

FREMONT COUNTY PLANNING DEPARTMENT

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FREMONT COUNTY CLERK
STATE OF WYOMING

**FREMONT COUNTY RURAL
ADDRESSING RULES AND
REGULATIONS**

Adopted
Board of County Commissioners
July 2013

FREMONT COUNTY

RURAL ADDRESSING REGULATIONS

RESOLUTION

BOARD OF COUNTY COMMISSIONERS
FREMONT COUNTY, WYOMING

WHEREAS the Planning and Zoning Control within the unincorporated area of Fremont County is vested in the Board of County Commissioners by Wyoming Statutes 18-5-201 through 18-5-318 (2012 Edition); and

WHEREAS the Board of County Commissioners did request the Fremont County Planning Commission to prepare and recommend certain rules and regulations on rural addressing and from time to time amendments thereto; and

WHEREAS the Fremont County Planning Commission has prepared and recommended such recommendations to the Board of County Commissioners on April 25, 2013; and

WHEREAS the Board of County Commissioners did receive said recommendations and after thoroughly reviewing them did properly advertise and hold a public hearing on July 9, 2013; and

WHEREAS all testimony given at the public hearing has been carefully and thoughtfully considered; and

WHEREAS the Board of County Commissioners has determined that the health, safety, and welfare of the citizens of Fremont County, Wyoming will be substantially benefited by the adoption and enforcement of the following rural addressing rules and regulations.

NOW THEREFORE BE IT RESOLVED:

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Chapter 1: Introduction

Section 1. Title. This document shall be known, cited and referred to as the “Fremont County Rural Addressing Rules and Regulations.”

Section 2. Authority.

- a. W.S. §18-5-201 through 207, grants the Board the authority to promote the public health, safety, morals and general welfare of the county by regulating and/or restricting the use of land within the unincorporated area of Fremont County by rule and regulation. It is the opinion of the Board of County Commissioners that the complete and systematic rural addressing system will promote the public health, safety, general welfare and economic progress of Fremont County residents and any visitors to our county.
- b. W.S. §18-3-504 grants the Board the authority to lay out, alter, or discontinue any road.
- c. W.S. §24-3-201 through 206, grants the Board the authority to identify county roads.
- d. Other Wyoming Statutes incorporated herein by reference: W.S. §1-1-120; 18-2-101; 18-5-207 through 208; 16-9-101 through 108; 24-1-104; 35-9-401 through 406.
- e. Based on this authority, the Board has the authority to assign names to all roadways and addresses to all addressable structure(s), or vacant property, as set forth herein.

Section 3. Purpose. The purpose of these Fremont County Rural Addressing Rules and Regulations is to establish standards for naming roadways, and assigning rural addresses to all principal structure(s), businesses and industries. Vacant land may also receive a rural address as needed for the purposes of establishing insurance, utilities and/or permits that may be required of the property owner prior to or during the construction of principal structure(s), businesses and industries.

Section 4. Goals.

- a. The primary goal of this policy is to provide emergency service agencies with a complete set of rural addresses, so that emergency victims can be located with the greatest efficiency, and for the health, safety, and general welfare of the public.
- b. To improve the quality of life for residents of Fremont County through easier delivery of mail and services.
- c. To improve the accuracy of all the rural addresses within the unincorporated areas of Fremont County.
- d. To standardize the procedures for naming roads and assigning rural addresses to the unincorporated areas of Fremont County.

Section 5. Objectives. Objectives include:

- a. Maintenance of a countywide road name and rural address database.
- b. Ongoing assigning of rural addresses to new developments.
- c. Re-assign existing rural addresses to conform to current rural addressing rules and regulations when deemed necessary for public health, safety, or general welfare.

Section 6. Definitions. The following definitions are specific to these regulations:

