FREMONT COUNTY PLANNING DEPARTMENT FREMONT COUNTY RURAL ADDRESSING RULES AND REGULATIONS

Adopted

Board of County Commissioners

July 2013

Amended

November 02, 2021

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FREMONT COUNTY

RURAL ADDRESSING REGULATIONS

RESOLUTION

BOARD OF COUNTY COMMISSIONERS FREMONT COUNTY, WYOMING

WHEREAS the Planning and Zoning Control within the unincorporated area of Fremont County is vested in the Board of County Commissioners by Wyoming Statutes §§18-5-201through 18-5-318; and

WHEREAS the Board of County Commissioners did request the Fremont County Planning Commission to prepare and recommend certain rules and regulations on rural addressing and from time to time amendments thereto; and

WHEREAS the Fremont County Planning Commission has prepared and recommended such recommendations to the Board of County Commissioners on June 24, 2021; and

WHEREAS the Board of County Commissioners did receive said recommendations and after thoroughly reviewing them did properly advertise and hold a public hearing on November 02, 2021; and

WHEREAS all testimony given at the public hearing has been carefully and thoughtfully considered; and

WHEREAS the Board of County Commissioners has determined that the health, safety, and welfare of the citizens of Fremont County, Wyoming will be substantially benefited by the adoption and enforcement of the following rural addressing rules and regulations,

NOW THEREFORE BE IT RESOLVED THAT THE FOLLOWING REGULATIONS ARE HEREBY ADOPTED BY THE BOARD OF COMMISSIONERS OF FREMONT COUNTY:

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Wind River Indian Reservation Addressing.....

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CHAPTER I

TITLE, AUTHORITY, PURPOSE INTENT AND DEFINITIONS

1. Title.

A. This document shall be known, cited and referred to as the "Fremont County Rural Addressing Rules and Regulations."

2. Authority.

- A. W.S. §§18-5-201 through 207, grant the Board the authority to promote the public health, safety, morals and general welfare of the county by regulating and/or restricting the use of land within the unincorporated area of Fremont County by rule and regulation. It is the opinion of the Board of County Commissioners that the complete and systematic addressing system will promote the public health, safety, general welfare and economic progress of Fremont County residents and any visitors to our county.
- B. W.S. §18-3-504 grants the Board the authority to lay out, alter, or discontinue any road.
- C. W.S. §§24-3-201 through 206, grant the Board the authority to identify county roads.
- D. Other Wyoming Statutes incorporated herein by reference: W.S.§16-3-103, §18-2-101, §18-5-306, §24-1-104, §§24-6-101 through 111, §18-2-101, §§18-5-201 through 208, §§16-9-101 through 108, §§24-1-101 through 104, and §§35-9-401 through 406.
- E. Based on this authority, the Board has the authority to assign names to all roadways and addresses to all addressable structure(s), or vacant property, as set forth herein.

3. Purpose.

A. The purpose of these Fremont County Rural Addressing Rules and Regulations is to establish standards for naming roadways, and assigning rural addresses to all principal structure(s), businesses and industries. Vacant land may also receive a rural address as needed for the purposes of establishing insurance, utilities and/or permits that may be required of the property owner prior to or during the construction of principal structure(s), businesses and industries.

4. Intent

- A. The intent of these Regulations is to:
 - I. Provide emergency service agencies with a complete set of rural addresses, so that emergency victims can be located with the greatest efficiency, and for the health, safety, and general welfare of the public.

- II. Improve the quality of life for residents of Fremont County through easier delivery of mail and services.
- III. Improve the accuracy of all the addresses within the unincorporated areas of Fremont County.
- IV. Standardize the procedures for naming roads and assigning addresses to the unincorporated areas of Fremont County.
- V. Maintain a countywide road name and rural address database.
- VI. Re-assign existing rural addresses to conform to current rural addressing rules and regulations when deemed necessary for public health, safety, or general welfare.

5. Definitions.

The following definitions are specific to these regulations:

Access – an entrance or exit to another public roadway or to private or public land from a street or highway.

Address – a numerical symbol identifying a residence, business or other facility that is located along an access.

Board - The Board of Fremont County Commissioners, Fremont County, Wyoming.

