

CITY OF GREAT FALLS



SITE ADDRESSING
AND ROAD NAMING
POLICIES AND PROCEDURES MANUAL
OCTOBER 18, 2016

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Article I INTRODUCTION

Section 1.01 Title

This manual shall be known and may be cited as the Site Addressing, Road Naming Policies and Procedures Manual for City of Great Falls, Montana.

Section 1.02 Purpose and Intent

This Manual is enacted for the purpose of establishing and maintaining policies and procedures in order to:

- A. Provide property owners, emergency service providers, the general public, and City of Great Falls (City) with an accurate and systematic means of identifying and locating property.
- B. Assist in the proper delivery of mail, packages, utilities, and other services.
- C. Assign address numbers to new addressable structures or units, assign address numbers to existing addressable structures or units that currently do not have a physical address, assign address numbers to newly created lots, assign address numbers to vacant land, modify address numbers on existing addressable structures or units when necessary, name new roads, name unnamed existing roads, rename existing roads when necessary in order to provide for efficient public services, and acquire adequate mapping to manage the Site Addressing and Road Naming Manual.
- D. Offer guidance for the display of property address numbers and provide accurate road name signage, installation, and maintenance for public roadways. Provide direction, as needed, for accurate road name signage, installation and maintenance of private roads.

Section 1.03 Applicability

This Manual shall apply to each lot, parcel, tract of land, and all structure(s) thereon, within the City of Great Falls and excluding all federally and state owned lands.

Section 1.04 Addressing and Mapping Partners

The Mapping & Addressing Division of the City of Great Falls coordinates all enumeration for the City of Great Falls, by working with the Local Government 911 Committee made up of 911 Dispatch, emergency responders, law enforcement, City and County mapping and land management personnel. The Division also coordinates all aspects of enumerations, of addresses within the City jurisdiction, with the U.S. Postal Service, utility providers, Department of Revenue and other government agencies to maintain a high level of consistency in land management records.

Section 1.05 Definitions

Access Road: A road that provides access to a specific destination, as to a main highway or to a property that lies within another property.

Addressing Coordinator: The person(s) designated by the City of Great Falls to administer the City of Great Falls Site Addressing and Road Naming System.

Addressing Number: The numeric designation for an addressable structure or unit (e.g. if 101 Main St. is the physical address, 101 is the address number).

Addressable Structure: Generally, the habitable or occupied structure(s) on a lot, parcel, or tract, but may also include other structures as determined necessary by the Addressing Coordinator. More than one structure can be considered addressable per lot, parcel, or tract. *See Section 2.02 for more details on an addressable structure or unit.*

Apartment (Apt): An apartment is a self contained housing unit, which is located in a building containing, usually, two or more floors. The multi-storied building is called an apartment building, apartment house, a block of flats, a tower block, a high-rise or a condominium. (e.g. 415 Central Ave, Apt. # 201)

Arterial Road: The roadway system serving as the principal network for through traffic flow. Arterial roads connect areas of principal traffic generation and important highways.

Corner Lot: A lot situated at the junction of and fronting upon two or more roadways.

Cul-de-sac: A vehicular turnaround area at the end of a dead-end street provided for the purpose of safe and convenient reverse of traffic in one continuous forward movement.



Direction/Directional: The geographic orientation of a named road segment (for the purposes of addressing or road naming, either east-west or north-south).

Driveway: A vehicular traveled way providing access to two or less properties, dwelling units, or business structures. A driveway may

provide access up to three properties if it has not been assigned a road name.

Duplication: Refers to the road name itself and does not include the road type. For example, Riverview Dr. is considered a duplication of Riverview Blvd.

Grid Addressing: A block-numbering system with defined meridian and base streets, such as Main Street and Center Avenue. Most commonly used with a linear network of streets intersecting at right-angles. (*Also known as Numbering Grid*).

Homonym: Road names that have identical or phonetically similar names (other words pronounced similarly but spelled differently). Such names should not be used on any street and certainly not on multiple streets even if the street type is different (Beach Avenue/Beech Lane, Disk Drive/Disc Lane).

Interval Addressing: A distance-based numbering system used to consecutively assign property numbers along a street centerline. Addresses are subsequently assigned using the property or structure location relative to the street centerline numbering and the side of the road the property is along.

