PART 1: GENERAL INFORMATION

A. Purpose
The purpose of this document is to set forth the guidelines established by the Franklin County Commission for the naming of roads and assignment of addresses in unincorporated Franklin County.

B. Authority
The Franklin County Commission is authorized by law and the United States Postal System to name roads and assign addresses in unincorporated Franklin County. The Commission has designated Planning and Zoning Department to perform these functions and distribute the information to relevant parties within the parameters and guidelines established by this policy.

C. History
1. Franklin County was authorized by the voters to impose and collect a tax for the Franklin County Emergency 911 Telephone Service in 1992.

2. The countywide E911 system was activated on September 14, 1994 and addressing begun.

3. Franklin County adopted a general policy regarding the naming of roads on August 27, 1998.

4. Road categories were defined and the placement of signage on the different categories was established in Commission Order 00-251 dated November 2, 2000.

5. Authorized contracts with vendors for the placement of road signs was adopted by Commission Order 01-174 dated July 3, 2001.

6. Commission Order 00-251 was amended to clarify the placement of road signs on the different categories of roads.

7. Commission Order 03-218, dated September 23, 2003 was adopted establishing procedures for recording road name changes.

D. Goals
1. To establish a standardized addressing system that is consistent with Post Office standards.

2. To provide emergency service agencies with a complete set of addresses, so that emergency victims can be located with the greatest efficiency, and for the health, safety, and general welfare of the citizens of Franklin County.
3. To integrate road names and addresses with the County's GIS (Geographic Information System) and 911 Dispatch system.

4. To make government services more efficient in order to provide a greater benefit to the citizens of Franklin County.

E. Definitions

1. Dedicat**e**: To set aside for or assign to a specific function, task or purpose without compensation

2. Driveway: A private access for ingress/egress or means of approach to provide physical entrance to a property.

3. Driveway (shared): A private access for ingress/egress or means of approach to provide physical entrance to multiple properties.

4. Easement: A legal interest in land, granted by the owner to another person(s) or entity, which allows that person(s) the use of the designated portion of the owner's land, for a stated purpose including, but not limited to, right-of-ways or placement of utilities. The easement may be for use under, on or above said property.

5. Lot: A parcel of land, within a subdivision, whose boundaries have been established by some legal instrument such as a recorded subdivision map and which is recognized as a separate entity for purposes of transfer of title.

6. Parcel: A tract or plot of land of any size that may or may not be subdivided or improved.

7. Road: A public or private one-way or two-way access that provides ingress/egress to a lot, tract or parcel of land and has been recorded and dedicated for public use and publicly maintained, recorded and dedicated for public use and privately maintained or recorded and dedicated for subdivision use and privately maintained (the subdivision is responsible for maintaining and enforcing the privacy of the road). Also referred to as streets.

8. Road Dedication, Private: A right-of-way or easement granted, but not dedicated to the County, providing ingress/egress to a parcel, and maintenance is governed by an agreement that runs with the land and is recorded with the office of the Recorder of Deeds.

9. Road Dedication, Public: A right-of-way or easement dedicated to the public which the public has the right to use and is either maintained by
an agreement that runs with the land or by an agreement with the County and is recorded with the Office of the Recorder of Deeds.


11. **Situs Address**: The physical location—i.e. - residence or place of business.

12. **Tract**: Any parcel of land that is not in a subdivision.

13. **Vacation**: The official abandonment of public right-of-way, subdivision or easement by the County in accordance with State law.

F. Franklin County recognizes four categories of roads:

1. **Category 1** - State highways which are the sole responsibility of the State of Missouri with respect to maintenance, signage and other regulatory controls.

2. **Category 2** - Public roads which have been accepted or created by Franklin County which are the sole responsibility of Franklin County with respect to maintenance, signage, and other regulatory controls.

3. **Category 3** - Roads which are used by the public as a result of shared ownership which are not publicly maintained but which are subject to the authority of Franklin County with regard to establishing names therefore and the erection of road identification signs thereon.