City Street – A right-of-way established according to state statute and municipal code, under the jurisdiction of a town or city.

County - Fremont County, Wyoming, administered by the Board and records held by the County Clerk.

County Road – A roadway established by the Board according to the state statute within the jurisdiction of Fremont County.

Deed to Restricted Indian Land Special Form – A Bureau of Indian Affairs document showing the legal transfer of Trust Land from one Native American to another.

Developer – A person or legal entity that is subdividing land pursuant to state statute or Fremont County Subdivision Rules and Regulations.

Easement – The right to use the real property of another for a specific purpose. The easement is itself a real property interest, but legal title to the underlying land is retained by the original owner for all other purposes.

Existing Rural Address - An address number assigned, which was issued by the County or any

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other entity, recorded and/or used by a resident.

Federal Highway – A right-of-way established according to federal statute, under the jurisdiction of a federal agency, such as the Forest Service, Bureau of Land Management (BLM) or Bureau of Reclamation.

Homesite Lease – A written document evidencing approval from the Tribes and the Bureau of Indian Affairs to withdraw and lease a tract of land for residential purposes.

Landowner — The person or persons holding an interest in the record fee title to one (1) or more parcels of real property, or a person or persons who are obligated to pay general property taxes under a contract to purchase real property, or the person or persons holding an approved lease agreement from the leasing entity of the Wind River Indian Reservation.

Private Road - A roadway for the use of an individual or particular group of individuals.

Public Road – A roadright-of-way or easement dedicated or established for the use of the general public.

Residence – A house or facility/establishment which may be any permanent structure, such as a building or mobile home, such as a trailer or RV which is occupied/lived-in for some continuance of time on a parcel of property.

Roadway – An access route used for public or private passage from one place to another including, but not limited to county, state, and federal routes, and established subdivision easements, whether private or dedicated to the public.

Rural Address – An address number which is assigned to a residence, structure, or property by the County pursuant to these rules and regulations.

Rural Addressee – Any landowner or leaseholder that owns/rents a structure that currently has a rural address on record in the Fremont County Rural Address System.

State Highway – A right-of-way established according to statute by the State of Wyoming, under the jurisdiction of the State of Wyoming.

Subdivision –The creation or division of a lot, tract, parcel or other unit of land for the immediate or future purpose of sale, building development or redevelopment, for residential, recreational, industrial, commercial or public uses.

Subdivision Road – A roadway or easement dedicated or established through the subdivision process. Subdivision roads are public roads only if they are specifically dedicated and designated as such on the subdivision plat.

Temporary Address – An address assigned to a principal structure for the purpose of establishing utility services. The duration of the address would be for not more than one (1) calendar year unless requested by the potential addressee(s).

Tribal Road - A right-of-way owned by the Eastern Shoshone and Northern Arapaho Tribes, or the Bureau of Indian Affairs (BIA) on behalf of the Tribes, on the Wind River Reservation, under the jurisdiction of those tribes.

Variance – A modification of certain requirements of these regulations when, in the opinion of the Fremont County Planning Department, justification and reasonableness has been demonstrated and it is necessary to serve the best interest of Fremont County and promote health, safety, and welfare.

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CHAPTER II

ADMINISTRATION AND IMPLEMENTATION

1. Administration

- A. These Rules and Regulations shall apply to all unincorporated areas within the jurisdiction of Fremont County.
- B. The regulations stated herein are minimum standards.
- C. The interpretation of these rules and regulations shall be liberally construed in favor of the governing body and shall neither limit nor repeal any other powers granted under State Statute.
- D. The Fremont County Planning Department shall be responsible for the implementation and enforcement of these rules and regulations.
- E. The degree of protection required by these rules and regulations is considered reasonable for regulatory purposes. These rules and regulations shall not create liability on the part of Fremont County or any officer or employee thereof for any damages that result from reliance on these rules and regulations or from any administrative decision lawfully made there under.

