

YELLOWSTONE COUNTY BOARD OF COUNTY COMMISSIONERS

Resolution No. 22-39

Resolution to Adopt Addressing 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)(a) of the Montana Code Annotated, the authority to control roads includes the authority to assign addresses. To give the public notice of how a county will assign addresses, a county should adopt an addressing policy. To adopt an addressing 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 for the County. The Department follows a policy to assign addresses. The Yellowstone County Board of County Commissioners never officially adopted the policy followed by the Department to assign addresses. For the benefit of the public, to provide it with notice of the policy, the Department requested the Board officially adopt the policy.

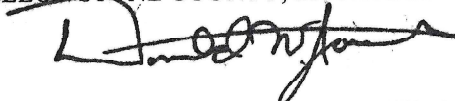
WHEREAS, on June 30, 2022, the Yellowstone County Board of County Commissioners received a request from the Yellowstone County Geographic Information Systems Department to officially adopt a policy for addressing in Yellowstone County. On July 5, 2022, the Board passed a resolution of intent to adopt the policy and set a public hearing on the adoption of the policy for July 19, 2022. On July 8, 2022, the Yellowstone County Clerk and Recorder posted notice of the public hearing. On July 8, 2022 and July 15, 2022, the Clerk and Recorder published notice of the public hearing in the *Yellowstone County News*. On July 19, 2022, 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.

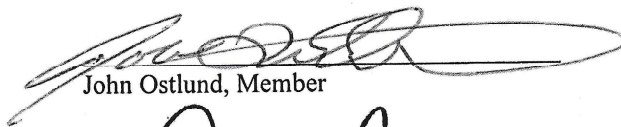
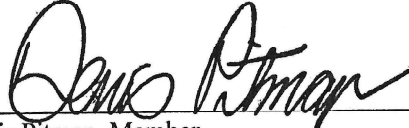
NOW THEREFORE, BE IT RESOLVED,

The Yellowstone County Board of County Commissioners adopts a policy for the issuing of addresses in Yellowstone County. 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 19th day of July 2022.

BOARD OF COUNTY COMMISSIONERS
YELLOWSTONE COUNTY, MONTANA



Donald W. Jones, Chair
John Ostlund, Member

Denis Pitman, Member

ATTEST:



Jeff Martin, Clerk and Recorder

Yellowstone County Policy on Addresses

Authority and Purpose

Pursuant to Section 7-14-2101(3)(a) of the Montana Code Annotated, the Yellowstone County Board of County Commissioners has the authority to assign and maintain addresses in Yellowstone County. The Board delegated the authority to assign and maintain addresses to the Yellowstone County Geographic Information Systems Department. The Department uses the Next Generation 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 Board adopts this policy on the assignment and maintenance of addresses.

Policy

The Yellowstone County Geographic Systems Department (GIS) shall assign and maintain addresses in Yellowstone County outside of the City of Billings and the City of Laurel. If a person wants an address or to change an address in Yellowstone County, outside of the City of Billings or the City of Laurel, the person shall contact GIS. GIS coordinates its addresses with the Yellowstone County Public Works Department and RiverStone Health. The Public Works Department manages the approaches on to public roads controlled by the County. The approaches require addresses. RiverStone manages the installation of septic systems in the County. The installation of septic systems require addresses.

General Rules

- 1) 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.
- 2) The road to the property must be built and accessible to check the approach.
- 3) If a road has more than 3 structures on it or if it is over a quarter mile long, GIS will request the owners to name the road.
- 4) A new road name needs to be on a recorded document (Ex. Subdivision, Certificate of Survey, Easement) to become official. If that is not possible, there is a Road Naming Procedure/Process that can be used.
- 5) All new roads need to be unique names and not sound like existing road names.
 - A list of existing road names can be found on the GIS Addressing website.
- 6) GIS tries to avoid assigning ½ addresses.
- 7) GIS prefers to assign addresses within a year of building.
- 8) GIS does not assign addresses for real estate purposes; the legal description can be used when selling land.
- 9) 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.

Process

In general, a landowner provides information to GIS, GIS places the information into a database, the Public Works Department and RiverStone Health use the information from the database to review the approach or septic system, the Public Works Department or RiverStone Health approve the approach or septic system and after the approval, GIS issues the address.

GIS

Provide a legal description, tax code or geocode to locate the property.
Provide contact information (Name, Address, Telephone Number and Email Address). The contact information is needed to allow for contact with the landowner if there is a question or concern about the address request.

GIS places the information into a database shared by Public Works and Riverstone Health.

A tracking sheet is given to the landowner which highlights the other steps explained below. Attached is a copy of the tracking sheet.

Public Works

Public Works issues approach permits for accesses on to roads managed by the County and performs floodplain reviews.

An approach permit is NOT needed for an access on to a private road, but Public Works still needs to perform a floodplain review.

If the road is private, GIS will provide an address once Public Works completes the floodplain review.

GIS will not provide any other address until Public Works physically reviews the approach to verify it meets the applicable standard.

Riverstone Health

Riverstone Health issues septic system permits.

Special Situations

(1) If the property is in the City of Billings, you will need to contact the City of Billings Address Coordinator to receive or change an address.

(2) If the property is in the City of Laurel, you will need to contact the City of Laurel Address Coordinator to receive or change an address.

(3) If the approach is onto a road controlled by the Montana Department of Transportation, you will need to contact the Department for the approach permit at (406) 657-0240 or (406) 657-0237.

(4) If the road is in the City of Billings or City of Laurel and the land is outside of the City of Billings or City of Laurel, you will need to contact the applicable city address coordinator for the address and the Yellowstone County Public Works Department for a floodplain review.