

## Chapter 2.49 - STREET ADDRESSING AND PROPERTY IDENTIFICATION<sup>9</sup>

### Sections:

#### Footnotes:

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**Editor's note**— Ord. No. 1849, § II, adopted March 19, 2019, amended Ch. 2.49 in its entirety to read as herein set out. Former Ch. 2.49, §§ 2.49.010—2.49.170 pertained to similar subject matter, and derived from Ord. No. 1666, § II, adopted January 26, 2010; and Ord. No. 1691, § I, adopted December 14, 2010.

#### 2.49.010 - Purpose and applicability.

The purpose of this chapter is to establish a uniform Salt Lake County property identification system that will foster uniformity among street names, numbers and structures, and establish property identification for providers of public and emergency services.

This chapter shall apply to all streets, structures, street identification signs and address numbers, public or private, existing within unincorporated Salt Lake County as well as contract entities at the time of adoption of the ordinance codified in this chapter as well as those thereafter created or constructed.

This chapter applies to the County regional addressing agency, the addressing authority for the unincorporated county, and the County addressing agency working with a contract municipality.

(Ord. No. 1849, § II, 3-19-2019)

#### 2.49.020 - Definitions.

As used in this chapter:

"Address (situs address)" means a unique alphanumeric descriptor which identifies the property location of a parcel of land, a building or other structure on the countywide grid system.

"Address format" means the order of assemblage and structure of the five standardized components (frontage number, directional, street name or number, street type, substructure suffix) used in the legal situs address.

"Address point" means a spatial representation of the x y coordinate with address attributes. The point feature creates a visual, symbolized reference of addressing data which allows for an organized view associated for each parcel and or structures.

"Addressing agency" means the authoritative division of County government responsible for regional addressing services, including maintaining the County's official validated addresses countywide and the County's official street file, while serving as a resource and fostering collaborative relationships for Salt Lake County incorporated cities and unincorporated county, public, emergency services and addressing parcels and/or structures.

"Addressing authority" means when the addressing agency contracts with any municipality for addressing services or when an addressing service provider is responsible for municipal addressing services, including addressing parcels and/or structures, for the unincorporated county.

"Addressing standards and definitions policy" means the established regulations and guidelines, as revised from time to time, which define specific procedures for the design and designation of address numbers on all houses and buildings including occupancy units therein as well as the design of names

and numbers for streets both public and private including standards for street intersection markers (signs).

"Baseline street" means the east and west directional street (South Temple Street in Salt Lake City) which intersects with the meridian (Main Street in Salt Lake City) street to benchmark the permanent origin of the countywide grid system and provide a datum point from which the coordinates of all other streets and legal situs addresses are calculated (see "meridian street").

"Contract municipality" means a municipality within Salt Lake County that has entered into an agreement with an addressing agency for addressing services.

"Countywide grid system" means the coordinate system which has evolved and developed for identifying address and street locations over the greater part of the county.

"Directional" means the compass direction of the legal situs address which references the countywide grid and the direction in which the frontage numbers are measured along the roadway of both public and private streets.

"Documented data" means an affidavit, ordinance, resolution or subdivision plat, recorded in the Salt Lake County Recorder's Office, assigning an address, coordinate, or street name provided by the municipal addressing authority.

"Final plat" means a map or chart of a subdivision, PUD, condominium or other proposed development which has been accurately sited or surveyed, and located on the ground so that streets, alleys, blocks, lots and other divisions thereof can be identified.

"Frontage number" means the prefix component of the legal situs address which is numerically sequenced and assigned to a structure or parcel along a street according to its relative distance perpendicular to the baseline or meridian axis of the countywide grid system.

"Intersection" means the point on the countywide grid system which identifies the location where two or more streets cross one another.

"Meridian street" means the north and south directional street (Main Street in Salt Lake City) which benchmarks the permanent origin of the countywide grid system and provides a datum point from which the coordinates of all other streets and legal situs addresses are calculated (see "baseline street").

"Official street and address files" means the computer files and associated maps adopted by the county including the general plans of the county.

"Private rights-of-way" means streets which are retained and maintained under the ownership of private individuals intended for private use.

"Property identification affidavit" means the official documentation issued to the owner/resident for their parcel, building or premises dwelling or designated on final plats recorded in the office of the county recorder.

"Public rights-of-way" means streets which are dedicated for perpetual public use and are administered by the governing entities in which they are located.

"Street" means any rights-of-way, under public or private ownership for public use, designed for the travel of motorized vehicles to enter and exit through passage and to include the ways used for internal circulation of traffic.