Local Road: Roadways used for direct access to residential, commercial or industrial lots, or other abutting properties in areas of lower traffic volumes at low speeds.

Mailing Address: The address to which mail from the U.S. Postal Service is sent.

Physical Address: The combination of number, directional (if applicable), road name, road name suffix, and unit designation (if applicable) as assigned by City of Great Falls. Same as Situs Address.

Primary Access: A road or driveway used as the primary means of vehicular access to an addressable structure.

Primary Name: The portion of a road name excluding any directional prefix, and suffix.

Private Streets: A street that provides access to properties or structures in Planned Unit Developments (PUD) within the City of Great Falls, are under common ownership, and are owned and maintained by a homeowner's association. There may be some instances, however, where an existing Private Street is not within a PUD.

Private Road: Is a road owned and maintained by the private individual, private organizations, or other non-public entity.

Public Road Easement: A public road easement is a dedicated easement that grants a right of way for a public use, for example, to allow the public an access across a parcel owned by an individual.

Public Road: "Highway", "road", and "street", whether the terms appear together or separately or are preceded by the adjective "public", are general terms denoting a highway, road, or street that has been dedicated to public use for purposes of vehicular travel and include the entire area within the right-of-way.

Renaming: Is when the name of a road, which already has an official name, is to be changed in part or whole.

Renumbering: Is when the addressing number of a property, which already has an assigned number, is changed to a new number.

Reverse Frontage Lots: Lots with frontage on two streets (excepting corner lots). Such lots may also be termed "through" or "double frontage" lots.

Road: Any public or private highway, street, avenue, lane, shared driveway, or similar paved, gravel, or dirt vehicular traveled way. This term is interchangeable with "Roadway." Also, for the purposes of this Manual, the term is usually inclusive of "Street" as defined in this section.

Road Name: The official name to be used for the purpose of locating and addressing. The road name excludes the road type portion (e.g., Street, Court, Lane, etc.).

Road Name Suffix: Suffix used to indicate the road type, such as Avenue, Lane, Road or similar language.

Situs Address: Same as physical address described above.

Suite (Ste): Is the location of a business within a shopping mall or office building. The suite's number also serves as a sort of address within an address for purposes of mail delivery and pickup.

Street: A public road in a city or town, typically with houses and buildings on one or both sides, usually with a sidewalk or sidewalks. For the purposes of this Manual, it is often interchangeable with "Road" or "Roadway."

Unit: A dwelling that is intended to be used as separate living quarters. The structure may have one level or multiple floors. A unit within an attached or semi-attached structure can be used to refer to a house, apartment, or duplex. In only special circumstances can a unit refer to a detached structure such as in trailer courts, mobile homes or whenever no other addresses are available.

Article II. NUMBERING OF STRUCTURES OR UNITS

Section 2.01 General

- A. The Addressing Coordinator shall be responsible to assign or modify address numbers, with final approval given by the City of Great Falls governing agency. All numbers for properties and addressable structures shall be assigned by the Addressing Coordinator following the procedures and guidelines contained in this manual.
- B. The street name and number assigned to each structure within the City shall be the physical address for the structure. Numbers assigned by any other person or entity shall not be recognized or

used for any purpose. The assignment of the address number is not subject to the property owner's approval.

- C. All new addressable structures or units shall be assigned a physical address. Numbers shall also be assigned to any location that can place outgoing phone calls through a conventional landline.
- D. Existing addressable structures or units that do not have a physical address shall be assigned one.
- E. The physical address of existing addressable structures or units that have an inconsistent physical address shall be changed, when necessary, consistent with current policies and procedures. The Addressing Coordinator may re-align or rescind numbers to structures or properties with non-conforming addresses.
- F. Address numbers shall be displayed on every addressable structure, and at additional locations as specified in *Article III*.
- G. The Addressing Coordinator shall communicate all changes pertaining to address numbers or road names to the Great Falls Emergency Operations Center (E911), US Postal Service, utility providers, and other local government agencies.

Section 2.02 Assigning Addresses to Structures

The primary purpose of assigning an address in the City of Great Falls is to assist emergency responders in locating the site of an emergency. Physical addresses should only be assigned to features that command a location. The following features are to be considered addressable structures: *an occupied structure, cell towers, gravel pits, wind turbines, sewer lift stations, water storage facilities/dispensing stations, or other structures deemed necessary by the City of Great Falls, or the Local Government 911 Committee*. The City of Great Falls will make the final decision on whether or not a feature not on the list above will receive an address.

