

**DRAFT**

# **Lincoln County, Nevada**

## **Street Naming and Addressing Policy**

February 20<sup>th</sup>, 2008

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## A. Background

Lincoln County is a remote, rural county that ranks as the 13th largest county in the nation and as the 3<sup>rd</sup> largest county in the State of Nevada. Less than 3% of the county is privately owned and the population hovers near 5,000 residents. There are five small communities located far apart from one another, each with a population under 1000 people. An informal addressing system has evolved over the years as a result of getting deliveries to the right place, provisions of public services and other traditional land based pursuits. As the county faces new development projects that could increase the county's population rapidly in the next 20 years, there is an urgent need to develop an addressing system that will be compatible in both urban and rural settings.

Delivery and service companies are challenged due to the lack of an addressing system and inconsistent or non-existent numbering. Mail delivery has been primarily to the community post office. However, there are several rural delivery routes for mail. Addressing would certainly improve the commerce for the county.

The county has recently invested in upgrading its E-911 system to be more effective and accurate for public safety purposes. Non city-style or ad-hoc addresses have been loaded into this system for testing. A consistent and logical system needs to be in place for E-911 to be fully implemented. This is especially true with the increased use and reliance on mobile phones.

Finally, the county has had challenges in the past related to the decennial census. Since the county's population is small and spread over a large area, getting an accurate count of all residents has been difficult. It is estimated that current numbers provided by the census bureau are off by at least 10%. These omissions result in the potential loss of funding to the county for a wide range of federal and state programs. In preparing for the 2010 census, a new addressing system will prove invaluable to the population count not to mention assist in wide range of county functions.

## **B. Addressing Goals**

1. Develop an addressing system to improve public safety, commercial services, product deliveries, utility services and emergency response.
2. Provide addressing for all dwellings and critical structures.
3. Avoid duplication of both address assignments and street naming.
4. Plan for logical address transitions at the Clark County border.
5. Require street naming and address assignments with new land divisions.
6. Consider functionality for a phased implementation of the E-911 system.
7. Consider known geography, emergency response districts, future land disposal areas and roadway intersections in developing the grid.
8. Identify roles, responsibilities and workflow for county addressing.
9. Create a master address file to comply with Census and USPS standards.
10. Coordinate with the City of Caliente to integrate addressing information.

## **C. Addressing Grids**

Staff has researched various addressing systems used and adopted a hybrid of several systems to best fit the county's needs. For the grid system to function users will need to know the commencement point for each grid. Stakeholders met in March of 2007 and directed the Planning Department to develop this policy and coordinate with affected parties. As a result the Lincoln County Planning Department has developed 7 distinct addressing areas based upon geographic regions and their emergency response districts. Each grid will have a zero point as a reference for east-west, north-south directions. These reference points are placed at known intersections of primary roadways and have been approved by local emergency response providers and are included in Section O.

Addresses will then be assigned based on 1000 units per mile and in the cardinal direction of the street centerline route or directly from the grid. This interval will allow for a distinct address every 5.82 feet along a street. To remain consistent county-wide, one grid interval measurement is being proposed with multiple grids for distinct areas of the county. While not necessary in many rural areas of the county, the densities proposed in newer developments not to mention existing commercial districts, will require an address system to meet future changes in land use and population. Addresses on curvilinear roads will be provided based on actual road mileage (with 1000 units per mile) from their starting point.

1. Pioche

This grid is established with the zero point at the intersection of US 93 and Eagle Valley Road (SR 322) in the town of Pioche. This grid will extend north to the county line to include; Caselton, Pony Springs, Mt. Wilson, Dry Valley, Rose Valley, Eagle Valley and Geysers Ranch.

2. Meadow Valley

This system will include the town of Panaca south into Meadow Valley Wash south to the Clark County line. The current street and address system was established with the settlement of Panaca in 1854. Street names were changed in recent years from letters to names using the first letter of the original street name. Many structures in Panaca are either not addressed or improperly addressed. The zero point is established at the "Y" (the intersection of US 93 and SR 319).