"Street name" means the alphabetic name assigned, not including the street type designator, to identify both public and private streets which are on the countywide grid and is one of the primary components of a legal situs address.

"Street number" means the name of a street designated with numerals according to its numerical position on the countywide grid relative to the baseline or meridian axis streets.

"Street type" means a standardized identification descriptor which corresponds to physical and functional characteristics of a street (i.e., "Avenue," "Bay," "Boulevard," "Circle," "Court," "Cove," "Drive," "Expressway," "Lane," "Parkway," "Place," "Road," "Row," "Street" and "Way").

"Subdivision" means the division of a tract, or lot or parcel of land into two or more lots, plots, sites or other divisions of land for the purpose, whether immediate or future, of sale or building development or redevelopment, and a plat has theretofore been recorded in the office of the county recorder under a unique name to identify one subdivision from another. In property identification context, "subdivision name" may also be used to identify other conditional use or project names.

"Unit locator" is the last component of a legal situs address which is an alphabetical or numerical code used to identify a one-to-one correspondence between a building and high-density occupancy structures within the building such as suites, rooms, apartments and condominium units.

"Validated data" means analysis of address, validated through many different resources to aid in the determination of an address.

(Ord. No. 1849, § II, 3-19-2019)

#### 2.49.030 - Duties of addressing agency and addressing authority.

- A. It shall be the duty of the addressing agency to establish an addressing standards and definitions policy for the county.
- B. It shall be the duty of the addressing agency to provide requested addressing guidance from the incorporated cities, to approve alphabetic street names and maintain and create address point data countywide by fostering a collaborative relationship with the incorporated cities of Salt Lake County. The addressing agency will maintain address points through documented data and/or validated data provided by the addressing authority. Maintenance includes creating new addresses, updating existing addresses and/or data associated with an address.
- C. It shall be the duty of the addressing authority to name and number all streets, to designate numbers for houses or buildings fronting upon all such streets, to certify addresses in accordance with the addressing standards and definitions policy, and to enforce the provisions of this chapter, for the unincorporated area of the county or any contract municipality. The addressing authority shall inform the county addressing agency prior to making addressing changes in the unincorporated county.

(Ord. No. 1849, § II, 3-19-2019)

#### 2.49.040 - Names of streets designated in official street and address files.

All streets, whether public or private, shall be known by the names by which they are so designated in the official street and address files of the addressing agency, with such additions, changes and corrections of the names as shall from time to time be placed in the official files by ordinance.

(Ord. No. 1849, § II, 3-19-2019)

#### 2.49.050 - System of numbering.

The addressing authority in numbering the houses or buildings upon the streets of unincorporated Salt Lake County or contract municipalities, shall adhere to the following address format:

- A. The initial point of intersection in the countywide grid system shall be the junction of Main Street (meridian street) and South Temple Street (baseline street axis) in Salt Lake City, and the numbering shall extend thence east, west, north and south, the even numbers always on the right and odd numbers on the left, looking away from the initial point.
- B. Each property identification number must contain:

1. A frontage number component which is numerically sequenced and assigned to a structure or parcel along a street according to its relative distance perpendicular to the baseline or meridian axis of the countywide grid;
  2. A direction component referencing the county grid quadrant and the compass direction in which the frontage numbers run, which shall be used whenever a street number is used in an address, abbreviated with the single letter equivalent for its compass direction (N, E, S or W);
  3. A street name component consisting of either an alphabetic name or a number name, but not both;
  4. Street type component, which modifies the name to distinguish specific locational, functional and physical characteristics of the street; and
  5. A unit locator component, which is an alphabetical or numerical code used to identify high-density occupancy units within a structure having one and the same frontage number component.
- C. Street numbers never contain alphanumeric characters (e.g. 2nd South Street). When a street number is designated, a directional corresponding to its orientation on the grid is also required (e.g. 200 South Street).
- D. Street names must meet the criteria established pursuant to subsection E of this section before final approval can be given by the addressing authority.
- E. The addressing agency shall develop a written policy for street and structure identification and elimination of duplicate street names, which policy shall be approved by the county council and shall be available for inspection at the offices of the addressing division and at the offices of the council clerk. The street identification criteria should take into consideration historical character, local color or theme, locational characteristics, and compatibility with adjacent streets.

(Ord. No. 1849, § II, 3-19-2019)

2.49.060 - Display of property identification number.

