

RESOLUTION NO. 39, SERIES OF 2023
RESOLUTION ADOPTING THE FREMONT COUNTY
ROAD NAMING AND SITE ADDRESSING SUBDIVISION AMENDMENT

WHEREAS, pursuant to §30-11-107(1)(h), C.R.S., the Board of County Commissioners (Board) has the authority to lay out, alter, or discontinue any road running into or through the county and to perform such other duties respecting roads as may be required by law; and

WHEREAS, pursuant to §43-2-101, C.R.S., et seq., the Board of County Commissioners has authority over County Highways; and

WHEREAS, the Board has determined that it is necessary to establish regulations, policy and procedures for road naming, and assignment of addresses to property sites to assist in expedient emergency responses and delivery of mail, packages, utilities and other services; and

WHEREAS, the Fremont County Department of Planning and Zoning has presented a draft proposal for road naming and site addressing, applicable to each lot, parcel, and tract of land within the unincorporated areas of Fremont County which will amend the Fremont County Subdivision Regulations with the addition of Section XXIV; and

WHEREAS, the Board of Commissioners held a Public Hearing on the 14th day of November, 2023, and considered all public input regarding the proposed Road Naming and Site Addressing regulations, policy and procedure; and

WHEREAS, the Board is persuaded that the proposed Road Naming and Site Addressing regulations, policy and procedure, Section XXIV of the Fremont County Subdivision Regulations, is reasonable and will promote the health, safety, and welfare of the citizens of Fremont County and should be approved and adopted.

NOW, THEREFORE, BE IT RESOLVED that Exhibit A, as the Fremont County Road Naming and Site Addressing, amending the Fremont County Subdivision Regulations with the addition of Section XXIV, is hereby approved and adopted, to be effective as of December 1, 2023, and continuing in full force and effect until amended, deleted or superseded by subsequent action of the Fremont County Board of County Commissioners.

Commissioner _____ moved adoption of the foregoing Resolution, seconded by Commissioner _____ and approved by roll call vote as follows:

Debbie Bell	Aye	Nay	Absent	Abstain
Kevin J. Grantham	Aye	Nay	Absent	Abstain
Dwayne McFall	Aye	Nay	Absent	Abstain

Date: _____

BOARD OF COUNTY COMMISSIONERS
OF FREMONT COUNTY

ATTEST:

By: _____
Chairman

By: _____
Clerk to the Board

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EXHIBIT A

Chapter XXIV Fremont County Road Naming and Site Addressing

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A. Title

This Resolution shall be known and may be cited as the Road Naming and Site Addressing System Resolution for Fremont County, Colorado.

B. Purpose

The purpose is to establish and maintain policies and procedures in order to:

1. Provide property owners, the general public, and Fremont County with an accurate and systematic means of identifying and locating property.
2. Assist in the proper delivery of mail, packages, utilities, and other services.
3. Provide a means for expedient emergency response by medical, law enforcement, fire, rescue, and any other emergency services.
4. Assign address numbers to new addressable structures or units, assign address numbers to existing addressable structures or units that currently do not have a Site 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 existing roads without a name, rename existing roads when necessary in order to provide for efficient public services as identified in (a),(b), and (c) above, and acquire sufficient mapping to manage the Road Naming and Site Addressing System.
5. Govern the display of property address numbers and provide for accurate road name signage, installation, and maintenance thereof.

C. Applicability

This proposal would establish a Road Naming and Site Addressing System for Fremont County. This shall apply to each lot, parcel, and tract of land within unincorporated Fremont County, excluding all Federally owned lands and State-owned lands.

D. Road Naming and Site Addressing System Requirements

1. *Addressable Structures or Units*

- a) All new addressable structures or units shall be assigned a site address.
- b) Existing addressable structures or units that do not have a site address shall be assigned a site address.
- c) The site address of existing addressable structures or units that have an inconsistent site address shall be changed when necessary. For example, when the current site address is found to be inconsistent with sequential numbering and/or parity.
- d) Fremont County shall not issue a building permit to any lot subject to this Resolution until after the Fremont County Planning and Zoning Department has assigned a site address.
- e) Address numbers for new or existing structures, units, lots, and vacant parcels shall have parity and sequential numbering.