3. Pahrangat Valley

This system includes an axis located in the middle of Alamo on Broadway Street. In recent years, addresses and street names have been assigned by the town but not adopted by the county. A new XY axis is located at the intersection of US 93 and Broadway Street. This grid will include; Hiko, Crystal Springs and Ash Springs.

4. Rachel Area.

This system is established with the zero point at the Nye County line west of Rachel on Hwy 375. It will include Garden Valley, Tempuete and Quinn Canyon and the Nellis Test Site.

5. Coyote Springs Planning Area

This grid is established to coordinate with Clark County's adopted XY axis point for the planned community at US 93 and the county line. This grid will include lands north of Coyote Springs along Hwy 93 but south of the Pahrangat Valley National Wildlife Refuge. This grid will match the baseline established for Clark County with addresses going north east and west from the county line. Any primary roads crossing the county line may retain the same name with the addressing assignments starting over at the county line.

6. Toquop Planning Area

This system is established with the zero point at the intersection of Oasis Blvd and the county line. All numbers will extend north and east and west from this point. Any primary through roads crossing the county line may retain the same name subject to county policy with the addressing numbers starting over at the county line.

## 7. Caliente

Caliente is the only jurisdiction within Lincoln County with an adopted addressing system. Addresses run sequentially from block to block based on 100 units with a new starting point at 200, 300 etc. City addresses have been reviewed by the county for coordination with the county E-911 system. Several areas do not follow parity for even and odd numbers. In addition, there are several conflicting street names as well. Since Lincoln County provides dispatching and public safety services for the city, changes may be required to the city addressing system to ensure public safety and consistency.

### **D. Master Address Street File**

1. The Lincoln County Planning Department will develop and maintain the master address street file.
2. Initial address assignments will be made by the planning department and provided to; utility providers, county departments all town boards and the City of Caliente to assist in address conversion.
3. Unique addresses- any facility requiring an address for either residential, commercial, industrial uses will be assigned a unique address as determined by the planning director. Examples may include; traffic signals, cable cabinets, cell towers, water sources, seasonal dwellings, employment locations or other approved sites.
4. New addresses must be official assigned by the Lincoln County Planning Department prior to approvals for any new utility connections or building permit approvals.
5. An interlocal agreement should be developed by between Lincoln County and; the City of Caliente, any future jurisdictions, and Lincoln County Telephone Company outlining the roles and contributions for maintaining the master address file.
6. A separate E911 address database will be created and provided to the county coordinator for E911 services.

## E. Street Name Approval Criteria

Approval- street names may be assigned by the county on any unnamed street with more than three residences. The Planning Director will review and approve new street names using the following guidelines.

1. Street names should be easy to read to facilitate an emergency situation regardless of limited reading or pronunciation skills. Similar sounding or spelled names are considered to be duplications and are not permitted.
2. All street names will be adopted by the county after the completion of addressing and prior to their implementation. Street names may only be used once countywide. Named streets are preferred over numbered streets.
3. Streets that start within a town or city and continue into the county as a rural road shall continue with a consecutive number assignment. The name of the road may change at the closest intersection to the edge of the boundary.
4. The Planning Director will provide names for previously dedicated streets where no names were provided by the developer or where other established names have been used and are familiar.
5. Street names on signs shall match the approved/recorded names list. Streets that have been legally named in the past by official county records, such as recorded maps, shall have priority over other designated names unless petitioned by residents and approved by the county.
6. Street names may not contain hyphens, slashes, apostrophes and are restricted to a maximum of 20 characters and spaces (including street name & affix)
7. Once a name is assigned to any alignment it may not change anywhere along the extension of that alignment, unless the segment cannot connect in the future to an existing street segment along the same alignment.
8. Private internal streets shall be signed with a unique color distinguishing it from public streets in accordance with Lincoln County Street Sign Standards. Signs will be provided and erected by developer and be of a contrasting color from standard public street signs.
9. Prefixes and suffixes:
  - (i) Directionals affixes may be required on signs as deemed necessary when roadways cross the grid.
  - (ii) Multiple word street names shall not use suffixes in the primary name of the street. (e.g. Old Spanish trail road would not be accepted, but old Spanish trail would be accepted and 'trail' would be considered the suffix.)
10. Streets using the same first name but different suffixes must be connected to each other (such as Smith Court) being a cul-de sac off Smith Street.
11. New street names and number assignments must be provided by the land divider as part of the land division review process per this policy.

