

**CHAPTER 7.30  
UNIFORM RURAL ADDRESS SYSTEM**

7.30.010 **TITLE:** This Chapter shall be known and may be cited and referred to as the "Uniform Rural Address System" of Pottawattamie County, Iowa. (*Ordinance #93-3/March 26, 1993*)

7.30.020 **DEFINITIONS:** For the purpose of this Chapter, the following terms and words are hereby defined: (*Ordinance #93-3/March 26, 1993*)

.01 Words used in the present tense shall include the future, the singular number shall include the plural, and the plural includes the singular. The word "shall" and "will" are mandatory, the word "may" is permissive. (*Ordinance #93-3/March 26, 1993*)

.02 **BOARD:** The Board of Supervisors of Pottawattamie County, Iowa. (*Ordinance #93-3/March 26, 1993*)

.03 **BUILDING:** Any structure used or intended for supporting or sheltering any commercial use, industrial use or for residential occupancy. (*Ordinance #93-3/March 26, 1993*)

.04 **COUNTY:** Pottawattamie County, Iowa. (*Ordinance #93-3/March 26, 1993*)

.05 **COUNTY ENGINEERING:** The County Engineer of Pottawattamie County, Iowa. (*Ordinance #93-3/March 26, 1993*)

.06 **COUNTY RECORDER:** The County Recorder of Pottawattamie County, Iowa. (*Ordinance #93-3/March 26, 1993*)

.07 **DEVELOPMENT DIRECTOR:** The Director of Planning and Development of Pottawattamie County, Iowa (*Ordinance #93-3/March 26, 1993*)

.08 **MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES:** The manual for traffic control devices for streets and highways as approved by the Iowa Department of Transportation including revisions adopted in accordance with Title 23 of the U.S. Code. (*Ordinance #93-3/March 26, 1993*)

.09 **PERSON:** Any individual, firm, corporation, unincorporated association or other entity. (*Ordinance #93-3/March 26, 1993*)

.10 **PRIVATE EASEMENT ROAD:** A private easement on private property which provides access to more than one (1) *building*. These roadways are not recognized as *private roads*, nor as *public roads* by the State of Iowa and the *County* and are, therefore, not maintained as such. (*Ordinance #93-3/March 26, 1993*)

.11 **PRIVATE ROAD (Open to Public):** A roadway officially recognized by the *County* as an access for vehicles from *public Roads* to a private driveway leading to a *building*. Generally these roadways were established through the platting of a *subdivision*. These roadways are not recognized as public roads by definition of the State of Iowa and the *County* and are, therefore, not maintained as such, but are open to public access. (*Ordinance #93-3/March 26, 1993*)

.12 **PUBLIC ROAD:** All land between the right-of-way lines perpetually dedicated to the City, County, State or Federal government as an access for vehicles. The term does not include public or private easements on private property where the roadway has not been dedicated to a jurisdiction or the jurisdiction has not accepted ownership. These roadways are recognized by the State of Iowa and the *County* as public roadways and are maintained by the appropriate jurisdiction. (*Ordinance #93-3/March 26, 1993*)

.13 **ROAD DESIGNATIONS:** For the purpose of this Chapter, the following road designations are hereby defined: (*Ordinance #93-3/March 26, 1993*)

A. **ALPHANUMERIC:** A roadway that does not specifically run either east west or north south. "Alphanumeric Roads" are designated County routes and have the word "Road" preceding the alphanumeric designation. Example: Road G-66. (*Ordinance #93-3/March 26, 1993*)

B. **AVENUE:** A roadway that does not specifically run either east west or north south. "Avenues" are generally located in between section lines or are a short stretch of roadway that does not maintain a continuous route and have an alpha-name designation preceding the word "Avenue". Example: Jefferson Avenue. (*Ordinance #93-3/March 26, 1993*)

C. **LANES:** A roadway that does not specifically run either east west or north south. "Lanes" are generally dead-end roadways that are not located along a section line and have an alpha-name designation preceding the word "Lane". Example: Sunset Avenue. (*Ordinance #93-3/March 26, 1993*)

