

**FERRY COUNTY  
ROAD NAMING AND SITE ADDRESSING ORDINANCE No. 2019-03**

WHEREAS, the Ferry County Board of Commissioners may assign and change road names and addresses as part of administering roads within Ferry County in order to protect public health, safety, welfare and establish adequate and accurate emergency service information; and

WHEREAS, the state legislature has determined that the citizens of the state increasingly rely on the dependability of the 9-1-1 system and that the degree of accuracy of emergency services information is important; and

WHEREAS, the current road naming and addressing system was established in Ferry County Ordinance No. 95-05; and

WHEREAS, Resolution No. 97-18 established fees for Public Works to install signs on private roads intersecting with County Roads; and

WHEREAS, Resolution No. 2010-05 Amending Resolution No. 97-18 updated the fee schedule for installing signs on private roads intersecting with County Roads; and

WHEREAS, Ordinance No. 2017-01 Amendment to Ordinance No. 95-05 updated the established road naming and addressing system; and

WHEREAS, the Ferry County Board of Commissioners have determined that the current road naming and re-addressing procedures are outdated and cumbersome and may impair the health, safety and welfare of the citizens of Ferry County; and

WHEREAS, Ferry County is committed to protecting public safety and welfare of the citizens of Ferry County and others while living, visiting or recreating in Ferry County, by facilitating emergency response to requests for assistance; and

WHEREAS, Ferry County recognizes the importance of proper road name and address number signage to facilitate in the effectiveness of all emergency services; and

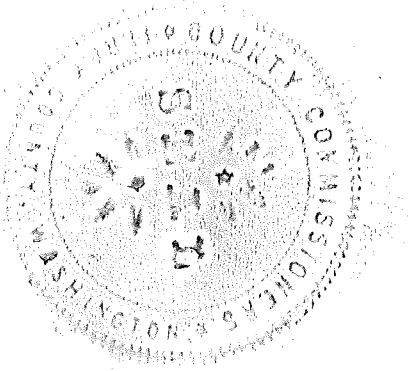
WHEREAS, the Ferry County Board of Commissioners have determined that it is in the best interest of the citizens of Ferry County to establish and implement comprehensive road naming and site addressing regulations for unincorporated Ferry County in order to ensure that road names and addresses are unique and consistent and that signage for the road names and addresses are uniform and visible; and

WHEREAS, a database of road names and addresses is vital to the successful implementation of Next Generation 9-1-1 on the State and County level for the purpose of emergency response and government records management;

NOW THEREFORE, be it ordained by the Ferry County Board of Commissioners that the Ferry County Road Naming and Site Addressing Ordinance is adopted;

NOW THEREFORE, be it further ordained that this ordinance hereby repeals and supersedes Ferry County Ordinance No. 95-05, Resolution No 97-18, Resolution 2010-05, Ferry County Ordinance No. 2017-01 and any other existing road naming or addressing ordinances or resolutions.

FERRY COUNTY BOARD OF COMMISSIONERS  
FERRY COUNTY, WASHINGTON



MIKE BLANKENSHIP, Chairman

NATHAN DAVIS, Member

JOHNNA EXNER, Member

APPROVED AS TO FORM:

\_\_\_\_\_  
Kathryn I. Burke  
Prosecutor

ATTEST:

\_\_\_\_\_  
Amanda Rowton  
Clerk of the Board

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## Section 1 - Terms and Definitions

**Address:** A property location identification including the following elements: Address Number, Road Name, Road Name Descriptor, (Directional Descriptor and/or Unit Number if applicable).

**Address Number:** The numeric designation for an addressable structure or point of access to undeveloped land.

**Addressable Structure:** Generally, the habitable or legally occupied structure on a lot, parcel, or tract, but may also include other structures as determined necessary by the GIS Department.

**Addressing Authority:** Person(s) of the GIS Department which administers the Ferry County Road Naming and Addressing System.