## F. Street Types

The following suffixes may be used in accordance with the description of each below. The following rules will be adhered to for new street name and suffix assignments.

1. **Avenues** run north/south and may take the suffix street.
2. **Boulevards** are routes running north/south with landscaped medians.
3. **Circles** have beginning/ending points connecting to the same intersection.
4. **Drives** connect two arterials and are greater than 1200 feet.
5. **Points** are dead end streets greater than 1200 feet.
6. **Courts** are dead end streets less than 1200 feet in length.
7. **Highways** are divided or single lane routes created by a government entity may include State Routes, US routes or Interstates.
8. **Lanes** are for routes that serve at least 3 homes and are greater than 1200 feet in length from the primary roadway.
9. **Loops** are for routes that start on a given street and reconnect to that street at a different location.
10. **Parkways** are landscaped routes with medians running east/west.
11. **Paths** are for streets that connect two streets on a diagonal.
12. **Places** are segments of streets that jog from an established grid but return to the prior alignment and continue as a street.
13. **Roads** include most rural county roadways.
14. **Rows** are streets with homes or business only on one side.
15. **Spurs** are dead-end streets less than 500 feet.
16. **Squares** or **Plazas** are streets with a square around a central plaza or other feature with commercial uses on the outside.
17. **Streets** will run east/west and generally connect to avenues, roads or drives.
18. **Trails** are dead end routes that greater than 1200 feet.
19. **Ways** are routes that start on a given street and reconnect to the same street at a different location and are greater 1200 feet.

## **G. Address Conversion / Development**

1. Existing primary structures within Lincoln County shall be assigned addresses by Lincoln County to comply with this policy.
2. Any person owning, controlling, occupying or using and building or critical structure which has access to any public road, private road or private easement shall display a permanent marker on the premises displaying the assigned address number in accordance with this policy.
3. Lincoln County will provide address numbers for all existing commercial and residential structures at no charge for assignments made and adopted by this policy.
4. New addresses assigned after the adoption of this policy will be required to apply for an address at the planning department prior to receiving a building permit application for a primary structure, utility hook-ups, a demolition permit or prior to dividing land.
5. Once completed the master address file will be forwarded by the county to the US Postal Service with an official request to adopt the approved address system.
6. Notices will be sent by the county to property owners outlining the development of an official addressing system and the new address assignment.
7. Lincoln County will adopt appropriate sections of this policy into county code in the next county code update.

## **H. Addressing coordination and roles and timelines**

1. The Lincoln County Planning Department will create, maintain and update the master address file for the county and provide street name lists and this policy to subdividers and developers.
2. The City of Caliente will provide updates to the city's master address file to Lincoln County within 24 hours of any changes.
3. Residents will need to apply for a new address assignment or utilize their legally assigned address prior to applying for any new utility connections, building or utility permits, demolition permits or business licenses from Lincoln County
4. Sub-dividers/developers will need to propose with any land division application proposed numbers and street names in accordance with this policy. All addressing costs for signage, fees, placards or numbers for new land divisions will be borne by the applicant and per this policy.
5. Lincoln County will provide the E911 coordinator addresses developed based on this policy in a standard data format.
6. The Lincoln County Road Department and each town will provide and erect signs for existing named, improved or maintained roads at a phased schedule to be determined based on need. Street and road naming shall be based on the adopted street name list. Priority should be given to signing roads with residential or other critical addresses.
7. Lincoln County Planning Department will make final revisions to this policy along with address assignments for existing structures, street/road names list and the implementation schedule and provide it to The Lincoln County Board of Commissioners for adopt an appropriate enactment date for the implementation of legal addresses.