2. Implementation

- A. To provide uniformity, Fremont County uses a mileage based system for addressing, based on hundredths of a mile, meaning addresses are assigned from a known point, usually the beginning of the road.
- B. It is neither the desire nor the intent of the County, through its addressing policy, to differentiate between public, private or Tribal roads, or to imply a right of ingress, egress or ownership.
- C. All roads in Fremont County meeting the requirements of Chapter III, Section 1 must be uniquely named and have a road name sign that shall be of such a design and material as approved by the Fremont County General Road/Street Name Sign Construction and Installation Standards.
- D. The County does not supply road signs for subdivisions or any other type of road other than County roads. The County may supply signs for roadways intersecting County roads, at the discretion of the County Transportation Department.
- E. 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 from installing these signs on private property at his own expense. Such signs shall be installed outside of any County or public rights-of-way and may not be attached to the road name sign or sign post.

3. Variances

A. A variance from the requirements of these Rules and Regulations may be granted at the discretion of the Fremont County Planning Department when the Planning Department believes such variance will serve in the public interest and will promote health, safety, and welfare.

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ROAD NAMING

A named road does not imply that it is established as a County road, nor that is it maintained by Fremont County. However, the name or number assigned to each road does identify it for rural addressing purposes.

1. Roads Requiring Names.

- A. All County Roads, Subdivision Roads, publicly dedicated roads and roads that can no longer be validly addressed, shall be named and all other roadways may be named if they meet at least one of the following conditions:
 - I. If three or more rural addresses exist, or are proposed, along a private roadway or are served by the private roadway.
 - II. If the County, a rural addressee or a potential addressee requests a private road be named.

2. Road Naming Considerations.

- A. The following standards shall be used when selecting the name of a roadway:
 - I. Duplicate names should be avoided within the County and between County and existing municipalities.
 - II. Names having the same or similar pronunciation as already existing roadway names but with different spellings should be avoided (e.g. Smith, Smyth, Smythe; Allen or Alan).
 - III. Names which may be offensive (slang, double meanings, etc.) shall not be used.
 - IV. Special characters in roadway names such as hyphens, apostrophes, or dashes shall not be used.
 - V. Directional prefixes shall be used only when necessary, such as for distinguishing regions of a continuous road traversing the county. A roadway may have no more than one direction prefix as follows: North, East, South, or West. North East Baker St., for example, is prohibited.
 - VI. The County approved roadway suffixes and abbreviations are Avenue (AV), Boulevard (BLVD), Parkway (PKWY), Court (CT), Crossing (XING), Drive (DR), Trail (TR), Highway (HWY), Lane (LN), Loop (LP), Circle (CIR), Path (PATH), Way (WY), Place (PL), Plaza (PLZ), Point (PT), Road (RD), Street (ST), Alley (ALY), Spur (SPUR), and Terrace (TER).

- VII. All road names must be checked by the Rural Addressing Technician against the MSAG (Master Street Addressing Guide) prior to any rural addressing being assigned.
- VIII. A roadway must be contiguous along its entire length. If a roadway is not contiguous each segment must have a distinct road name. Example: If a roadway is bisected by a canal and there is no bridge connecting both sides of the canal, then the two disconnected road segments must have different road names.
- IX. Cardinal numbers (One, Two) should be avoided.
- X. Ordinal Numbers (First, Second) should be spelled out (not 1st, 2nd).

3. Road Naming Procedure.

A. New Roadways.

- I. When a roadway meets the requirements of Chapter III, Section 1., or when a new address cannot be given because the entire valid sequence of numbers have been used for a given section of road, the Fremont County Planning Department shall notify the rural addressee(s) and potential addressee(s) along the roadway of the need to name the road by first class mail to their last known address on file in the Fremont County Assessor's Office.
 - a) The Fremont County Planning Department shall allow adjacent landowners along the identified road to nominate potential names for the new road.
 - b) Rural addressee(s) and potential addressee(s) shall have fourteen (14) calendar days from the date of the notice or from the date the notice is postmarked - whichever is later - to submit their recommendation(s) of roadway names via written, fax, or email methods.
 - c) Once the Planning Department has reviewed the names to determine validity, the addressee(s) shall be informed of the nominated names by first class mail. Within fourteen (14) calendar days from the date the letters were sent, the addressee(s) shall provide their preferred name to the Planning Department via letter, fax or email.
 - d) In the event of a tie vote, valid objection, or lack of response, within the above listed timetable, the Fremont County Planning Department shall determine the roadway name to be used.
 - e) Once determined, the Fremont County Planning Department shall notify the rural addressee(s), potential addressee(s), US Postal Service, FedEx, UPS, the Fremont County Assessor and Fremont County Emergency Services of the new roadway name.

f) Sign purchase and installation is the responsibility of the Fremont County Transportation Department for a County Road and the responsibility of the landowner(s) for all other road(s). In the case where a Road Name is required due to lack of valid addresses within the range, the individual requesting the new address that triggers the road naming shall be responsible for purchasing and installing the Road Name Sign.

