

**NUMBERED ADDRESSING SYSTEM AND STREET NAMES**

## 93.110 DIVISION LINE.

(1) For the purpose of designating the areas of Polk County, Oregon, in which roads of the County or parts thereof are located and to provide bases from which a renumbering of properties on said roads can be accomplished, the County is hereby divided into two parts, North and South, by the line shown on the map attached hereto as Exhibit "A" and made a part of this ordinance by reference.

- (a) The division line shall start on the Eastern border of the County, follow the Willamina-Salem Highway West to the junction of Rickreall Road, continue West along Ellendale Avenue to the Southern boundary of Section 25 T7S R6W and follow that line and the extension thereof to the Western border of Polk County. The base line shall be the Eastern boundary of Polk County.

All roads within the County shall be known by their legally established names, as the same now exist or as they from time to time hereafter may exist. [Ord. 166, sec. 1]

## 93.120 NUMBERING SYSTEM.

(1) All properties in the County shall be renumbered in accordance with the following system of numbering, with the exception of incorporated cities, which shall retain their existing numbering systems.

- (a) All numbering shall start from the division line, with the numbers increasing to the North and to the South of the division line. Numbers shall increase to the West of the base line. The lowest numbers of any street will be those immediately adjacent to the division and base lines with higher numbers being assigned in progression as the distances from the respective lines increase. There may be up to 1000 numbers per mile, each even thousand unit being coincident with a section line. Even numbers shall be assigned to the East side of North-South roads and to the South side of East-West roads. Odd numbers shall be assigned to the West side of North-South roads and to the North side of East-West roads. Only those roads that cross the division line will utilize North-South prefixes. [Ord. 166, sec. 2]

## 93.130 ASSIGNING NUMBERS

The Community Development Department of the County is authorized to and given the duty of establishing and assigning numbers to all properties in accordance with the provisions of this ordinance. The Department shall give notice to the owners of properties within the County of the assignments given. Notices of assigned numbers which have already been given are hereby confirmed. [Ord. 166, sec. 3, Ord. 93-13, sec. 1]

Note: The functions described in Section 93.130 now are performed by the Polk County Surveyor.

### 93.140 DISPLAYING NUMBERS

All owners of property within the limits of the County hereby are required to display their assigned number in a prominent and conspicuous place at the point of access to such property. [Ord. 166, sec. 4]

### 93.200 STREET NAMING

(1) All public and private roads and streets shall be named in accordance with the provisions of this Ordinance and as approved by the Community Development Department.

(2) Except for extensions of existing streets or extensions of the street grid system as provided in Section 93.120 of PCC Chapter 93, no street names shall be used which will duplicate or be confused with the names of existing roads and streets within Polk County. However, duplicate names may be allowed where the address ranges and rural delivery name are clearly different so that confusion will not occur.

(3) The name of any street or private road that appears on a recorded plat approved by the County shall be the name of the road or street unless changed as provided in Section 93.330.

(4) A street name change may be initiated by the Community Development Director, the Board of County Commissioners, or by petition in accordance with Section 93.330.

(5) The process in Section 93.400 shall be utilized for processing a street or road name change. The final decision shall be filed with the Polk County Department of Public Works, Assessor's Office, Clerk's Election Division, Postmaster, 911, and the affected fire district. [Ord. 93-13, sec. 1]

### 93.300 APPLICATION FOR STREET NAMING OR CHANGE IN STREET NAME.

A property owner may initiate naming of a street or request a change in the name of a street by filing an application with the County Community Development Department. The application will contain certain information depending upon which of the three following situations exists: (a) naming of a street in conjunction with a land use action; (b) naming a street when no land use action occurs; (c) renaming an existing street. [Ord. 93-13, sec. 1]

### 93.310 APPLICATION INFORMATION REQUIRED WHEN NAMING A STREET IN CONJUNCTION WITH A LAND USE ACTION

- (1) The name and phone number of the applicant;
- (2) At least two (2) suggested names for the street;
- (3) Applicant's order of preference for street names;
- (4) Location of street or road (include from and to address numbers as well as names of all cross streets);

- (5) One full scale copy of the County Assessor's map(s) showing the subject street or road and all abutting properties;
- (6) If a private road, a copy of the easement or legal document creating the road;
- (7) A list of the names and addresses of each owner of property abutting the street or road or relying on the street or road for access; the list prepared for the land use case may be used to provide a notification list if the list was obtained not more than 180 days before submission of the street name application. [Ord. 93-13, sec. 1]