D. **LOOP:** A roadway that does not specifically run either east west or north south. "Loops" are generally roadways that have a point of origin and termination onto the same roadway and an alpha-name designation preceding the word "Loop". Example: Longview Loop (*Ordinance #93-3/March 26, 1993*)

E. **ROAD:** A roadway that generally runs east and west. "roads" are generally located along a section line and have an alpha-name designation preceding the word "Road". Example: Westgate Road(*Ordinance #93-3/March 26, 1993*)

F. **STREET:** A roadway that generally runs north and south. (*Ordinance #93-3/March 26, 1993*)

"Streets" are generally located along a section line and have a numerical designation preceding the word "Street". Example: 125th Street(*Ordinance #93-3/March 26, 1993*)

G. Names of some roadways may carry an existing designation of street, drive, lane, road, avenue, or circle. While these designations may not meet with the categories denoted above, inasmuch as they generally have been named through an official platting process, they will be allowed to maintain that designation. (*Ordinance #93-3/March 26, 1993*)

- .14 ROAD MARKER: The street name sign, along with the required hardware and post, specified in the *Manual of Uniform Traffic Control Devices*, Section 2D-39. (Ordinance #93-3/March 26, 1993)
- .15 RURAL ADDRESS MAP: The maps used to coordinate the uniform rural address system in Pottawattamie County, Iowa. Such terminology shall include maps utilized to indicate all addressed as they are assigned and the maps utilized to indicate the official roadway names in Pottawattamie County, Iowa. (Ordinance #93-3/March 26, 1993)
- .16 SUBDIVISION: The division of a tract of land into separate lots or parcels for the purpose of transfer of ownership or building development. (Ordinance #93-3/March 26, 1993)
- 7.30.030 **EXTENT OF SYSTEM:** The uniform rural address system shall extend over the entire unincorporated areas of Pottawattamie County, Iowa. (Ordinance #93-3/March 26, 1993)
- 7.30.040 **RURAL ADDRESS MAP(S):** The uniform rural address system to be used in the County, shall be as is shown on the maps which are titled "Rural Address Maps" and which together with all explanatory matter thereon, shall be adopted by resolution by the Board as the official addressing map(s) and no other building numbers shall be used or displayed in the County. No changes of any nature shall be made to the *Rural Address Maps* except in conformity with the procedures set forth in this Chapter. Updates to show addresses assigned to new buildings and to include new roadway names shall be deemed acceptable changes to the *Rural Address Maps*. Updates to include new roadway names shall require approval through adoption of a resolution of the Board. The *Rural Address Maps* shall be kept on file with the Development Director. (Ordinance #93-3/March 26, 1993)
- 7.30.050 **ADDRESS SYSTEM:** For the purpose of this Chapter, the following procedure established the development of the uniform rural address system for the County:(Ordinance #93-3/March 26, 1993):
- .01 On the *Rural Address Maps*, the reference point is a point 1000' East and 700' South of the Northwest corner of Section 25, Township 14N, Range 12E of the 6th P.M., Sarpy County, Nebraska. (Ordinance #93-3/March 26, 1993)
- .02 All existing alpha-numeric County Routes shall be designated as a "Alpha-Numeric Road". These roadways shall have the word "Road" preceding the alphanumeric designation. (Ordinance #93-3/March 26, 1993)
- .03 Generally roadways which are located in between section lines or which are a short stretch of roadway that does not maintain a continuous route will be designated as a "Avenue." *Avenues* do not specifically run either east west or north south. *Avenues* have an alpha-name designation preceding the word "Avenue". The name of all new avenues shall begin with the alphabetical letter designation shown on the grid system of the *Rural Address Maps*.(Ordinance #93-3/March 26, 1993).
- .04 Generally dead-end roadways which are located along a section line will be designated as a "Lane." *Lanes* do not specifically run either east west or north south. *Lanes* have an alpha-name designation preceding the word "Lane". The name of all new *lanes* shall begin with the alphabetical letter designation shown on the grid system of the *Rural Address Maps*. (Ordinance #93-3/March 26, 1993)
- .05 Generally a roadway which has a point of origin and termination onto the same roadway will be designated as a "Loop". *Loops* do not specifically run either east west or north south. *Loops* shall have an alpha-name designation preceding the word "Loop". *Loops* have an alpha-name designation preceding the word "Loop". The name of all new *loops* shall begin with the alphabetical letter designation shown on the grid system of the *Rural Address Maps*. (Ordinance #93-3/March 26, 1993)
- .06 Generally roadways which are located along a section line and which generally run east and west will be designated as a "Road." *Roads* shall have an alpha-name designation preceding the word "Road". The name of all new *roads* shall begin with the alphabetical letter designation shown on the grid system of the *Rural Address Maps*. (Ordinance #93-3/March 26, 1993)
- .07 Generally roadways which are located along a section line and which generally run north and south will be designated as a "Street." *Streets* shall have an alpha-name designation preceding the word "Street". Numbering of a "street" will begin with "100" at the north-south base line near the County's western boundary, increasing consecutively ten (10) numbers per section to the far eastern boundary of the County. (Ordinance #93-3/March 26, 1993)
- .08 Names of some roadways may carry an existing designation of street, drive, lane, road, avenue, or circle. While these designations may not meet with the categories denoted above, inasmuch as they generally have been named through an official platting process, they will be allowed to maintain that designation. (Ordinance #93-3/March 26, 1993)
- .09 Whenever possible, one thousand (1000) numbers shall be allowed for each mile section. Said numbers shall be divided as one hundred (100) numbers per block, ten (10) blocks per west and north side of roadways shall have even numbers and the east and south side of roadways shall have odd numbers. (Ordinance #93-3/March 26, 1993)
- .10 One (1) whole number shall be available for approximately every five point twenty eight (5.28) feet of ground along a roadway. Numbering shall begin at ten thousand (10,000) in the south and west portion of the section. (Ordinance #93-3/March 26, 1993)
- .11 The building number assignments will be assigned by noting the point where a perpendicular line running from the center of the driveway intersects the private easement road, private road or public road. The roadway must be the one where the driveway provides access to the building. The intent is to have sequential addresses along private easement roads, private roads or public roads. (Ordinance #93-3/March 26, 1993)

