

1: PURPOSE

This policy's purpose is to develop, adopt, and implement definitions and standards in the numbering and terminology of addressing streets and properties within San Juan County in a logical and consistent manner.

2: DEFINITIONS

As used in this policy:

"Address (situs address, full address, physical address)" means a unique alphanumeric descriptor that identifies the property location of a parcel of land, a building, or other structure on the address grid system.

"Address certificate" is the official document, including a certificate number and the registration of a legal situs address, issued to the owner or resident for their parcel, building, or other structure.

"Address format" means the order of assemblage and structure of the five standardized components (address number, directional, street name or number, street type, substructure suffix) used in the legal situs address.

"Address Grid System/Regional Addressing Grid" means the coordinate system that has evolved and developed for identifying address and street locations for a specific municipality or area.

"Addressing services" means services including the naming and numbering of streets, courts, parks, thoroughfares, and other public places; residential and commercial structures and buildings and structures of all types; and vacant lots and other spaces within the unincorporated county or in contracted municipalities and further includes maintaining the county's official countywide validated addresses and the county's official street file.

"Baseline street" means the east and west directional street (ex: Center Street in Monticello) that intersects with the meridian street (ex: Main Street in Monticello) to benchmark the permanent origin of a regional address grid and provide a datum point from which the coordinates of all other streets and legal situs addresses are calculated (see "meridian street").

"Collector street" means a street that carries traffic from minor streets to the major street system, including the principal entrance streets of residence development and the primary circulating streets within such a development.

"Common name duplication" means duplications of identical names on two or more streets, but with different street type designators - not to include valid subsidiary duplications (ex: Ponderosa Ln and Ponderosa Dr).

"Continuity" means the identification characteristics of a street that are maintained uniformly along its entire length, including the street name or number.

"Critical duplications" are duplications of identical names and street-type designations on two or more streets that may or may not have overlapping frontage number ranges regardless of the direction of either the street or the frontage numbers.

"Cul-de-sac street" means a minor street having one open end and being permanently terminated at the other end by a vehicular turnaround.

"Dead end street" means a street that may or may not be permanently terminated, does not provide access to any other rights-of-way, and must be entered and exited from the same point.

“Diagonal street” means a street that has its bearing at an oblique angle to the established direction of the Regional Addressing Grid and which has intersection coordinates that shift more than five numbers along its entire length.

“Directional” means the compass direction of the legal situs address that references the regional addressing grid and the direction in which the frontage numbers are measured along the roadway of both public and private streets. When a street number is used in the address instead of an alphabetic name, a directional is also used to designate its direction. A directional is always abbreviated with the first letter of its compass direction in standardized address format.

“Final plat” means a map or chart of a subdivision, PUD, condominium, or other proposed development that has been accurately surveyed, and such survey marked on the ground so that streets, alleys, blocks, lots, and other divisions can be identified.

“Frontage number” means the prefix component of the legal situs address that is numerically sequenced and assigned to a structure or parcel along a street according to its relative distance from the intersection of the baseline street and meridian street, perpendicular to the Baseline or Meridian axes of a Regional Addressing Grid.

“Frontage scales” means the system of measuring frontage numbers along streets according to a ratio of numbers per rod or half-mile distance (ex: 400 numbers/2640 feet or two numbers/rod). Application of the different frontage scales allows elongation or compression adjustments to smooth a Regional Addressing Grid.

“Highway” means a state or federally-designated street for the conveyance of high-volume vehicle traffic.

“Intermittent street name duplications” means duplications of identical names and type designators on streets that end and then resume at a further point where they overcome barriers such as rivers, canals, railroad tracks, or undeveloped voids.

“Intersection” means the point on a Regional Grid System that identifies a location where two or more streets cross one another.

“Mall” means an architecturally unified group of commercial establishments built on a site that is planned, developed, owned, and managed as an operating unit and requires property identification according to sub-structure addressing procedures. The term “Mall” may be substituted for the street type in the address format.

“Major street or major collector street” A street, existing or proposed, which serves or is intended to serve as a major traffic way and which is designated by the addressing agency as a controlled-access highway, major street, or parkway or other equivalent terms suitable to identify streets comprising the basic structure of the regional grid system.

“Marginal access street” means a minor street that is parallel to and adjacent to a major street and which provides access to abutting properties and protection from through traffic.

“Meridian street” means the north and south directional street (ex: Main Street in Monticello) that benchmarks the permanent origin of a Regional Addressing Grid and provides a datum point from which the coordinates of all other streets and legal situs addresses are calculated (see “Baseline Street”).