Section 2.03 Assignment of Numbers by Addressing Coordinator

The Addressing Coordinator shall balance the need to modify existing address numbers to comply with this Manual and postal standards with the desire to retain existing address numbers where possible. The Addressing Coordinator may assign or modify an address number through the following procedures:

- A. The assignment of the address number shall be determined by fit within the grid scheme & proximity to the nearest road.
- B. Preliminary addresses may be assigned to preliminary plats, however the Addressing Coordinator may choose to delay addressing any lots where access is not specified due to the possibility that the physical address may change depending on which direction the house is facing. This is most likely to occur with large lots, reverse frontage lots, or corner lots. Addresses upon lots of this type may be delayed, when appropriate, until building permits, approach permits or similar are requested by the property owner.
 - 1. Address numbers will only become final after the subdivision plat is recorded.
- C. For vacant land that had been previously divided, a physical address shall only be assigned after the property owner/developer has made a final determination of the driveway/access point and specified the structure location.

Section 2.04 Uniform Numbering System Established

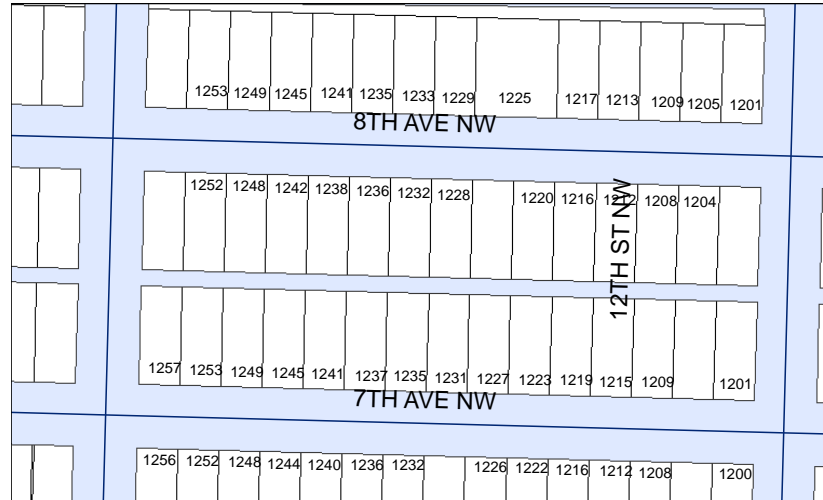
All numbers shall be determined by the uniform numbering system hereby established. This uniform system shall utilize an equal-interval numbering system, or in some cases, a numbering grid system.

Section 2.05 Numbering Grid

The Numbering Grid shall be based on the existing grids historically used within the City as applicable. The Addressing

Coordinator shall evaluate conformance with the existing grid to decide how to implement the numbering grid for base numbering.

Example of City Grid



Section 2.06 Numbering Procedures

A. Direction of Road Determined

1. Before numbering along a named road may proceed, the direction of the road must be determined (east-west or north-south). The general direction of the road as it lies in relation to true north shall define the direction for numbering purposes.
2. Consideration may also be given to the type of development involved, the relationship of the road in question to other roads around it, and the pattern of address numbers that result.

B. Number Range of Road Establishment

1. In the event a numbering grid is included in the range selected, the number range along a named road shall be established in compliance with the grid.

C. Number Assigned

1. Once the direction and number range of a particular road segment has been determined, the numbering of the addressable structures and properties along the road segment shall be done utilizing an equal-interval methodology of ten addresses per one-hundred feet of road centerline. In locations where the standard

interval has not been utilized in the past, the Addressing Coordinator shall interpolate address assignments within the existing addresses. The numbers shall then be evenly distributed within the established number range. In all cases, sufficient intervals will be established to allow for new intervening addresses that may result from future subdivision of land or building construction.

