YELLOWSTONE COUNTY BOARD OF COUNTY COMMISSIONERS

Resolution No. 25- 77

Resolution to Adopt Revised Addressing and Road Naming Policy for Yellowstone County

WHEREAS, Section 7-14-2101 of the Montana Code Annotated gives a board of county commissioners the authority to control county roads. Pursuant to Section 7-14-2101(3) of the Montana Code Annotated, the authority to control roads includes the authority to assign road addresses and names. To give the public notice of how a county will assign addresses and road names, a county should adopt an addressing and naming policy. To adopt an addressing and naming policy, a county should pass a resolution of intent, set a public hearing, make the policy available to the public, provide notice of the public hearing, receive comments, hold a public hearing, consider the comments and pass a resolution to adopt the policy.

WHEREAS, Yellowstone County through the Yellowstone County Geographic Information Systems Department assigns addresses and road names for the County. The Department follows a policy to assign addresses and names. The policy advises the public how the Department assigns addresses and names. Periodically, the County revises the policy. The Department provided the Yellowstone County Board of County Commissioners with a revised policy. The Board reviewed the revised policy. The Board believes it may be in the best interest of the public to adopt the revised policy.

WHEREAS, on May 20, 2025, the Board passed a resolution of intent to adopt the policy and set a public hearing on the adoption of the policy for June 3, 2025. On May 23, 2025, the Yellowstone County Clerk and Recorder posted notice of the public hearing. On May 23, 2025 and May 30, 2025, the Clerk and Recorder published notice of the public hearing in the *Yellowstone County News*. On June 3, 2025, the Board held a public hearing. The Board heard comments at the hearing. The Board considered the comments. The Board decided it would be in the best interest of the public to adopt the policy.

NOW THEREFORE, BE IT RESOLVED,

The Yellowstone County Board of County Commissioners adopts the revised addressing and road naming policy. Attached is a copy of the policy. The policy is effective immediately and will continue until rescinded or modified by the Board. The Board orders the Yellowstone County Clerk and Recorder to file the policy with the ordinances of Yellowstone County.

Passed and Adopted on the 3rd day of June 2025.

BOARD OF COUNTY COMMISSIONERS
YELLOWSTONE COUNTY, MONTANA

Mark Morse, Chair

Michael J. Waters, Member

John Ostlund, Member

ATTEST:

Jeff Martin, Clerk and Recorder

Attachment

Addressing and Road Naming Policy

ADDRESSING AND ROAD NAMING CONVENTIONS

Yellowstone County Geographic Information Systems

2025

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Section 1 Introduction

These Conventions shall be known as the Yellowstone County Site Address and Road Naming Conventions. ***Special situations will be reviewed and handled on a case-by-case basis by the Geographic Information Systems Department or by The Board of County Commissioners if needed.***

Section 2 Purpose and Intent

The Geographic Information Systems (GIS) Department holds the authority to assign and maintain addresses as well as approving and maintaining road names. The Department uses the Next Generation 911 (NG-911) standards to assign and maintain addresses in the County. Addresses are essential to the health, safety, and welfare of the public in Yellowstone County. Addresses allow for emergency services to respond to the correct location and for the delivery of goods and services to the correct location. To give the public an understanding of the requirements to obtain or change an address, the Yellowstone County Board of County Commissioners adopts this policy on the assignment and maintenance of addresses.

Addressing and road naming standards are essential to protect the health, safety, and welfare of the public. The Board is authorized to assign and change road names. Such naming is at the discretion of the Board.

These Conventions are enacted for the purpose of establishing and maintaining policies and procedures:

A: Assign address numbers and/or units to new structures, assign address numbers to new builds (within one year of building), modify address numbers and/or units, when necessary, name new roads, and rename existing roads.

B: Assist with validating existing addresses and road names.

C: Promote display of address numbers and/or units on structures or signage on property.

Section 3 Applicability

These Conventions shall apply to all parcels, roads, and all structures thereon, within Yellowstone County, including all federal, state, or tribal entities unless that entity objects to the assignment. These

conventions exclude city municipalities (Billings and Laurel). The Geographic Information Systems Office will maintain a dialog with service providers when necessary. The Board of County Commissioners (BOCC) authorize the GIS Department to:

A: Assign and/or reassign addresses and road names.

B: Provide property owners, emergency services providers, Yellowstone County, and the public with a coordinated means of identifying and locating structures.

C: Administer a coordinated system of addressing and road naming to accurately describe locations to provide a more efficient delivery for services.

Section 4 Data and Information

Addresses and roads are created and maintained by the Addressing Coordinator in the GIS Department. Addresses and roads are digitized utilizing plats, aerial imagery, and additional features for reference. GIS data can be downloaded through the Yellowstone County mapping site, consumed as a REST service, or viewed using an interactive mapping site.