- .12 Existing subdivisions with interior roadways, names of which are recorded on the original *subdivision* plat in the Office of the *County Recorder*, and with an established approved building numbering system as of the adoption date of this Ordinance, are accepted as is. These *subdivisions* are encouraged to adopt the *County Rural Address System*, as described in this Chapter. A numbering system utilizing a lot number as a *building* number does not qualify as an "approved established *building* numbering system". All other existing *subdivisions* are required to comply with this Chapter and *Rural Address Map*. (Ordinance #93-3/March 26, 1993)
- .13 The proposed name of all new roadways shall be shown on the preliminary plat of a proposed *subdivision*. Such roadway names shall be sufficiently different in sound and in spelling from other roadway names in the *County* so as not to cause confusion. The *Board* reserves the right to alter or change the proposed name of any roadway at any time prior to the approval of the final plat of the *subdivision*. (Ordinance #93-3/March 26, 1993)

7.30.060 **ROAD MARKERS AT INTERSECTIONS:** The *County Engineer* shall supervise the installation of *road markers* at each roadway intersection in *County*, whereby the provisions of this Chapter apply. (Ordinance #93-3/March 26, 1993)

- .01 The specifications for *road markers* shall be developed in accordance with the *Manual of Uniform Traffic Control Devices*. (Ordinance #93-3/March 26, 1993)
- .02 *Road markers* for a private road or *private easement road* shall denote the words "private road" under the name of the roadway. (Ordinance #93-3/March 26, 1993)
- .03 The *County* shall not be responsible for the purchase, installation or maintenance of *road markers* on *private roads* which do not intersect a *public road*. The specifications for the *road markers* shall be in accordance with the *Manual of Uniform Traffic Control Devices*. Only those names/numbers assigned in the *Rural Address Maps* are allowed on *private road* intersections. Any roadway designations are in violation of this Chapter and must be removed within a reasonable time period. (Ordinance #93-3/March 26, 1993)
- .04 The *County* shall not be responsible for the purchase, installation or maintenance of *road markers* on *private easement roads*, even though they may intersect a *public road*. (Ordinance #93-3/March 26, 1993)
- .05 *Road markers* shall not be placed at the intersection of a *public road* and a undeveloped platted road in an unincorporated town. (Ordinance #93-3/March 26, 1993)
- .06 *Road markers* shall not be placed at the intersection of an Area Service Level B System Road, established in accordance with the provisions of the Chapter 7.2, Pottawattamie County, Iowa, Code, and a *public road*, unless there is a *building* to which a *building* number has been assigned situated along the said Level B Road. (Ordinance #93-3/March 26, 1993)

