

TITLE 9

COMMUNITY DEVELOPMENT

Subtitle 3 — Miscellaneous Community Development Provisions

CHAPTER 960

ROAD NAMING AND ADDRESSING CODE

TABLE OF CONTENTS

Section Title

I. GENERAL PROVISIONS

- 960.001 Title
- 960.005 Definitions
- 960.010 Authority
- 960.020 Purpose

II. ROAD NAMING PROCEDURES

- 960.100 Required review and action for road naming
- 960.200 Application for road name
- 960.300 Fee
- 960.400 Processing road name applications
- 960.500 Board of Commissioner action
- 960.600 Completion

III. RURAL ADDRESSING

- 960.700 Application for rural address
- 960.800 Processing rural addressing applications
- 960.850 Criteria for issuing rural addresses

Statutory References and Other Authorities

Legislative History of Chapter 960 (formerly codified at Chapter 5.50)

I. GENERAL PROVISIONS

960.001 Title

LCC 960.005 to LCC 960.900 shall be known and may be cited as the “Linn County

Road Naming and Addressing Code” or simply as the “Road Naming and Addressing Code.”

[Adopted 99-058 §12 eff 3/3/99]

960.005 Definitions

As used in this Chapter:

(A) “**Board**” means the Linn County Board of Commissioners.

(B) “**County road**” has the meaning given in ORS 368.001 (1) for which Linn County has jurisdiction.

(C) “**Geographic Information Services**” or “**GIS**” means the Linn County Geographic Information Services Department.

(D) “**Local access road**” has the meaning given in ORS 368.001 (3) and is limited to roads outside a city for which Linn County has jurisdiction.

(E) “**Road**” has the meaning given in ORS 368.001 (6).

(F) “**Roadmaster**” means the Linn County Roadmaster or designee thereof. The term also means the “road official” as that latter term is used in ORS Chapter 368.

[Adopted 99-058 §12 eff 3/3/99; amd 16-241 §1 eff 11/1/16]

960.010 Authority

The following procedural requirements relating to the naming and renaming of roads in Linn County are hereby adopted pursuant to the authority granted Linn County by ORS Chapter 215.

[Adopted 81-032 §1 eff 4/27/81]

960.020 Purpose

(A) The procedures set forth herein are for the purpose of establishing a uniform policy in Linn County for the naming and renaming of roads and the assignment of rural addresses.

(B) It is intended that this policy will clarify and set the requirements and responsibilities of individuals, public bodies and departments involved in the naming and renaming of roads and the assignment of rural addresses.

(C) In addition, it provides the public with an outline of the required process for road naming and renaming and the assignment of rural addresses.

[Adopted 81-032 §2 eff 4/27/81; amd 85-529 §1 eff 10/9/85; amd 99-058 §12 eff 3/3/99]

II. ROAD NAMING PROCEDURES

960.100 Required review and action for road naming

The Board shall review and take appropriate action on all road naming and renaming when:

(A) Any existing county road or local access road is named or renamed;

(B) Any county road or local access road is established, except when these new county road or local access road will have names established within the provisions of the LCC Chapter 920 to 938 (Linn County Land Development Code) or in the provisions for establishing a public way as provided by ORS Chapter 368;

(C) Any private road that requires a name in order to promote the health, safety and welfare of the public.

[Adopted 81-032 §3 eff 4/27/81; amd 99-058 §12 eff 3/3/99]

960.200 Application for road name

(A) An application to name or rename a road shall be submitted to the Roadmaster and shall include at a minimum the following:

- (1) Name of applicant;
- (2) Location of roadway by description and/or map;
- (3) Legal status of road, if known;
- (4) Existing road name, if known;
- (5) Proposed road name;
- (6) Reasons for request;
- (7) Petition; (attached, if any);
- (8) Fee - See LCC 960.300

(B) The application may be submitted by any of the following applicants:

(1) The property owner(s) or person(s) living along the road;

(2) Any public or semi-public agency whose function is affected by road names;

(3) Linn County:

- a Board of Commissioners;
- b Planning Commission;
- c Planning Department;
- d Road Department;
- e Assessor or Tax Collector;
- f Sheriff.
- g Surveyor.