Reserved Road Names

Reserved Road Names includes a list of approved and reserved road names for anticipated Subdivisions, Certificate of Surveys, road naming/road renaming projects for all of Yellowstone County including the municipalities.

Proposed road names are reserved for one year. If the road name petition or a preliminary plat has not been approved, the road name will be removed. Once a preliminary plat or road name petition has been approved, the road name will be reserved for three years. If the final plat has not been recorded, the road name will be removed. Approved road name petitions have no expiration.

Once the road name is removed, the approval and reservation process will need to start over.

Section 5 Addressing Conventions

Section 5A Addressing Conventions

A: Addresses shall be assigned at the discretion of the GIS department.

B: If there is a subdivision plat or land being split into more than 3 lots, the final plat must be recorded before addresses can be assigned.

C: House numbers or units assigned by any other person or entity shall not be recognized or used for any purpose. The assignment of the address is not subject to the property owners' approval. Half (½) addresses will not be used unless there is no other option.

D: Structures that are within one year of building will be assigned an address.

E: Addresses may be assigned to unhabitable locations for public services (E.g., cell towers, community mailboxes, electrical services, etc.).

F: Addresses may be assigned to unhabitable locations to assist with efficient response for emergencies (E.g., shops, barns, trailheads, etc.).

G: Addresses will be assigned based on where the approach is located from the main road. Additional structures will be assigned a unit number or a different number depending on if the structure is attached, separate and the purpose.

H: The road to the property must be built and accessible to check the approach.

I: Even numbers will be assigned on the south or west side of the road according to the road range and the general direction of the road. Odd numbers will be assigned to the north or east side of the road according to the road range and the general direction of the road.

J: Corner lots shall be numbered from the road which provides access.

K: If a road has more than 3 structures on it or is over a quarter mile long, GIS will request the owners to name the road, and addresses will be assigned from the new road name.

L: The GIS Office shall communicate all new addresses or updated addresses to service providers.

M: GIS does **NOT** assign addresses for real estate purposes; the legal description can be used when selling land.

N: Unfortunately, GIS has no control over navigation websites and apps (Ex. Google maps). GIS can suggest edits but cannot guarantee that the suggestion will be approved.

O: Preliminary Addresses shall **NOT** be given out under any circumstances.

Section 5B Addressing Process

The addressing process is done in three steps between the GIS Office, Public Works and Riverstone Health. All three departments are on a shared database and must be completed in this order:

GIS Office: Landowners shall provide the GIS Office with a legal description, tax code or geocode for the GIS Office to locate the property on a map. Landowners will need to provide contact information (Name/Business, Mailing Address, Phone Number, Email (optional), and an estimated construction starting time frame). The GIS Office will need to know where the approach will be to correctly assign the address. Corner lots must be verified via plats for 1" no access strips. Once this information is collected, the GIS will assign the address and generate a tracking sheet. The tracking sheet has a request number on the top that the customer will use between departments.

Public Works: Public works issues approach permits for accesses onto roads managed by Yellowstone County or Dedicated roads that are managed by an RSID. Public Works also manages the floodplain checks. An approach permit is not required for access onto a private road, but still needs to have the floodplain checked. If the road is private, the address will be given out as soon as the floodplain check is completed. Otherwise, ***addresses will not be given out until Public Works has physically checked that the approach meets Yellowstone County standards and is not in violation, no exceptions.***

Riverstone Health: Riverstone Health handles the septic system permits.

Section 5B.1 Special Situations

A: If the property is in the City of Billings, one will need to contact the City of Billings Address Coordinator to receive or change an address.

B: If the property is in the City of Laurel, one will need to contact the City of Laurel Address Coordinator to receive or change an address.

C: If the approach is onto a road controlled by the Montana department of Transportation, one will need to contact the Department of Transportation for the approach permit.

D: If the road is in the City of Billings or City of Laurel but the land resides in Yellowstone County limits, one will need to contact the applicable city address coordinator for the approach permit and the Yellowstone County Public Works for a floodplain review.

Section 5C Numbering Procedures

Structures and secondary addresses will be numbered considering the type of unit, the entrance location and building design.

Section 5C.1 Multi-Unit Residential and Commercial Structures

A: If units are assigned, they will be assigned starting on the left side of the building as one is facing the building.

B: Condos and Townhomes that have exterior entrances will receive separate address numbers. Interior entrances will be assigned unit/suite designations. The GIS Office will make the final decision.

Section 5C.2 Additional Addresses

A: Adding Additional Addresses within an Existing Structure

A secondary address shall be assigned to a separate living space within the existing structure. Examples include basement/upstairs apartments, duplex, etc.

B: Additional Address for Separate Structure

A secondary address shall be assigned to an additional structure on the property. Examples include a guest house, carriage house, mother-in-law suite above garage, etc. Most cases, a primary number will be assigned from the road in which it is accessed. If surrounding structures do not allow for another primary number, a secondary number will be assigned.