**Cardinal Direction:** The basic compass directions of North, South, East, and West abbreviated as N, S, E, and W.

**Department:** Ferry County E-911 GIS Mapping, also known as the "GIS Department".

**Private Road:** Any road, access way or easement that provides the main access to two or more addressable lots, parcels or tracts.

**Public Road:** Any road included in a public right of way.

**Road Approach:** The point of access of private property to a public road that has been approved and permitted by the County or State Engineer or the point of access of private property to an easement/private road.

**Road Descriptor or Suffix:** An abbreviated word used in conjunction with a road name to describe the character of the road.

**Road Origin:** The most south/west beginning point of the road as accessed from another road.

**Requesting Landowner:** The first person to request a site address on a private road.

## Section 2 – Road Suffixes

**Avenue (AVE):** A road or thoroughfare within designated urban areas. (Public Roads only).

**Boulevard (BLVD):** A broad, landscaped road generally containing a median. (Public Roads only).

**Circle (CIR):** A generally short road that intersects with itself subsequent to an intersection with another road. (Public or Private Roads).

**Court (CT):** A very short road, generally less than 750 feet that ends in a cul-de-sac. (Public Roads only).

**Drive (DR):** A through road that generally is not straight but curvilinear in nature. (Public or Private Roads).

**Highway (HWY):** A designated state highway. Shall be a type prefix to the state highway number when used.

**Lane (LN):** A short road that may be through or end in a cul-de-sac or dead end. (Private

Roads only).

**Landing (LNDG):** A road that accesses a river or lake landing (dock). The use may be current or historic. (Public or Private Roads).

**Loop (LOOP):** A road that begins and ends with the same intersecting road. (Public or Private Roads).

**Path (PATH):** A named path for non-motorized use. Root name must follow road naming rules. (Public or private paths).

**Place (PL):** A short road that may be through or end in a cul-de-sac or dead end. (Public Roads only).

**Road (RD):** A generic road name descriptor that generally describes a rural road and should not be used in designated urban areas. (Public Roads only).

**Street (ST):** A road or thoroughfare within designated urban areas. (Public Roads only).

**United States Highway (US):** A designated state highway on the US numbered highway system. Shall be a type prefix to the state highway number when used.

**Way (WAY):** A road that runs at an angle, or is not parallel to a grid. Also Used as a generic road descriptor in urban areas. (Public or Private Roads).

**The GIS Department may accept other descriptors in special cases provided the descriptor is on the US Postal Official Street Suffixes List.**

### **Section 3 – Road Naming**

#### **1. General**

- a. The Addressing Authority shall determine when roads must be named which shall be dependent on:
  - i. The number of parcels that the road serves (at least two parcels).
  - ii. The length of the shared access.
- b. Driveways shall not be assigned road names.
- c. Road names shall not duplicate or sound similar or phonetically the same as any other road in the county (EG High Bridge vs High Ridge).
- d. Variations of the same road name shall not be used (EG Curlew Lake, Lake Curlew, West Curlew Lake).
- e. Road names shall be pleasant sounding and appropriate. No racial, derogatory, or obscene terms.
- f. Road names shall use words in common use with common spelling and pronunciation.
- g. Road names shall be easy to read and pronounce.
- h. Road names shall not contain punctuation, accents, symbols or special characters except for those already used in City, County, State or Federal road systems. Only letters of the alphabet and blank spaces may be used in road names.
- i. Road names shall not contain numbers unless used in City, County, State, or Federal road systems.
- j. Road names will not use proper/surnames unless historically significant.
- k. No proposed road name shall be approved which begins with a word that appears as the first word in five or more current road names.
- l. Continuous roads must retain same road name despite direction of road (some may change at jurisdictional/ownership boundaries).

