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| Title: Administrative Policy Addressing Policy | Policy No. Part 7, Planning and Land Use Chapter 5, Miscellaneous Section 1 |
| | Effective Date February 6, 2007 |
| Policy Custodian Planning and Zoning Division | Adoption/Revision Date February 6, 2007 |

Adopting Resolution(s): CC07-061

References (Statutes /Resos/Policies): CC96-110, CC03-375, CC03-463, CC04-130, CC06-485

Purpose: To set standards for addressing properties, naming roads and, appealing addressing determinations.

Policy: Addressing Policy

A. Responsibility

1. The Addressing Section of the Planning and Zoning Division is responsible for assigning, maintaining, and approving all addresses and street/road names in unincorporated Jefferson County. The assignments are to ensure the health, safety and welfare of the citizens of Jefferson County and to avoid the duplication of addresses in Jefferson County.
2. The Addressing Section has the responsibility and the authority to change an address and/or street/road name when deemed necessary in accordance with procedures.
3. The Addressing Section will notify the public at the time an address is assigned that they must clearly post the address assigned in accordance with the Jefferson County Building Code.
4. The Division of Highways and Transportation will erect street signs on public streets/roads. The County will provide signs for private roads if the name change is County initiated and provided the road name is no longer than 11 characters.
5. The property owner shall be responsible for erecting the sign if:
 - a. The street/road name is more than 11 characters, including signs for County initiated name changes or citizen initiated changes. The sign must meet current County sign regulations as determined by the Division of Highways and Transportation.
 - b. There is not adequate County right-of-way at the intersection of the street/road where signage needs to be placed. Should the property owner(s) fail to erect and maintain the sign, they may be held responsible for any injury caused as a result of lack of signage. Property owners may request, through the Addressing Section, that the County erect the sign. The property owner(s) must grant, in writing, the County permission to be on the property for the express reason of erecting or maintaining the sign.

B. Address System

1. The County Address System uses the Jefferson County Grid system, which is an extension of the Denver Metro Grid System.
2. The following standards shall be used:
 - a. The "00" grids begin at Broadway (for north and south running streets/roads) and at Ellsworth (for east and west running streets/roads), progressing to the boundaries of Jefferson County.
 - b. Jefferson County grid system street names exclusively are used in the plains areas east of the hogback; more specifically, that area of the County lying east of the mountain front, which is a line connecting the average eastern-most points on the 6400 foot contour line of the U.S.G.S. topographic maps.
 - c. Addresses for property in subdivision plats will not be released or valid until the plat is approved and recorded.

C. Street and Road Name System

1. The street/road name cannot be a duplication of a street/road name already in existence within the County, including a different type or direction of a street/road name to be changed.
2. The street/road name may not be a proper name, shall not be difficult to spell or pronounce and shall not exist within an adjacent county or within the same postal zone unless the street/road is a continuous street/road through both counties or postal zones.
3. The street/road name shall not exceed 20 characters.
4. All streets/roads must have one of the following types: Avenue, Boulevard, Circle, Court, Drive, Lane, Loop, Parkway, Place, Road, Street, Terrace, Trail, and Way.
5. Private roads, access easements and public streets/roads are required to have an official County name if they serve as access to four or more parcels of land or if the road is over 300 feet long and serves two or more parcels of land.

D. Appeal of an Addressing Decision

1. A citizen appeal of an addressing decision may be made to the Director of the Planning and Zoning Division who will make the final decision on the address.
2. The Director of the Planning and Zoning Division may grant an appeal provided original documentation is on file in the Addressing Section showing no objection or support for the request from the following agencies:
 - a. The United States Post Office Addressing and Mapping Section;
 - b. The United States Post Office responsible for mail delivery in the area;
 - c. The Jefferson County Sheriff;
 - d. The local fire protection district;

- e. The local ambulance company;
 - f. Any other appropriate agencies that provide emergency or related service for the area in question.
3. If the Director of the Planning and Zoning Division approves the appeal, and if so deemed, all affected homeowners shall sign an Acknowledgement and Release Form approved by the County Attorney's Office.
 - a. An original signed and notarized Acknowledgement and Release Form from each property owner must be returned to the Addressing Section of the Planning and Zoning Division within 15 calendar days from the time of notification of approval or the appeal shall be null and void.
 - b. The signed Acknowledgement and Release Form shall be recorded and become part of Public Record.
 4. Upon completion of the conditions of approval, the appeal shall be considered approved and finalized with the County.
 5. The granting of an appeal should not create a substantial detriment to the public safety or welfare of the citizens affected by the determination.