B. New Subdivision Road(s).

- The Fremont County Planning Department shall review all subdivisions for compliance with these Rural Addressing Rules and Regulations at the time of preliminary plat review.
- II. Subdivision roadway name(s) shall be checked by the Fremont County Rural Addressing Technician for validity prior to subdivision approval.
- III. Roadway name(s) may be reserved by the Subdivider for one year. If final recording of the subdivision plat does not occur within one year, the name(s) will no longer be reserved.
- IV. Roadway name(s) become final upon recording of the final subdivision plat.
- V. Purchase of, and installation of, the road name sign is the responsibility of the Subdivider.

C. Renaming Existing Roads.

- If an existing roadway needs to be renamed due to noncompliance with any portion of these Rural Addressing Rules and Regulations, then the following procedures shall be followed:
 - a) In the case of two (2) or more duplicate, confusing, and/or conflicting roadway names, the Fremont County Planning Department or MSAG Administrator shall make the determination if a roadway name shall be changed.
 - b) Should it be determined that the road should be re-named, Fremont County Planning shall follow the same procedure as Chapter III Section 3A to re-name the road.
 - c) Purchase of and installation of the road name sign is the responsibility of the landowner(s).

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D. Road Name Change Request.

- I. Rural addressee(s) and potential addressee(s) requesting to have an existing roadway renamed shall submit the request along with the proposed roadway name change to the Fremont County Planning Department. The Fremont County Planning Department will review the request to determine if renaming the existing roadway is in the best interest of the residents of Fremont County and if the proposed roadway name is in compliance with these Rural Addressing Rules and Regulations.
- II. If the Fremont County Planning Department accepts the request to rename the existing roadway the Fremont County Planning Department shall notify the affected rural addressee(s) and potential rural addressee(s) along the roadway of the request to rename the road by first class mail to their last known address on file in the Fremont County Assessor's Office.
 - a) The letter shall include a potential letter of acceptance of the proposed road name change.
 - b) The rural addressee(s) and potential rural addressee(s) shall have fourteen (14) calendar days from the date of the notification or the date of the postmark, whichever is later, to submit to the Fremont County Planning Department their acceptance letter.
 - c) One hundred percent (100%) of the rural addressee(s) and potential rural addressee(s) must agree to the road name change by submitting their letter of acceptance within the timetable for the road name change to be accepted.
 - d) If the vote is not unanimous, or all parties do not return their acceptance letter within the timetable, then the road name shall not be changed.
 - e) The rural addressee(s) and potential rural addressee(s) are responsible for the purchase and installation of new road signs at every intersection along the roadway being renamed. Road sign size, placement, and position are required to meet Fremont County General Road/Street Name Sign Construction and Installation Standards and Chapter III Section 4 (Road Sign Regulations) and must be installed before the road name change can be authorized.
 - f) All administrative fees will be borne by the petitioner and paid at the time of application.
 - g) Purchase of and installation of the road name sign is the responsibility of the landowner(s).

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4. Road Sign Regulations.

- A. At a minimum, road name and traffic signs shall conform to Fremont County standards set forth herein. For more information, refer to the Fremont County Planning and Rural Addressing General Road/Street Name Sign Construction and Installation Standards. Signs which do not meet the minimum standards may be replaced by the County at the landowner's expense.
- B. All signs shall meet the Manual on Uniform Traffic Control Devices (MUTCD) standards.
- C. Before installing a road sign, a call must be made to One Call Wyoming (811) for a utility locate prior to digging.
- D. Road name signs shall generally be placed on the road right-of-way line, unless a permit is issued by the Fremont County Transportation Department for placement in the County Road right-of-way.
- E. No sign shall be installed within any State Highway right-of-way unless permission has been obtained from the Wyoming Department of Transportation.
- F. Damaged, worn, missing or faded signs on private property shall be replaced at the landowner's or homeowners' association's expense.
- G. Landowner(s) on the road are responsible for maintaining all road name signs in a visible manner and are responsible for eliminating any obstructions to sign visibility.
- H. Fremont County is not responsible for damages resulting from missing, damaged, worn, or faded signs, or signs which do not meet the MUTCD or Fremont County Road/Street Name Sign Construction and Installation Standards.