“Minor street” means a street, existing or proposed, which is supplementary to a collector or major street and of limited continuity, which serves or is intended to serve the local needs of a neighborhood.

“Numerical freedom” means the range of possible numbers that comprise the interval between frontage numbers for a given frontage scale and which may be used to interpolate and assign additional frontage numbers for high-density development.

“Numerical street name” means the assignment of an alphabetic name with a numeric value to a street (ex: Second Ave, First St).

“Official (street) map” means any map adopted by a municipality or San Juan County under the provisions of state law - to include Master Street Plans labeled “Master Street Plan” of the local governments in the county, including maps and reports or both, which have been approved by the respective municipal and county planning commissions as required by law.

“Parcel of land” means a quantity of land in the possession of, owned by, or recorded as the property of the same claimant or person.

“Phonetic name duplication” means the duplication of street names that have similar or identical pronunciations, but are spelled differently (ex: Pearson Ln and Pehrson Ln).

“Private rights-of-way” means streets that are retained and maintained under the ownership of private individuals and may be intended for both private and public use.

“Public rights-of-way” means streets that are dedicated for perpetual public use and are administered and maintained by the governing entities in which they are located.

“Square” means an architecturally unified group of commercial establishments in multiple structures built on a common site that is planned, developed, owned, and managed as an operating unit. The term “Square” may be abbreviated and substituted with a street type in the address format with further identification according to sub-structure addressing procedures.

“Subdivision” means any land that is divided, re-subdivided, or proposed to be divided into two or more lots, parcels, sites, units, plots, or other division of land for the purpose - whether immediate or future - for offer, sale, lease or development as recorded in the office of the county recorder under a unique name to identify one subdivision from another.

“Subsidiary street name duplication” means a street name given to a dead end or cul-de-sac street that duplicates the name of a parent street to which it intersects, and is valid when only one subsidiary name is used and when it intersects relatively perpendicular to the parent street and does not have frontage numbers in the same range or direction as those along the entire length of the parent street (ex: Tangren Dr and Tangren Cir).

“Sub-parcel identification” means a location address descriptor that establishes a one-to-one correspondence for addressing multiple structures on a single parcel of land under the same or separate ownership.

“Sub-structure suffix” means the last component of a legal situs address which is an alphabetical or numeric code beginning with the pound symbol (#) used to identify a one-to-one correspondence between a building and high-density occupancy structures within the building - such as suites, rooms, apartments, and condominium units.

“Street” means any rights-of-way, under public or private ownership, for public use, designed for the travel of motorized vehicles to enter and exit through passage, and to include the ways used for internal traffic circulation in planned unit developments.

“Street name” means the alphabetic name assigned, not including the street type designator, to identify both public and private streets that are on a Regional Addressing Grid - and is one of the primary components of a legal situs address.

“Street number” means the name of a street designated with numerals according to its numerical position on a Regional Addressing Grid relative to the baseline or meridian axis streets.

“Street type” means a standardized identification descriptor that corresponds to the physical and functional characteristics of a street (ex: Avenue, Bay, Boulevard, Circle, Court, Cove, Drive, Expressway, Lane, Parkway, Place, Road, Row, Spur, Street, and Way).

3. DUTIES OF ADDRESSING AGENCY: OVERALL AND CONTRACT MUNICIPALITIES

- A. It shall be the duty of the addressing agency to establish and maintain an addressing standards and definitions policy for the county.
- B. The addressing agency shall have a duty to offer addressing guidance, as requested, from incorporated cities. They must also approve alphabetical street names and create and maintain address point data for the whole county by creating a positive relationship with the cities in San Juan County. The agency is responsible for maintaining address points through data documented and/or validated by the incorporated cities, including creating new addresses, updating existing addresses, and making changes to data associated with individual addresses.
- C. It shall be the duty of the addressing authority to name and number all streets, to designate numbers for houses or buildings fronting upon all such streets, to certify addresses in accordance with the addressing standards and definitions policy, and to enforce the provisions of this chapter, for the unincorporated area of the county as well as contract entities. The addressing authority shall inform the county addressing agency before making addressing changes in the unincorporated county.

4. NAMES OF STREETS DESIGNATED IN THE OFFICIAL STREET AND ADDRESS FILES

All streets, whether public or private, shall be known by the names by which they are so designated in the official street and address files of the addressing agency, with such additions, changes, and corrections of the names as shall from time to time be placed in the official files by ordinance.