2. Even numbers shall occur on the south or west side of the road according to the general direction of the road and in the direction increasing range. Odd numbers shall occur on the north or east side of the road.
3. The number sequence for addressable structures or properties on opposite sides of a road should conform to each other as nearly as possible.
4. **Half numbers shall not be used.** Unit numbers are acceptable when a secondary address designation is necessary. In the event unit numbers are needed, all addresses using the primary number shall carry a unit number. **Separate dwellings that are not attached shall not have a unit number, unless there is no additional address available.**
5. Reverse frontage lots shall be numbered along the road which provides primary access to the lot.
6. Corner lots shall be numbered on the road which provides the best access for emergency responders.
7. When two or more addressable structures share an access, they shall be numbered consecutively with adequate consideration given possible future development between the structures. When multiple addresses share the same driveway access and are not situated linearly along the road, the address closest to the street is the lower number; the highest is the furthest away from the street.

D. Mobile Home Developments

Within mobile home parks, road naming and signage shall follow procedures listed in this manual. In the event when five or more mobile home dwellings exist, the mobile homes shall be assigned unit numbers. In order to avoid confusion for emergency responders, the numbering scheme shall follow a uniform numbering pattern corresponding to adjacent streets or local roads. The mobile home park owner shall be responsible for posting unit numbers in a manner in accordance with *Article III* of this manual.

E. Condominiums, Apartments and Other Multi-dwelling Structures

Individual units shall be numbered considering the type of unit, the entrance location, and building design as follows:

1. Units with separate entrances visible and facing a named road:
The number shall be posted for each individual unit at each unit's front entrance.
2. Units in multi-dwelling structures: A number shall be posted for each unit at the entrance of the unit. If the unit's entrance is located on an inside foyer or hallway, a building number shall be posted outside the building's main entrance. Each unit located on such foyer or hallway shall be provided with a numerical suffix as a secondary method of addressing. Specifically, ground floors should use suffixes in the 100's starting at unit 101, the second floor should use the 200's starting at unit 201 and so on to other levels (the Basement level should use 000's starting at unit 001). The building number and road name followed by the unit's numerical designation shall form the complete address (Example: 630 Old Shady Grove Road, Unit 101). Numerical characters shall not be combined (as in 630-101 Old Shady Grove Road). For single level units and single unit structures with entrances not visible or fronting a named road, letters may be acceptable as a secondary method of addressing.

F. Commercial, Office and Industrial Complexes

For commercial, office, and industrial complexes, a numbering choice shall be made by the Addressing Coordinator from several methods:

1. A number will be assigned to the main building where all mail is to be received for the complex. Remaining structures or partitions shall be assigned **suite numbers**.
 - a. Existing suite letters will remain in existence unless the Addressing Coordinator determines it is necessary to change the addresses.
2. Each principal building in the complex may be provided a separate number. The development name may be included in the address.
3. For shopping center development, a separate number shall be assigned for each unit's main entrance. Consideration will be given when assigning numbers to provide flexibility for adding stores and re-division of spaces. In the event a space is re-divided and no numbers remain available, a numerical unit designation shall be used. Interior mall shopping centers should have one number assigned for the entire mall. Individual stores will **not** be provided separate addresses. A separate unit number may be assigned for the mall business office.
4. Where deemed appropriate by the Addressing Coordinator, a multiple-story building may be assigned one address number at its main entrance. Individual units may be provided with secondary addressing, based on floor numbering together with unit application such as "suite" or "room". The first floor shall be assigned numbers beginning with 100 and numbers on each successive floor should increase to the next highest 100.
5. Where deemed appropriate by the Addressing Coordinator, street-level units with separate entrances facing the street in a multiple-story building may be provided with sequential address numbers, while the upper story units accessed by a main entrance may receive unit numbers as described in #4, above (most appropriate in downtown areas).

Article III. DISPLAY OF ADDRESS NUMBERS

Section 3.01 General Guidelines for Display of Address Numbers

- A. The address numbers shall be displayed as required by this Manual on a new structure prior to the first use or occupancy.
- B. Address numbers shall be displayed at the primary driveway access point on a post, fence or other suitable location and kept visible at all times as seen from the driver's line of sight when viewed at the intersection of the named road and the primary driveway access. If the structure is fifty (50) feet or less from the road and the entrance door of the structure is clearly visible from the road, numbers need only be displayed on, 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. Addresses shall also be placed at any location where access diverges when the termination of the access is not apparent from the point of divergence.
- C. The address number shall be displayed as numerals and shall not be spelled out.
- D. For residential structures, the numerals displayed shall be at least four (4) inches in height on a contrasting background (dark figures over a light background or light figures over a dark background.). For commercial office, retail, and multi-building complexes, the numbers displayed shall be at least six (6) inches in height on a contrasting background.
- E. On corner lots, the number shall only be displayed to face the street upon which the property is numbered.
- F. Any numbers previously displayed which could be confused with or mistaken for the assigned address number shall be removed from all posted locations.

