

PROCEDURE FOR THE ASSIGNMENT OF ADDRESSES

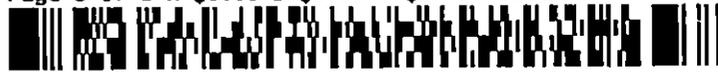
1. Clear Creek County Addressing Policy (R-21-101).

- 1.1 The Clear Creek County Mapping and Site Development Departments are responsible for assigning and maintaining all address numbering in unincorporated Clear Creek County. The intent of this policy is to promote the health, safety and general welfare of the citizens of Clear Creek County by utilizing a consistent addressing procedure to assist the response of emergency services.
- 1.2 The Clear Creek County Mapping and Site Development Departments have the responsibility and the authority to change an existing address or assign a new address, when deemed necessary, in accordance with this policy.
- 1.3 The County Addressing Policy is based on the Milepost Addressing System.
 - 1.3.1 Assign addresses in each mile based on the following procedure:
 - Odd numbers on the west side of the South to North roads
 - Odd numbers on the east side of North to South roads
 - Odd numbers on the north side of the West to East roads
 - Odd numbers on the south side of the East to West roads
 - 1.3.2 For measurement purposes the beginning of a road will be at the center of the intersection where the road begins. The distance along a road will be measured from the beginning of the road proceeding along the center line of the road to the point perpendicular to the location that needs the address.
 - convert this distance to thousandths of a mile
 - disregard the decimal point and use this as the address
 - Measurements will be made by either an accurate odometer or by GIS or G.P.S. measurement techniques, provided accurate mapping is available for that particular area.
 - 1.3.3 Example:
 - If the driveway is 1 mile and 1,000 feet from the point of origin, then $\frac{6,280 \text{ ft}}{5280 \text{ ft per mile}} = 1.189$ miles multiplied by 1,000 = 1189. The address would be 1189
 - If the road is a South-North road and the location of the address is on the east side, then the correct address is 1190. If the location to be addressed is on the west side, then the address is 1189.
 - If the road is Clear Creek Drive, then the official address is 1189 Clear Creek Drive.
- 1.4 Clear Creek County assigns addresses to legally permitted structures and new driveway connections along any road. New addresses are generally first assigned at the time a Driveway and Site Excavation Permit is issued, based on Section 1.3 above. All applicable agencies (i.e. emergency services, telephone utility, power utility, gas utility, United States Post Office, etc.) are notified of the address number assignment. Temporary Construction Site Signage must be posted immediately at a location that is clearly visible from the access road, in compliance with the International Fire, Residential, and Building Codes currently in effect. Temporary signage must be weather resistant and maintained until replaced by a permanent sign.

When a Building Permit application is submitted, the existing driveway connection to a road, where applicable, is confirmed to be the same as that which was approved with the Driveway and Site Excavation Permit application. If the driveway placement has changed, the address number is corrected accordingly. In the event a road name change or an address number change is necessary in order to to comply with this policy, the home owner will be notified of the change by the Clear Creek County Mapping and Site Development Departments.
- 1.5 Clear Creek County will notify applicants, at the time an address is requested, to immediately post the address in compliance with the International Fire, Residential, and Building Codes currently in effect.



- 1.6 The following are specifications for addressing certain types of development:
- 1.6.1 Apartments: Separate addresses shall be given for each building. Units shall use both building address and the unit number as their address.
 - 1.6.2 Caretaker Units: If the unit has a separate entrance or is a separate building from the primary residence, then the unit shall have a separate address from the primary residence.
 - 1.6.3 Commercial areas, indoor: The letter "A" will be added to the primary address number and each additional commercial building will have the primary address number plus the next sequential letter. For example, 105A Clear Creek Drive and 105B Clear Creek Drive. Units within a building shall use both the building address and the unit or space number.
 - 1.6.4 Duplexes/Townhomes: Separate addresses shall be given for each unit.
 - 1.6.5 Mobile Home Parks: One address shall be given for the entire development. Individual mobile homes shall use both the address for the development and the space number.
 - 1.6.6 Other: Structures receiving utility service (ie. Barns, utility drops along right-of-ways for lighting or signage, telecommunications towers or equipment structures) shall be given separate addresses.
- 1.7 In certain situations it may be preferable to have a municipality located within the County, or an adjoining County address a property located within the County's jurisdiction. The following are situations where the County shall request that a municipality address a property:
- The property is completely surrounded by the municipality.
 - Use of addresses assigned by a municipality will improve the ability of emergency services to locate the properties.
 - The road providing access to the property starts in a municipality located within the County or adjoining County.
- 1.8 When a property is annexed by a municipality, the municipality shall become responsible for addressing the property. However, a municipality may seek advice from the County or may request that the County take responsibility for addressing the municipality or portions thereof. The County shall assume such responsibility only if the municipality agrees to have the area addressed based on the mile post system described in 1.3 above.
- 1.9 All buildings in Clear Creek County shall display address characters which identify the property address and are plainly visible and legible from the street/road fronting the property. If it is not plainly visible or legible from the street/road, it is also required at the intersection of driveway and street/road. The size and type of characters will be a minimum of 4 inches tall and shall be installed on a contrasting background, or in accordance with fire department standards for that jurisdiction. No Driveway and Site Excavation Permit Final, Certificate of Occupancy, or Certificate of Compliance will be issued on any new structure before the address is displayed in accordance with these procedures.