- a. **Board** – The Board of County Commissioners of Fremont County, State of Wyoming.
- b. **County** – Fremont County, Wyoming administered by the Board and records held by the County Clerk.
- c. **County Road** – A roadway established by the Board according to the state statute within the jurisdiction of Fremont County.
- d. **Developer** – A person or legal entity that is subdividing land pursuant to state statute or Fremont County Subdivision Rules and Regulations.
- e. **Existing Rural Address** – An address number assigned, which was issued by the County or any other entity, recorded and/or used by a resident.
- f. **Landowner** – The person or persons holding a majority interest in the record fee title to one (1) or more parcels of real property or a person or persons who are obligated to pay general property taxes under a contract to purchase real property. Or, the person or persons holding an approved lease agreement from the leasing entity of the Wind River Indian Reservation.
- g. **Roadway** – An access route used for public or private passage from one place to another including, but not limited to county, state, and federal routes, and established subdivision easements, whether private or dedicated to the public.
- h. **Rural Address** – An address number which is assigned to a residence, structure, or property by the County pursuant to these rules and regulations.
- i. **Subdivision Road** – A roadway or easement dedicated or established through the subdivision process. Subdivision roads are public roads only if they are specifically dedicated and designated as such on the subdivision plat.
- j. **Public Road** – A road right-of-way or easement dedicated or established for the use of the general public.
- k. **Private Road** – A roadway for the use of an individual or particular group of individuals.
- l. **State Highway** – A right-of-way established according to statute by the State of Wyoming, under the jurisdiction of the State of Wyoming.

- m. **City Street** – A right-of-way established according to state statute and municipal code, under the jurisdiction of a town or city.
- n. **Federal Road** – A right-of-way established according to federal statute, under the jurisdiction of a federal agency, such as the Forest Service, Bureau of Land Management (BLM) or Bureau of Reclamation.
- o. **Tribal Road** – A right-of-way owned by the Eastern Shoshone and Northern Arapaho Tribes, on the Wind River Reservation, under the jurisdiction of those tribes.
- p. **Residence** – A house or facility/establishment which may be any permanent structure, such as a building or mobile home such as a trailer or RV which is occupied/lived-in for some continuance of time on a parcel of property.
- q. **Temporary Address** – An address assigned to a principal structure for the purposes of establishing utility services. The duration of the address would be for not more than one (1) calendar year unless requested by the potential addressee(s). An example of when a temporary address would be needed would be for construction site office trailer(s).
- r. **Variance** – A modification of certain requirements of these regulations when, in the opinion of the Fremont County Planning Department, justification and reasonableness has been demonstrated and it is necessary to serve the best interest of Fremont County and promote health, safety, and welfare.

Section 7. General Provisions

- a. Land to which these Rules and Regulations apply. These Rules and Regulations shall apply to all unincorporated areas within the jurisdiction of Fremont County.
- b. Basis for establishing. To provide for a uniform coordinated rural addressing system for Fremont County. Fremont County uses a mileage based system for addressing, based on one hundredths of a mile, meaning addresses are assigned from a known point, usually the beginning of the road.
- c. Designation of addressing responsibility. The Board of Fremont County Commissioners and the County Planning Department shall be responsible for the implementation and enforcement of these rules and regulations.
- d. Rights not established through addressing. It is neither the desire nor the intent of the County, through its addressing policy, to differentiate between public and private roads, or to imply a right of ingress or egress.
- e. Road name signs. Generally, the following sign conventions will be followed:
 - (1) County signs. The County does not supply road signs for subdivisions or any other type of road other than County roads. The County may supply signs for roadways intersecting County roads, at the discretion of the County Transportation Department.

- (2) Private road signs. Requests for signs with additional wording such as “Private Road”, “Private Drive” or other private signs will be denied by the County. This does not preclude the property owner from installing these signs on private property at his own expense. Such signs shall be installed outside of any County or public rights-of-way and may not be attached to the road name sign or sign post.
- f. Interpretation. In the interpretation of these rules and regulations, all provisions shall be:
 - (1) Considered as minimum requirements;
 - (2) Liberally construed in favor of the governing body; and
 - (3) Deemed neither to limit nor repeal any other powers granted under the state statutes.
- g. Warning and disclaimer of liability. The degree of protection required by these rules and regulations is considered reasonable for regulatory purposes. These rules and regulations shall not create liability on the part of Fremont County or any officer or employee thereof for any damages that result from reliance on these rules and regulations or from any administrative decision lawfully made there under.
- h. A variance from the requirements of these Rules and Regulations may be granted at the discretion of the Fremont County Planning Department when the Planning Department believes such variance will serve in the public interest and will promote health, safety, and welfare.

Chapter 2: Road Naming Policy

Section 1. Roads Requiring Names. All public roadways shall be named and all other roadways may be named if they meet at least one of the following conditions:

- a. If the roadway is a county road.
- b. If the roadway is in a platted subdivision.
- c. If three or more rural addresses exist, or are proposed, along a private roadway or are served by the private roadway.
- d. Only the County, a rural addressee, or a potential addressee may request a private roadway be named.