Example of corner lot



- G. Any address number associated with an incorrect physical address shall be removed and replaced with the correct number by the property owner within 30 days of notification of the correct address. The property owner shall be responsible for installing and maintaining the correct address number.
- H. Numbers shall be properly maintained by the property owner to ensure they are clearly discernible from the roadway upon which the property is numbered.

Section 3.02 Display of Address Numbers for Multi-Unit Buildings and Multi-Building Complexes

- A. If a building is divided into multiple units with separate entrances and each unit has been assigned an individual number, 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.

Section 3.03 Additional Signage Required When Necessary

The Addressing Coordinator may also require numbers or address ranges be posted in additional locations as deemed necessary in order for emergency or mail/package delivery to find the addressed location.

Article IV. ROAD NAMING

Section 4.01 General

- A. New roads shall be assigned a road name.
- B. Existing roads without a name shall be assigned a road name.
- C. Existing roads not complying with this Manual shall be renamed when necessary.
- D. The Addressing Coordinator shall be responsible to assign or modify road names according to procedures specified herein, with final approval given by the governing agency.
- E. The Addressing Coordinator shall communicate all changes pertaining to road names to the Great Falls Emergency Operations Center (E911) and the US Postal Service.
- F. An inventory of current addresses and road names shall be maintained on the City of Great Falls Mapping website and made available to the public.

Section 4.02 Roads Requiring Names

All access roadways within the City of Great Falls that serves four (4) or more addressable features shall be: (A) named (B) have established road name signs and (C) have road address ranges calculated. This includes all new, existing, public or private roadways. The new road sign(s) shall be maintained pursuant to *Section 5.01*.

Section 4.03 Road Geometric Guidelines

- A. Roads to be named shall be accessed by roads that are already named. If not, the preceding road(s) will need to be named simultaneously.
- B. A named road should be essentially continuous, without gaps. However, in the instance of newly developed roads, there may be a gap until the intervening segments are constructed if deemed appropriate by the Addressing Coordinator.
- C. If a road has a branch or branches, separate names shall be used for the minor branch(es). In order for the branch to retain the name, the following factors are to be considered: traffic volumes, surface type, angle of deflection and other relevant factors.
- D. Each road shall have the same name throughout its entire length, except that a road name may change when there is a substantial intersection or at municipal boundaries.

Section 4.04 Road Name Guidelines

A. NEW ROAD NAMES

1. A proposed new road name which duplicates an existing road name (singular or plural form) in the City of Great Falls and Cascade County or the towns within the County shall not be approved. An exception is allowed for cul-de-sacs which have the same name as the road from which they originate (example: "Clark Court" which originates from "Clark Drive). For roads that originate within 25 miles of an adjacent county, a proposed new road name shall not be approved in the event it duplicates an existing or reserved road name within a 25 mile interior boundary of the adjacent county. For existing roads requiring renaming, these road name duplication guidelines are reduced such that road names shall not be duplicated within the limits of established U.S. Postal Service post office name boundaries (i.e. USPS city name).

2. Road names are limited to four (4) words not including the road name suffix.
3. A road name shall not exceed more than twenty five (25) characters including spaces and the road name suffix abbreviation.
4. A road name shall not include numbers, spelled out or numerical; dashes; apostrophes; or other non-alphabetical characters.
5. Because north, south, east and west are directional features of the addressing system and lead to confusing addresses if included as part of the road name, cardinal directions shall not be part of any road name (e.g. Westview Road or Southpoint Dr are not acceptable).
6. Articles (the, a, an) shall not be used to begin road names.
7. Road names cannot contain initials, abbreviations, or single letters.
8. First names cannot be used for any part of a road name, and last names cannot be used for a road name unless agreed to by 75% of eligible landowners and meeting the requirements in this section (*Article IV, Section 4.01*).
9. Business names cannot be used for any part of a road name, due to the fact the business may not exist or could change names at some point in time.
10. All road names shall be simple to pronounce and spelled according to a standard dictionary.
11. Road names cannot duplicate map features or directional descriptions (e.g., "Dirt Road", "Tennis Court", "Up the Creek Rd").
12. No proposed road name shall be approved which begins with a word that appears as the first word in five or more official road names.