**PART 2: ROAD NAMING** - For the purpose of this document, street and road will be used interchangeably.

A. All roads, without regard to category, will be named if it meets one (1) or more of the following conditions:

1. If three (3) or more residences, businesses, or addresses exist or are served by the road.

2. If the road is maintained by the Franklin County Highway Department.

3. If any access (road, drive, lane, driveway, easement, right-of-way, etc.) that provides ingress/egress to three (3) or more lots, tracts or parcels of land and meets Planning and Zoning’s easement/right-of-way requirement of fifty (50) feet.

4. If a road is being created as part of a subdivision

   In cases where an unnamed access (road, drive, lane, driveway, easement, etc.) currently exists and that access is required to be named per this policy, that access must be dedicated and recorded with the approved name. The Planning and Zoning
Department shall be provided with the dedication document prior to issuing the final name or any additional addresses on that access.

B. Road Name Selection. When selecting the name of an unnamed road, or changing an existing name, the following criteria should be followed:

1. Road names should be easy to read and pronounce so that children can use them in an emergency.

2. Road names should not contain symbols, numbers, or special characters.

3. Road names that are numeric should be spelled out - First St instead of 1 St.

4. Road names should not be offensive, use slang, or have double meanings.

5. Road names should be simple. Names that are complicated or have unconventional spellings should be avoided.

6. Road names should not change at intersections. Continuation of existing roads must use the same name.

7. Names having the same or similar pronunciation but with different spellings as already existing roadway names should be avoided (e.g. Smith, Smyth, Smythe; Allen or Alan).

8. Basing all road names within a development on a single theme is encouraged.

9. Road names should be unique and not duplicate. If there is a road name with a duplicate the following point system will be used to determine which road name is not changed. The road with the most points will maintain the road name.

<table>
<thead>
<tr>
<th>Road Characteristic</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>First named road</td>
<td>1</td>
</tr>
<tr>
<td>Most addresses assigned to road</td>
<td>1</td>
</tr>
<tr>
<td>Major road</td>
<td>1</td>
</tr>
<tr>
<td>Existing signage</td>
<td>1</td>
</tr>
<tr>
<td>Historical significance</td>
<td>1</td>
</tr>
<tr>
<td>Similarity to subdivision or city name</td>
<td>1</td>
</tr>
<tr>
<td>Business on road</td>
<td>1</td>
</tr>
</tbody>
</table>

C. Standard pre-directional and post-directional shall always be abbreviated and capitalized, shall not include periods, and is limited to two (2) character maximum. One of the eight USPS approved abbreviated directional indicators will be used. (Example abbreviations; N, S, E, W, NW, NE, SW, SE).

1. Road names should be easy to read and pronounce so that children can use them in an emergency.

2. Road names should not contain symbols, numbers, or special characters.
3. Road names that are numeric should be spelled out - First St instead of 1 St.

4. Road names should not be offensive, use slang, or have double meanings.

5. Road names should be simple. Names that are complicated or have unconventional spellings should be avoided.

6. Road names should not change at intersections. Continuation of existing roads must use the same name.

7. Names having the same or similar pronunciation but with different spellings as already existing roadway names should be avoided (e.g. Smith, Smyth, Smythe; Allen or Alan).

8. Basing all road names within a development on a single theme is encouraged.

9. Road names should be unique and not duplicate. If there is a road name with a duplicate the following point system will be used to determine which road name is not changed. The road with the most points will maintain the road name.

D. Road types or suffixes will be limited to those found in Appendix C of the Postal Addressing Standards, Pub. 28, August 1995. They will always be abbreviated and not exceed four characters in length.

E. Road Name Characteristics
   1. Length
      a. Pre-directional – 2 characters
      b. Road Name – 28 characters
      c. Street Suffix – 4 characters (must meet MSAG Standards)
      d. Post-directional – 2 characters

   2. Special Characters are not allowed in road names including !, -, @, #, $, %, &, *, etc.

F. Road Name Change. A road may have the name changed if:
   1. There is non-compliance with the road naming policy.
   2. Property owners' request, per the renaming roads procedures as found in this document.

G. Naming New Roads
   1. The Franklin County Planning and Zoning Department is responsible for assigning and maintaining all road names in unincorporated Franklin County. The assignments
are to ensure the safety and welfare of the citizens of Franklin County and to avoid duplication of the addresses in Franklin County.