## I. Assigning Address Numbers

1. Addresses shall be assigned within the appropriate numbering system in accordance with the county's adopted grid system. Address numbers generally increase as one travels in the direction adopted by the jurisdiction (for example, north to south and east to west). Additionally, addresses are always assigned so that they are in numeric sequence.
2. Straight streets
  - a) Odd numbers will be assigned sequentially on the north and west side of the street, and even numbers on the south and east side of the street. Addresses will be based on the approved interval of 1000 units per mile.
3. Loops courts or circles
  - a) Lots fronting on a loop, court or circle shall be addressed without regard to the temporary change in direction and within the address range available based on primary direction from the grid axis. The addresses shall be assigned starting at the entrance to the loop and continuing clockwise around the outside. Assign the opposite even or odd numbers continuously around the inside of the loop.
  - b) Addressing sequence of opposing sides of the street shall be within the same number range (e.g. A lot numbered 525 would have an address across the street of 526). In the case of lots that are offset, the number of each lot shall fall between the opposing two lots (e.g. If the opposing two lots are numbered 529 and 527, the address would be 528).
  - c) On streets that make 180 degree bends the even numbers will be assigned on the outside of the loop and the odd numbers on the inside of the loop. Address numbers will continue sequentially when a street changes direction if the street continues with the same name.
4. Diagonal streets
  - a) Streets may have a short segment in the first plat map in a series going one direction when first constructed, but may change direction for the remaining portion in later developments.
  - b) When addressing diagonal streets the planning director will treat the route as either a north/south or an east/west street using 60% of the overall street length as a guide to determine the directional prefix. The general addressing sequence must also continue with the directional change.
  - c) If an east-west addressing sequence is used and the street turns in a northerly or southerly direction, it shall maintain the east-west addressing sequence.

## 5. Curvilinear streets

- a) Streets running in one direction shall have one name only and shall have the same name throughout its entire length. However, if the street jogs for more than half a block the name can be given a different name at the discretion of the planning director.
- b) A Street that meanders from its original alignment may retain its name if it continues in the same general direction and the original alignment cannot be extended at some later date. The general addressing sequence must also continue with the directional change.
- c) If an east-west addressing sequence is used and the street turns in a northerly or southerly direction, it shall maintain the east-west addressing sequence.
- d) Directional's for curvilinear roadways will be assigned by the county based on the primary direction (60% or more) of the entire road length. These prefixes may not be included on the sign.
- e) A curvilinear street turning at an angle no sharper than 120 degrees will retain the same street name and addressing sequence throughout its path.

## 6. Highway Routes

- a) Addresses along state highways will be developed based on the adopted interval distance from the XY axis of the addressing area. NDOT Mile Markers will not be used. Address numbers on rural roads will be based on the starting point of the roadway and its grid location from the zero point on the grid. Addresses will proceed on a 1000 units per linear mile.
- b) Addresses will be given as "SR 322" for state routes or "US 93" for federal routes. When any of these routes enter a community the name will be common street name used with the numbering system remaining consistent. If a highway route is named that name will be used over the SR or US route number.
- c) County roads may be assigned a unique number for referencing purposes only. In the event that a county road does not have a name this number may be used as "CR 231". Efforts will be made to name all county roads.

## 7. Residential Structures

- a) Address numbers must be at least 4 inches in height and be reflective or contrasting and easily seen from 2 directions from the street.
- b) Driveways with 3 or more addresses may be given a distinct street name and address based on the grid. Numbering of structures will be based on a clockwise and sequential manner similar to addresses on loop, cul de sac or circle as referenced from the named driveway.
- c) Addresses on corner lots will be assigned based on the primary entrance location.
- d) Detached accessory or group dwellings will be addressed uniquely from primary dwellings according to the established grid. Sub addresses will be provided for attached units.