Section 2. Road Name Selection. The following standards shall be used when selecting the name of a roadway:

- a. 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).

- b. Special characters in roadway names such as hyphens, apostrophes, or dashes shall not be used.
- c. Standard suffixes, directional suffixes or prefixes as roadway names shall not be used (e.g. Curt St. or North Wood Dr.).
- d. A roadway name combination (prefix, primary name, or suffix) shall be used only once, and shall not be used in any other alignment within the county (e.g. Jones Drive and Jones Circle; or West Jones St. and Jones St. West).
- e. All road names must be approved by the MSAG (Master Street Addressing Guide) Administrator, who is the E911 Administrator, prior to any rural addresses being assigned.
- f. A roadway must be contiguous along its entire length. If a roadway is not contiguous each segment must have a distinct road name. Example: if a roadway is bisected by a canal with a bridge connecting both sides of the canal then the roadway may have a single road name. If a roadway is bisected by a canal and there is no bridge connecting both sides of the canal, then the two disconnected road segments must have different road names.
- g. Cardinal numbers (One, Two) should be avoided.
- h. Ordinal Numbers (First, Second) should be spelled out (not 1st, 2nd).

Section 3. Prefixes. Directional prefixes shall be used only when necessary, such as for distinguishing regions of a continuous road traversing the county. A roadway may have no more than one direction prefix as follows: North, East, South, or West. North East Baker St., for example, is prohibited.

Section 4. Suffixes.

- a. The County approved roadway suffixes and abbreviations are Avenue (AV), Boulevard (BLVD), Parkway (PKWY), Court (CT), Crossing (XING), Drive (DR), Trail (TR), Highway (HWY), Lane (LN), Loop (LP), Circle (CIR), Path (PATH), Way (WY), Place (PL), Plaza (PLZ), Point (PT), Road (RD), Street (ST), Alley (ALY), Spur (SPUR), and Terrace (TER).

Section 5. Duplication, Conflication, or Confusion of Roadway Names.

- a. When new roadways are named, duplication of names shall be avoided within the community. The County and the MSAG Administrator shall keep an updated list of roadway names and rural addresses in the county to help prevent reuse of existing roadway names.
- b. If a roadway has a confusing name or two or more roadways in the community have duplicate, conflicting or confusing names, the roadway(s) may be renamed pursuant to Chapter 2, Section 8.

Section 6. Naming New Roadways.

- a. New roadway name(s) and address ranges shall be determined before a subdivision is approved.
- b. Roadway name(s) may be reserved for one year. If final recording of the subdivision plat does not occur within one year, a written request for a one year extension of the road name reservation may be submitted to the County. If such a request is not received, the name(s) will no longer be reserved.
- c. Roadway name(s) become final upon recording of the final subdivision plat.
- d. The Board shall have the Fremont County Planning Department review all subdivisions for compliance with these Rural Addressing Rules and Regulations at the time of preliminary plat review.
- e. The County Transportation Department will be notified for installation of the new road sign if it's a county road. If it's a subdivision road, or a private road, the landowner or sub divider must provide the sign.

Section 7. Naming Existing Roads.

- a. **Notification of Road Requiring a Name.** The Fremont County Planning Department may notify the rural addressee(s) and potential addressee(s) of the roadway requiring a name by first class mail to their last known address on file in the Fremont County Assessor's Office if:
 - (1) A third address is required on a particular access;
 - (2) Increased development is anticipated to be located on a particular access that may result in three (3) or more addresses off of a known road; or
 - (3) Any road which, at the discretion of the MSAG Administrator or Fremont County Planning Department, should have a new road name in order to promote health, safety and welfare.
- b. **Nomination of a New Roadway Name.** The Fremont County Planning Department shall include with the notice a list of five (5) potential roadway names. Rural addressee(s) and potential addressee(s) shall have fourteen (14) calendar days from the date of the notice or from the date the notice is postmarked – whichever is later – to submit their choice of roadway names via written, fax, or email methods.
- c. **Tie Vote or Objection.** In the event of a tie vote, objection, or the rural addressee(s) and potential addressee(s) do not respond within the above listed timetable, the Fremont County Planning Department shall determine the roadway name to be used.
- d. **Notification of Road Name.** The Fremont County Planning Department shall notify the rural addressee(s) and potential addressee(s) and Fremont County Emergency Services of the new roadway name.

- e. The County Transportation Department is notified for installation of the new road sign if it's a county road. If it's a subdivision road, or a private road, the landowner or sub divider must provide the sign.