- m. Road names shall not be longer than 15 characters including spaces and road descriptor, except those already in use.
- n. Private Roads: to discourage through traffic on private roads it is recommended that the road sign contain the word "Private" or the abbreviation "PVT". A separate "Private" sign may be attached to the main road sign and may include additional wording such as "Private – No Thru Traffic, or Private - Dead End.
- o. Road descriptors:
  - i. Cardinal directions shall not be used as the first word in any private road name.
  - ii. Cardinal directions used in public roads shall only bear true direction of the road.
  - iii. All roads shall have a road descriptors in accordance with the USPS official road descriptors (common descriptors are defined in Section 2).
  - iv. Road descriptors do not distinguish between different road names (EG Curlew Drive vs Curlew Road).
- p. Final decisions on road names shall rest with the GIS Department.

## **2. Naming a New Road**

- a. All newly created roads shall be designated with approved road names prior to approval of any final plats containing said roads and/or issuance of any building permit by Ferry County.
- b. Private roads will be named by the first residence established on road if not already named within a plat or other recorded surveys or documents.

## **3. Changing Road Names**

- a. Existing roads with confusing or inconsistent road names that may adversely impact the efficient delivery of services by Law Enforcement, Fire, or Emergency Medical Responders, the US Postal Service or other private service providers may be renamed.
- b. If the road name impedes public safety or does not meet the requirements of a road name, the road name may be subject to change.
  - i. If roads have duplicate names and one road must be changed, the first road shall retain that name. If that cannot be determined, the road with the least amount of residents affected will change. Final decision on road re-naming will rest with the GIS Department.
- c. Landowners along an existing named private road (a private road that is not an extension of a county road) can petition to change the road name. It shall require 80% of the landowners that said road serves to agree upon the new road name. The new road name must meet all of the requirements outlined in this document. Contact the GIS Department for the appropriate form.

## **4. Appeals**

Appeals of final decisions made by the GIS Department may be initiated by filing an appeal with the Ferry County Commissioners within 90 days following the issuance of the decision. The appellant shall complete an appeal form available at the Board of Commissioners office which states the specific reasons for the appeal, and shall pay all applicable fees as outlined on the current Ferry County Fee Schedule. The appeal shall be heard by the Ferry County Board of Commissioners and limited to the issues raised in the appeal. The decision shall be made and recorded in the minutes of the regular meeting of the Commissioners.

#### **Section 4 – Situs Address Numbers**

1. Address ranges start from beginning of road, or Road Origin.
2. When traveling from the point of Road Origin odd numbers shall be on the left and even on the right.
3. The numbering system is based on 100<sup>th</sup> of a mile in rural areas and 1000<sup>th</sup> of a mile in more heavily populated areas. These numbers may be adjusted to include more addresses if necessary. Cities or communities may use the grid addressing systems that increase by 100 per block.
4. Address numbers shall be assigned from the point of access of the residence or property.
5. When the length of the shared access is not long enough to be named as a new road, the residents will be assigned consecutive even/odd ascending numbers from Road Origin with the lowest numbers indicating the first house (EG Three structures on the left side of the road with a short shared access will have consecutive addresses of 13, 15, and 17).
6. Any site, which includes multiple apartments, suites, spaces, or other units, must include the appropriate unit designator and number in the address following the road name. A map or drawing adequately locating each unit may be required prior to issuing physical addresses. Copies of as-built maps or drawings shall be provided to the appropriate emergency response agencies by the landowner and/or contractor.
7. Addresses shall not be given without a county or state approved road approach permit, if applicable.
8. It shall be the duty of the landowner to obtain a correct physical address from the GIS Department and to display the assigned number(s) for any building/structure in accordance with the directions outlined in Section 5.

