

Rules and Regulations

BOARD OF COUNTY COMMISSIONERS

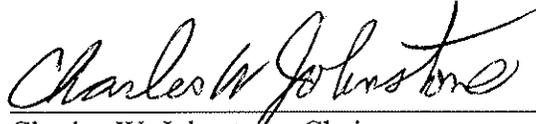
County of Park
State of Wyoming

I certify that the attached is a true and correct copy of the amendment to the Park County Develop Standards and Regulations, relating to the County's Rural Addressing Policy adopted in accordance with W.S. §18-5-201 through 207, W.S. §18-5-301 through 305, and W.S. §24-1-104. This is an amendment to Chapter III, Section 6 of the Park County Development Standards and Regulations.

Prior to adoption, these rules, and regulations, and standards were made available for public inspection on the 5th of August, 1998 and public notice of the intended adoption was provided forty-five days in advance of the public hearing.

The attached rules, regulations, and standards are effective immediately upon filing by the Park County Clerk and Recorder.

Signed this 29th day of September, 1998.



Charles W. Johnstone, Chairman
Board of Park County Commissioners

State of Wyoming }
County of Park } ss
This instrument was filed for record
on this 29 day of September
19 98 at 11:00 o'clock a m. and
duly recorded in Microfilm book _____
records on page _____
MARIE FONTAINE, Register of Deeds
By Queen Carter, Deputy
No. _____

Rural Addressing Policy

PARK COUNTY DEVELOPMENT STANDARDS AND REGULATIONS
CHAPTER III, Section 6, Subsection h. Rural Addressing Policy

Section 6, Subsection h. Rural Addressing Policy

A. STATUTORY AUTHORIZATION, FINDINGS OF FACT, PURPOSE AND OBJECTIVES

(1) **Authorization:** The Board of County Commissioners of Park County through the adoption of the Park County Development Standards and Regulations has established regulations designed to promote the public health, safety, and general welfare of its citizenry. Pursuant to this authority, the Board of County Commissioners of Park County, Wyoming hereby adopts this rural addressing policy.

(2) **Findings of Fact:**

(a) On December 3, 1990, the official road naming procedure for County roads was adopted. Reference Commissioners' Record Book 10, Pages 268 and 269.

(b) The following Wyoming Statutes are hereby incorporated by reference:

W.S. §18-3-504 – County Officers – Power and Duties Generally

W.S. §18-3-700-701 – County Surveyors – Qualifications; appointments;
duty as supervisor of roads

W.S. §24-3 Article 2 – Identification of Roads

W.S. §31-5-108 – Regulation of Traffic on Highways – Uniformity of
provision throughout state; local modifications

W.S. §31-5-112 – Regulation of Traffic on Highways – Adoption of uniform
system of traffic-controlled devices

(c) The provisions of the Manual on Uniform Traffic Control Devices (MUTCD), latest edition, are hereby incorporated by reference.

(3) **Statement of Purpose:** It is the purpose of these regulations to promote the public health, safety, and general welfare, and to provide for a coordinated and uniform addressing system within Park County;

(a) To protect human life and health;

(b) To provide a uniform road naming and addressing system;

(c) To optimize the response for emergency services, such as fire, ambulance, rescue and relief efforts undertaken at the expense of the general public;

(d) Applies to all addressing within the jurisdiction of Park County, including but not limited to, state, county, public and private roads and easements.

B. DEFINITIONS

Unless specifically defined below, words or phrases used in these regulations shall be interpreted so as to give them the meaning they have in common usage and to give these regulations the most reasonable application. The following definitions are specific to this section:

- (1) **“County Road”** – A right-of-way established according to state statute within the jurisdiction of Park County.
- (2) **“Public Road”** – A road right-of-way or easement dedicated or established for the use of the general public.
- (3) **“Private Road”** – A roadway for the use of an individual or particular group of individuals.
- (4) **“Subdivision Road”** – A road right-of-way or easement dedicated or established through the subdivision process.
- (5) **“State Highway”** – A right-of-way established according to state statute by the State of Wyoming, under the jurisdiction of the State of Wyoming.
- (6) **“City Street”** – A right-of-way established according to state statute and municipal code. Under the jurisdiction of a town or city.
- (7) **“Existing Address”** – A number assigned, recorded, and/or used by a resident which was issued by the county or fire district.
- (8) **“New Address”** – An address number yet to be assigned and recorded by the county.