2. *Roads*

- a) New roads shall be assigned a road name.
- b) Existing roads without a name shall be assigned a road name.
- c) Existing roads with inconsistent road names shall be renamed when necessary.

3. *Display of Address Numbers and Road Name Signs*

- a) Address numbers shall be displayed on every addressable structure or lot.
- b) Fremont County Standard Road Name Signs shall be required at all road intersections on private and public roads.

4. *Assignment or Modification of Address Numbers or Road Names*

- a) The Fremont County Planning and Zoning Department shall be responsible for assigning or modifying address numbers or road names.
- b) The Fremont County Planning and Zoning Department shall communicate all changes pertaining to address numbers or road names to CRCA (Combined Regional Communications Authority) and the United States Postal Service.

5. *Ownership of Road Name Signs*

- a) All road name signs required by this proposal shall be the property of Fremont County. No one shall willfully destroy or remove any such road name signs. Anyone doing so shall be subject to penalties set forth in section 8 of this proposal.

6. *Fremont County Standard Road Name Sign*

- a) Road name signs shall be reflective and highly visible metal sign having a green background with white reflective legend placed at all road intersections in such a location to maximize visibility to motorized vehicles and bicycle or pedestrian traffic.

D.1 Road Naming

1. *New Road Names*

- a) All public or private roads, including private access easements that serve more than one (1) parcel shall be named, have road name signs, and have address ranges calculated, except that a road name and road name sign is not required when, in accordance with the United States Postal Service standards, the road provides vehicular access to not more than 3 parcels/lots, does not exceed .25 mile in distance (1320 feet), and address numbers for all parcels/lots are posted in a location visible from the intersection with the road having a name.
- b) Driveways shall not be assigned road names. The site address will include the name of the public or private access road with which the driveway intersects.
- c) The County's assignment of a road name shall not constitute or imply acceptance of the road into the County Road Maintenance Program.

- d) Road names may be based upon historical significance provided the road naming hierarchy requirements in subsection q. below are met. In order for a road name to be based on historical significance, it must represent a clear significance to Fremont County and its history. Requests to add historically significant road names must be approved by the Board of County Commissioners (BOCC) following a public hearing. Recorded documentation and supporting evidence must be submitted to the Fremont County Planning and Zoning Department to initiate the request for approval.
- e) The road name shall be easy to spell and pronounce. All road names must use common spelling. Only letters of the alphabet, numbers 0-9, and blank spaces may be used in road names. Road names shall not contain punctuation symbols or special characters.
- f) Road names shall not use corporate trade names unless coincidental.
- g) Upon adoption of this proposal, new road names shall not be duplicated within Fremont County.
- h) Road names should not be inconsistent, therefore hindering the operations of any of the following agencies: any post office or delivery service, fire response agency, emergency medical service, or law enforcement agency serving Fremont County.
- i) Adjectives may be duplicated in a road name as long as they are not duplicated in the same subdivision (e.g., Red Stone Road and Red Fox Road).
- j) Homonyms/phonetic duplications of road names are prohibited (e.g., Maple Trace Road and Maple Chase Lane).
- k) Road names shall not include obscene, racial, and/or derogatory terms.
- l) Because North, South, East, and West are directional features of the addressing system and lead to confusing addresses if included as part of the name, cardinal directions shall not be part of any road name (e.g., Westover Road or Southwick Dr are not acceptable). Acceptable abbreviations for cardinal directions are N, S, E, and W or some combination thereof to represent direction.
- m) Continuous roads must retain the same road name and cannot change at intersections.
- n) The names of State and Federal Highways are assigned based on their State or Federal Highway number.
- o) Abbreviations used for road name prefixes and suffixes must be United States Postal Service compliant (e.g., N, S, E, W, RD, ST, LN, etc.).
- p) The main title of a road name shall not be abbreviated (e.g., Mount Shasta Dr NOT Mt. Shasta Drive).
- q) The final plat for all new lots, including subdivisions in the Agricultural Forestry Zone District, shall not be recorded until the Fremont County Planning and Zoning Department has reviewed, approved, and assigned new road names for the subdivision.