Section 8. Renaming Existing Roads. If an existing roadway needs to be renamed because of a non-compliance with any portion of these Rural Addressing Rules and Regulations, then the following procedures shall be followed:

- a. **Eliminating Duplicating, Confusing, or Conflicting Roadway Names.** In the case of two (2) or more duplicate, confusing, and/or conflicting roadway names, the Fremont County Planning Department or MSAG Administrator shall make the determination if a roadway name shall be changed.
- b. **Notification of Renaming Roadway.** The Fremont County Planning Department shall notify the rural addressee(s) and potential addressee(s) of the roadway name change by first class mail to their last known address on file in the Fremont County Assessor's Office.
- c. **Nomination of a New Roadway Name.** The Fremont County Planning Department shall include with the notice a list of five (5) potential roadway names approved by the MSAG Administrator. Rural addressee(s) and potential addressee(s) shall have fourteen (14) calendar days from the date of the notice or from the date the notice is postmarked – whichever is later – to submit their choice of roadway names via written, fax, or email methods.
- d. **Tie Vote or Objection.** In the event of a tie vote, objection, or the rural addressee(s) and potential addressee(s) do not respond within the above listed timetable, the Fremont County Planning Department shall determine the roadway name to be used.
- e. **Notification of Road Name.** The Fremont County Planning Department shall notify the rural addressee(s) and potential addressee(s) and Fremont County Emergency Services of the new roadway name.
- f. The County Transportation Department is notified for installation of the new road sign if it's a county road. If it's a subdivision road, or a private road, the landowner or sub divider must provide the sign.

Section 9. Road Name Change Request.

- a. Rural addressee(s) and potential addressee(s) requesting to have an existing roadway renamed shall submit the request along with the proposed roadway name change to the Fremont County Planning Department. The Fremont County Planning Department will review the request to determine if renaming the existing roadway is in the best interest of the residents of Fremont County and if the proposed roadway name is in compliance with these Rural Addressing Rules and Regulations. If the Fremont County Planning Department accepts the request to rename the existing roadway the Fremont County Planning Department shall notify the affected rural addressee(s) and potential rural addressee(s) of the request and shall include a potential letter of acceptance. The rural addressee(s) and potential rural addressee(s) shall have fourteen (14) calendar days from the date of the notification or the date of the postmark, whichever is later, to submit to the Fremont County Planning Department their acceptance letter. One hundred

percent (100%) of the rural addressee(s) and potential rural addressee(s) must agree to the road name change by submitting their letter of acceptance within the timetable for the road name change to be accepted. If the vote is not unanimous, or all parties do not return their acceptance letter within the timetable, then the road name shall not be changed.

- b. If the road name change request is for a platted road, the roadway must be re-platted and recorded with the new road name on the plat. No road name change for a platted road will be authorized unless a re-plat of the road is submitted to the Fremont County Planning Department with the proposed new road name on the plat.
- c. The rural addressee(s) and potential rural addressee(s) are responsible for the purchase and installation of new road signs at every intersection along the roadway being renamed. Road sign size, placement, and position are required to meet Fremont County Transportation Road Sign Standards (see Chapter 3, Section 5) and must be installed before the road name change can be authorized.
- d. All administrative fees will be borne by the petitioner and paid at the time of application.

Chapter 3: Addressing Policy

Section 1. Addressing Methodology.

- a. Century Addressing System (Mile Marker Addressing System). The Century Addressing System shall be used to determine rural addresses using a standard of 100 addresses per mile starting at the origin with 1 being the first available address from the point of departure from the last named road.
- b. If an address is requested in an area where already existing rural addresses do not conform to the Century Addressing System for that location, the Fremont County Planning Department may either select an appropriate whole number that logically fits within the already existing numbering sequence, or the Fremont County Planning Department may opt to re-address the area pursuant to Chapter 3, Section 2. The general logical order of address elements should follow the United States Postal Service (USPS) conventions: road number, prefix (if any), primary road name, suffix and secondary number (if any) (e.g. 425 N 2nd ST, Apt 360).
- c. Odd/Even Number Locations. The Fremont County Planning Department shall assign even numbers on one side of the road and odd numbers on the opposite side of the road.
 - (1) Roads running in a north-south direction shall be addressed as follows:
 - a) The east side of the road shall be even numbered addresses.
 - b) The west side of the road shall be odd numbered addresses.
 - (2) Roads running in the east-west direction shall be addressed as follows:
 - a) The north side of the road shall be even numbered addresses.