C. GENERAL PROVISIONS

- (1) **A formal written procedure follows, as outlined in sections D and E below.**
- (2) **Lands to which these regulations apply.** These regulations shall apply to all areas within the jurisdiction of Park County.
- (3) **Basis for establishing.** To provide for a uniform, coordinated rural addressing system for Park County. Park County uses a mileage-based system for addressing, which means addresses are assigned from a known point, usually the beginning of the road. This method of addressing enables emergency services to locate a particular address.
- (4) **Compliance.** All addresses within Park County shall be assigned in full compliance with the terms of these and other applicable regulations.

(5) **Designation of the Addressing Coordinator.** The Addressing Coordinator will be appointed by the Board of County Commissioners.

(6) **Duties and responsibilities of the Addressing Coordinator.** Duties of the Addressing Coordinator shall include, but not be limited to, implementation and enforcement of these regulations.

(7) **Address Review Committee.** An Address Review Committee will be comprised at a minimum of members from the following agencies:

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|-------------------------------|---|
| Park County Engineer's Office | Park County Sheriff's Office |
| City of Cody | City of Powell |
| Town of Meeteetse | Fire Districts, including: Clark, Cody, Powell and Meeteetse |

(8) **Abrogation and greater restrictions.** These regulations are not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where these regulations and another regulation, easement, covenant, or deed restriction conflict or overlap, whichever imposes the more stringent restrictions shall prevail.

(9) **Road Name Signs.** It is neither the desire nor the intent of the county, through its addressing policy, to differentiate between public and private roads, nor to imply a right of ingress or egress. Generally, the following sign conventions will be followed:

- **County Roads** – Formally established County roads will be marked with a County Route Marker, MUTCD designation M1-6.
- **Other Roads** – Other roads, public, private, subdivision, etc., will be marked with a Street Name Sign, MUTCD designation D3.

Requests for signs with additional wording, such as "Private Road", "Private Drive" or other private signs will be denied by the County. This does not preclude the property owner, at his expense, from installing these signs on private property. Such signs must be installed outside of any County Right-of-Way and may not be attached to the road name sign or sign post installed by Park County. The applicant, at his expense, may place a "Private Road" sign on the County sign post if the sign meets the requirements of the MUTCD and the applicant obtains R.O.W. permit,

(10) **Interpretation.** In the interpretation of these regulations, all provisions shall be:

- Considered as minimum requirements;
- Liberally construed in favor of the governing body; and
- Deemed neither to limit nor repeal any other powers granted under state statute.

(11) **Warning and Disclaimer of Liability.** The degree of protection required by these regulations is considered reasonable for regulatory purposes. These regulations shall not create liability on the part of Park County, any officer or employee thereof for any damages that result from reliance on these regulations or any administrative decision lawfully made thereunder.

D. APPLICATION

(1) **Application for an Address.** The applicant shall make a Request for an Address. Application for an address shall be made on forms furnished by the Addressing Coordinator. The form may include, but is not limited to:

- Name, address and phone number of person requesting an address.
- Name, address and phone number of Property Owner.
- Legal description of property.
- Directions to the property.

E. PROCESS

(1) **Application Review.** Upon receipt of a Request for an Address form, the Addressing Coordinator will:

- (a) Review all requests for address.
- (b) Verify property ownership, as others may be affected by a new address.
- (c) Determine if address location is on a currently named road - proceed to Section (2) below.
- (d) Determine if a private road name will be required - proceed to Section (3) below.

