

Itasca County
Addressing and Road Naming/Changing Policy
Address Policy
Section 1
General Provisions

A. Objectives

The purpose of this County Wide Street Naming and Addressing Policy is to establish standards for naming roadways and assigning addresses.

This policy is designed to eliminate addressing confusion and to create a system by which addresses may be assigned and maintained. Changes to existing addresses will only be made when non-conformity interferes with the accurate dispatch of emergency vehicles or postal delivery.

B. Addressing Responsibility

Itasca County GIS will be responsible for assigning addresses to all areas that currently utilize the 5 digit address system.

Municipalities within Itasca County will continue to be responsible for addressing within their respective boundaries that aren't currently utilizing the 5 digit address system.

Section 2
Address Requests

A. Requirements

A new address for a property will be issued when a zoning permit is procured through the Environmental Services Department (ESD), or when power is supplied to an unaddressed property, or when an improved end drive or access point is constructed and a request is made through the ESD.

Section 3
Numeric Assignment

A. Frontage Interval/ Address Style

The Itasca County addressing system is based off of a Grid system that originates at the southeasterly corner of Itasca County. This location is assigned a numeric value of 10,000. This value increases as you travel northerly and westerly from the point of origin. Addresses are based on 1000 addresses per mile. Itasca County uses five digits for addressing. Addresses are assigned based upon the driveway entrance into the property, not the physical location of the primary structure.

B. Odd/Even Number Address Locations

Odd numbered addresses will be placed on the South and West sides of roads within Itasca County. Even numbered addresses will be placed on the North and East sides of roads within Itasca County.

1. Once the orientation of a roadway is established it shall be used throughout the length of the entire roadway, regardless of any change in direction the road may take.

C. Fractional, Alphanumeric, Hyphenated Addresses

Under no circumstances will there be fractional addresses, hyphenated addresses or alphanumeric addresses.

D. Address Component Order

The components of a street address must be assigned with the following sequence: ***“Address Number” “Directional Prefix” “Roadway Name/Number” “Suffix” “Post Direction” “designation of apartment or suite” and “apartment/suite number.”***

E. Private Driveways/ Unnamed Roads

Private driveways and unnamed roads need to be named and addressed if there are three or more residences/businesses on it.

With two dwellings/businesses on a private driveway, there shall be two separate addresses, with the structure closest to the main road having the lower of the two addresses.

F. Apartment Buildings

Apartments shall be numbered with the main building receiving one address. The individual apartments shall be assigned a number by the owner/manager of the apartment complex.

G. Duplex Residences

A duplex shall be addressed with each unit receiving its own individual address.

H. Mobile Home Communities

Each community shall receive one main address. Lot numbers shall be assigned by the community manager/owner.

In the event that a mobile home community has several roads, each road shall be named and addresses shall be assigned by the community manager/owner.

I. Individual Commercial Buildings

Individual commercial buildings shall be given one address to the road/street on which the driveway access is located. When a business faces a main road, but is accessed from a secondary road, an address will be allowed to the main road if the primary entrance faces the main road.

An individual building which houses more than one business shall require a separate address for each individual business.

J. Strip Commercial Buildings

Strip commercial buildings shall receive one address for the entire building. Each business shall receive a separate suite number assigned by the owner/manager.

K. Miscellaneous Structures

Outbuildings having their own access drive and their own separate utility shall be assigned an address.

L. Wireless Towers

A wireless tower shall be assigned an address.

M. Public Water Accesses

All public accesses that have the ability for Emergency Service Vehicles to travel shall be assigned an address.

N. Islands

Dwellings located on an island will be assigned an address.

O. Water Towers.

Section 4 Address Corrections

A. Numeric Corrections

Address changes will be made under the following circumstances:

1. If the existing address number is not in sequence and/or does not run consecutively in the same direction as the Itasca County address system.
2. If the existing number is such that the assignment of future address numbers is not practical in keeping with the requirements of this policy.
3. When a new road name is created and the structures must reflect the new road name and addressing scheme.

