



**ADDRESSING &
STREET NAMING
POLICIES**

***Resolution # 2003-35
Officially adopted on June 3rd, 2003 by the City of
Steamboat Springs Council.***

**TITLE I
ADDRESSING POLICIES**

**CHAPTER 1
GENERAL PROVISIONS**

1.01 OBJECTIVES

The purpose of these policies is to establish procedures that create cooperation, efficiency and unity through systematic address assignment, implementation and maintenance and to provide a uniform addressing policy to be used by the community and the staff.

These policies are designed to eliminate addressing confusion and to create a standard system by which addresses may be assigned and maintained.

No policy can anticipate every condition or question related to individual circumstances however; these policies describe many addressing situations and outline prescribed methods for handling those conditions. The City reserves the sole and absolute discretionary right to revise, supplement, or rescind any policy or portion of these policies as it deems appropriate. Any future changes to the policies will be communicated to the community through official notices.

The fundamental objectives of these rules and regulations are as follows:

- A. To coordinate addressing with the Emergency Response community to ensure reliable service to the public;
- B. To create and maintain informative, consistent, reliable addressing for the citizens of the City;
- C. To establish and promote a system of addressing that will improve staff and community efficiency, responsiveness to the public, and economy in the service of the City;
- D. To cooperate with the United States Postal Service requirements for standardized, accurate addressing;
- E. To guide the existing Addressing Committee in its continuing effort to establish county wide interagency communication for addressing needs and standards.

1.02 AUTHORITY AND RESPONSIBILITY

The City of Steamboat Springs Council will have the final authority to approve and assign street names and addresses. City Staff may revise or amend these policies, within the law, to any extent deemed necessary in order to effectively and efficiently promote better community responsiveness and service.

Upon approval by the City Manager, GIS Services, is authorized and directed to:

- Develop and implement procedures necessary for the efficient administration of these policies.
- Approve addressing for new projects, re-addressing areas, naming new roads, naming or re-naming existing roads, and coordinating road and address signs.
- Represent the City interests with the County Wide Addressing Committee made up of members of the regional Emergency Medical Services, County and City Planning Department, and the Routt County Regional Building Department.
- Become the central point of contact for addressing in the City of Steamboat Springs.

1.03 EFFECTIVE DATE

These policies are effective **June 3rd** and will be reviewed on an annual basis by GIS Services in conjunction with the departments of the City and the Addressing Committee.

1.04 DEFINITIONS

The following words and terms used in these policies are defined as follows:

APARTMENT BUILDING

- A. A single building comprised of three or more dwelling units with shared entrance facilities, where none of the dwelling units are rented or available for rent or occupation for periods of less than 30 days.
- B. Dwelling units so arranged in a building that five or more dwelling units should have common external access to the building at the grade level at the building.
- C. A separate building containing between five and twenty dwelling units having common corridors and stairways and having shared exit and entrance facilities.

D. A building except as otherwise defined herein containing three or more dwelling units.

CBU

United States Postal Service acronym meaning Cluster Box Unit as a type of mail delivery.

CONDOMINIUM

A. A building in which each individual unit is held in separate private ownership and all floor space, facilities and outdoor areas used in common by all tenants are owned, administered and maintained by a corporation created pursuant to the provisions of the appropriate statute.

B. An individual dwelling unit under individual ownership in a multiple unit development with common elements in which:

- The unit comprises not only the space enclosed by the unit boundaries, but all material parts of the land within the space;
- The common element means all the property within the development except the units
- The common element is owned by all of the owners as tenants in common.

C. A building or group of buildings in which units are owned individually and the structure, common areas and facilities are owned by the owners on a proportional, undivided basis.

DUPLEX RESIDENCE

A. One of a pair of two attached duplex dwelling houses with a common party wall dividing the pair of duplex dwelling houses vertically.

B. A building that is divided horizontally into two dwelling units each of which has an independent entrance either directly or through a common vestibule.

C. A separate building divided horizontally into two dwelling units.

D. A building divided horizontally into two dwelling units.

TRIPLEX RESIDENCE

A. A building that is divided horizontally into three dwelling units.

- B. The whole of a building divided horizontally into three separate dwelling units, each of which has an independent entrance either directly or through a common vestibule.
- C. A separate building divided horizontally into only three dwelling units and used by not more than three families.