When a property identification number has been designated by the addressing authority, the owner or occupant of such house or building shall cause a painted, carved or cast duplicate of such number at least three inches in height and varying in size according to the setback distance of the structure, and of a shade contrasting with the background upon which the number is mounted, to be located on the structure as provided in this chapter. Such number shall be block numerals (not script) and shall be located in a conspicuous position upon the portion of such structure which faces the street.. The property identification number shall be mounted in a permanent, stationary and durable manner, unobstructed at all times by vines, screens or anything that would tend to hide or obscure the number, and at a sufficient height that the number will be clearly perceptible with the unaided eye from the centerline of the street upon which the structure is located.

(Ord. No. 1849, § II, 3-19-2019)

2.49.070 - Property identification approval required for final plat approval.

Property identification approval must be given by the addressing authority prior to final approval of a subdivision. The property identification approval must appear on the final plat of a subdivision, PUD, condominium or other proposed development prior to final approval and upon amendment. The developer shall pay for and arrange to manufacture and install all street identification signs as required by the addressing authority.

(Ord. No. 1849, § II, 3-19-2019)

2.49.080 - Street identification change.

- A. Upon application from seventy-five percent of the owners of structures located upon a street for a change in street name identification, and upon payment of a fee set in accordance with Section 3.42.040, the mayor designee may grant a street name change. If the request is granted, the applicant shall pay the cost of changing signage. The addressing agency shall change the official street file.
- B. If, in the opinion of the mayor designee, the requested change of street name serves a legitimate public interest, the mayor designee may waive payment of the fee.

(Ord. No. 1849, § II, 3-19-2019)

2.49.090 - Street identification change originated by the County, contract municipality, or addressing authority.

- A. The county, contract municipality, or addressing authority may initiate a street name change when doing so would be in the public interest.
  - 1. The addressing authority shall notify all owners of properties which have structures on the street proposed for a name change, by mailing to the county recorded property owner address.
  - 2. If the property owners who own lots with structures on a street proposed for a name change desire to participate in renaming the street, they may sign a petition agreeing and proposing a new street name. The new name petition must contain at least seventy-five percent of the signatures of recorded property owners with structures and must be completed within thirty days after notification of the proposed name change by the addressing authority.
  - 3. If property owners do not provide a petition agreeing on a new street name, the name change shall be based on recommendation from the addressing authority to the mayor designee.
- B. The addressing authority will recommend a proposed street name change to the mayor designee. The mayor designee will approve any street name change by communicating the approval, in writing, to the addressing authority. The payment of a fee may be waived by the mayor designee when a name change is based on public safety reasons.
- C. The addressing authority will record the appropriate documentation to officially change a street name after approval of the change has been given in writing by the mayor designee. The addressing authority shall notify the United States Postal Service, the Valley Emergency Communications Center, and other appropriate government and public safety agencies of the name change. After recordation the addressing agency shall change the original street file.

(Ord. No. 1849, § II, 3-19-2019)

2.49.100 - Address change originated by the county, contract municipality, or addressing authority.

- A. In the interest of public safety, the county, contract municipality, or addressing authority may direct the change of an address. Address changes may be made only after providing written notification to the owners of the property whose address is proposed for change, mailed to the county's recorded address.
- B. A letter will be sent informing the property owner of the proposed address change and requesting that the owner contact the addressing authority to discuss the proposed change. The addressing authority will provide a reasonable time, not to exceed one month, and make appropriate efforts to contact and discuss the proposed address change with the property owner.

- C. A final letter notifying the property owner of the address change will be sent, by registered mail, to the owner's county recorded address and shall include a copy of the recorded address change affidavit.
- D. The addressing authority will record the appropriate documentation to officially change an address. The addressing authority shall notify the United States Postal Service, the Valley Emergency Communications Center, and other appropriate government and public safety agencies of the address change.

(Ord. No. 1849, § II, 3-19-2019)

2.49.110 - System of street identification signs.

It shall be the duty of the addressing agency to establish a uniform system for street identification signs.

(Ord. No. 1849, § II, 3-19-2019)

2.49.120 - Street identification signs.

Street identification signs, approved by the addressing authority, shall be paid for and installed by the developer or property owner with installation at the intersections of all streets and highways and at such other locations as may be determined to be necessary by the addressing authority.

(Ord. No. 1849, § II, 3-19-2019)

2.49.130 - Street signs—Compliance.

It is unlawful to erect or maintain any street identification sign which has not been approved by the addressing authority.

(Ord. No. 1849, § II, 3-19-2019)

2.49.140 - Street signs—Requirements.

All street signs shall be constructed and installed in accordance with the specifications on file with the addressing agency.

(Ord. No. 1849, § II, 3-19-2019)

2.49.150 - Enforcement and violation.