2. *Renaming Existing Road Names*

The standards listed in Section 5(B)(1) apply when existing roads are renamed except as follows:

- a) Historically significant road names shall be retained where feasible, except as provided in Sec. 5.B.1.n. 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.
- b) Road names shall not be duplicated within established USPS zip code boundaries, except that in the following situation, duplicate road names may be allowed:
 - 1. When there are no more than two duplicate road names (e.g., Drive and Court) that are connected, and the duplicate roads have a different grid or interval numbering sequence for addresses.
- c) If two existing roads have duplicate names such that one road name must be changed, the first road to use the name shall retain that name unless the number of affected properties on the later-named road exceeds by ten (10) or more the number

on the first road to use the 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. Refer to Section 5(B)(1).

- d) The Fremont County Planning and Zoning Department may initiate a change to an existing road name if necessary pursuant to Section 6.
- e) Any road that has the designation of a county road, that is no longer maintained in accordance with the County Road Maintenance Program, shall be renamed.

D.2 Road Name Signs

1. Road Name Signs for Roads that are Dedicated to the Public and Maintained by Fremont County:

- a) Fremont County standard road name signs are required on all public roads that are maintained by the County. These signs shall be displayed at all road intersections in Fremont County, excluding Federally owned lands and State-owned lands.
- b) The composition, size, and height of road name signs on public, County maintained roads must comply with the Fremont County Road Standards.
- c) Road name signs shall be placed in the right-of-way. The location of road name signs must not obscure any potential traffic hazard. At any location where the typical placement of a sign interferes with a safe sight distance, an alternate location must be found.
- d) Only those road name signs assigned or approved by the Fremont County Planning and Zoning Department are allowed at roadway intersections.
- e) The County may remove any road name signs displaying unapproved road names or road name signs that do not comply with the Fremont County Road Standards.
- f) The funding, manufacture, and installation of Fremont County standard road name signs on public, County maintained roads shall be the responsibility of Fremont County except as in (h) below.
- g) The ongoing maintenance of Fremont County standard road name signs on public, County maintained roads shall be the responsibility of Fremont County.
- h) Fremont County standard road name signs for new and existing public roads in all subdivisions approved by Fremont County, 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 County Road or State/Federal highway providing access to the subdivision.

2. Road Name Signs for Roads that are Dedicated to the Public and Privately Maintained:

- a) Fremont County standard road name signs are required on all public roads that are maintained by the County. These signs shall be displayed at all road intersections in Fremont County, excluding Federally owned lands and State-owned lands.
- b) Decorative road name signs that are in addition to Fremont County standard road name signs are allowed and are exempted from (c) and (e) below.
- c) The composition, size, and height of road name signs on public, County maintained roads must comply with the Fremont County Road Standards.
- d) Road name signs shall be placed in the right-of-way. The location of road name signs must not obscure any potential traffic hazard. 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 Fremont County Planning and Zoning Department are allowed at roadway intersections.
- f) The County may remove any road name signs displaying unapproved road names or road name signs that do not comply with the Fremont County Road Standards.

- g) The funding, manufacture, and installation of new Fremont County standard road name signs required as a result of this resolution on public, privately maintained roads shall be the responsibility of Fremont County except as in (j & k) below.
- h) The ongoing maintenance of Fremont County standard road name signs on public, County maintained roads shall be the responsibility of Fremont County except as in (k) below.
- i) The County will not be responsible for ongoing maintenance of decorative road name signs.
- j) Fremont County standard road name signs for new and existing public roads in all subdivisions approved by Fremont County, 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 County Road or State/Federal highway providing access to the subdivision.
- k) The funding, manufacturing, installation, and maintenance of road name signs on roads that are dedicated to the public and are privately maintained that fall within the boundaries of a homeowners' association or property owners' association shall be the responsibility of the homeowners' association or property owners' association.

