

## **SECTION 15. ADDRESSING**

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In accordance with MCA 14-7-2101(3)(a)&(b), Missoula County administers and maintains an addressing database in the interest and promotion of public safety. These standards are used to provide an organized and standard method for locating residential dwelling units and commercial structures to aid in e9-1-1 verification, emergency response and other non-emergency services.

These standards apply to all future and currently addressed structures and properties regardless of past history of permitting or addressing. Additional permits may be required in order to proceed with other activities on the subject property. It is the owner's responsibility to comply with all State and County rules and regulations including, but not limited to, Community and Planning Services (CAPS) and the Missoula City-County Health Department.

### **15.1 Office of Emergency Management (OEM) Requirements**

An access easement may need to be named or re-named, and properties may need to be addressed or re-addressed if any of the following criteria are met:

1. If there are two (2) or more structures/dwellings and the access is greater than one hundred fifty feet (150) feet and the structures/dwellings cannot be readily seen from the main road.
2. A single addressed structure/dwelling currently exists and another address is needed due to a newly approved structure/dwelling.
3. Any situation as determined by the Office of Emergency that may cause a delay in emergency response time.

If any of the criteria above are met, see the sections below for instructions on Public and Private road naming on how to proceed.

### **15.2 Structure Addressing**

All permits for addresses must begin at the Missoula County Public Works Department. Public Works staff will make the owner/applicant aware of any road naming or addressing issues as described in the OEM Requirements. Those actions will be necessary by the owner/applicant and will be required in order to complete the address application permitting process.

All dwelling units and commercial structures in Missoula County should be properly addressed. Structures subject to addressing are:

1. Dwelling unit
  - (a) A dwelling is defined as any structure, or portion thereof, that has facilities for sleeping, cooking and sanitation.
  - (b) Depending on the configuration, multiple unit numbers may be issued with a single main address number (duplexes/multiplexes)
2. Commercial Unit
  - (a) Depending on the configuration, multiple unit numbers may be issued with a single main address number

### **15.3 Public Right-of-Way Addressing (County-maintained and non-maintained)**

All permits for addresses must begin at the Missoula County Public Works Department. Public Works staff will assist the applicant to determine if a proposed address is using a public right of way (either County-maintained or not) or a private access easement. Public Works staff will also make the owner/applicant aware of any road naming or addressing issues as described in the OEM Requirements. Those actions will be necessary by the owner/applicant and will be required in order to complete the address application permitting process.

The process of assigning an address in a public right-of-way is:

1. Approach review is necessary from Missoula County Public Works Engineering.
2. A fee will be assessed for the approach review.
3. After the engineering review is complete, the County assigns an address if the Office of Emergency Management criteria are satisfied (see **OEM requirements**).

### **15.4 Private Access Easement Addressing**

All permits for addresses must begin at the Missoula County Public Works Department. Public Works staff will assist the applicant to determine if a proposed address is using a public right of way (either County-maintained or not) or a private access easement. Public Works staff will also make the owner/applicant aware of any road naming or addressing issues as described in the OEM Requirements. Those actions will be necessary by the owner/applicant and will be required in order to complete the address application permitting process.

The process of assigning an address in a private access easement is:

1. Approach review is not necessary from Missoula County Public Works Engineering.
2. No fee is assessed.
3. The County assigns an address if the Office of Emergency Management criteria are satisfied (see **OEM requirements**).

### **15.5 Address Permit Application Requirements**

All address permits require:

1. An appropriate site plan drawing showing the location of the access point from the access easement that the site will be addressed from. This application can be found on, and applied for, from the Missoula County website.
2. If the person requesting a new address permit is not the current owner (in situations of transferring ownership for example), the applicant must provide evidence of pending ownership like a buy/sell agreement with the current owner.
3. If an address is needed for other items (irrigation well, electrical service, billboard, etc.) a utility address will be issued with a 'U' suffix identifier or other logical identifier at the discretion of the County. These types of addresses cannot be used as a dwelling address.