(C) The proposed road name shall comply with the following standards:

(1) Name limited to a maximum of twelve (12) letters and two (2) words;

(2) No duplication with other existing road names;

(3) No similar sounding or confusing names.

(4) The designation of roads shall generally conform to the following:

a Roads running generally

North - South shall be known as roads or streets.

b Roads running generally East

- West shall be known as drives or avenues.

c Roads dead-ending 1000 feet or less from their beginning points shall be known as ways or courts.

d Roads whose beginning and ending points intersect on a common road shall be known as loops.

e The name of any private road authorized or approved by the Board shall be known as a lane.

[Adopted 81-032 §4 eff 4/27/81; amd 85-529 §1 eff 10/9/85; amd 99-058 §12 eff 3/3/99]

960.300 Fee

(A) An application fee in an amount set by order of the Board shall accompany each application for a road name.

(B) A supplemental fee in an amount set by order of the Board per road sign for each addi-

tional sign required to be changed or installed shall be charged.

(C) The supplemental fee shall be paid before the road name change shall take effect.

(D) This section shall not be applicable to an application made by any public or semi-public agency or Linn County.

[Adopted 81-032 §5 eff 4/27/81; amd 85-529 §1 eff 10/9/85; amd 99-058 §12 eff 3/3/99]

960.400 Processing road name applications

The Roadmaster shall have the responsibility for processing applications for road naming and renaming and shall perform such function in the following manner:

(A) Verify legal status of road;

(B) Check proposed roads name(s) to avoid duplication or similarity with other existing road names and with those on approved preliminary land divisions, and to check with the Rural Addressing Office;

(C) Perform a field check, when necessary;

(D) Assist applicant or other affected person(s) to find alternate names when required;

(E) Notify appropriate departments and agencies including affected emergency service providers;

(F) Where appropriate, mail questionnaire to owners of all property abutting the road to determine general consensus regarding the proposed name;

(G) Prepare recommendation on the proposed road name for the Board. The recommendation shall consider any comments on the application received by the County;

(H) Determine appropriate Board of Commissioners meeting date;

(I) Give notice of public hearing by publication in a newspaper of general circulation and, may post a notice along the road and/or mail notices to owners of all property abutting the road. Publication notice or written notice or posting shall be given at least two (2) weeks prior to the date of the hearing.

(J) If the application is for a private road and the application is signed by 100% of the landowners abutting the private road, a hearing and notice

thereof under subsection (I) of this section is not required.

[Adopted 81-032 §6 eff 4/27/81; amd 99-058 §12 eff 3/3/99]

960.500 Board of Commissioner action

(A) Following the receipt of the recommendation for a road naming or renaming, the Board shall consider such recommendation at a regular public meeting. The Board shall consider any comments on the application received by the County.

(B) Following action by the Board, the Board shall notify the original applicant for the road naming or renaming of the Board's action.

(C) Copies of the order approving the naming or renaming of a road shall be sent by the office of the Board to the following:

(1) Road Department;

(2) Assessor's Office and Tax Office;

(3) Post Office;

(4) Planning Department;

(5) County Clerk's Office;

(6) Telephone Company or other similar utility company;

(7) Affected emergency service providers;

(8) Local school district(s);

(9) Local power company, local water company, local gas company in City, if appropriate.

[Adopted 81-032 §7 eff 4/27/81; amd 99-058 §12 eff 3/3/99]

960.600 Completion

(A) The original material shall be filed in the office of the County Clerk with a copy of the original to be kept in the office of the County Road Department.

(B) County maps and files shall be updated as appropriate.

[Adopted 81-032 §8 eff 4/27/81]

III. RURAL ADDRESSING

960.700 Application for rural address

(A) An application for a rural address shall be submitted to the Linn County GIS Department and shall include the following:

- (1) Name of applicant;
- (2) Location of property for which an address is to be assigned;
- (3) Name of the road or roads abutting the property for which an address is to be assigned.

(B) The application may be submitted by any of the following applicants:

- (1) The property owner(s) or person(s) occupying the property;
- (2) Any public or semi-public agency whose function is affected by rural addresses;
- (3) Linn County:
 - a Board of Commissioners;
 - b Planning Commission;
 - c Planning and Building Department;
 - d Road Department;
 - e Assessor or Tax Collector;
 - f Sheriff;
 - g Surveyor.