2. The Franklin County Planning and Zoning Department has the responsibility and the authority to change a street name when deemed necessary in accordance with this policy.

Roads in new developments shall be named during the subdivision approval process. In new developments, the developer/applicant can submit a suggested road name(s) but the final name(s) will be chosen by the Planning and Zoning Department.

H. Renaming Roads

The procedure for renaming roads may be initiated either by an application submitted by the citizens (as described below) or by action of the Franklin County Planning and Zoning Department. Citizens wishing to request a renaming of an existing road must comply with the following procedure:

1. An application shall be submitted along with a $75 fee and a petition that must be signed by 75% of the owners of record of land over the road to be renamed. The petition must contain the name, mailing address, property address, and phone number for each owner. Each owner must sign the petition indicating whether the signer supports or opposes the name request.
   a. The petition must be submitted to the Franklin County Planning and Zoning Department.
   b. The petition must clearly state the reasons for why the road name should be renamed along a suggested road name, and two alternate names.

2. Application must be accompanied with an aerial map(s) showing all affected property owners and their tracts.

3. If the renaming is approved, applicant must be willing to bear the cost of changing any street signs located at the affected intersection(s).

4. Following receipt of an application, the Planning and Zoning Department will conduct a search to discover whether the name proposed complies with this policy and either approve or deny the request.

5. The owner(s) of record of any residences assessed by the road in place at the time of the decision will be notified by the Franklin County Planning and Zoning Department whether the application has been approved or denied.

I. The naming/renaming of a road can be appealed to the Franklin County Commission by the relevant parties involved. The form for appealing may be obtained from and returned to the Planning and Zoning Department along with a $150 appeal fee.
J. Notification of Changes
   The Postal service, telephone companies, emergency services, and appropriate governmental agencies will be notified of the changes along with the affected property owners.

K. Signage
   1. All public and private roads in Franklin County shall be identified by a sign.
   2. Description
      a. Color
         i. County roads — green with reflective lettering
         ii. Private roads — blue with reflective lettering
      b. Placement
         Signs will be placed with their faces parallel to the streets they name. They will be placed as near to the intersection as practical. Their height will be no less than five feet.
      c. Costs and who pays for signs and installation
         i. Owner(s) – When the renaming of a road is requested by individuals or when it is required per this policy.
         ii. County – When the naming/renaming is initiated by the County.
         iii. The cost for a road sign(s) is $200 for a one (1) plate sign and $250 for a two (2) plate sign.
   d. Sign Replacement
      i. Road Signs for County or State maintained roads will be replaced by Franklin County, and all costs will be paid by Franklin County.
      ii. Road signs for privately maintained roads will be replaced by Franklin County, and all costs will be paid by Franklin County for the first replacement only. Once Franklin County has replaced the sign one time, the cost for replacement will be up to the owner(s) of the road.

PART 3: ADDRESSES
A. Address requirement
   1. Property that require addresses - Habitable structures or businesses. Structures that are simply accessory to another building or insubstantial in nature (i.e. detached garage) shall not be assigned an address.
   2. Property that does not require addresses
      a. Buildings that are uninhabitable and abandoned
      b. Farm buildings which are not residential or commercial
c. Accessory buildings which have uses that are accessory to the primary use of a residential, commercial, industrial, institutional, or governmental buildings.

d. Unoccupied farm land or lots containing no dwelling(s) or businesses.

B. Address determination
1. Addresses will be assigned at 20' increments and to the driveway whenever possible. This will yield approximately 528 numbers per mile.

2. Even numbers are assigned to the right side of the road and odd numbers to the left as distance on the road increases.

3. Only integers (whole numbers) can be assigned the primary address.

4. Sub address components may assign alpha-numeric identifiers to the address. (i.e. — Unit 101, Suite A, Apt 304, etc.) (What does this mean?)

5. Addresses assigned to private roads will have only three digits.

6. Addresses assigned to County or State roads will have four or five digits.

C. Address Guidelines
1. The addressing authority will assign addresses at their discretion.

2. A single building that has multiple exterior entrances for separate tenant spaces or separate residential units shall have separated addresses assigned to each door.

3. A single building that has multiple doors leading to a shared hallway or lobby shall have only one address assigned. Each door may be distinguished by a suite or apartment number and shall remain consistent and kept in sequence when possible.