- b) The south side of the road shall be odd numbered addresses.
- (3) The odd/even relationship shall be maintained along the entire length of the road.
- (4) Diagonal streets shall be treated as either north-south or east-west streets. Arbitrary decisions on the direction are acceptable, but the primary direction shall be chosen and maintained along the entire length of the road.
- d. Fractional, Alphanumeric, Hyphenated Addresses. There shall not be any fractional addresses, alphanumeric address numbers, or hyphenated address numbers (e.g. 34 ½ Pine ST, 123A Pine ST, or 41-656 Pine ST).
 - e. Circular Streets. Circular streets and roadways are numbered with the even numbers on the inside of the circle and odd numbers on the outside of the circle. In some cases there will be fewer numbers on the inside of the circle and spaces between numbers.
 - f. Culs-de-sac. Culs-de-sac often require applying the rules for both dead-end roadways and circular roadways. Those without buildings in the center portion should be numbered as if the centerline of the street bisects the cul-de-sac. The number begins from the intersection of the main road and ascends toward the cul-de-sac. Once in the cul-de-sac the numbers meet at the end of the cul-de-sac.
 - g. Corner Lots. Driveways and their position on the road shall be used when assigning address numbers to corner lots.
 - h. Subdivisions. New subdivisions shall require roadway naming and range assignment recorded on the plat prior to final approval. The Fremont County Planning Department shall review the plan for compliance with the various sections of these rules and regulations, as they relate to roadway naming.
 - i. Notice. Any notification required to be given pursuant to these rules and regulations shall be by first class mail. Said notification shall be deemed mailed when deposited in the United States mail evidenced by a written certificate of service. All parties shall have at least fourteen (14) calendar days notice of any hearing.

Section 2. Changing Rural Address Numbers.

- a. If an existing rural address number needs to be changed for any reason, the Fremont County Planning Department shall be responsible for changing the address number. When such a change is made, the Fremont County Planning Department shall notify the rural addressee(s) in writing to make the change. The Fremont County Planning Department shall mail or hand deliver the changed address numbers and notify the Fremont County Emergency Services of the address number change. The rural addressee(s) shall be responsible for notifying all suppliers and others of the address change.

Section 3. Addressing New Construction, Development and Temporary.

- a. Rural Address Application Requirements. The potential addressee(s) must submit an application for a rural address. An application can be obtained and submitted to the Fremont County Planning Department. The Fremont County Planning Department shall have fourteen (14) calendar days to assign a rural address and notify the rural addressee(s).
- b. For applications for a rural address on lease land on the Wind River Indian Reservation see Chapter 5, Section 1.
- c. Subdivision Requirements. No residential, commercial or industrial subdivision shall be approved or recorded until it has been assigned roadway names pursuant to these rules and regulations, unless the Fremont County Planning Department determines that a roadway name is not necessary for the development.

Section 4. Size and Location of Rural Address Numbers.

- a. All address numbers shall be made up of numbers which are not less than three (3) inches in height and use contrasting color with the background on which they are affixed, and must be reflective. The address numbers shall be posted as near to the front entrance as possible and practical, so that the numbers are legible from the roadway, day or night.
- b. Private Lane and Long Driveways. The rural addressee(s) is responsible for purchasing and installing additional sets of address numbers if needed to further indicate the location of the residence. The numbers shall be placed upon a post or other structure which displays the number at least forty-eight (48) inches above the ground and on the right-hand side of the entry to the driveway from the roadway so that the numbers are legible from the road, day or night.
- c. The Fremont County Planning Department shall provide rural addressee(s) with addressing numbers and addressing plate only when a new rural address is assigned or when the Fremont County Planning Department has approved a change in an existing address.

Section 5. Road Sign Regulations.

- a. At a minimum, road name and traffic signs shall conform to Fremont County standards set forth herein. For more information contact the Fremont County Transportation Department. Signs which do not meet the minimum standards will be replaced by the County at the landowner's expense.
- b. All signs shall meet the Manual on Uniform Traffic Control Devices (MUTCD) standards.
- c. Road name signs shall be placed on designated subdivision road right-of-way, unless a permit is issued by the Fremont County Transportation Department for placement in the county road right-of-way.
- d. Damaged, worn, missing, or faded signs on private property shall be replaced at the landowner's or homeowners' association's expense. Landowner is responsible for maintaining

all road name signs in a visible manner. Landowner shall bear the responsibility for eliminating any obstructions to sign visibility.