[Adopted 85-529 §1 eff 10/9/85; amd 99-058 §12 eff 3/3/99; amd 16-241 §1 eff 11/1/16]

960.800 Processing rural addressing applications

(A) The GIS Manager, or designee, shall have the responsibility for processing applications for rural addresses and shall perform such function in the following manner:

- (1) Verify location of property and abutting roads;
- (2) Assign an address which conforms to established numbering systems;
- (3) Notify the applicant of the assigned address.

(B) No hearing is required prior to the assignment of rural addresses.

(C) The GIS Manager, or designee, shall issue a rural address in conformance with the

criteria for issuing a rural address contained in LCC 960.850.

[Adopted 85-529 §1 eff 10/9/85; amd 99-058 §12 eff 3/3/99; amd 16-241 §1 eff 11/1/16]

960.850 Criteria for issuing rural addresses

(A) Rural addresses shall be issued by the GIS Department, upon request, in conjunction with permits issued by the Linn County Planning and Building Department, or at the request of emergency services.

(B) Rural addresses shall be issued for:

- (1) Authorized residential, commercial, and industrial structures;
- (2) Changes in use of existing structures, if the use change complies with Linn County Code;
- (3) Public, or semi-public structures, or locations such as public parks, boat ramps, campgrounds, trailheads, snow parks, or landmarks;
- (4) Communications towers, landfills, cemeteries, electrical substations, fuel depots.

(C) Temporary addresses may be issued for Temporary Hardship Dwellings.

(1) The address shall consist of the primary dwelling address number with a separate unit designation of "HS".

(2) Temporary addresses shall be immediately and automatically revoked when the temporary hardship dwelling permit is voided or terminated, or upon the hardship dwelling being removed or decommissioned as allowed in Linn County Code.

(D) Rural addresses shall be issued on the basis of written or direct "over the counter" requests. Over the counter requests shall be reduced to a written application in conformance with the requirements of LCC 960.700.

(E) In the interest of public health and safety, the Linn County Sheriff or Master Street Address Guide (MSAG) Coordinator may request that an address be issued or changed.

(F) A rural address shall be determined by the point where the driveway intersects with a County road, other public road, or officially-named private road.

(G) The address number shall be derived from the Linn County Address Grid. The Linn County Address Grid is maintained by the Linn County GIS Department.

(H) All rural Linn County addresses shall contain five numeric digits only. No directionals (NE, SE, NW, SW) shall be added. The address numbers are the lowest in the southwest corner of Linn County, and become higher as they are implemented towards the northern and eastern areas of Linn County. This ensures that no address number can be repeated on any given road within Linn County.

(I) Odd-number addresses shall be issued for the northern and eastern side of any given road, and even-number addresses issued for the southern and western side of any given road. Whereas a north/south road or an east/west road may occasionally change directions, the numbering scheme shall be kept consistent with the overall direction of the road.

(J) Rural addresses shall not be issued for:

- (1) Vacant land;
- (2) Electrical permits for irrigation pumps or similar agricultural activities;
- (3) Site evaluation permits or sub-surface sewage disposal permits issued by the Linn County Environmental Health Department;
- (4) Businesses for which there is no structure involved; nor
- (5) Any dwelling, structure, or use not authorized by the Linn County Code.

(K) Issuance of a rural address does not constitute recognition or approval by any Linn County department or office, pertaining to land use action or building construction occurring on any given property.

(L) The Linn County GIS Manager may change an address to make it conform to the Linn County Addressing Code, or retire, rescind, and revoke an address if it is no longer needed.

[Adopted 16-241 §1 eff 11/1/16]

Legislative History of Chapter 960 (formerly codified at Chapter 5.50):

Adopted 81-032 eff 4/27/81

Amendments to 81-032:

#1 85-529 eff 10/9/85

#2 99-058 §12 eff 3/3/99

#3 16-241 §1 eff 11/1/16

Statutory References and Other Authorities:

ORS 203; ORS 215.110 (1) (f); ORS 368

[THIS PAGE IS INTENTIONALLY BLANK]