## 8. Rural addressing

- a) Addressed structures on shared driveways will require numbers to be placed at the major entrance intersection and at all secondary intersections leading to the home and on the home facade. A single sign with an address range may be used to indicate multiple addresses sharing a driveway.
- b) Addresses must be at least 4 inches in height and be reflective or contrasting. Private address placards and numbers in rural areas shall be posted at a height at least 48 inches from the ground.
- c) Address assignments with long driveways or not visible from the road will be assigned a number based on the intersection of the driveway with the closest primary roadway.

## 9. Outbuildings

- a) Barns, sheds or other outbuildings may receive unique addresses will be if they contain a phone, are not visible from the primary structure, have different access, provide housing or employment locations or house critical structures for emergency purposes.
- b) Un-named driveways with less than three residences will be numbered based on the intersection of the driveway with the primary named road.
- c) Address numbers will be posted to be visible from at least two directions in rural areas. (2 identical numbers on opposite sides)

## 10. Multiple family dwellings

- a) Buildings with 4 units or less will be given a distinct address for each unit. Any rear entry ways must be physically addressed on the front of the unit and at the rear of the unit.
- b) Buildings with common shared access, within a complex and with five or more units shall be given one street address. Each individual dwelling unit shall be assigned sub addresses.
- c) Each apartment building shall be given one street address. Each dwelling unit within the building shall be assigned sub addresses by the owner and reviewed by the planning director.
- d) Multi-dwelling attached units will be addressed with sub addresses and based on grid and street names. Units to the rear or on a second floor will receive a higher number than the street facing first floor unit. All numbers will be given left to right.

#### 11. Commercial/industrial sites

- a) All address numbers shall be conspicuously placed, in a color contrasting with the background, on a free-standing sign or attached to the building. Address signs must comply with all adopted sign standards.
- b) All numbers must be clearly visible to traffic in either direction from the street to which each unit is addressed. Buildings having parking and access areas provided at their side or rear shall have additional numbers displayed on the building and visible from any and all such parking and access areas.
- c) Size requirements - Address numbers located 50 feet or greater from the curb or driveway shall have numbers not less than 8 inches in height. Address signs setback greater than 100 feet shall have numbers of not less than 12 inches in height and no greater than 18 inches.
- d) Buildings with multiple units and common shared access shall be given one street address. Each individual unit or tenant space attached or detached shall be assigned building letters may be allowed by the planning director.
- e) Multi story buildings will be assigned suite numbers based on the floor and unit on the floor. (e.g. 5003 = 5th floor, number 3)
- f) Trailer/RV parks will be provided a unique address and sub-address for each unit or space.
- g) Addresses assigned to all detached buildings in a shopping center grouping shall be addressed with the same street name based on entrance location. Addresses for a commercial complex will be displayed prominently from the street in a group on an approved sign above and adjacent each entrance. Any Internal sub-addresses will be displayed on the exterior of the primary building.

- h) Each building in a shopping center will be assigned a single street address regardless of the number of internal suites/units. The owner of each building shall assign suite numbers to each tenant space and as approved by the planning director.
- i) The address for the shopping center on a corner will be determined by the primary ingress/egress access point.
- j) Addresses shall be placed on both the monument signs and near the entrance(s) to the building.

## J. Land Divisions

### 1. Minor land divisions

- a) All minor land division tentative maps will include proposed address numbers and street names based on the adopted grid and numbering system for that area.
- b) New addresses assigned during the land division process will be held by the county until a building permit is requested. At such time the applicant will be required to pay an addressing fee.
- c) Alternate street names will be supplied by the sub divider to address potential conflicts with the tentative map address map (at least one alternate shall be provided).
- d) All street signs with approved names shall be provided and erected by the sub-divider in accordance with this policy prior to recordation of maps.

### 2. Major land divisions

Street names and address numbers will be assigned by the developer. Lincoln County will provide the developer with a list of currently used street names, a map of the appropriate address grid and this addressing policy document. Alternate street names will be supplied by the developer to rectify conflicts with the tentative map (at least three for each street name).