.07 At the time of final plat approval of a *subdivision*, the developer shall pay the *County* the total cost, including installation, for all road regulatory signs, including *road markers*, required by the *County Engineer* along all roads and at all intersections within or abutting the *subdivision*. The specifications for the *road markers* shall be in accordance with the *Manual Uniform Traffic Control Devices*. *Road markers* shall indicate the roadway names as shown on the final plat of the *subdivision*. (Ordinance #93-3/March 26, 1993)

7.30.070 **BUILDING NUMBERS:** Any person owning, controlling, occupying or using any *building* which has access onto any *public road*, *private road* or *private easement road* shall display a permanent marker on such premises indicating the assigned *building* number. (Ordinance #93-3/March 26, 1993)

.01 In the event a *building* is situated more than 50' from the edge of a roadway surfacing, the numeral indicating the *building* number for each such *building* shall be posted on driveway posts and of the size and type as specified in the specifications for *building* numbers as adopted by the *Board*. (Ordinance #93-3/March 26, 1993)

.02 In the event a *building* is situated 50' or less from the edge of a roadway surfacing, the numerals indicating the *building* number for each such *building* shall be posted and of the size and type as specified in the specifications for *building* numbers as adopted by the *Board*. Such numbers shall be posted either on the front of the *building* facing the roadway or as provided in Subsection 7.30.070.01. (Ordinance #93-3/March 26, 1993)

.03 Any *building* number marker existing at the time the provisions of this Chapter takes effect and that is different than the newly assigned number shall be removed at the time the new *building* number marker is installed. (Ordinance #93-3/March 26, 1993)

.04 Every person erecting a *building* shall be given a *building* number upon issuance of a zoning permit. If a zoning permit is not required for such *building* then said person erecting said *building* shall apply to the *Development Director* for a *building* number. The *Development Director* shall within fourteen (14) working days of receiving the request assign a number to such *building*. (Ordinance #93-3/March 26, 1993)

.05 All costs incurred in the placement and procurement of a *building* number marker shall be the responsibility of the property owner, proprietor or occupant of the *building*. (Ordinance #93-3/March 26, 1993)

7.30.080 **MAINTENANCE OF UNIFORM RURAL ADDRESS SYSTEM:** The *County Engineer* and *Development Director* shall be responsible for the maintenance of the uniform rural address system in *County*. The *Development Director's* duties shall include the assignment of all new addresses, updating the *Rural Address Maps* carrying each individual address assignment and other duties necessary to insure the effectiveness of the system. The *County Engineer* is responsible for the repair, replacement and maintenance of the *road markers* as required by this Chapter. (Ordinance #93-3/March 26, 1993)

7.30.090 **ROAD NAME CHANGE:** The name of any roadway appearing on the *Rural Address Maps* may be changed only if the following procedure is followed: (*Ordinance #93-3/March 26, 1993*)

- .01 A petition signed by not less than seventy-five (75) percent of the property owners or land contract purchasers fronting on the roadway is filed with the Board. (*Ordinance #93-3/March 26, 1993*)
- .02 The name does not duplicate in sound or spelling any existing roadway name in the County. (*Ordinance #93-3/March 26, 1993*)
- .03 The name is in alphabetical sequence with addressing system established by this Chapter. (*Ordinance #93-3/March 26, 1993*)
- .04 All costs of changing a roadway name and replacing road marker as a result of such change shall be borne by the petitioners who shall, at the time the request is submitted, submit any amount deemed sufficient to sufficiently cover said costs. This money shall be refunded if the petition is denied. (*Ordinance #93-3/March 26, 1993*)
- .05 The Board may propose amendments to the *Rural Address Maps* as is necessary to correct errors or omissions and shall have the authority to waive the requirements set forth in Sections 7.30.100.01 and 7.30.100.04. (*Ordinance #93-3/March 26, 1993*)