4. When an address is duplicated or otherwise violates this policy.

In the case of a numeric address change, the following procedures shall be followed:

1. The reason for the change shall be documented with the date and the reporting party.
2. A new address will be determined using this policy.
3. Notifications will be sent by Itasca County on Sheriff's letterhead to the following:
 - a. The affected residents
 - b. The local Post Office
 - c. The City or Township
 - d. The affected school districts
 - e. Various Itasca County Departments (Assessor, Auditor, Dispatch, etc.)
 - f. Other entities such as Elections Officer, GIS, Itasca County's E911 provider, etc.)
4. The resident shall be responsible for notifying their own personal accounts, including getting their mail forwarded to the new address.

Section 5

Street Name Requirements

A. Street/Road Designations

Every existing roadway, whether public or private, that provides access to three or more addresses shall be named.

B. Road Name Changes

Road name changes shall only be allowed under the following circumstances:

1. If the road name is in duplication of another road within a designated postal area, and interferes with the accurate dispatch of emergency management vehicles.
2. If the road name is considered offensive or vulgar as determined by the Itasca County Board.
3. In the case of jurisdictional reassignment.

In the case of a road name change, the following procedures shall be followed:

1. The reason for the change shall be documented with the date and the reporting party.
2. Notifications will be sent by Itasca County on Sheriff's letterhead to the following:
 - a. The affected residents
 - b. The local Post Office
 - c. The City or Township
 - d. The affected school districts

- e. Various Itasca County Departments (Assessor, Auditor, Dispatch, etc.)
- f. Other entities such as Elections Officer, GIS, Itasca County's E911 provider, etc.)
3. The TLM Committee in conjunction with the affected residents shall decide on an acceptable road name.
4. The resident shall be responsible for notifying their own personal accounts, including getting their mail forwarded to the new address.

C. Naming New Roads

When an application is made to the TLM Committee for a new road name, the proposed name will be compared with road names in the Itasca County Addressing database to check for duplication. Reserving of road names shall not be allowed. All new road names will conform to the standards set within this policy. Environmental Services will communicate road names and addresses to the affected residents.

D. Road Name Selection

1. Road names will be easy to pronounce and easily recognizable in emergency situations.
2. Avoid family names or individual names.
3. If the road is continuous, do not change names at an intersection or curve or some other point.
4. No road name may duplicate, in sound or pronunciation, any other roadway already in use within the same emergency response area or zip code.
5. Do not use the same name with a different prefix or suffix.
6. No special characters in road names will be allowed.
7. Avoid the use of standard suffixes or directional prefixes or suffixes as road names. (i.e. North Blvd, Court St. Avenue of Pines).
8. Avoid the use of non-standard road name suffixes which may be confused with subdivisions or commercial developments (i.e. Pokegama Plaza).
9. Use of frivolous or complicated words or unconventional spellings will not be allowed.
10. Names that may be offensive (slang, double meanings, etc.) will not be allowed.
11. Names with the same theme (i.e. flowers, animals, trees) are suggested for naming roads in an entire subdivision, as means of general identification.
12. The words County Road will not be used in the naming of a road, due to the fact that the jurisdiction of a road may change over time.
13. Each roadway shall have only one correct name. Dual named roadways shall not be allowed.
14. When an opportunity arises to give a previously numbered road with no name a new road number, a new road name will be issued as well, and new addresses will be assigned based upon the new road name.

E. Prefixes

Directional prefixes will be used only when necessary. A road may not have more than one directional prefix.

F. Suffixes

There are numerous suffixes to choose from, including but not limited to:

Avenue	Boulevard	Cove	Court	Circle	Drive
Estate	Isle	Landing	Lane	Loop	Manor
Parkway	Place	Road	Run	Street	Terrace
Trail	Way				

G. Post Direction

Post direction is a direction used after the suffix. It may not be used if there is a directional prefix. The use of a post direction is optional.