FOURPLEX RESIDENCE

- A. A separate building containing only four dwelling units, which are divided vertically into four parts, two perpendicular walls with each unit having direct access to the ground floor and used by not more than four families.
- B. Two duplex buildings attached vertically by a common wall extending from the base of the foundation to the roofline.

INDIVIDUAL COMMERCIAL BUILDING

A single establishment/tenant space that is devoted to the indoor sale or rental of goods and merchandise to the general public for personal or household consumption, or to services incidental to the sale or rental of such goods or merchandise.

MOBILE HOMES

A detached residential dwelling unit designed, after fabrication, for transportation on streets or highways on its own wheels or on flatbed or other trailers, and arriving at the site where it is to be occupied as a dwelling complete and ready for occupancy except for minor and incidental unpacking and assembly operations, location on jacks or other temporary or permanent foundations, connections to utilities and the like. A travel trailer is not to be considered as a mobile home.

SINGLE FAMILY RESIDENCE

Designed for, or used as a dwelling unit exclusively by one family as an independent housekeeping unit. A single-family dwelling unit contains no more than one dwelling unit and does not include mobile homes.

STRIP COMMERCIAL BUILDING

A single building with multiple accesses that is leased by square footage and allows interior businesses to vary in size.

TOWNHOME

A dwelling unit, generally having two (2) or more floors and attached to other similar units with common walls and surrounded by common open space.

CHAPTER 2 NUMERIC ASSIGNMENT

2.01 CITY ADDRESS STYLE

The City of Steamboat Springs' numeric address style is based on a north/south, east/west 375' grid that overlays the current city limits. The old town area uses this same grid at an angle reflecting the flow pattern of the Yampa River. The beginning 0,0 address of this grid is the intersection of the Original Town Plat of 2nd Street and Yampa Street. This grid will continue to be maintained by the City and will remain the basis of all numeric addresses within current and future City limits.

In the assignment of new addresses on existing streets or the continuation of existing streets within the City limits, the existence of an established addressing sequence, that otherwise meets current addressing standards as defined in these policies other than differing from the addressing grid, shall take precedence over the addressing grid in the assignment of new addresses within the City limits.

2.02 CITY ADDRESS PARITY

Address parity for the City of Steamboat will conform to the following universally accepted criteria:

- Odd numbering will appear on the south and/or west side of the street.
- Even numbering will appear on the north and/or east side of the street.

2.03 NON-LINEAR ROADS

Numeric assignment for non-linear roads will be done by "straightening" the road and choosing whether the road is predominantly north/south or east/west then applying the correct numeric grid.

2.04 VANITY ADDRESSES

Numeric address requests that do not conform to the City address style will not be allowed.

2.05 SINGLE FAMILY RESIDENCES

Single Family residences will be addressed with a single building address that conforms to the City address style. The addresses will be assigned using the street that allows main access to the building.

2.06 DUPLEX RESIDENCES

Duplex residences will be addressed with an individual address for each unit that conforms to the City address style. The addresses will be assigned using the street that allows main access to the building.

2.07 TRIPLEX RESIDENCES

Triplex residences will be addressed with an individual address for each unit that conforms to the City address style. The addresses will be assigned using the street that allows main access to the building.

2.08 FOURPLEX RESIDENCES

Fourplex residences will be addressed with an individual address for each unit that conforms to the City address style. The addresses will be assigned using the street that allows main access to the building.

2.09 APARTMENT BUILDINGS

Apartment buildings will be addressed with an individual building address and unit number that conforms to the City address style. The addresses will be assigned using the street that allows main access to the building.

2.10 TOWNHOMES

Townhomes will be assigned an individual address for each unit that conforms to the City address style. The addresses will be assigned using the street that allows main access to the building.

2.11 CONDOMINIUMS

Condominiums will be addressed with an individual building address and unit number that conforms to the City address style. The addresses will be assigned using the street that allows main access to the building.

2.12 MOBILE HOMES

Mobile homes will be addressed with a general property address that conforms to the City address style with an individual trailer number. The addresses will be assigned using the street that allows main access to the trailer.