5. SYSTEM OF NUMBERING

The addressing authority, in numbering the houses or buildings upon the streets of unincorporated San Juan County or contract municipalities, shall adhere to the following address format:

- A. The initial point of intersection in a regional grid system shall be the junction of a Baseline Street and Meridian Street axis, and the numbering shall extend thence east, west, north, and south; the even numbers always on the right and odd numbers on the left, looking away from the initial point.
- B. Each property identification number must contain:
 - 1. An “address number component” that is numerically sequenced and assigned to a structure or parcel along a street according to its relative distance perpendicular to the Baseline or Meridian axis of a regional addressing grid.
 - 2. A “directional component” referencing the regional grid quadrant and the compass direction in which the address numbers run, shall be used whenever a street number is used in an address, abbreviated with the single letter equivalent for its compass direction (N, E, S, or W)
 - i. A prefix directional component is not required on streets with an alphabetic name in instances where the direction of travel away from the initial point of intersection is deemed by the addressing agency to be too inconsistent or would otherwise be confusing to assign as a singular compass direction. However, in an address grid system, a directional component should be included in the official street and address files, regardless of whether or not the directional is used as part of an assigned address.
 - ii. A suffix directional component is an optional component to be included after the street type and indicates the compass direction taken by the thoroughfare from an arbitrary starting point or the sector where it is located.

3. A “street name component” consisting of either an alphabetic name or a number name, but not both, is assigned to both public and private rights-of-way for locating purposes.

- i. Alphabetically Named Streets

- a. Alphabetic names should only contain letters of the alphabet, without special characters, numerical characters, or hyphens as part of their name.
 - b. Words included on the street type list shown in this policy shall not be allowed to serve as street names or parts of street names.
 - c. Alphabetic street names should never be abbreviated.
 - d. Street names shall not be duplicated by exact name, exact sound, similar name, or similar sound with any other existing or proposed street names within a regional addressing grid or singular zip code..
 - e. Street names with unconventional spelling and/or difficult spelling shall not be used, preferring instead commonly accepted spellings on all street names.
 - f. A compass directional shall not be used as, or as part of, any street name.
 - g. No street name shall exceed the number of characters that can comfortably fit on a street sign. Generally no more than two words not exceeding 13 characters including spaces but not including the street type.

- ii. Numbered Streets

- a. Numerically designated based on their location within the regional grid relative to either the Baseline or Meridian axis streets.
 - b. Street numbers shall never contain alphanumeric characters.
 - c. A directional component is required as part of all addresses containing a street number to correspond with its orientation on the grid.

4. A “street type component” that modifies the name to distinguish specific locational, functional, and physical characteristics of the street to which the address is assigned. Definitions for the street types in the list found below can be found in a later section of this policy. Street types are designated for standard use as a component of the address and are always abbreviated as follows:

STREET TYPE	ABBREVIATION	STREET TYPE	ABBREVIATION
Avenue	Ave	Lane	Ln
Bay	Bay	Parkway	Pkwy
Boulevard	Blvd	Place	Pl
Circle	Cir	Road	Rd
Court	Ct	Row	Rw
Cove	Cv	Spur	Spur

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Avenue	Ave	Lane	Ln
Bay	Bay	Parkway	Pkwy
Boulevard	Blvd	Place	Pl
Circle	Cir	Road	Rd
Drive	Dr	Street	St
Expressway	Expy	Way	Wy
Highway	Hwy		
COMMERCIAL STRUCTURES ONLY			
Center	Cntr	Square	Sq
Mall	Mall		

C. A property identification number may also contain one or more of the following:

1. A “unit locator component” is a component used to identify a one-to-one correspondence between a building and high-density occupancy structures within the building, such as suites, rooms, apartments, and condominium units. This code is always preceded with a “#” sign instead of using the word suite, unit, apt., or any other identifier when issued in standardized address format.
2. A “plus code component” is an alphanumeric component most commonly in the form XXXX+XX based on latitude and longitude to completely remove uncertainty as to the location of a parcel or structure, typically included in areas of remote, rural development from which locating an address may not be clear using ordinary methods. When used in an address to identify a parcel or structure, a plus code should be exclusively used as the entire address. (ex. VMC5+93 Monticello UT, 84535)

6. STREET NAME STANDARDS, CHANGES, AND REGULATIONS

Street names must meet the criteria established pursuant to this section before final approval can be given by the addressing authority.

A. Street Name Approval

1. Approval of street names - new developments.

All proposed public and private street names and types must be approved by the county addressing division at the time the plats are under final review by the respective municipal agencies. All final plats submitted to the county recorder shall be stamped "STREET NAMES AND ADDRESSING APPROVED," dated, signed, or initialed by the representative who coordinated the approval of the names and addressing.

2. Approval of street names - existing developments.

When it is necessary to change the name or type of an existing public or private street, the street name and type or number and the corresponding intersection coordinates must be approved by the county addressing division to eliminate confusion and duplication with other streets.