13. No proposed name shall be accepted which is a homonym of an official road name or may be easily confused with an official road name (e.g., “Bell” and “Belle” or “Peach” and “Beach”).
14. Road names shall not include obscene, racial, or derogatory terms.
15. Road names shall not use corporate trade names unless coincidental.
16. The primary name portion of a road name shall not be abbreviated (e.g., Mount Charleston Dr., not Mt. Charleston Dr.).
17. Where a proposed road is a continuation of, or in alignment with, an approved road, it shall utilize the same road name as the approved road. A new road name shall be required if the proposed road is disconnected from the centerline of the existing road by an offset greater than sixty (60) feet.
18. Road names should be consistent and singular for any particular road. The road name adopted by City of Great Falls within its jurisdiction shall be the officially recognized road name.

B. ADDITIONAL ROAD NAME GUIDELINES FOR RENAMING ROADS

In addition to the standards listed in *Section 4.04.A*, the following standards also apply when existing roads are renamed:

1. Historically significant road names shall be retained where feasible. The desire to maintain these road names to commemorate local history will be balanced with the ultimate goal of making road names easy to use by citizens, visitors, and service providers.
2. If two existing roads having duplicate names or road geometrics do not conform to this Manual such that one road name must be changed, the first road to use the name shall retain that name. If it cannot be determined or verified which road used the name first, the road with fewer addressable structures or units shall be renamed.

Section 4.05 Guidelines for Road Names Suffixes

Road name suffixes should be consistent with the roadway's expected traffic use, width of right-of-way and physical design/location.

CITY OF GREAT FALLS APPROVED ROAD NAME SUFFIXES

Alley	A narrow service street for serving the rear of lots.
Avenue (AVE)	Avenues generally run east/west. In established street grids, Avenues must conform to the compass pattern for that community.
Boulevard (BLVD)	A broad two way street with a landscaped center divider.
Circle (CIR)	A road which returns to itself. When designing new roadways, large circles are discouraged, due to the difficulty in determining which route provides the most direct path to a location during emergency response.
Court (CT)	A rectangular pocket off a public way. A “dead-end” street. This suffix should be avoided if there is the possibility that the road could be extended, thereby requiring that it be renamed.
Drive (DR)	A curvilinear street.
Lane (LN)	A minor, narrow street.
Loop (LOOP)	A road which begins and ends on the same road. When designing new roadways, this layout is discouraged, particularly in situations where confusion may arise to emergency responders

	due to the existence of intersections of duplicate name.
Parkway (PKWY)	A thoroughfare designated as a collector or arterial, with a median reflecting the parkway character implied in the name.
Place (PL)	Permanently "dead-end" street or short through street.
Road (RD)	Generally an arterial or rural road connecting to the primary system.
Street (ST)	Streets generally run north/south in established street grids, and must conform to the compass pattern for that community.
Terrace (TER)	Generally, a local road.
Trail (TRL)	Generally, a local road, an existing path or road which was historically named as such.
Way (WAY)	Generally, a local road.

Section 4.06 Road Naming Process

A. GENERAL

Roads may only be named using any of the procedures specified in this Section:

1. An "eligible property" is a parcel of land crossed by the road to be named; or whose primary access originates from the road to be named and said access does not meet the requirements to be named; or is already named. For property-owner initiated road naming or renaming, the number of eligible properties in agreement of the change must be 75% or greater.

2. An “eligible owner” is a person, corporation, or entity holding title to an eligible property.
 - a. A “signature” is an original ink signature of any person who holds a record title interest and is an eligible owner.
 - b. A signature by an eligible owner may be changed only in writing by the owner prior to a road name decision by the Addressing Coordinator.
3. An “affected property owner” is a person or entity that owns, lives or has its business address in a structure along the road being named or renamed.