- e. Fremont County is not responsible for damages caused or contributed to by missing, damaged, worn, or faded signs, or for damages caused or contributed to by signs which do not meet the MUTCD standards.

Chapter 4: Enforcement

Section 1. Procedure.

- a. The provisions of these policies and standards are enforceable by all appropriate legal remedies including, but not limited to, injunctive relief, pursuant to W.S. §18-5-312.
- b. Enforcement procedures. In the event that any of the requirements stated in the Fremont County Rural Addressing Rules and Regulations are not satisfied or a rural address is self assigned, the following notices would be employed. The notices fall into two categories: Non-Compliance and Violation.
 - (1) A 'Notice of Non-Compliance' would be issued in the event that an individual fails to submit an application, documentation, and/or comply with requirements as described in these regulations.
 - (2) A 'Notice of Violation' would be reserved for a person or persons who disregard requests for application materials. Additionally, this tool may be implemented when a person previously served with a 'Notice of Non-Compliance' refuses to comply within a thirty (30) day period of time from the issuance of the Notice of Non-Compliance.
- c. Purpose. The purpose of the notices is to convey to the public the nature of the potential threat to public health and welfare by (1) outlining the nature of the violation, and, (2) listing the steps required to bring the address into compliance. The goal of the notices is to help ensure the health of individuals involved and protect the public's access to Emergency Services.
- d. Protocol for Issuing Notice of Non-Compliance.
 - (1) The landowner will first be contacted by telephone or by first class mail in an informal request for compliance. If the landowner does not comply within a reasonable amount of time, a formal notification will be sent via certified mail, giving the landowner thirty (30) days after its receipt to comply. Failure to comply with the request within the specified thirty (30) day deadline will result in the issuance of the Notice of Non-Compliance. After the Notice of Non-Compliance is issued, the landowner may make a written request, within ten (10) days of its receipt, for a hearing before the Planning Commission.
 - (2) Ten days after the landowner's receipt of the Notice of Non-Compliance, said Notice will be recorded with the office of the Fremont County Clerk. A copy of the recorded Notice will be forwarded to the landowner or applicant and the original document will be archived with

the Fremont County Planning Department. The notification shall comply with the recording requirements for recording public documents as stipulated in W.S. §34-1-119.

(3) The following recording requirements shall be conformed to:

- a) Original document will contain an original signature, date of document, and shall be notarized prior to recording the document;
 - b) Legal description of the location of the violation;
 - c) Contact information for individual in violation and for the County;
 - d) Nature of the infraction with corresponding regulation cited;
 - e) Requisite corrective action as outlined in Fremont County Rural Addressing Rules and Regulations;
 - f) 'Notice of Compliance' to be recorded upon completion of all requested corrective actions;
 - g) The page margin shall leave ample room for the Fremont County Clerk to affix a recording label.
- e. Protocol for issuing Notice of Violation. In addition to the steps previously outlined for 'Notices of Non-Compliance', 'Notices of Violation' will be issued when corrective action has not been taken within the stated thirty (30) day period of time from the recordation of the Notice of Non-Compliance.
- f. Protocol for Rescinding Notices.
- (1) Fremont County Planning Department staff shall verify compliance with Fremont County Rural Addressing Rules and Regulations and the terms of the Notice. All remediation must be complete and must comply with these regulations.
 - (2) All necessary paperwork must be in good standing as described in Chapter 3 and on file with the Fremont County Planning Department.
 - (3) When the terms and conditions set forth in the Notice of Non-Compliance or the Notice of Violation has been met to the satisfaction of the Fremont County Planning Department or when determined by the court, a 'Notice of Compliance' shall be recorded with the office of the Fremont County Clerk. A copy of the recorded 'Notice of Compliance' will be forwarded to the landowner or applicant and the original document will be archived with the Fremont County Planning Department. The Notice of Compliance shall comply with the recording requirements for filing public documents as stipulated in W.S. §34-1-119.
- g. No address number(s) shall be released until all required County applications have been completed and approved.

- h. No address number(s) shall be released until all costs have been received.
- i. The Planning Department may withdraw its approval of an address or road request if it is discovered that it was based on false or inaccurate information.