Section 5D Display of Address Numbers

Address numbers must be visible on the door or next to the doorway. The GIS Office has numbers and plaques for free if needed.

A: An address number shall be displayed as numerals and shall not be spelled out.

B: Address numbers must be clearly visible for the efficient provision of delivery and emergency services.

C: Address numbers must be posted at the entrance to a property when the structures address number is not visible from the road.

D: Address numbers must be posted at any location where access diverges and when the termination of the road is not apparent.

E: Any numbers that could be confused with the existing number should be removed.

Section 6 Road Naming and Renaming Conventions

Section 6A Road Naming Conventions

The GIS Office is responsible for the creation and modifications of road names and addresses. All proposed road names need to be submitted to the GIS office to review against existing and/or reserved names.

A: A street type designation (Appendix A) will be assigned based on the location and length of the road.

B: Every road with three or more structures (or anticipated structures) will be required to be named a unique name regardless of ownership designation (private or public).

C: All road names must be simple to pronounce and spelled according to a standard dictionary.

D: All new roads must have a unique road name.

E: Each road will have short one-word or two-word names, and the number of characters will be evaluated based on location.

F: A road name will not include numbers, dashes, apostrophes, or other non-alphabetical characters.

G: A road name will not include initials, abbreviations, or single letters.

H: A road name will not include obscene, racial, or derogatory words.

I: The primary name will not be abbreviated (e.g., Mountain Pass Rd, not Mt Pass Rd).

J: Road names cannot duplicate map features or descriptions (e.g., Dirt Rd, Tennis Ct, etc.).

K: Directional prefixes will only be used when necessary to distinguish the road location relative to the address grid.

L: Cardinal directions will not be part of any road name. North, South, East and West are directional features within the addressing system and may lead to confusion.

M: Full name road names will not be allowed. However, upon request, the Board of County Commissioners may consider waiving this convention for historical reasons.

N: Road names that are homonyms of an existing road name or may be confused with an existing road name will NOT be allowed.

O: All roadways created through subdivision or certificate of survey review will be named prior to preliminary plat approval, with approval from the GIS Department.

Section 6B Procedures for Name or Renaming a Road

A list of existing road names can be found at:
https://www.yellowstonecountymt.gov/mapping/Roadnames/roadnames.asp

Section 6B.1 Name a Road Within Proposed County Subdivision

Road names need to be submitted for review to the GIS Office. The approved road names need to be on the Preliminary Plat.

Section 6B.2 Naming a Road via Road Naming Petition

A: Criteria for Naming Roads via the Petition Process

Roads that serve three or more permanent residences and/or businesses may be named. If recorded documentation indicates access to multiple parcels, unnamed roads may be named by petition process when the first residence/business is under construction.

Recorded documentation delineating the road must be on file with the County Clerk & Recorder. Typical documents include Subdivision Plats, Certificates of Survey, site plans, and access easements.

Signatures from at least 60% of the affected landowners must accompany the petition to represent their consent.

The naming of roads or changing road names does NOT constitute responsibility for road maintenance by local government.

Private driveways are not under the purview of the Board of County Commissioners.

The road naming petition can be found here:
https://www.yellowstonecountymt.gov/mapping/downloads/roadnames/petition.pdf

Section 7 Administration

Section 7A United States Postal Service (USPS)

Section 7A.1 USPS Responsibilities

USPS is responsible for maintaining mailing addresses nationally, zip code/postal zone boundaries, and carrier routes. The GIS may defer questions regarding mailing address discrepancies, mailbox installation, zip code/postal zone boundaries, and/or rural route discrepancies to USPS for resolution.

Section 7A.2 Postal Zone/Zip Code

The Postal Zone/Zip Code assigned to an address is based on the physical location of the structure. The Postal Zone/Zip code boundaries are managed and maintained by USPS.

Section 7A.3 Miscellaneous Assignments

The Addressing Office may assign a miscellaneous address to a mail station for the provision of mail service for an organization (E.g., Homeowners Association, etc.).

Section 7B Third Party Mapping Applications

The GIS Office is not responsible for creating and/or maintaining roads and addresses for third party interactive mapping applications (e.g., Google Maps, Apple Maps, etc.).

Appendix A Street Type Designations

Designation	Description
Avenue	A roadway which generally runs east and west.
Circle	A roadway which returns to itself.
Court	A cul-de-sac with a circle at one end or T-intersection which doesn't provide throughway.
Drive	A roadway traveling generally north and south.
Lane	A meandering roadway less than 2500 feet in length.
Loop	A generally curved roadway that has an origin and terminus on the same roadway, and which does not contain significant intersections along its route.
Parkway	A thoroughfare designated as a collector or arterial with a median.
Place	A roadway generally traveling east/west less than 1000 feet in length.
Road	A roadway traveling generally east and west.
Street	A roadway which generally runs north and south.
Trail	An existing path or roadway that was historically named as such.
Way	A roadway generally traveling north/south less than 1000 ft in length.