3. Road Name Sign for Private Roads

- a) Fremont County standard road name signs are required on all private roads. These signs shall be displayed at all road intersections in Fremont County, excluding Federally owned lands and State-owned lands.
- b) Decorative road name signs that are in addition to Fremont County standard road name signs are allowed and are exempted from (c) and (e) below.
- c) The composition, size, and height of road name signs on public, County maintained roads must comply with the Fremont County Road Standards.
- d) The location of road name signs must not obscure any potential traffic hazard. 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 Fremont County Planning and Zoning Department are allowed at roadway intersections.
- f) The County may remove any road name signs displaying unapproved road names or road name signs that do not comply with the Fremont County Road Standards following written notification to the property owner, homeowners' association, or road association.
- g) The funding, manufacture, and installation of new Fremont County standard road name signs required as a result of this resolution on public, privately maintained roads shall be the responsibility of Fremont County except as in (j & k) below.
- h) The ongoing maintenance of Fremont County standard road name signs on public, County maintained roads shall be the responsibility of Fremont County except in (k) below.
- i) The County will not be responsible for ongoing maintenance of decorative road name signs.
- j) Fremont County standard road name signs for new and existing public roads in all subdivisions approved by Fremont County, 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 County Road or State/Federal highway providing access to the subdivision.
- k) The funding, manufacturing, installation, and maintenance of road name signs on private roads that fall within the boundaries of a homeowners' association or property owners' association shall be the responsibility of the homeowners' association or property owners' association.

D.3 Address Numbers

1. Assignment of an Address Number to New Addressable Structures or Units on Existing Lots.

- a) All new addressable structures or units on all existing platted lots, unplatted tracts and parcels, and tracts and parcels developed by metes and bounds shall be assigned site addresses, and only after the property owner/developer has made a final determination of the driveway/access point and applied for an address, and a driveway access permit if the driveway/access point falls on a county-maintained road.
- b) Before a building permit is issued, a site address must be assigned.
- c) The address numbers shall be displayed visibly at the site prior to the commencement of the construction and on the new structure prior to the first use or occupancy pursuant to Section 5(D)(4).

2. Assignment of an Address Number to Newly Created Lots.

- a) All new addressable structures or units on all newly created lots, shall be assigned site addresses, and only after the property owner/developer has made a final determination of the driveway/access point and applied for an address, and a driveway access permit if the driveway/access point falls on a county-maintained road.
- b) Before a building permit is issued, a site address must be assigned.
- c) The address numbers shall be displayed visibly at the site prior to the commencement of the construction and on the new structure prior to the first use or occupancy pursuant to Section 5(D)(4).

3. Assignment of an Address Number to Vacant Land.

- a) An address number may be assigned to a vacant platted lot or parcel only after the property owner/developer has made a final determination of the driveway/access point and applied for an address, and a driveway access permit if the driveway/access point falls on a county-maintained road.

4. Display of Address Numbers

- a) All owners of addressable structures or units shall establish and display their assigned address number in conformity with the following standards:
- b) The address numbers shall be displayed on the structure.
- c) Address numbers shall be a minimum of three inches tall and shall be of a contrasting color to their background.
- d) If the numbers on the structure cannot be seen or are not legible from the road, then the address numbers shall also be displayed at the driveway entrance on a mailbox or a posted sign, so they are visible from the road.
- e) If the mail box for an addressable structure is not located at the driveway entrance, the owner must post an additional address sign at the driveway entrance with the address number clearly visible.
- f) Any address number associated with an incorrect site address shall be removed and replaced with the correct number by the property owner within 30 days of notification of the correct address by the Fremont County Planning and Zoning Department. The property owner shall be responsible to purchase, install, and maintain the correct structure address numbers.

E. Site Address and/or Road Name Assignment and Modification

1. Property Owner Initiated

Any property owner may initiate a change to an existing road name for a public or private road that provides vehicular access to his/her property through the following procedures.

