Vice-Chairman & Kelly B. Dennis, member
Name(s) of Person(s)
as Board of County Commissioners of Crook County
Type of Authority-officer(s), director(s), trustee(s), etc.



Connie D. Schetter
Signature of Notarial Officer

Crook County Clerk
Title and Rank

MY TERM EXPIRES THE FIRST
MONDAY IN JANUARY 2011

My commission expires: _____

603053

STATE OF WYOMING }
County of Crook } SS

FILED FOR RECORD ON

May 16, 2009

at 1:34 o'clock P M., and

in book 484 of Page 151-173

Cornie D. Schutte
County Clerk and Recorder
County Clerk

Shepherd Deputy

RECORDED	<input checked="" type="checkbox"/>
INDEXED	<input checked="" type="checkbox"/>
ABSTRACTED	<input type="checkbox"/>

notee Crook County