3. When there are two or more streets of the same name within the geographic boundaries of an addressing region, the city and county governing bodies, by ordinance and without petition, may change the name or type of any such street in their jurisdiction to leave only one to be designated by the original name. The ordinance shall be recorded with the county recorder's office.
4. When a city or county governing body determines to change the name of a street, it should schedule a public hearing to convey information about proposed name changes to citizens who are affected and to eliminate capricious actions.
5. No duplications of street names or numbers used as names within the boundaries of an addressing region shall be approved.

B. Prohibited Duplication Types

The following types of duplications are prohibited. Approval of street names must only be given to streets not containing one or more of the following duplications:

1. Critical Duplications

These are duplications of identical names and street-type designators on two or more streets that may or may not have overlapping frontage number ranges regardless of the directional component of either the street or the frontage numbers.

2. Common Name Duplications

These are duplications of identical names on two or more streets, but with different street-type designators; not to include valid subsidiary duplications, a subset of common name duplications, for which, an exception may be approved within the municipal jurisdictions where the streets are located. Conditions that allow approval of these duplications are:

- i. Only one subsidiary name is allowed,
 - ii. it must be assigned to an intersecting cul-de-sac or dead-end street relatively perpendicular to the parent street from which it is named,
 - iii. it must not have frontage numbers that are in the same direction or range as those along the entire length of the parent street.
- ### 3. Phonetic Name Duplications

These are duplications of street names that have duplicate or similar pronunciations but are spelled differently.

C. Criteria for eliminating name duplications.

1. City and county governing bodies may change street name duplications in their jurisdictions without petition when it is determined that the change is in the public interest. Arbitrary or capricious street name changes shall not be made.
2. Street names with historical significance should be retained, whenever possible, over other names when considering elimination.
3. In determining whether to change a street name the governing body may consider the following:
 - i. The number and types of buildings that will have their addresses changed;
 - ii. The length of time the name has been in use;
 - iii. The length of the street and the amount of traffic;
 - iv. Compatibility with adjacent streets.

D. Intermittent street name duplications.

1. The continuity of a street may be maintained so that it can continue with the same name along its entire length overcoming barriers such as rivers, canals, railroad tracks, and undeveloped voids. If a street is interrupted by these features the following conditions shall apply:
 - i. If the street continues immediately on the same bearing beyond the barrier and is within line of sight, it may continue with the same name.
 - ii. If a street is on the same bearing and its point of continuance beyond the barrier is beyond the line of sight, it must be renamed to avoid duplication.
 - iii. Any street that terminates in a cul-de-sac turnaround is considered to have established an end and cannot continue with the same name on the same bearing.
 - iv. If a street is terminated by a void of unimproved land and it continues on the same bearing beyond the void, it may continue with the same name. Such a street is a “stub street” and must be required to make a connection when the void is developed.
 - v. Intermittent streets with duplicate names that currently exist and were dedicated in any municipal jurisdiction before the effective date of this chapter and are in contradiction to the above conditions, may be exempted or changed by the authorities in that jurisdiction.

E. Petition to change a street name.

1. Persons may petition their governing city or county governing bodies to change, by ordinance, the name of a street that fronts upon lots and land parcels they own. Procedures to change a petitioned street name should include a public hearing and ordinance to make the change.

7. GENERAL NAMING OF PRIVATE AND PUBLIC STREETS

A. Street name subjectivity.

Street names must meet subjective criteria before final approval can be given. These criteria should take into consideration historical character, local color or theme, locational characteristics, and compatibility with adjacent streets.

B. Compatability.

Compatibility and continuity of all proposed streets with adjacent streets to which they are connected or may become connected implies they should continue with the same name or street number if they are on the same bearing. In all other cases the following criteria shall apply:

1. When a proposed minor street intersects a collector street, the proposed name shall maintain continuity with any existing street across from the collector street when both are on the same bearing.
2. When a proposed minor street intersects a major collector street such as a controlled access highway, expressway, or parkway, it shall not maintain name continuity with minor or collector streets on the same bearing that are across from the major collector street.
3. A proposed minor street or collector street shall not maintain name continuity across either major Baseline or Meridian streets (ex. Main St. and Center St. in Monticello).
4. A proposed collector street may maintain name continuity with other collector streets across major collector streets when on the same bearing.
5. Continuity shall be maintained on intermittent streets as defined in section 6.
6. All streets that are assigned a street number must maintain continuity along the same bearing regardless of their intersection with major and secondary collector streets or by interruptions with physical barriers. Street numbers should conform to the frontage scales applied in the Township and Range sections for which they are located.