Chapter 5: Wind River Indian Reservation

Section 1. Wind River Indian Reservation Addressing

- a. The following legible document is required to obtain a rural address for a *Homesite Lease*:
 - (1) A copy of the approved lease.
 - (2) A copy of the survey of the lease parcel.
 - (3) A Rural Address Application.
- b. The following legible documentation is required to obtain an address for a *Deed to Restricted Indian Land Special Form*:
 - (1) A copy of the *Deed to Restricted Indian Land Special Form*.
 - (2) A copy of the survey of the lease parcel.
 - (3) Tribal documentation denoting the location of the legal access to the property.
 - (4) A Rural Address Application.

Chapter 6: Executive Summary of Responsibilities

Section 1. Fremont County Government

- a. Fremont County Government shall take responsibility for:
 - (1) The appointment of the Fremont County Planning Department to administer and carry out the responsibilities as set forth by these rules and regulations.
 - (2) Adopting subdivision rules requiring that the applicant have roadway names approved by the Fremont County Planning Department for all proposed roadways before receiving final subdivision approval and to enforce these rules and regulations.
 - (3) Approving and adopting names for all roads within the unincorporated areas of Fremont County.
- b. The Fremont County Planning Department shall be responsible for:

- (1) Assigning names to all roadways in compliance with these rules and regulations.
- (2) Resolving roadway name duplications, confusion, and conflicts within the unincorporated areas of Fremont County in compliance with these rules and regulations.
- (3) Providing a rural address application to be completed by the applicant before a rural address shall be assigned.
- (4) Maintaining a countywide database of roadway names and addresses.
- (5) Reviewing subdivision requests for compliance with these rules and regulations.
- (6) Reviewing requests for roadway name changes for compliance with these rules and regulations.
- (7) Informing rural addressee(s) of road name duplications, confusion, and conflicts.
- (8) Informing rural addressee(s) in the case that a roadway name must be changed, as described in Chapter 2, Section 5.
- (9) Reserving roadway names for proposed developments as set forth herein.
- (10) Notifying the rural addressee(s) and Fremont County Emergency Services of roadway name changes and rural addressing changes.
- (11) Coordinating roadway names and rural addresses with adjacent counties and municipalities where possible.
- (12) Establishing, assigning, and when necessary, changing rural address numbers in accordance with these rules and regulations in all the unincorporated areas of Fremont County.
- (13) Coordinating with the MSAG Administrator on address range.
- (14) Purchasing the original rural address numbers and addressing plates.

Section 2. Rural Addressee(s), Potential Addressee(s), and Occupant(s). The rural addressee(s), potential addressee(s), and occupant(s) of each residence, apartment building, business, industry, institution, or government business are responsible for:

- a. Obtaining a rural address.
- b. Maintaining assigned rural address numbers in compliance with the guidelines set forth herein. It shall be unlawful to cover any rural address numbers with any sign, drapery, or other obstruction to conceal such numbers.

- c. Removing old address numbers when new numbers are assigned.
- d. Purchasing and installing all street name signs and associated material at intersections of all roadways that have been voluntarily named by the addressee(s) and potential addressee(s) as pursuant to Chapter 2, Section 9 and Chapter 3, Section 5.

Section 3. Developers. Developers shall be responsible for:

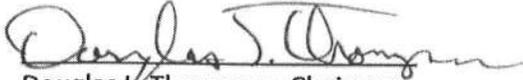
- a. Including approved roadway names on all subdivision plats.
- b. Purchasing and installing all street name signs and associated material at intersections of all roadways inside approved subdivisions.

ADOPTION

This resolution setting forth various rules, regulations and policies applying to rural addressing thereof within Fremont County, Wyoming shall be in full force and effect after its adoption by the Board of County Commissioners and its proper filing with the County Clerk and Recorder in accordance with the requirements of the Wyoming Administrative Procedures Act.

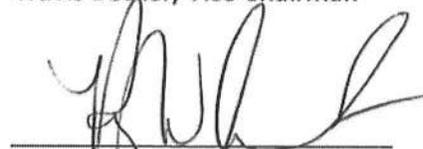
APPROVED AND ADOPTED THIS 9th DAY OF July, 2013.