Board Approval Dates: 02/26/2002; 08/09/2016

ROAD NAME CHANGE APPLICATION

(Please print or type)

Name of person making application

Date

Current address (house number, road name/number and home city)

Home phone number

Work phone number

Township you reside in

Name of post office where your mail is distributed: _____

Name of the city you reside in if applicable: _____

How many property owners are on the current road: _____

List the names, addresses, and phone numbers of property owners on the road:

NAME	ADDRESS	PHONE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

ROAD NAME CHANGE APPLICATION

Road Name Change Application

NAME	ADDRESS	PHONE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Please use extra sheets for additional names)

Name of road you are asking to have changed: _____

- Please check one of the following:
- The road is a county road.
 - The road is a township road.
 - The road is private drive.
 - The road is a city road.

Why are you requesting this road name change: _____

ROAD NAME CHANGE APPLICATION

Road Name Application

We will make every effort to use one of your choices that also meet our road-naming criteria. This criteria we use is as follows: 1.) No road name shall duplicate any existing road name in the county. 2.) A road name shall be pronounceable. 3.) No road name shall be vulgar or derogatory in nature. 4.) The road name shall be of no more than 20 characters, including spaces.

List three proposed road name changes (from favorite to least favorite):

1. _____ 2. _____ 3. _____

Items to be attached to application are:

1. The map where the road is located.
2. A copy of the signed petition of property owners living on current road. A copy of the signed petition of all property owners on the current road, as well as property owners that are living on the current road.
3. Township or city resolution of support or approval.
4. The approval or disapproval sheet from the local postmaster.
5. Attach any other supporting documents to support the road name change.
6. The application fee of **\$50.00**. (This fee is a set fee for 5 property owners or less.) If there are more than 5 property owners, each owner over the five will be assessed an additional **\$10.00**. Example: If there are 7 property owners on the road, the application fee needed would be **\$70.00**.)

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ROAD NAME CHANGE APPLICATION

Generic Sample Letter to Postmaster

Date

Postmaster
Address
City, State, Zip Code

Dear Postmaster:

I am in the process, along with other residents, of requesting to change the name of the road that we live on. Part of the process is to receive approval from the local postmaster of the post office from where our mail is distributed. The following are three suggested road names that we are proposing to change our road name ot. They are ranked from first choice to third choice.

1. _____
2. _____
3. _____

Please review the suggested road names on the attached form which is labeled "Postmaster Approval Form." After you have had an opportunity to review the three suggested names, please check the appropriate box that would indicate whether you approve or disapprove of this name. Once this is compelted, please sign, date, add the post office's phone number at the bottom of form, and return the form to the address listed below.

Thank you.

Signature

Address _____

ROAD NAME CHANGE APPLICATION

POSTMASTER APPROVAL FORM

Post office name: _____

Date of request: _____

SUGGESTED ROAD NAMES

1. _____ Approve Disapprove
2. _____ Approve Disapprove
3. _____ Approve Disapprove

Postmaster note: The road-naming criteria is as follows:

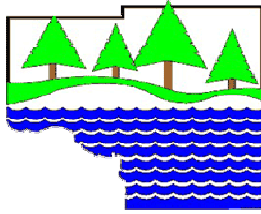
1. No road name shall duplicate any existing road name in the county.
2. A road name shall be pronounceable.
3. No road name shall be vulgar or derogatory in nature.
4. The road name shall be of no more than 20 characters, including spaces.

Postmaster's name: _____

Phone number of post office: _____

Date completed: _____

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**ITASCA COUNTY
BOARD OF COMMISSIONERS**
Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

August 9, 2016
Regular Meeting

REQUEST FOR BOARD ACTION RBA-2016-267

DEPARTMENT: Sheriff's

PRESENTER: Mark Lallak

TIME REQUIRED: < 5 minutes

AGENDA ITEM:

Addressing and Road Naming/Changing Policy

BOARD ACTION REQUESTED:

Approve the updated Addressing and Road Naming/Changing Policy.

BACKGROUND:

The TLM Committee has been meeting regarding updates to this policy over the last several months to establish a policy that best fits the needs of the residents of Itasca County.

ITEM HISTORY:

History:

08/02/16 COUNTY BOARD
NEXT: 08/09/16

RECOMMENDED FOR CONSENT

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

- Road Name_Addressing (DOCX)

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]

MOVER: Davin Tinquist, District #1

SECONDER: Mark Mandich, District #5

AYES: Tinquist, Snyder, Trunt, Eichorn, Mandich