C. Converting numeral designation to alphabetic names.

Streets may be assigned alphabetic names with numeric value (ex. Second Ave, a numerical name). The Arabic equivalent (200) or alphanumeric mix (2nd) shall not be used when issuing official situs addresses or in any other address format. Further, alphabetically converting street numbers to numerical names should be discouraged and approval given on a selective review basis only.

D. Prohibited naming conventions.

To minimize confusion about street names containing locational and other characteristics, the following criteria shall apply:

1. The four compass directions shall not be used as part of the street name (e.g. West Summit). This eliminates the occurrence of double directionals in assigning the address (e.g. 1229 N West Summit Rd).
2. The standard street type designators shall not be used as part of the street name (e.g. North Old Highway Rd). This is to eliminate the occurrence of double street-type designators in the address.
3. Abbreviations of part or the entire street name shall not be allowed (e.g. Blue Mtn Rd).
4. A proposed street name using both the given and surname of a person shall not be approved except by petition to the city or county governing bodies that have jurisdiction in the area where the proposed name is made.

E. Street name length.

The length of a street name shall not be more than 13 characters including one space and two words, but not to include the street type designator.

8. STREET-TYPE DESIGNATIONS

When streets are proposed, they shall be given a “street type designator” corresponding to certain physical and functional characteristics of the street. The following are the only designators that are standard and must be applied as follows:

A. Boulevard, Parkway, and Expressway.

Major collector streets with planted or other physically separate medians.

B. Drive and Way.

A meandering, curvilinear, or diagonal street usually longer than 1000 feet and almost always connected to other rights-of-way.

C. Road.

Limited streets that may run in a direction, are often rural, are generally longer than 1000 feet, and usually connect with the United States or Utah State primary highways.

D. Street and Avenue.

Straight streets that match principally the axes of the countywide grid system.

E. Lane and Row.

Short collector or minor streets which are usually less than 1000 feet in length and may not always connect other right-of-ways. May be used in names for private rights-of-way.

F. Circle, Place, Court, Bay, and Cove.

Permanent dead-end streets or cul-de-sacs streets that are usually less than 600 feet in length and contain three (3) or more lots or separate dwelling structures. May be used effectively in planned unit developments, condominiums, or other conditional-use developments where streets with short branching configurations are proposed.

G. Spur

Rural, permanent dead-end streets that share a name with a parent street, usually more than 600 feet in length, are relatively perpendicular to the parent street, and must not have frontage numbers that are in the same direction or range as those along the entire length of the parent street.

H. Center, Mall, and Square.

Designations reserved for high-density commercial developments with multiple structures and occupancies that can be substituted for the street-type designator in an assigned address. When commercial development type designators are used in the address format, the street name is also substituted with the development name.

9. ASSIGNMENT OF STREET NAMES AND NUMBERS

A street shall not be assigned both a name and a number. This is to avoid persons using both interchangeably with their official situs address. If a street is designated with an alphabetic name, only its intersection with other streets is assigned numbers as coordinates for the purpose of displaying them on intersection signs.

A. Streets that shall be assigned alphabetic names.

1. Streets that change direction at oblique angles to regional grid system axes.
2. Streets that are diagonal to a regional grid system axes. Any street that has intersection coordinates that shift more than five numbers along its entire length constitutes a diagonal street.
3. Cul-de-sac streets that intersect at right angles to other roadways. "bubbles" or "pockets" (which are not true cul-de-sacs) with four or fewer lots shall be named and numbered sequentially along the principal street with which they are configured.
4. Circled or looped thorough-fares which return to themselves. If frontage numbers to be assigned for addresses on buildings are all on the outside of the loop, or all on the inside of the circle, the street may be given a single name, otherwise, a break shall be made at a distinct point at the back of the loop and multiple names assigned. This is to avoid duplicate and parallel address ranges for the same street name.
5. Horseshoe-shaped thoroughfares that are not in alignment with a regional grid system shall be assigned at least two names with the breaks occurring at the most distinct bends on the street.
6. Curvilinear or meandering streets that have coordinate changes at their intersections. Frontage number ranges should never overlap if a street meanders, otherwise, two or more names shall be assigned with a break at a distinct bend or intersection which will eliminate the duplication of numbers.
7. Dead-end streets that are not considered intermittent or will not likely be extended.

8. Private streets that are proposed within private developments such as condominiums and planned unit developments.
9. Major collector streets and collector streets that follow Township-Range section lines or are parallel to the axes of a regional grid system, and then change direction at oblique angles to the grid axes to which they are aligned.