2.13 INDIVIDUAL COMMERCIAL BUILDINGS

Individual commercial buildings will be addressed with an individual building address that conforms to the City address style. The addresses will be assigned

using the street that allows main access to the building.

2.14 STRIP COMMERCIAL BUILDINGS

Strip commercial buildings will be assigned one building address and individual unit numbers for each individual door access. If a business is large enough to use space accessed by two or more doors, the business will be addressed with the building address and the main entrance unit number. If there are two or more main business accesses, the business will be addressed with the building address and the lowest unit number.

2.15 BUILDING PERMIT REQUIREMENT

No building permit shall be issued for any construction on property in the City unless such property has been assigned an approved numeric address.

CHAPTER 3 STREET NAME REQUIREMENTS

3.01 STREET DESIGNATION

Every existing, proposed, or constructed roadway, which provides, will provide or is to provide access to two or more dwelling units, other than shared driveways, whether or not this roadway is to be maintained by the City, will be identified as a street.

3.02 DEVELOPMENT PLAN SUBMITTAL REQUIREMENT

Any proposed development plan within the City of Steamboat Springs that proposes to create a new public or private street will submit a proposed street name and street suffix to the City of Steamboat Springs Planning Department for every additional public or private street included in the proposed development. Proposed street name and street suffix will meet all requirements outlined in these policies.

Proposed street name and suffix for all public and private streets within the City of Steamboat Springs shall be sent out to the Addressing Committee for approval. Upon approval by the Addressing Committee, the proposed street name and type must be approved by Resolution by the City Council.

Upon approval of the street name and suffix by the City Council, the City GIS Services Department will issue addresses pursuant to these policies for the new development.

3.03 STREET NAME CONVENTIONS

Designated streets will be identified with a street name. This name will be unique

from any other roadway already in use, previously approved or, slated for use in the preliminary stages of a project application anywhere in unincorporated Routt County or within any municipality in Routt County. Street names will have the following criteria:

- Street names shall not exceed a total of 16 letters and/or spaces including the street suffix.
- Street names shall not be made up of proper names, proper names combined to form one name, any surname other than approved historical names, or any surname suffixes.
- Historic surnames shall be considered if the family is representative of local Steamboat Springs history. Those names will still be subject to all other street name criteria.
- Numeric street names will only be allowed as logical continuations of the existing City address style. ie. 5th, 6th, 7th. No other numeric additions will be allowed in street designations.
- Street names will be easy to pronounce and easily recognizable in emergency situations.
- Streets that are an extension of already existing street shall maintain that street name.
- Streets that are an extension of a Routt County Road shall be named as a continuation of the existing street name where that street name meets current street name and type standards. If the existing street is only named as a numbered Routt County Road, it shall be named according to current street name and type standards were it enters the City of Steamboat Springs.
- No street name may duplicate, in sound or pronunciation, any other roadway already in use, previously approved, or slated for use in the preliminary stages of a project application anywhere in unincorporated Routt County or within any municipality in Routt County.
- Foreign street names must conform to all other street name criteria.
- Streets within a neighborhood will be encouraged to use a consistent theme in their names that does not duplicate a theme in use, previously approved or, slated for use in the preliminary stages of a project application theme anywhere in Routt County or any Routt County municipality.
- To the extent possible, the names of City streets will be consistent with the historical, cultural, geographic, or natural significance of the area.

3.04 STREET SUFFIXES

Each approved street name requires a street suffix. Street suffixes will indicate street accessibility to emergency services to as great an extent as possible. Only one street suffix will be allowed per street name. All street suffixes will be abbreviated in compliance with the United States Postal Service Standards. Street suffixes will carry the following commonly accepted designation:

- Alley:** A narrow thoroughfare or passageway between buildings.
Approved abbreviation: **ALY**
- Avenue:** A wide, principal thoroughfare leading from a main road, often bordered by trees. Avenues will be designated, as much as possible, for predominately east/west thoroughfares.
Approved abbreviation: **AVE**
- Boulevard:** A broad, often landscaped thoroughfare usually containing medians. Boulevards will be designated, as much as possible for, predominately east/west streets.
Approved abbreviation: **BLVD**
- Circle:** A thoroughfare that returns to the same origin point or to the same originating road.
Approved abbreviation: **CIR**
- Court:** A thoroughfare that ends in a cul-de-sac or dead end that has no potential for extension with additional property subdivision. Courts will be designated, as much as possible, for predominately north/south roads.
Approved abbreviation: **CT**
- Drive:** A street that is accessible from its origin and terminus that winds in a predominantly north/south direction.
Approved abbreviation: **DR**
- Lane:** A thoroughfare that ends in a cul-de-sac or dead end that has no potential for extension with additional property subdivision. Lanes will be designated, as much as possible, for predominately east/west roads.
Approved abbreviation: **LN**
- Loop:** A thoroughfare that returns to the same origin point or to the same originating road.