- a) Tentative map review
  - i. All proposed street names must be indicated on a separate sheet with the tentative map. And include proposed address numbers based on the grid. Two alternative names must be provided for each street name proposed. Map will include a table with proposed address numbers, associated streets and corresponding Block and Lot numbers.
  - ii. Street names will be reviewed by the county and appropriate agencies for compliance.
  - iii. Names, numbers and signage materials and placement must conform to the provisions of this policy.
  - iv. The proposed street names will be reserved until the tentative map approval expires.
- b) Final map review
  - v. Street names and addressing are confirmed.
  - vi. Necessary street signs are erected

- vii. Any unusual addressing requirements will be specified.
- c) Post-recording procedure
- viii. The developer shall furnish the required number of copies of the recorded plat maps to county departments.
  - ix. New approved street names and address ranges will be entered into the Lincoln County address database.
  - x. Permit approval -assigned address numbers are required information on all building permits and utility connection applications.

## **K. Property Identification Required**

1. Address numbers
  - a) New and existing buildings in all locations of unincorporated Lincoln County shall have approved address numbers according to this policy.
  - b) Building numbers must be plainly legible and clearly visible from the street fronting the property to the structure and contrast with their background in both day and night. Numbers shall be placed to the right or left of the primary entrance, above the entrance on the façade of a porch and be visible from all directions.
  - c) Address numbers for all structures must be provided for and installed by the developer when new lots are created according to this policy.
2. Ingress/egress locations (driveways) from existing roads need approval by the Building and Road Departments prior to address assignment from the planning department.
3. Street signs
  - a) Streets sign(s) must be provided for and installed by developer when new lots are created. This will require developer installation of required signs. In addition to the street name, signs shall identify the appropriate block number if applicable.
  - b) Temporary street signs shall be installed at each intersection when the construction of roadways allows passage by vehicles. Signs shall be of approved size, weather and fire resistant and be maintained until replaced by permanent signs.
  - c) When a street sign is installed on a private road, it does not mean that the road is publicly maintained.
  - d) All private streets shall be signed with an alternate color according to adopted county sign standards.
  - e) Addressing assignments and posting will be required as a condition of approval on all land divisions, zone changes, site plan reviews or special use permits and prior of any Certificate of Occupancy by the county.

## **L. Appeal of Street Name**

1. To petition a street name and application and fee must filed with the county planning director.
2. Number assignments and suffixes may not be appealed due to the need for consistent numbering for public safety addressing.
3. If the name change is approved the cost of the sign and installation will be paid by the applicants. This amount will be submitted in addition to the application fee.

## **M. Penalty for Non-Compliance**

To be adopted with code updates.

## N. Definitions

Building address – the additional portion of an address used to describe a series of buildings on one site. The building address follows the general address adding a building number (and/or unit number where appropriate) (e.g. 840 pinnacle court 400 B where '400' is the building and 'B' is the unit within the building)

Bubble streets - a type of cul-de-sac which measures less than 100 feet from the point of radius of the turnaround to the centerline of the connecting street.

Directional prefix - the portion of a street name which indicates the primary direction of the street.

General address – the address describing a given site using the addressing grid, primary name and a suffix (and prefix where appropriate). (e.g. 10 East Victor Blvd)

Primary name - the portion of a street name which is neither a directional prefix nor a suffix. Example: (east) Victor (blvd) directional primary suffix prefix name.

Suffix - that portion of a street name which indicates that it is a right-of-way, such as "street", "avenue", "lane", "road", "circle", "court", "way", etc.

Complex- Residential, commercial or industrial development having three or more detached or attached units per lot.

Major land division- maps with more than 4 new lots being created.

Minor land division - maps with 4 or less lots being created. This includes subsequent parcel maps.

Critical structure- this includes any dwelling, business, employment location, land mark, gathering site, or other public or utility facility or structure requiring an address.

Existing addresses- Addresses created upon adoption of an official address list and the final approval of this address policy by the county.

## O. Proposed Grid System

### PROPOSED LINCOLN COUNTY ADDRESSING GRID