B. Streets which shall be assigned numbers.

1. Major collector streets or collector streets that are in continuous alignment with a regional grid system axis or with Township-Range section lines, other than U.S. or Utah State Highways, shall be assigned street numbers.
2. Marginal access streets that parallel major collector streets and collector streets in alignment with a regional grid system shall be assigned numbers.
3. When calculating street numbers and intersection coordinates, all numbers shall be measured to the centerline of the roadway and must have the last digit of the number rounded up or down to end in either a "0" or a "5".

C. Streets that may be assigned alphabetic names or numbers.

1. All streets that are not cul-de-sac streets, dead ends, or located in private developments, and are aligned with a regional grid system axis may be assigned an alphabetic street name or a street number, but not both.
2. Dead-end streets which are "stub streets" planned for future connections, may be assigned a name or a number, providing continuity with the connecting street is maintained.
3. Assignment of street numbers should be encouraged over assigning alphabetic names to streets that are in alignment with the countywide grid system.

10. USAGE OF SIGNS

A. Intersection signs.

1. Street name signs shall conform to the design and placement specifications found in the Manual for Uniform Traffic Control Devices, with the option for additional standards and regulations established by local governing entities in their jurisdictions. Uniformity in public street signs should be maintained.
2. Signs constructed for alphabetically named streets shall display both the name, street type, and corresponding intersection coordinates.

11. PROPERTY NUMBERING

A. General responsibility for property numbering.

The San Juan County Commission and City Councils shall designate, within their jurisdictions and by ordinance, the public official who has the responsibility to calculate and assign official location addresses on both public and private streets. This includes all addresses for rights-of-way on recorded dedication plats, as well as existing rights-of-way, both public and private, and those numbers depicting sub-parcel, sub-structure identification. Private engineers and surveyors, developers, or other individuals shall not be allowed to assign location addresses.

1. Registered certificates of location (situs) address.

- i. All legal situs addresses, both public and private, shall be documented and registered with a certified number by the County and by all municipal governments, in their respective jurisdictions, when improvements to real parcels within the County are proposed, or when it is necessary to change addresses to eliminate confusion.
- ii. Recorded plats with approved and certified address information displayed are considered official certificates of legal situs addresses for the lots and units platted thereon.

2. Private numbering systems.

No private numbering systems shall be approved. All public and private location addresses that are in use within the boundaries of the county shall have officially approved situs addresses issued with frontage numbers that reference their respective regional grid system.

3. Odd and even numbering.

The assignment of frontage numbers in legal situs addresses shall be measured and uniformly consecutive with even numbers on the right side of the street and odd numbers on the left side of the street looking away towards the east, west, north, or south from the junction of the baseline and meridian streets. Alternatively, even numbers shall always be on the right side of the street and odd numbers on the left in the direction of increasing frontage intervals.

4. Coordination of frontage numbers and intersection coordinates.

All streets shall have frontage numbers that conform sequentially to their assigned intersection coordinates.

5. Directional determination.

On streets that are not aligned with any of the four compass directions, the direction assigned to the frontage numbers shall be from the compass direction which most nearly matches the bearing of the street across its overall length.

6. Numerical freedom.

Numerical freedom shall be utilized to make use of additional property numbers in the interval between frontage numbers, providing such numbers are in consecutive sequence and are whole integers; they shall not be issued as fractions of numbers.

7. Juxtaposition.

Frontage numbers should be comparable (but not duplicated) on parallel streets and should be in consecutive order. Frontage numbers that would be divisible by 100 should be adjusted by two digits, to avoid identifying them with street numbers.

B. Methods of assigning property numbers.

1. Frontage number scales.

A constant for any given regional addressing grid shall be used to determine the frontage numbers, which shall be indicated on all final plats.

Bluff Grid	144 m or 474 ft
Blanding Grid	161 m or 528 ft
La Sal Grid	161 m or 528 ft
Monticello Grid	161 m or 528 ft
Spanish Valley Grid	171 m or 561 ft

2. Streets changing directions between intersections.

- i. Streets that change direction between intersections, either at an oblique angle or to another axis of the same regional grid system, must have the directional and the frontage number changed to match the new bearing direction of the street.
- ii. If the directional change of the street results in the duplication of frontage number ranges, it should be renamed at the point where it shifts direction or at the nearest intersection that will avoid the range duplication.
- iii. If a street changes direction and is contained wholly within a subdivision or area, the frontage numbers may continue sequentially as in one direction, but it is still necessary to assign the proper coordinates at all intersections.

3. Diagonal streets.

- i. Intersection numbers on diagonal cross streets shall be calculated to begin with the same number measured from the Baseline or Meridian streets according to the frontage number scale designated for that area; this will ensure that the frontage numbers are uniformly measured from one street to the next where they intersect the cross street.