93.320 APPLICATION INFORMATION REQUIRED WHEN NAMING A STREET  
NOT IN CONJUNCTION WITH A LAND USE ACTION

- (1) The name and phone number of the applicant;
- (2) At least two (2) suggested names for the street;
- (3) Applicant's order of preference for street names;
- (4) The signature of 51% of the owners of property abutting the subject street or road relying on the street or road for access signifying that one or more of the suggested names are acceptable;
- (5) Location of street or road (include from and to address numbers as well as names of all cross streets);
- (6) One full scale copy of the County Assessor's map(s) showing the subject street or road and all abutting properties;
- (7) If a private road, a copy of the easement or legal document creating the road;
- (8) A list of the names and addresses of each owner of property abutting the street or road or relying on the street or road for access;
- (9) A fee in an amount set by order of the Board of Commissioners. [Ord. 93-13, sec. 1]

93.330 APPLICATION INFORMATION REQUIRED FOR RENAMING A STREET OR ROAD.

- (1) The name and phone number of the applicant;
- (2) At least two (2) suggested names for the street;
- (3) Applicant's order of preference for street names;
- (4) The signature of 51% of the owners of property abutting the subject street or road relying on the street or road for access signifying that one or more of the proposed names are acceptable;

- (5) Location of street or road (include from and to address numbers as well as names of all cross streets);
- (6) One full scale copy of the County Assessor's map(s) showing the subject street or road and all abutting properties;
- (7) If a private road, a copy of the easement or legal document creating the road;
- (8) A list of the names and addresses of each owner of property abutting the street or road or relying on the street or road for access;
- (9) A fee in an amount set by order of the Board of Commissioners. [Ord. 93-13, sec. 1]

#### 93.400 PROCEDURE FOR REVIEWING APPLICATIONS.

(1) After determining that the application is complete, property owners abutting the subject street or road or relying on the street or road for access shall be sent a notice of the proposed names, and given 10 calendar days to indicate which of the proposed names are acceptable or unacceptable. If the proposal is to name an unnamed street or road, the notice will include the new address numbers assigned by the Community Development Department for all developed or previously addressed parcels which have access to the street or road being named.

(2) The Community Development Director shall determine the name of the street or road, after taking into consideration the following criteria:

- (a) The degree of acceptance by those provided notice;
- (b) Historical significance of street name;
- (c) Common usage of the street name;
- (d) Association of street name to local geographic or other points of distinction;
- (e) Access by emergency service providers;
- (f) Other factors peculiar to the case deemed relevant by the Director.
- (g) The Director may decide to retain the existing street name.

(3) The Director's decision is final unless a written request for review and a public hearing before the County Hearings Officer is requested, and the appropriate appeal fee is paid within ten (10) days following the date the decision is mailed. The hearing fee shall be established by Order of the Board of Commissioners.

(4) At least ten (10) days notice of the public hearing shall be mailed to each property owner and to those public agencies identified in Section 93.200 (6). The Hearings Officer shall make written findings of fact and determine the street name from the list of names submitted, unless another name, which has 100% concurrence of the affected property owners and is approved by the Community Development Director is submitted to the Hearings Officer at the hearing.

(5) The Hearings Officer shall consider the factors listed in Section 93.400 (2) and any other factors deemed relevant in making the decision. The Hearings Officer's decision shall be final, unless a written request for review is submitted to the Board of Commissioners by an affected property owner within ten (10) days after a copy of the decision is mailed. The decision of the Board shall be subject to judicial review as provided by ORS 203.113.

(6) In the case of a proposal to rename a street or road, the Director, Hearings Officer, or Board may deny the proposal if an evaluation of the criteria in Section 93.400 (2) indicates that the existing name should be retained. Another application to rename a street or road shall not be submitted within one year of a denial, unless the applicants include evidence of 100% concurrence of the affected property owners and all other application requirements are met. [Ord. 93-13, sec. 1]

#### 93.500 PLACEMENT OF STREET SIGNS.

(1) All street or road signs for officially named streets or roads shall conform to the standards specified by the Polk County Public Works Department for size, shape, and color.

(2) When an application for naming or renaming a street or road has been approved as provided in this Chapter, the naming or renaming shall not be final until the applicant has met the requirements in Section 93.500 (3).

(3) Cost of sign installation on a road or street that has been accepted into the County road system shall be the responsibility of Polk County. Cost of sign installations on public or private streets and roads shall be the responsibility of the applicant under one of the two following procedures:

- (a) A private work order shall be prepared if the applicant chooses to have the Polk County Public Works Department install the sign on a reimbursable basis.
- (b) If the applicant chooses to have the work done by someone other than the Polk County Public Works Department, all street or road signs and installation procedures shall comply with standards of the Polk County Public Works Department. [Ord. 93-13, sec. 1]

#### 93.600 ENFORCEMENT.

(1) Excepting Section 93.140, a violation of this Chapter is an infraction. If it is determined that a violation has occurred, the Community Development Director may take whatever steps are necessary under Polk County Code Chapter 50 to obtain compliance with this Chapter. [Ord. 93-13, sec. 1]