4. When two or more building are addressed off the same street and are located in a stacked configuration (one building behind the other), addresses shall be kept in sequence within each building to the greatest degree possible. In addition, the stacked building closest to the street shall have the lower address number.

D. Addresses will not contain fractions (i.e. 505½ Main St). Addresses will neither contain hyphens or other special characters.

E. Address standard for different road types
1. Loops and circular roads - Begin at the low numbered intersection and number the outside of the loop or circle. The inside will then be numbered to match.
2. Cul-de-sacs – Will be numbered as if the centerline bisects the circle. If a building is in the center portion then the person assigning the address will have to use judgment in assigning the number.

3. Corner lots – Addresses are normally assigned to the driveway. Addresses on corner lots will be assigned to the street the front of the house faces. If the front of the house is obscured or sits far back from the road then the address should be assigned to the driveway. On circular driveways the address will be assigned to the midpoint between the two entrances. (Note: we now assign to the street with the driveway which can result in the address on the side street.)

4. Multi-occupancy Apartments, duplexes, triplexes, townhouses, etc. - Every structure with more than one dwelling shall have a separate number for each dwelling. For example, duplexes will have two separate numbers. Apartments will have one property number, followed by an apartment number, such as, 2500 Bieker St Apt 201. (On multi-story apartments the first digit can be used to designate the floor such as 201 would indicate the 2nd floor.)

5. Mobile Home Parks – Will be addressed in the same manner as single family residences with all roads named and addresses assigned individually.

6. Business – Will be addressed in the same manner as residential properties. Multi-tenant businesses will be addressed in the same way as apartments. If there is a separate external entrance for each tenant then each entrance will be assigned an address.

F. New subdivisions may be pre-addressed by the lots. Corner lots will be numbered in two directions.

G. There are certain circumstances which would necessitate the changing of an existing address.
   1. Improperly assigned address – Out of sequence.
   2. Odd and even addresses on the same side of the road.
   3. Naming of the road.

H. Display of Numbers
   1. It is requested that owners place their address number on both sides of their mailbox using three (3) inch reflective numbers and one (1) inch reflective numbers on the flap.
   2. If the mailbox is not located at the driveway then the owner should use a 4 x 4 post with three (3) inch reflective numbers on each side of the post.
3. If the owner lives on a named road but the mailbox is located on another road then the address number and road name should be put on both sides of the mailbox using four (4) inch reflective numbers and letters.

I. Requesting an Address
1. All requests for an address shall be submitted, in writing, on a form provided by the Planning and Zoning Department.

2. The Planning and Zoning Department will attempt to process all requests as expediently as possible; however, not all addresses can be issued at the time of application. The following timetable shall be used in processing address requests:
   a. 1-3 addresses – 3-4 business days
   b. 4-10 addresses – 5-10 business days
   c. 11+ - 10-15 business days

3. Each address is considered a separate request. Applicant requesting an address will be notified by the method indicated on the address request form.

PART 4: RESPONSIBILITIES
A. County — Franklin County shall be responsible for:
   1. Administering this ordinance.


   3. Reviewing subdivision requests for conformance with this policy.

   4. Reviewing requests for road name changes for compliance with this policy.

   5. Notifying the Postal Service (USPS), telephone companies, appropriate governmental offices, and emergency services of address assignments, address changes, and road name changes.

   6. Coordinating road names and address ranges with cities and adjacent counties.

B. Individual — Property owners shall be responsible for:
   1. Posting the address as required within this document.

   2. Notifying the proper people (individuals / businesses) of their change of address. (i.e. — banks, utilities, etc.)

   3. Removing old address numbers

   4. Purchasing road name signs for all any renaming of roads.
C. Developers — Developers shall be responsible for:
   1. Purchasing road name signs for all new roads.
   2. Obtaining approval for road names before plat is filed.

PART 5: VERIFICATIONS
Franklin County Planning and Zoning will be responsible for address and district verifications.
A. To request an address or district verification, an application, along with a $35 fee, shall be submitted to the Franklin County Planning and Zoning office.

B. Once the Planning and Zoning Department has received, and processed, the application, the applicant will be sent a letter.