PROCEDURE FOR ASSIGNING/CHANGING ROAD NAMES

- 2 **Clear Creek County ROAD NAMING Policy (R-21-101).**
- 2.1 The Clear Creek County Mapping and Site Development Departments are responsible for assigning and maintaining all street/road names in unincorporated Clear Creek County. The intent of this policy is to promote the health, safety and general welfare of the citizens of Clear Creek County by avoiding the duplication of road names to assist the response of emergency services.
- 2.2 The Clear Creek County Mapping and Site Development Departments have the responsibility and the authority to change an existing street/road name or assign a new street/road name, when deemed necessary, in accordance with this policy.
- 2.3 Clear Creek County will assign a name to or consider changing the name of any access routes meeting one or more of the following criteria:
- Any street/road or driveway one-eighth mile or more in length
 - Any street/road or driveway serving as an access for two or more residences
 - Any street/road which has been accepted by the County for maintenance
 - Emergency Services requests the street/road or driveway to be named/renamed
- 2.4 Mountain area street/road names are approved by the Clear Creek County Mapping Department and Site Development Departments. The street/road will be named by the Mapping Department or by resolution of the Clear Creek Board of County Commissioners (BOCC)Creek Board . Criteria for consideration of names are as follows:
- The street/road name cannot be a duplication or similar in name to a street/road name already in existence within the Fire Protection Districts or Postal Zones
 - The street/road name must not be excessively long or difficult to pronounce and/or spell
 - All streets/roads must have a street/road type (suffix)
- 2.5 These procedures for assigning or changing road names may be initiated either by independent action of the Mapping Department or BOCC as described by 2.3 above, or by an application submitted by citizens (as described below).

Citizens wishing to request road name assignment must comply with the following procedure:

- 2.5.1 A petition must be signed by 75% of the owners of record of improvements accessed by the road to be named. The petition must contain the name, mailing address, property address and phone number for each owner. Each owner must sign the petition indicating whether the signer supports or opposes the name request.
- 2.5.2 The petition must be submitted to the County Mapping Department, which have been assigned the administration of the County's road naming policy.
- 2.5.3 The petition must clearly state the reasons for which the road name assignment is requested, a road name choice and two alternate names.
- 2.5.4 The application must be accompanied with a map or maps of the road proposed for naming, sufficiently detailed to show the road's relationship to other roads in the area and significant man-made and/or topographic features. (These maps may be requested from the Mapping Department.)
- 2.5.5 Following receipt of a citizen application or direction by the BOCC, the Mapping Department will conduct a search to discover whether the name proposed is a duplicate of the name of any other road in the County, Fire Protection District, or nearby areas in contiguous counties. The Mapping Department will transmit this, and any additional information or recommendations it deems advisable, to the BOCC if application is less than 75% of owners on record.
- 2.5.6 The BOCC may, at its discretion, waive any of these application requirements.
- 2.5.7 The BOCC will, at a regularly called public meeting, consider any proposed road name assignment or change. If initiated by citizen application, applicant(s) will be notified by the BOCC of the date, time and



place of the meeting at which the request will be considered. The BOCC will approve or deny the proposed road name assignment or change at a public meeting.

- 2.5.8 If approved, the owner(s) of record of any residences accessed by the road in place at the time of the decision will be notified by the Mapping Department of the Board's decision.
- 2.5.9 In the event that there has to be a road name change or an address change to comply with this policy, the home owner will be notified by the County's Mapping Department of the change. All applicable agencies (i.e. emergency services, telephone utility, power utility, gas utility, United States Post Office, etc.) are notified of the road name and address number assignment.

2.6 Sign placement, payment and standards:

- 2.6.1 The Clear Creek County Mapping Department will pay for road signs when the newly named road intersects a publicly maintained road. Clear Creek County Road and Bridge (CCCR&B) will install and maintain them.
- 2.6.2 The Clear Creek County Mapping Department will pay for road signs when the road intersects a non-maintained county road or private road. CCCR&B will install and maintain them.
- 2.6.3 The Colorado Department of Transportation will pay for and install road signs when the road intersects a State Highway.
- 2.6.4 All road signs paid for and installed by Clear Creek County or Colorado Department of Transportation will be high reflective 4 inch letter size on a green background.

2.7 Nonstandard road identification signs on private roads for which addresses have been assigned, must be reviewed for their design, name and number by the Clear Creek County Road and Bridge Department prior to installation. The Road and Bridge Department is authorized to disapprove designs which are not legible or use the wrong road name or number. The private landowner or Homeowners Association is responsible for the costs, maintenance and replacement of these identification signs. Road identification signs must be installed according to the location, height, and lateral clearance standards in the Manual on Uniform Traffic Control Devices. Utility Notification Center shall be notified prior to any sign installation or repair.

2.8 New roads or renamed roads in unincorporated Clear Creek County will be given a suffix which indicates the type of thoroughfare (a thoroughfare designation). When a road name is proposed, the thoroughfare designation must comply with the following definitions:

- Avenues: Thoroughfares classified in the County Road and Bridge Standards as Collectors or Local Access Roads
- Boulevard: A wide street divided by a median
- Circles: Streets that circle returning to themselves, or streets that begin and circle back to the same road.
- Courts: A cul-de-sac or dead-end street
- Drives: A winding thoroughfare classified in the County Road and Bridge Standards as Collectors or Local Access Roads.
- Highway: Designated state or federal routes
- Interstate: Federal routes characterized by limited access, wide right of way, and with through traffic preference.
- Lanes: An uninterrupted street ending in a cul-de-sac or dead-end.
- Loops: See Circles
- Parkway: A special scenic route or park drive.
- Paths: A cul-de-sac or dead-end road. Also could be a thoroughfare where automobile transportation is secondary to other forms of transportation, i.e. bicycles.
- Place: See Courts
- Roads: Thoroughfares classified in the Road and Bridge Standards as Local Access Roads, Low Volume Roads, or Primitive Roads.
- Streets: See Avenues
- Trails: See Paths
- Ways: See Courts