- ii. When assigning frontage numbers to diagonal streets they must not be measured along the diagonal, instead, numbers along the diagonal shall be measured as true north-south and east-west distances from the dedicated reference streets to which the diagonal street intersects.

4. Numbering corner lots.

Proposed subdivisions with corner lots should have frontage numbers calculated for both streets that the lot fronts upon and both frontage numbers placed on the final plats. Once the structure's facing is identified, the correct frontage number can be selected and assigned.

5. Numbering cul-de-sac streets.

Cul-de-sac streets shall be measured and positioned on their respective regional grid system such that frontage numbers are even on one side to a point approximately halfway to the top of the turnaround and then are odd numbers back along the opposite side of the cul-de-sac.

6. Numbering private rights-of-way.

- i. Structures and dwellings fronting on private rights-of-way not considered private streets shall be assigned number addresses, using numerical freedom, which have frontage numbers referencing the frontage interval of the public street to which the private right-of-way intersects.
- ii. If a private right-of-way requires frontage numbers exceeding the available numbers in the frontage interval on the public street with which it intersects, the private right-of-way shall be assigned a name and placed on the designated regional grid system as a private street. All structures and dwellings fronting upon the newly named private street shall be re-assigned legal situs addresses according to the standards outlined in this policy. This procedure may be done, without ordinance or petition, by the local government whose authority has been designated in that jurisdiction. A public hearing may be provided if an appeal is made by affected persons.
- iii. If a private right-of-way contains single-family structures or other occupied structures that are numbered off the public street that the private right-of-way intersects, the residents may petition the county or city agency responsible for administering property to approve street name or numbering and place their private right-of-way on the designated regional grid system as a private street.

7. Numbering duplexes, rear houses, and buildings on interior lots.

Where possible, numerical freedom in the interval between frontage numbers should be used for sub-parcel identification, instead of assigning fractions of numbers or the designation "front" or "rear," to duplexes, rear houses, and buildings on interior lots.

8. Numbering high-density structures.

- i. Condominiums and Planned Unit Developments with multiple levels should be numbered according to the standards outlined in this policy unless the unit density dictates constraints, then the following shall apply as guidelines for assigning numbers:
 - a. Buildings with external stairwells should have each stairwell entrance assigned a unique frontage number if each entrance has units that are accessed solely through that stairwell.
 - b. Assign each unit accessed by its entrance a unit number, indicating floor level, to be used as an address suffix (ex.. 5451 E Tangren Ln #101, #201, #301 – 1st, 2nd, & 3rd floors).
 - c. Sub-structure suffix numbers for units below grade should be designated with a letter indicating floor level below grade (e.g. -1st floor = A, -2nd floor = B, 3rd floor = C), followed by a unit number (e.g. #A 1).
 - d. Numbers are preferred over letters in designating units above grade.
- ii. Commercial strips should have each business unit assigned an address using a separate frontage number and the number or the alphabetic name for the street upon which the commercial structure fronts.
- iii. Commercial Malls, Centers, or Squares should have internal addressing that considers floor levels with a sub-structure suffix of three or more digits where the first digit represents the level above grade and the remaining digits represent the unit number. Addresses for these commercial structures may substitute the street name in the address format with a project name and substitute the street type designator with the appropriate abbreviation of a standard structure type (ex. 5475 E Business Park Cntr #101 – which is the first unit on the first floor). A single frontage number should be assigned for the entire commercial structure. Separate structures within a Mall or Center Complex may be assigned separate frontage numbers. Below grade levels should use a letter in the suffix.
- iv. High-rise structures require a vertical sub-structure suffix to identify suites, rooms, premises, and occupancies or establishments that are accessible by the public via hallways and elevators. These vertical addresses should consist of the frontage number or use the project name as a prefix in the address. Subsequently, the address suffix should consist of a four-digit number with the first two digits representing the floor number above grade and the remaining two digits being a sequential identifier for all rooms, suites, or dwelling units starting from the left of a major stairwell or elevator shaft. Below grade levels should use a letter in the suffix (ex. 1233 W Old Airport Rd #1201).
- v. Industrial parks generally have a lower density than most retail or other commercial structures and should be identified through the regular procedures of numbering private streets outlined in this policy.

C. Display of frontage numbers on buildings.

1. When a registered situs address has been designated by an authorized government agency, the owner or occupant or person in charge of the building or dwelling shall place, within a period of 10 days, a painted, carved, or cast duplication of the frontage number in a conspicuous position upon the front of such dwelling or building. The number should be mounted in a permanent, stationary, and durable manner; unobstructed at all times by vegetation, screens, or anything that would tend to hide or obscure the number. If the building is not

visible from the street, a lawn stake or similar permanent fixture with the number shall be placed in a conspicuous place near the road or the number may be placed permanently on a curbside postal mailbox.