Approved abbreviation: **LOOP**

Parkway: A broad, landscaped thoroughfare that predominately travels in a north/south direction.

Approved abbreviation: **PKWY**

Passage: A thoroughfare that passes between buildings.

Approved abbreviation: **PSGE**

Path: A cul-de-sac or dead end road. Usually a road where automobile transportation is secondary to other forms of transportation, i.e. bicycles or foot travel.

Approved abbreviation: **PATH**

Place: A minor thoroughfare that is accessible from both its origin and terminus. Places predominantly, as much as possible, travel north/south.

Approved abbreviation: **PL**

Road: A street or road for low volume traffic, local access road, primitive roads and county roads. Roads predominantly, as much as possible, travel east/west.

Approved abbreviation: **RD**

Street: A major thoroughfare that is accessible from both its origin and terminus. Streets predominantly, as much as possible, travel north/south.

Approved abbreviation: **ST**

Trail: A minor thoroughfare that is accessible from both its origin and terminus. Trails predominantly, as much as possible, travel east/west.

Approved abbreviation: **TRL**

Way: A minor thoroughfare that is accessible from both its origin and terminus. Ways predominantly, as much as possible, travel north/south.

Approved abbreviation: **WY**

3.05 VANITY STREET NAMES

Street name requests that do not conform to the City address style will not be allowed.

3.06 BUILDING PERMIT REQUIREMENT

No building permit shall be issued for any construction on property in the City unless the road accessing such property has been assigned an approved street name.

CHAPTER 4 ADDRESS REQUESTS

4.01 NEW SUBDIVISION ADDRESS REQUESTS

No address shall be issued for any development within the City of Steamboat Springs prior to the approval by City Council of the proposed street name(s) and suffix(es) accessing all units of the proposed development as defined in Section 3.02 of these policies.

Upon approval of the final plat, applicant will submit a digital site plan of the project including Street layout, Lots, Lot Numbers, Trails, Parks/Open Space, Cluster Box Location, and Zoning Classification. Multi-unit complexes include all above as well as: Building footprints, Building Names (if applicable), Number of units. Digital site plans may be sent in .dwg, .dxf, or .shp formats.

4.02 REQUEST FOR EXISTING NUMERIC ADDRESS CHANGE

Requests for a change in numeric address must be made in written form. The body of text in the request should identify the problems associated with the current address. If more than one residence is included in the request, 51% of all property owners must agree to the suggested change. All changes must conform to the City address style. Requests for a change in numeric addresses will be evaluated on a case-by-case basis.

The following are some situations where the numbering of addresses may be required:

- (1) Addresses are not sequential;
- (2) Even number addresses are on the odd side of street or vice versa
- (3) Addresses need to be changed or regraded after a road name is assigned or reassigned.
- (4) Buildable Lots were created without assignment of road names or addresses.
- (5) Annexation of unincorporated parcels by the City of Steamboat Springs.
- (6) The phasing of developments may change the sequence of addresses on a current street or change the current street suffix as defined in Section 3.04.

4.03 REQUEST FOR EXISTING STREET NAME CHANGE

Requests for a change in street name must be made in written form. The body of text in the request should identify the reason for the requested change and any problems associated with the street name. If more than one residence is included in the request, 51% of all property owners must agree to the suggested change. All changes must conform to the City address style. Requests for a change in street name will be evaluated on a case-by-case basis.

4.04 ADDRESS CORRECTIONS

Whenever an error in a numeric address or street name comes to the attention of the Regional Emergency Medical Services, City Planning Department, or the City GIS Services Department, the City GIS Services department shall initiate proceedings to correct the error. Errors in numeric addresses and/or street name will be evaluated on a case-by-case basis.