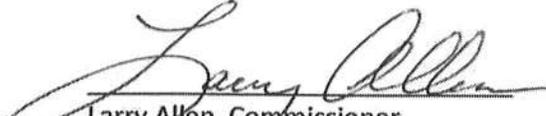
Board of County Commissioners
Fremont County, Wyoming


Douglas L. Thompson, Chairman


Travis Becker, Vice Chairman


Stephanie Kessler, Commissioner


Keja Whiteman, Commissioner


Larry Allen, Commissioner

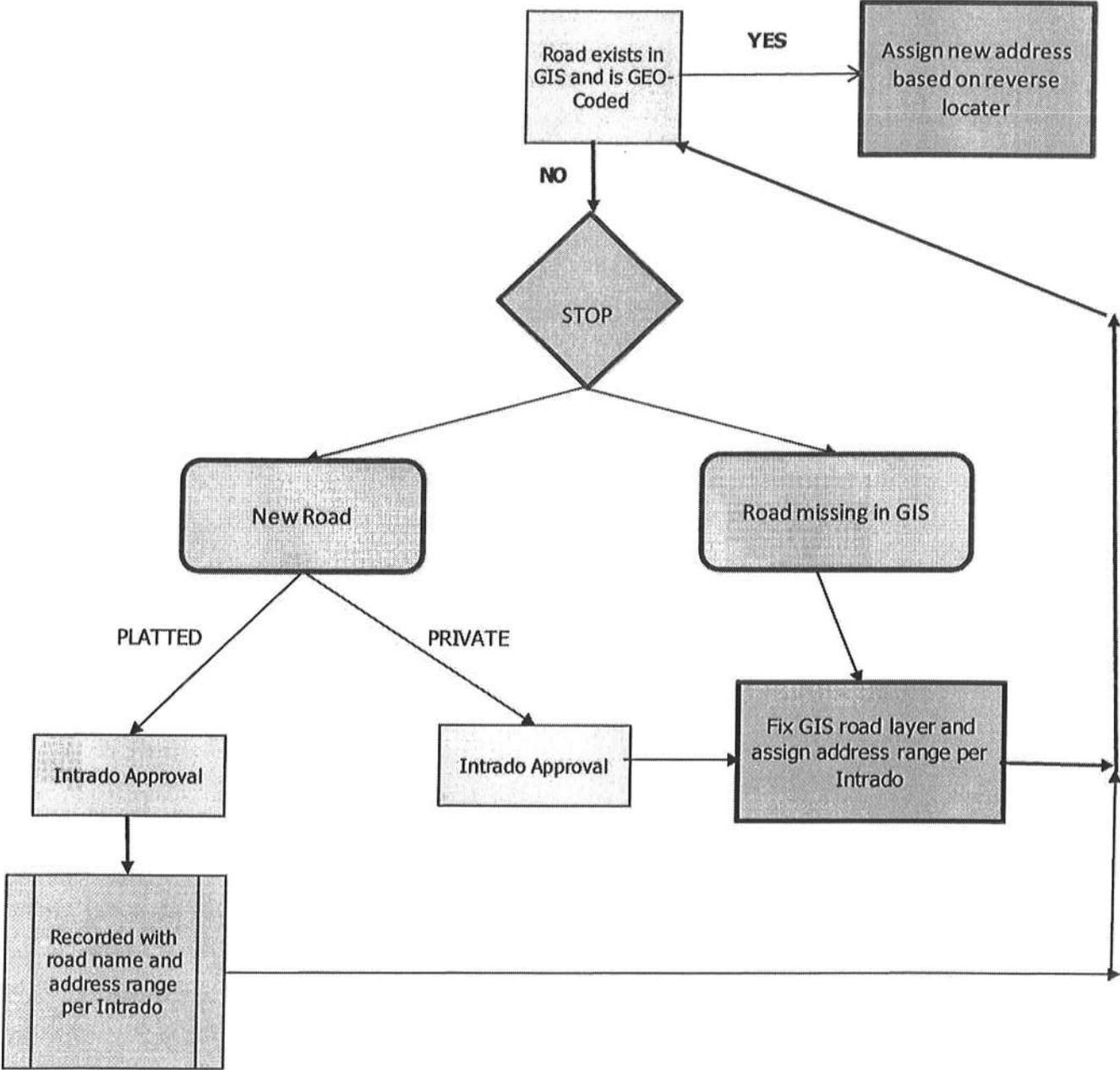
ATTEST:


7/23/13



Appendix I

Address Request



Appendix II

Rural Address Request

Fremont County, Wyoming

ID: _____

Date Requested: __/__/__

Index: _____

Date Posted/Mailed: __/__/__

Detail: _____

Contact Information

Name: _____

Mailing

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

New Address Information

House Number: _____

Road Name: _____

Street Address: _____

E911 Community: _____

For Planning Department Use Only

Subdivision & Community: _____

Comments: _____

In GIS _____ DB _____ On Maps _____ M. List _____ E911 _____