2. Numbers that are mounted on dwellings and buildings shall be plain block numerals, not script or written numbers, and conform to the following minimum dimensions based on the setback distance of the building from the street upon which the number must be viewed:

Setback Distance	Height of Number
0-150 feet	3 inches
151-200 feet	5 inches
201-300 feet	8 inches
301 feet of greater	12 inches

3. The owner, occupant, or person in charge of the building, upon affixing any new number, shall remove any different number which might be mistaken for or confused with the number assigned.
4. Each principal building shall display the assigned number on the side of the building where the front entrance is located. If a principal building is occupied by more than one business or family dwelling unit, any separate entrance to an occupied sub-structure unit shall display a separate number.
5. No building permit shall be issued for any principal building unit until the owner or developer has procured an official address for the premises from the government addressing agency in that jurisdiction. Final approval for the certificate of occupancy of any principal building shall not be issued until permanent and proper numbers have been displayed as provided above.

12. PROPERTY IDENTIFICATION APPROVAL IS REQUIRED FOR FINAL PLAT APPROVAL

Property identification approval must be given by the addressing authority prior to final approval of a subdivision. The property identification approval must appear on the final plat of a subdivision, PUD, condominium, or other proposed development prior to final approval and upon amendment. The developer shall pay for and arrange to manufacture and install all street identification signs as required by the addressing authority.

13. STREET IDENTIFICATION CHANGE

If, in the opinion of the addressing agency, a street name change - requested or otherwise - serves a legitimate public interest, the addressing agency may change the street name.

14. STREET IDENTIFICATION CHANGE ORIGINATED BY THE COUNTY, CONTRACT MUNICIPALITY, OR ADDRESSING AUTHORITY

- A. The county, contract municipality, or addressing authority may initiate a street name change when doing so would be in the public interest.
 1. The addressing authority shall notify all owners of properties that have structures on the street proposed for a name change, by mailing to the county-recorded property owner address.

2. If the property owners who own lots with structures on a street proposed for a name change desire to participate in renaming the street, they may sign a petition agreeing and proposing a new street name. The new name petition must contain at least seventy-five percent of the signatures of recorded property owners with structures and must be completed within thirty days after notification of the proposed name change by the addressing authority.
 3. If property owners do not provide a petition agreeing on a new street name, the name change shall be based on a recommendation from the addressing authority.
- B. The addressing authority will recommend a proposed street name change to the addressing agency. The addressing agency will approve any street name change by communicating the approval, in writing, to the addressing authority.
 - C. The addressing authority will record the appropriate documentation to officially change a street name after approval of the change has been given in writing by the addressing agency. The addressing authority shall notify the United States Postal Service, the relevant Emergency Communications Center(s), and other appropriate government and public safety agencies of the name change. After recordation, the addressing agency shall change the original street file.

15. ADDRESS CHANGE ORIGINATED BY THE COUNTY, CONTRACT MUNICIPALITY, OR ADDRESSING AUTHORITY

- A. In the interest of public safety, the county, contract municipality, or addressing authority may direct the change of an address. Address changes may be made only after providing written notification to the owners of the property whose address is proposed for change, mailed to the county's recorded address.
- B. A letter will be sent informing the property owner of the proposed address change and requesting that the owner contact the addressing authority to discuss the proposed change. The addressing authority will provide a reasonable time, not to exceed one month, and make appropriate efforts to contact and discuss the proposed address change with the property owner.
- C. A final letter notifying the property owner of the address change will be sent, by registered mail, to the owner's county-recorded address and shall include a copy of the recorded address change affidavit.
- D. The addressing authority will record the appropriate documentation to officially change an address. The addressing authority shall notify the United States Postal Service, the relevant Emergency Communications Center(s), and other appropriate government and public safety agencies of the address change.

16. SYSTEM OF STREET IDENTIFICATION SIGNS

It shall be the duty of the addressing agency to establish a uniform system for street identification signs.

17. STREET IDENTIFICATION SIGNS

Street identification signs, approved by the addressing authority, shall be paid for and installed by the developer or property owner with installation at the intersections of all streets and highways and at such other locations as may be determined to be necessary by the addressing authority.

18. STREET SIGNS—COMPLIANCE

It is unlawful to erect or maintain any street identification sign which has not been approved by the addressing authority.

19. STREET SIGNS—REQUIREMENTS

All street signs shall be constructed and installed in accordance with the specifications on file with the addressing agency.