#### **Section 5 - Displaying Addresses and Road Signs**

1. It shall be the responsibility of the landowner to acquire and purchase private road signs and address number signs. Improper or inadequate signage may result in a civil penalty see section 6.
2. House numbers must be a minimum of 4” in height on a contrasting background that can be easily seen both day and night. In instances where the home or building is not visible from the road, house numbers must be posted at the intersection of the road and point of access (driveway) in a location that is plainly visible from both directions and not obstructed from view by vegetation. This may require posting the numbers on both sides of the sign. The signs should be finished with reflective paint or comparable material that make the numbers easily visible at night.
3. All public and private roads in Ferry County which serve addressable properties or structures will be signed in accordance with the standards in the Manual on Uniform Traffic Control Devices. The signs will be double sided, reflectorized with a green background and white (Series C) characters.
  - a. Size of signs: Minimum 6”x18” Maximum 12”x36”.
  - b. Size of characters: Minimum 4” Series C Maximum 6” Series C.
  - c. Position of signs: Bottom of lowest sign will be 84” (7 feet) above the road surface.
  - d. Landowners may install their own road signs in accordance with County or State installation requirements (See below).

4. Private road signs on the County Road Easement Right of Way may be installed by Ferry County Public Works at the cost of the landowner(s). Please contact Ferry County Public Works for installation instructions, applications, permits and applicable fees.
5. Private roads signs on the State Highway Right of Way may be installed by the landowner with a permit from the State Highway Maintenance Superintendent in accordance with the rules in the WSDOT Traffic Manual section "Private Roads". Private road signs on the State Highway Right of Way must follow the instructions for private roads in the WSDOT Traffic Manual: "Private road name signs (D3-104) shall be fabricated in accordance with the Sign Fabrication Manual and must indicate the road is private either by a sign header or by words ("Private" or "PVT") on the sign."
6. Private road signs on newly named roads will be installed at the expense of the requesting landowner within a reasonable amount of time after being assigned (30 days). Signs will be inspected by a County Employee. No site addresses will be assigned until the road sign is in place. In some instances a temporary road sign of sturdy material may be used with permission from the GIS Department.
7. The GIS Department may name or rename private roads to meet the standards of this ordinance without the request of a landowner.
8. Private road signs must meet the standards and specifications set forth in this ordinance.
9. Private road sign installation (with the exception of section 6 above), maintenance and/or replacement of all signs, including road name changes performed outside of the landowner(s) request, is the responsibility of all the landowners along said road. Signs should be placed within a reasonable amount of time (30 days), failure to do so may incur a civil penalty to be applied towards each of the landowners along said road.
10. Site address signs are the sole responsibility of the landowner. The GIS Department may change your site address to meet the standards of this ordinance. If your site address has been changed you must display the new address within 30 days of being notified. To protect your privacy additional signage such as "Private Residence", "Private -Dead End" and so forth may be placed along with the address sign. Failure to display the proper site address may incur the civil penalty.
11. The County may remove any road signs displaying unapproved road names or road name signs that do not comply with these road naming or addressing standards.



### **Section 6 – Powers of Legislative Authorities**

1: As per RCW 36.32.120(7), knowing failure by a resident ...“within the unincorporated area of the county”... to comply with the requirements of this ordinance ...”may constitute a misdemeanor or a civil violation subject to a monetary penalty”. Failure to comply with this Ordinance may incur a civil penalty of up to \$ 500.00.

### **Section 7 – Criminal Acts**

1: Removal, defacement, or alteration of a road sign may constitute a criminal act such as theft or malicious mischief, and, depending on the act and/or the value of the damages, could be charged as a gross misdemeanor punishable by up to 364 days in jail and/or up to \$5,000 fine, or could be charged as a felony, punishable by up to \$10,000 and a prison sentence.

### **Section 8 - Disclaimer**

1. Ferry County shall assume no liability if the location of any emergency call cannot be responded to by emergency service personnel due to database errors or to the lack of proper signage, including but not limited to the following: address is not visible from the road providing access to the property, private road name sign not posted or if the address or road sign is incorrect. Private road naming and site addressing are for citizen safety and allow for 911 emergency response. They do not imply any easement or legal access. Easement clarification may be subject to a title search at the landowner(s) expense.