B. ROAD NAMING DURING LAND DIVISION

1. This process of naming roads shall be limited to the eligible owners (or their authorized agents) associated with the proposed road to be named. All final subdivision plats shall include road names, if required, and no final subdivision plat containing a road required to be named shall be recorded unless the following requirements have been met:
 - a. All road names shall be approved by the Planning and Community Development Department and shown on the face of the plat. Upon plat recordation, the roads are officially named as shown thereon.
 - b. The installation of any road name signs required pursuant to *Section 4.02* by the land divider or developer shall be completed as part of an improvement agreement with City of Great Falls.
2. An owner or the owner’s designee may contact the Addressing Coordinator prior to plan check submission to determine the viability of proposed names.
3. Proposed road names shall appear on all final subdivision plats when the road is required to be named, as provided in *Section*

4.02, and the road is completely contained within the land to be divided or adjusted. In the event the road to be named is not completely contained within the land to be divided, the road required to be named shall be named as provided in this section by the Addressing Coordinator, with final approval from the City of Great Falls governing agency.

C. PROCESS OF NAMING OR RENAMING OF LOCAL ROADS

1. Following Planning and Community Development Department approval of the name or renaming of a local road, the City Commission may name or rename that road after a public hearing and adoption of an Ordinance or Resolution by the Commission, as applicable, under the Official Code of the City of Great Falls.
2. To name or rename the road, the eligible owners shall be mailed a notice, also a public notice shall be published in a newspaper of general local circulation for two consecutive Sundays, with the second publication being at least a week prior to the public hearing.
3. If the location of the subject road is not yet field-verified and digitized, the City of Great Falls Mapping & Addressing Division will map the road prior to consideration by the Commission.
4. After Commission approval, the Addressing Coordinator will mail a new site address notification letter to all property owners whose site address will be affected. The occupants of all structures that have received a new address must begin to use the new address for all purposes on the effective date of the new site address notification letter.
5. The City of Great Falls will be responsible for manufacture, installation, and maintenance of the road name sign(s) that are named under this process. The new road sign(s) shall be maintained pursuant to *Section 5.01*.

Article V. ROAD NAME SIGNS

Section 5.01 Responsibility for Placing and Maintaining Road Signs

- A. Standard road name signs provided by the City of Great Falls shall be required at all public roadway intersections.
- B. All road name signs required by this Manual shall be the property of the City of Great Falls. No person shall willfully destroy or remove any such road name signs. Anyone doing so shall be subject to the penalties contained in law.
- C. The specifications for materials and installation for all road name signs must comply with the City of Great Falls Road Name Sign Standards. (*Street Name and Road Name Sign Standards may be interchangeable but will but referred in this Manual as Road Name Sign Standards.*)
- D. Road name signs shall be placed in the right-of-way when possible. The location of road name signs must not obscure intersection visibility. At any location where the typical placement of a sign interferes with a safe sight distance, an alternate location must be found.
- E. Only those road name signs assigned or approved by the City of Great Falls are allowed at roadway intersections. The City of Great Falls may remove any road name signs displaying unapproved road names or road name signs that do not comply with the City of Great Falls Road Name Sign Standards.
- F. The ongoing maintenance of road name signs on all public roads shall be the responsibility of the City of Great Falls except in cases where it can be determined that a private homeowners' or road association is responsible for maintenance.
- G. City of Great Falls standard road name signs for new roads and any unsigned intervening existing roads for all approved subdivisions

shall be installed and paid for by the developer, including all road name signs that must be changed or added between the location of the subdivision and the City road or State/Federal highway providing access to the subdivision.

Article VI. Administration

Section 6.01 Agencies to Be Notified

The Addressing Coordinator shall notify the following agencies and departments of all approved road names and assigned numbers within five (5) days of assignment:

- Cascade County Clerk and Recorder
- Great Falls Emergency Operations Center (E911)
- U.S. Postal Service (USPS)
- Local Fire Departments
- Utility providers
- Department of Revenue (DOR)

The Addressing Coordinator shall also notify any other governmental agencies or departments and utilities requesting notification. All notifications are for information exchange only and the property owner or tenant is responsible for ensuring that their site address and mailing address is up-to-date with all parties.

Section 6.02 Procedures and Addressing Standards Compliance

Compliance with the procedures and standards set forth in this Site Addressing and Road Naming Policies and Procedures Manual shall be mandatory.

Section 6.03 Effective Date

This Site Addressing and Road Naming Policies and Procedures shall be effective upon adoption of a Resolution of the City Commission. The Manual may be amended by Resolution by the City Commission.