In the case of a numeric address, the following procedure will be followed:

- The error will be documented with date and reporting party.
- A new numeric address will be determined using the City address style.
- The property owner or owners will be contacted in written form using the Routt County Assessor's information to identify ownership.
- All agencies requesting address notification will receive this address update.

In the case of a street name change, the following procedure will be followed:

- The error will be documented with date and reporting party.
- The record property owner or owners will be contacted in written form using the Routt County Assessor's information to identify ownership.
- Within thirty (30) days of the notification, the record owners of land accessed by any street required to be named or re-named shall submit to GIS Services a Request for Naming/Re-naming Streets. Within the body of the text of the request the following items are required:
 1. A central point of contact for the ownership shall be identified.
 2. A proposal of three different name choices that do not

include the street suffix. These proposed street names must comply with the City street name requirements (Section 3.03 - 3.05).

- The new street names will be researched and one will be assigned. If allowable street names are not available, GIS Services will work with the central contact of the owner group to discuss alternatives.
- Upon approval of the proposed street name or, in the event no request is received, a resolution will be presented to the City Council for approval of the street name. This resolution will be added to the Council agenda closest to the end of the thirty (30) days mailing of notification.
- Any approved resolution shall be recorded with the Routt County Clerk and Recorder's office.
- All agencies requesting address notification will receive this address update.

4.05 ADDRESS NOTIFICATIONS

The Routt County Regional Building Department, the Routt County Assessor's Office, the Routt County 911 Communications Coordinator and appropriate City departments will receive updates from GIS Services. The Routt County Regional Building Department will distribute the updates to additional applicable County departments and all local utility providers.

CHAPTER 5 STREET SIGNS

5.01 STREET SIGN LOCATIONS

Street signs identifying the name and designation of all streets in the City shall be posted at the intersections of all streets whether maintained by the City or not.

5.01 STREET SIGN IDENTIFICATION

Street signs for streets maintained by the City shall be a blue field with white lettering. Streets not maintained by the City shall be a red field with white lettering. All subdivision street signs will identify the streets exactly as defined on the final subdivision plat.

5.02 STREET SIGN INSTALLATION AND MAINTENANCE

Street signs shall be installed and maintained by the City Public Works Department. Installation and maintenance of street signs on any street shall not constitute any obligation or commitment on the part of the City to perform road maintenance on such streets.

Signs for state, federal and unincorporated Routt County roadways shall be the responsibility of the appropriate agency.

CHAPTER 6 ADDRESS APPEARANCE

6.01 RESIDENTIAL ADDRESS NUMBERS

All residences and businesses shall display Arabic numbers, which identify the property address and are plainly visible and legible from the street providing main access to the building. It shall be the responsibility of the property owner to maintain address signs pursuant to the City policies.

6.02 ADDRESS NUMBER VISIBILITY

To assist emergency response in location of buildings, address numbers shall be displayed clearly from the road at all times. Consideration should be made in regard to visibility to seasonal changes, landscaping, daylight and evening lighting. For buildings, which are not visible from the street or located more than 50 feet from the shoulder or the curb of the street, address characters shall be affixed to a freestanding sign or post, preferably of a non-flammable material, located adjacent to the road on which the property is addressed. This sign or post shall be located 25 feet or less from the shoulder or curb of the road at the point of access. The post shall be a minimum of five feet in height from the ground and not exceed 7 feet. Numbers may be placed vertically and read from top to bottom if a post is used, or the numbers may be placed horizontally on a sign affixed to the post. Numbers will be placed in such a fashion as to view the numbers from all directions. All address characters shall be of a color and/or material that contrasts with the background on which they are mounted, however, the City of Steamboat Springs recommends the use of reflective numbers or characters to enhance visibility at night. All address characters and numbers shall be at least 4 inches in height unless they are reflective in which case they may be as small as 3 inches in height.

6.03 ADDRESS NUMBER VISIBILITY FOR CONSTRUCTION

All addresses shall be posted prior to construction of a new building. Failure to display the address of new buildings will be grounds for withholding issuance of a Certificate of Occupancy by the Routt County Regional Building Department

pursuant to Section 4.2 of the Routt County Addressing, Naming, and Signing policy. Address numbering shall conform to the City address policies.

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