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CHAPTER IV

ADDRESSING

1. General

- A. Homes, businesses and other regularly occupied structures are easier to locate when they are given a unique address number along the roads connected to their driveways. Address numbers are particularly useful for parcel delivery, utility installations and, more importantly, emergency response.
- B. The purpose of this Chapter is to establish standards for assigning rural addresses to all principal structures, businesses and industries. Vacant land may also receive a rural address as needed for the purposes of establishing insurance, utilities and/or permits that may be required of the property owner prior to or during the construction of principal structures, businesses and industries.
- C. Fremont County Planning Department reserves the right to not issue an address it deems unnecessary or if it has determined that the address would serve no valid purpose.

2. Addressing Methodology.

- A. Fremont County utilizes the Century Addressing System to determine rural addresses using a standard of 100 addresses per mile starting at the origin with 1 being the first available address from the point of departure from the last named road.
- B. If an address is requested in an area where already existing rural addresses do not conform to the Century Addressing System for that location, the Fremont County Planning Department may either select an appropriate whole number that logically fits within the already existing numbering sequence, or the Fremont County Planning Department may opt to re-address the area pursuant to Chapter IV, Section 3.
- C. The general logical order of address elements should follow the United States Postal Service (USPS) conventions: road number, prefix (if any), primary road name, suffix and secondary number (if any) (e.g. 425 N 2nd ST, Apt. 360).
- D. The Fremont County Planning Department shall assign even numbers on one side of the road and odd numbers on the opposite side of the road. The odd/even relationship shall be maintained along the entire length of the road.
 - I. Roads running in a north-south direction shall be addressed as follows:
 - a) The east side of the road shall be even numbered addresses.
 - b) The west side of the road shall be odd numbered addresses.

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- II. Roads running in the east-west direction shall be addressed as follows:
 - a) The north side of the road shall be even numbered addresses.
 - b) The south side of the road shall be odd numbered addresses.
- III. Diagonal streets shall be treated as either north-south or east-west streets. Arbitrary decisions on the direction are acceptable, but the primary direction shall be chosen and maintained along the entire length of the road.
- IV. Circular streets and roadways are numbered with the even numbers on the inside of the circle and odd numbers on the outside of the circle. In some cases there will be fewer numbers on the inside of the circle and spaces between numbers.
- V. Culs-de-sac often require applying the rules for both dead-end roadways and circular roadways. Those without buildings in the center portion should be numbered as if the centerline of the street bisects the cul-de-sac. The number begins from the intersection of the main road and ascends toward the cul-de-sac. Once in the cul-de-sac the numbers meet at the end of the cul-de-sac.
- VI. Apartments and other multi-tenant structures shall be numbered with the main building and then assigned apartment numbers as secondary location indicators (e.g. 202 Rendezvous Road, Apt. 2). If possible, use apartment numbers to indicate the floor location (e.g. Apt. 303 is the third apartment on the third floor).
- VII. Commercial businesses shall be numbered in a like manner as apartments, i.e. with the main building given an appropriate number (single businesses) or assigned a suite letter as a secondary location indicator (for multiple businesses in the same building). An example would be 202 Rendezvous Road, Suite A).
- VIII. Mobile home parks shall be numbered just like apartments unless already marked. The difference would be that individual mobile homes will be designated as spaces instead of apartments (e.g. 700 Eight Mile Road, Space 22).
- IX. New mobile home parks with internal roads shall name the roadway(s) in the park and number the rural addressees as single family dwellings following the rules for distance and direction subject to these regulations.
- E. There shall not be any fractional addresses, alphanumeric address numbers, or hyphenated address numbers (e.g. 34 ½ Pine ST, 123A Pine ST, or 41-656 Pine ST).
- F. Driveways and their position on the road shall be used when assigning address numbers to corner lots.
- G. Any notification required to be given pursuant to these rules and regulations shall be by first class mail.