(2) **New Address location on a currently named road.**

- (a) Addressing Coordinator will provide the applicant with an approved marker, and instruct the applicant to place the marker at the location of the proposed driveway
- (b) The applicant will place the marker at the location of the proposed driveway
- (c) The Addressing Coordinator will field measure the distance from a known point to the marker placement and determine an address for the location
- (d) Proceed to Section (5) below

(3) **New address location on a road requiring a new road name.** A new address will be required in the following cases:

- (a) New address is the third address located on a particular access.
- (b) Increased development is anticipated to be located on a particular access that may result in three or more addresses off of a known road.
- (c) Any road, that in the opinion of any member of the Address Review Committee, should have a new road name.
- (d) Once it is determined that a new road name is required, the following procedure will be followed:
 - (i) The County reviews the property ownership on both sides and adjacent properties near the road in question.
 - (ii) The property owners are contacted, in writing, and given the opportunity to nominate names for consideration.

- (iii) Once submitted, the Address Review Committee reviews the nominations.
 - Any conflicts or perceived conflicts between proposed road names and existing road names, which are already established in Park County, will not be allowed. All names not disqualified through the review process will be submitted to the landowners so they may have a chance to vote.
 - If the local landowners cannot agree, the County Engineer will assign a road name.
 - (iv) Once a road name is accepted, all the affected landowners will be notified outlining the new road name and corresponding new addresses. A copy is sent to emergency services, utility companies, county offices, postal service, etc.
 - (v) The County Sign Technician is notified for installation of the new road sign and address markers.
- (4) **Modification of an existing address.** If the Addressing Coordinator, or a member of the Address Review Committee, determines that a modification of an existing address is needed, the Addressing Coordinator will initiate a change following the procedures outlined in sections (2) and (3) above.
- (5) **Assignment of road name and address.** Once the Applicant and the Addressing Coordinator have complied with the requirements of these regulations, the Addressing Coordinator will assign an address, and if required, a road name.
- (6) **Notification of address.** Once a road name and an address are determined, the Addressing Coordinator will notify, in writing, the applicant and appropriate agencies.
- (7) **Correction of self-assigned address.** When an unauthorized address is discovered, the Addressing Coordinator shall notify the property owner of the violation and initiate the process in accordance with these regulations to correct the address.

F. FEES

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| Street name sign | \$150.00 |
| Address marker – New address | \$150.00 |
| Replacement marker – worn out naturally | \$ 0.00 |
| Replacement marker – other causes | \$ 50.00 |
| Correction of self assigned address | \$250.00 |
| Failure to properly mark driveway | \$ 50.00, plus mileage |

Exceptions to Charges:

- County or Agency required changes.
- New Subdivisions, prior to Plat recordation, will obligate developers to pay for street name signs.

G. ENFORCEMENT

- No address number(s) shall be released until all required County permits have been issued.
- No address number(s) shall be released until all costs, including costs for re-inspection, have been received.
- No address number(s) shall be released until all affected property owners file the certificate of acceptance agreeing on the newly assigned road name, unless the Board of County Commissioners assigns a road name.

H. APPEALS

All appeals shall be processed in accordance with Chapter 1, Section 9 of the Park County Development Standards and Regulations.

Approved the Park County Board of Commissioners on September 22, 1998

**PUBLIC WORKS
DEPARTMENT**

David H. Kieper, P.E.
Park County Engineer

Road & Bridge and Engineering
527-8520 or 754-8520



PARK COUNTY, WYOMING
ORGANIZED 1911

ORIGINAL PARK COUNTY COURTHOUSE
CODY, WYOMING
COMPLETED 1912

County of Park

ACCEPTANCE CERTIFICATE

Date: _____

I / we, _____, hereby certify that

I / we agree to the name _____, for the
road beginning at (Location Description:)

Property Owner:

Property Owner:

Please return the signed Acceptance Certificate to Park County Public Works, 1131 Eleventh Street, Cody WY 82414 no later than 10 days from date first written above. All addresses will be issued, determined and placed once this office receives the Acceptance Certificates.

No response received within 15 days from the date first written above shall be construed as an acceptance of the road name as determined by the Park County Engineer, Address Review Committee and participating ownership as the preferred selection.

SUBMITTED BY:

Property Owners Names