- a) Property owners (petitioners) must contact the Fremont County Planning and Zoning Department to request procedures and application materials for a road name change.
- b) Petitioners must complete the appropriate form and indicate the reason for the requested road name change. Petitioners shall offer at least one name that is not a duplicate of any name (excluding the suffix, a different suffix does not change the road name) in the current Street Inventory Database for Fremont County and that complies with this resolution.
- c) Petitioners shall submit the completed form to the Fremont County Planning and Zoning Department and pay the associated fees. The Fremont County Planning and Zoning Department will verify the information supplied on the form approve one of the suggested road names provided it is in accordance with the road naming requirements, the change will not impair the intent and purpose of this Resolution, and the new site address has been approved by the Address Management System.
- d) If the form is not completed properly or if the proposed road name does not meet these requirements, the Fremont County Planning and Zoning Department will notify the petitioners that their request has been denied, list reason(s) for denial, and provide information describing additional action required.
- e) If the location of the subject road is not yet field verified and digitized, the County will map the road prior to acting on the petition.
- f) If the form is complete the Fremont County Planning and Zoning Department will submit the petition to the Board of County Commissioners (BOCC) for review and approval.
- g) The recorded original plat will not reflect changes to road names. The owner's deed need not be corrected at the time of the road name change. When the property is sold, the property owner should reflect the new road name on the deed. The change may be reflected on the deed as follows: Street Address: 2000 XYZ Street, Formerly Known as 2001 ABC Street.
- h) Owners of property taking vehicular access along the road with the changed name are responsible for the cost of as many road name sign(s) as are required by the Fremont County Road Standards and the cost of installation thereof, When the petition is submitted, full name and billing information (mailing address, physical address, and contact phone number) for one petitioner must be left with the County for the purpose of billing for the costs of signs and installation.
- i) A bill covering the costs for the road name signs and installation will be sent to the individual listed within the billing information on the petition along with the Board of County Commissioners preliminary approval of the road name change.
- j) Final approval for the road name change is contingent on full payment of the bill covering the costs for the road name signs and installation.
- k) The County will commence installation of the road name signs once the bill for the signage costs has been paid in full and final approval of the road name change has been given by the Board of County Commissioners.
- l) The Fremont County Planning and Zoning Department will mail a Site Address Notification letter to all property owners whose road name will be affected.
- m) Fremont County will be responsible for the manufacture, installation, and maintenance of road name sign(s) pursuant to Section 5(C).

2. County Initiated

Fremont County shall balance the need to modify existing address numbers and/or road names for compliance with this Resolution and postal standards with the desire to retain existing address numbers and/or road names where possible. Fremont County may initiate one or more of the following: The naming of an unnamed road, the modification of an existing road name, the assignment of an address number to an unaddressed structure or unit, or the modification of an existing address number through the following procedures:

The Planning & Zoning office will mail the notice to the affected property owners. Affected property owners include those persons whose land has a constructed and/or a declared, defined vehicular access, has an existing address, or existing structures taking access from the road proposed to be named or renamed.

- a) The form will encourage affected property owners to hold a neighborhood meeting to try to reach consensus on one of the pre-approved road names listed on the form or on a different road name that complies with this Resolution.
- b) No later than 45 days from the date on the form, each property owner may state his/her preferred road name by completing, signing, and returning the form to the Fremont County Planning and Zoning.
- c) The Fremont County Planning and Zoning Department will determine the new road name based on the name selected by the majority of property owners on the forms completed and returned by the property owners. In the event of a tie vote or in the event no property owners return the form, the Fremont County Planning and Zoning Department shall select the road name at his/her sole discretion.
- d) After site addresses have been approved by the Address Management System, the Fremont County Planning and Zoning Department will send a Site Address Notification Letter to affected property owners. At this time, the County Fremont County Planning and Zoning Department will notify property owners of any site address changes or road name changes.
- e) Fremont County will be responsible for the manufacture, installation, and maintenance of road name sign(s) pursuant to Section 5(C).
- f) The assignment of the address number is not subject to the property owners' approval. The assignment of the address number shall be determined by either grid addressing or interval addressing. Where applicable the grid system shall be followed; however, if outside a grid system, the preferred addressing method is interval addressing.
- g) After new site addresses have been approved, the Fremont County Planning and Zoning Department will send a Site Address Notification Letter to affected property owners. At this time, the County Fremont County Planning and Zoning Department will notify property owners of any changes to address numbers.