- A. It shall be the duty of the addressing authority or contract municipality to enforce the provisions of this chapter.
- B. It is unlawful for any owner of a parcel of land upon which a structure is located to fail to number such structure or units within the structure with the number designated by the addressing authority. It is unlawful for the owner of any structure or substructure or for the owner or agent of any unoccupied habitable structure located upon a street within the county to fail to number such structure or units within the structure with the designated number in the manner set forth in this chapter. It is unlawful for any person to number a structure or units within a structure in any manner other than that prescribed in this chapter.

(Ord. No. 1849, § II, 3-19-2019)

2.49.160 - Violations of this chapter.

Any person or entity violating the provisions of this chapter, either by failing to do those acts required herein, or by doing any act prohibited herein, is guilty of a Class C misdemeanor punishable in accordance with the provisions of state statute that define the fines, imprisonment or other penalties that apply to a conviction of a Class C misdemeanor.

(Ord. No. 1849, § II, 3-19-2019)

2.49.170 - Commemorative street names.

- A.
  - 1. Consideration of a commemorative street name is initiated by a written request from a person, organization, or other entity requesting the commemorative name. The written request shall include the requested commemorative name, the reason justifying the commemoration, the existing street number or name, the range or length of the requested commemorative name, and any information regarding requested signage or plaques.
  - 2. A written request must be accompanied by a petition signed by at least seventy-five percent of the recorded property owners who own structures on the street proposed for the commemoration.
  - 3. The request may include a written letter of support or recommendation from the applicable community council.
  - 4. A request for commemorative name must be accompanied by a fee in an amount established by the county council.
- B.
  - 1. A proposed commemorative name must meet all applicable addressing standards established by Chapter 2.49 of these ordinances. If for any reason the request does not meet these standards, a letter requesting a waiver of these standards, showing a good cause justification therefor, shall be provided by the requestors.
  - 2. A proposed commemorative name must meet any requirements or limitations imposed by applicable emergency services and public safety service providers. These requirements may not be waived.
  - 3. The following preferences shall apply to the review and approval of any proposed commemorative name.
    - a. A proposed commemorative name shall have a long-standing local or community identification with the unincorporated county or contract municipality residents and be understandable to a majority of those residents.
    - b. Preference shall be given to any name which:
      - (1) gives a sense of place, continuity, and belonging reflecting the geographic location, community, and neighborhood;
      - (2) recognizes the historical significance of an area;
      - (3) reflects any unique characteristics of the area; or,
      - (4) is consistent with any generally accepted or common theme.
    - c. The name of a person, organization, corporation, foundation, or similar entity shall be considered only when such person or entity has made a significant contribution to the unincorporated county or contract municipality by enhancing the quality of life and well-being of the unincorporated county or contract municipality and its citizens or contributing to the historical, cultural, or societal interests of the unincorporated county or contract municipality,

the State of Utah, or the United States. A proposed commemorative name recognizing an individual will be considered only if that person is deceased.

- C. The review and final approval of any proposed commemorative street name shall be within the sole discretion of the county council or contract municipality's official governing body, which may reject any proposed commemorative street name. The county council or contract municipality's official governing body shall apply the following general limitations regarding a proposed commemorative name change which:
1. Causes confusion or misunderstanding due to duplication of or similarity with an existing name, location, or other street name within Salt Lake County;
  2. Is the name of an entity or business associated with tobacco, alcohol, pornography, or subject to police regulation;
  3. Is discriminatory of or derogatory towards any race, gender, creed, political affiliation, or similar consideration;
  4. Recognizes a single person for a contribution similar or identical to the efforts made by other persons or a group of persons; or,
  5. Consists of a logo or trade name for a commercially available product or service.
- D.
1. A petition for a commemorative street name shall be initially reviewed and considered for recommendation by the addressing authority which shall review the proposal for compliance with the provisions of this section and Chapter 2.49 of these ordinances. The addressing authority may also request the review and recommendation of the engineering division, operations division, and public safety service providers, where necessary.
  2. The recommendation of the addressing authority shall be forwarded for review and approval by the mayor. The mayor shall review the proposal and send a written recommendation regarding the proposal to the county council or contract municipality's official governing body.
  3. Final approval, either accepting or rejecting the petition, shall be made by the county council or contract municipality's official governing body. The county council or contract municipality's official governing body may, in its discretion, conduct a public hearing regarding the proposed name change before making a final decision.
- E.
1. If approved by the county council or contract municipality's official governing body, the commemorative name shall be processed by the addressing authority, which shall record the commemorative name as officially adopted.
  2. A street's official numerical designation or other certified name shall be used, not the commemorative name.
  3. The cost of making and installing appropriate plaques or signs designating the commemorative name shall be paid by the original requestors.

(Ord. No. 1849, § II, 3-19-2019)