7.30.100 **VIOLATIONS AND PENALTIES:** Any person violating any of the provisions contained in this Chapter shall be deemed guilty of a *county infraction*. (*Ordinance #93-3/March 26, 1993*)

- .01 A *county infraction* is a civil offense punishable in the following schedule of civil penalties. (*Ordinance #93-3/March 26, 1993*)
  - A. First offense \$ 50.00
  - B. Second offense \$100.00
  - C. Third and subsequent offense(s) \$200.00
- .02 Each and every day that the violation is permitted to exist after notification shall constitute a separate offense. (*Ordinance #93-3/March 26, 1993*)
- .03 Each separate provision of this Ordinance violated shall constitute a separate offense. (*Ordinance #93-3/March 26, 1993*)
- .04 Enforcement of a *county infraction* shall be pursuant to Section 331.307, Code of Iowa. (*Ordinance #93-3/March 26, 1993*)
- .05 Seeking a civil penalty does not preclude seeking alternative relief from the court in the same action, including, but not limited to an order for abatement or cessation of the violation. (*Ordinance #93-3/March 26, 1993*)
- .06 Nothing herein contained shall prevent the County from taking such other lawful action as necessary to prevent or remedy any violation. (*Ordinance #93-3/March 26, 1993*)

## RESOLUTION #47-95

**WHEREAS**, Pottawattamie County, Iowa, has adopted a Uniform Rural Address System; and

**WHEREAS**, Section 7.30.040, Rural Address Map(s) states, in part, that "The uniform rural address system to be used in the County, shall be as is shown on the maps which are titled "Rural Address Maps" and which together with all explanatory matters thereon, shall be adopted by resolution by the Board as the official addressing map(s) and no other building numbers shall be used or displayed in the County."; and

**WHEREAS**, Subsection 7.30.070.01, Building Numbers states "In the event a building is situated more than 50' from the edge of a roadway surfacing, the numerals indicating the building number for each such building shall be posted on driveway posts and of the size and type as specified in the specifications for building numbers as adopted by the Board."; and

**WHEREAS**, Subsection 7.30.070.02, Building Numbers states "In the event a building is situated 50' or less from the edge of the roadway surfacing, the numerals indicating the building number for each such building shall be posted and of the size and type as specified in the specifications for building numbers as adopted by the Board. Such numbers shall be posted either on the front of the building facing the roadway or as provided in Subsection 7.30.070.01.

**WHEREAS**, the Pottawattamie County Enhanced 911 Services Board and Board of Supervisors desires to maintain continuity in the posting of the building numbers in the rural area of the County. Such a uniform posting of building numbers serves to assist emergency responder in locating properties in a more efficient manner in the event of an emergency.

**NOW, THEREFORE, BE IT RESOLVED**, that:

1. The Rural Addressing Maps be adopted;
2. The specifications for building numbers for buildings located more than 50' from the edge of a roadway surfacing be as follows:
  - A. Signs: 18" x 6" double faced signs displaying the assigned number, using hi-intensity 4" Series C copy on engineering grade blue background, mounted on .080 treated aluminum substrates.
  - Posts: 7' galvanized channels, weighing not less than 1.12#s per foot, with at least 4 each 5/16" punched in back wall, with first hole being 1" from top of post and all holes 4" centers, vertically.
  - Hardware: 2 each, two-piece aluminum, 1/4" cherry mate #18 or comparable hardware.
  - Placement: Either side of the driveway on the right-of-way, with first preference given to the right hand side of the driveway. Locations should be free of sight obstructions for motorists. Location should be no further than 1' to 1 1/2' away from the right-of-way or fence. Location should be not less than 15' nor more than 30' from the edge of the driveway. Delineator posts shall be driven 2 1/2' into the ground.