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3. Changing Rural Address Numbers.

- A. If an existing rural address number needs to be changed for any reason, the Fremont County Planning Department shall be responsible for issuing the new address number.
- B. When such a change is required, the Fremont County Planning Department shall notify the rural addressee(s) in writing that a change is necessary.
- C. Fremont County Planning Department will order all address signs. Fees for address signs will be in accordance with the current Fremont County Planning and Rural Addressing Fee Schedule.
- D. The Fremont County Planning Department shall notify US Postal Service, FedEx, UPS, the Fremont County Assessor and Fremont County Emergency Services of the address number change.
- E. The rural addressee(s) shall be responsible for notifying all suppliers, utility companies, Driver's License, Social Security and others of the address change.

4. Addressing New Construction.

- A. Potential addressee(s) must submit an application for a rural address. An application can be obtained and submitted to the Fremont County Planning Department.
- B. The Fremont County Planning Department shall have fourteen (14) calendar days to assign a rural address and notify the rural addressee(s).
- C. Fees for new addresses will be in accordance with approved Fremont County Planning and Rural Addressing Fee Schedule.
- D. For applications for a rural address on lease land on the Wind River Indian Reservation see Chapter IV, Section 6.

5. Size and Location of Rural Address Numbers.

- A. All address numbers shall be placed on a red, high visibility, reflective background.
- B. Numbers shall be four (4) inches in height and shall be silver or white.
- C. Address signs shall be:
 - Posted upon a post or other structure which displays the number at least forty-eight

- (48) inches above the ground.
- II. Posted as near the front entrance as practicable on the right-hand side of the entry to the driveway from the roadway.
- III. Placed so they are legible from the roadway both day and night.
- D. For landowner's health, safety and welfare, Fremont County suggests purchasing and installing an additional address sign if needed along long driveways to further indicate the location of the residence.
- E. When address numbers have faded or have become damaged, they should be replaced with new high visibility address sign(s) that can be purchased from Fremont County Planning in accordance with the approved Fremont County Planning and Rural Addressing Fee Schedule.

6. Wind River Indian Reservation Addressing.

- A. The following legible document is required to obtain a rural address for a Homesite Lease:
 - I. A copy of the approved lease.
 - II. A copy of the survey of the lease parcel.
 - III. A Rural Address Application.
- B. The following legible documentation is required to obtain an address for a Deed to Restricted Indian Land Special Form;
 - I. A copy of the Deed to Restricted Indian Land Special Form.
 - II. A copy of the survey of the lease parcel.
 - III. Tribal documentation denoting the location of the legal access to the property.
 - IV. A Rural Address Application.

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CHAPTER IV AMENDMENTS

The Board of County Commissioners may amend these regulations from time to time as necessary and appropriate. Before final adoption of any amendment, the Board of County Commissioners shall hold a public hearing preceded by a forty-five (45) day notice to the general public in a newspaper of general circulation in the County.

CHAPTER V SEVERABILITY

If any provision of these regulations be held invalid by a court of competent jurisdiction, such invalidity shall not affect other provisions which can be given effect without the invalid provisions, and to this end the provisions of these regulations are declared to be severable.

CHAPTER VI REPEAL OF PREVIOUSLY ADOPTED REGULATIONS

All rural addressing regulations previously adopted by the Board of County Commissioners of Fremont County are hereby repealed.

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CHAPTER VII ADOPTION

This resolution setting forth various rules, regulations and development standards applying to the subdivision of land and the platting thereof within Fremont County, Wyoming shall be in full force and effect after its adoption by the Board of County Commissioners and its proper filing with the County Clerk and Recorder in accordance with the requirements of the Wyoming Administrative Procedures Act.

APPROVED AND ADOPTED THIS ZNO DAY OF WORMSEZ, 2021.

Board of Commissioners

Travis Becker, Chairman

Fremont County, Wyoming

Larry Allen Vice Chairman

Mike Jones, Commissioner

Jennifer McCarty, Commissioner

Clarence Thomas, Commissioner

ATTEST:

Julie Freese, County Clerk

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APPENDIX A

ADDRESSING FLOW CHART