F. Appeals

Affected property owners may request an appeal of any requirement of this Resolution except those pertaining to the road naming hierarchy, sequential numbering, parity, or the naming of unnamed roads. Decisions of the Fremont County Planning and Zoning Department may be appealed by the affected property owner, property owners as a group, or Homeowners Association to the Board of County Commissioners. Appeals may be received at any time after the initial public information letter is mailed, but no later than thirty (30) days after the mailing of final official notification of the new site address by the Fremont County Planning and Zoning Department.

All appeals must be submitted in writing using the form provided by the County to Fremont County Planning and Zoning Department with specific details as to the nature of and reason for the appeal request. The Fremont County Planning and Zoning Department shall meet or speak to the appellant regarding the appeal prior to setting the date of the appeal hearing. The Fremont County Planning and Zoning Department's decision shall be upheld by the County Commissioners unless it is shown by a preponderance of evidence that the decision is inconsistent with or does not promote the intent and purpose of this resolution.

G. Compliance and Enforcement

1. Any person, firm, corporation, or entity violating any provision of this Resolution is subject to the penalties provided for in Title 30, Article 28, Parts 1 and 2, Colorado Revised Statutes, as amended, and any other legal action provided by law.
2. All provisions of this Resolution may be enforced by any legal or equitable means recognized by the Colorado Revised Statutes and Colorado Court Rules, as amended, in addition to any

other remedies that may be recognized in law or equity, for any unlawful use or development, Fremont County may:

- a. Deny and withhold all permits, certificates, or other forms of authorization to use or develop any land, structure, or improvements thereon. This provision applies whether or not the current owner is responsible for the violation.
 - b. Revoke any development permit or other authorization if it is determined there is a departure from the approved plans, specifications, or conditions of approval or the development permit was obtained by false representation or issued in error. Written notice of revocation must be served upon the owner, the owner's agent, or the owner's contractor to whom the permit was issued, or the notice may be posted in a prominent location at the place of the violation.
 - c. Initiate injunction or abatement proceedings or other appropriate legal action in district court or other court having jurisdiction against any person, firm, corporation, or entity who fails to comply with any provision of this Resolution, or any requirements or condition imposed under this Resolution.
 - d. Seek a court order in the nature of mandamus, abatement, injunction, or other action to abate or remove a violation.
 - e. Withhold all public road improvements and public maintenance from all rights-of-way that have not been accepted for those purposed by the county commissioners.
3. All penalties or remedies provided for violations of this Resolution are cumulative.
 4. The Planning Director, Chief Building Official, County Engineer, or other authorized representative ("the enforcing official") is authorized to enter or inspect any building, structure, premises, or real property to ensure compliance with this Resolution. These inspections will be carried out during normal business hours except in emergency situations described in paragraph E below. Entry onto private property for inspection will be made only after contact with the owner or occupant of the premises. If the owner or occupant cannot be located or permission to enter cannot be obtained, the enforcing official may seek an administrative search warrant or court order allowing entry by submitting a sworn affidavit to the county or district court detailing facts to support a reasonable belief that a violation is likely to exist, and that further investigation of the premises is warranted. Any subsequent entry and inspection must be conducted in accordance with the administrative search warrant or order issued by the court. Signing an application for any development approval constitutes permission to enter and inspect a property. Inspections may be conducted from public property or right-of-way, or from adjacent private property with the permission of the owner of the adjacent private property.
 5. Notwithstanding the provisions of paragraph 4 above, permission to enter or a court order is not required in emergency situations in which the enforcing official has reason to believe public health or safety is in imminent danger and could be jeopardized by any delay in obtaining permission to enter or a court order.

Appendix 3 Road Abbreviation Table

The following table lists the standard street prefix, type, suffix, and secondary unit abbreviations for the US Postal Service that are used by Fremont County:

Prefix Directionals	Abbreviation
East	E
West	W
North	N
South	S
Northeast	NE
Northwest	NW
Southeast	SE
Southwest	SW

Street Types	Abbreviation
Avenue	AVE
Boulevard	BLVD
Circle	CIR
Court	CT
Drive	DR
Lane	LN
Parkway	PKWY
Place	PL
Road	RD
Street	ST
Way	WAY