E. Citizen Initiated Change

1. Procedures for a citizen initiated change/naming of streets/roads and access easements west of the hogback, more specifically, that area of the County lying west of the mountain front, which is a line connecting the average easternmost points on the 6400 foot contour line of the U.S.G.S. topographic maps, are as follows: (East of the hogback, Jefferson County Grid System is in effect.)
2. At least two-thirds of the property owners on the street/road must sign a petition and agree on a street/road name with two to four alternatives that have been pre-approved by the Addressing Section.
 - a. The petition must state the reason for the request, a street/road name choice with two to four alternate approved street/road names, the name of property owner(s), the mailing address, and the property address, for each owner, a signature indicating whether the signatory supports or opposes the name request and an authorized representative for the petitioners. Along with the petition, the authorized representative shall submit a current Assessor's parcel map (if metes and bounds property) or subdivision plat (if in a subdivision), showing owner name(s), parcels owned, structure location, approximate driveway location, address and copies of Assessor's ownership information.
 - b. The Addressing Section will determine whether the petition is acceptable as to form and content. If not acceptable, the Addressing Section will notify the authorized representative of the corrections and changes needed. This review by the Addressing Section shall take no longer than 20 business days.
 - c. If the petition has been approved, the Addressing Section will select a street/road name from the list submitted, and will assign proposed addresses. This review by the Addressing Section shall take no longer than 20 business days.
3. The Addressing Section will notify all property owners on the affected street/road and all County and public offices of the new addresses, and will advise them of the effective date

of the new addresses. The street/road name will be placed in the Jefferson County Atlas and on current addressing maps. Citizens may contact private map companies to have their street/road name added to those maps.

4. Street/road name changes within recorded subdivisions will be kept on file with the Addressing Section. An Affidavit of Road Name change will be recorded. The addressing copy of the recorded plat will reflect the change for addressing purposes.
5. Citizens are responsible for erecting and maintaining street/road name signage at all intersections in accordance with the Manual of Uniform Traffic Control Devices (MUTCD) and the Jefferson County Roadway Design and Construction Manual. Citizens installing street/road name signs will be required to obtain a permit for such construction, and will be required to contact the Division of Highways & Transportation to have the installation inspected.

F. County Initiated Changes

1. Procedures for County initiated change/naming of streets/roads and access easements west of the hogback only are as follows: (East of the hogback, Jefferson County Grid System is in effect).
2. If at any time, the Addressing Section identifies an unnamed street/road, a letter will be sent to all affected property owners informing them of the street/road naming process and request that they provide a preferred name plus 2 to 4 alternatives.
3. The Addressing Section will require that the affected property owners hold a meeting among themselves to select a preferred name plus two to four alternatives. This meeting shall occur, and the results shall be reported back to the Addressing Section, within 45 calendar days. The selection can be conveyed to the Address Section by fax, e-mail or mail.
4. The Addressing Section will approve the preferred name provided it complies with this policy.
5. In the event two-thirds of the voting property owners cannot agree on a name within 45 calendar days from the date of the Address Section's letter, the Addressing Section will select a name.
6. The Addressing Section will notify all property owners on the affected street/road and all County and public offices of the new street/road name and addresses, and will advise them of the effective date of the new street/road name and addresses. This notification shall take place no later than 30 calendar days from time of name choice finalization.
7. The street/road name will be placed in the County Road Atlas and on current addressing County maps. Citizens may contact private map companies to have their street/road name added to those maps.