3. The specifications for building numbers for buildings located less than 50' from the edge of a roadway surfacing be as follows:

- A. Lettering Size and Type: No smaller than 6" in height, of wood, brass or other similar type of durable materials.
- Placement: On the front of the building facing the roadway.
- Alternative: Posting on sign blades described above in Item #2.

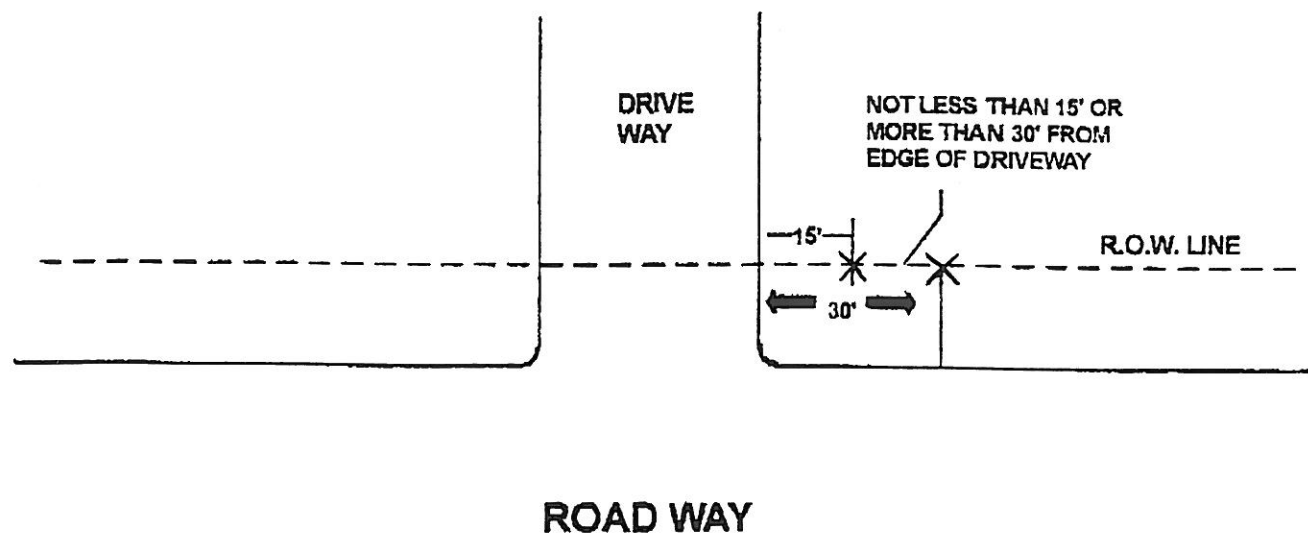
PASSED AND APPROVED AUGUST 23, 1995.

	ROLL CALL VOTE			
	AYE	NAY	ABSTAIN	ABSENT
<u><i>Delmar Goos</i></u> Delmar Goos, Chairman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u><i>Robert Williams</i></u> Robert Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u><i>Arlyn E. Danker</i></u> Arlyn E. Danker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u><i>Stanley H. Grote</i></u> Stanley H. Grote	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u><i>Connie Lehan</i></u> Connie Lehan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attest: *Marilyn Jo Drake*  
Marilyn Jo Drake, County Auditor  
Pottawattamie County, Iowa

EXHIBIT B

# TYPICAL FARM RESIDENCE MARKER INSTALLATION



- \* MARKER SIGNS CAN BE PLACED ON EITHER SIDE OF THE DRIVEWAY ON ROAD RIGHT OF WAY. FIRST PREFERENCE IS RIGHT HAND SIDE OF DRIVEWAY.
- \* LOCATIONS SHOULD BE FREE OF SIGHT OBSTRUCTIONS FOR MOTORISTS.
- \* LOCATION SHOULD BE WITHIN 1 TO 1-1/2 FT OF RIGHT OF WAY LINE OR FENCE.
- \* DELINEATOR POSTS SHALL BE DRIVEN 2-1/2 FT INTO GROUND.