

**SUMMIT COUNTY LAND USE AND DEVELOPMENT CODE  
CHAPTER 5: Road & Bridge Standards**

**Appendix 5-1**

**Summit County Land Use and Development Code**

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**SUMMIT COUNTY ADDRESSING, ROAD NAMING AND NUMBERING REGULATIONS**

**1. INTENT OF REGULATIONS**

- 1.1. To establish an addressing, road naming and road numbering system for unincorporated Summit County which will improve the efficiency of locating a property by use of a street address.
- 1.2. To clarify the policies of the County regarding addressing new projects, re-addressing areas, naming new roads, numbering roads, naming or renaming existing roads, and road and address signage.
- 1.3. To establish and clarify the responsibilities of various County Departments in addressing, road naming, road numbering and road signage.
- 1.4. To establish addressing and road naming policies which can be applied to both the County and the towns, so that there can be more uniformity throughout the County, and improved cooperation between the County and the towns.

**2. ROAD NAMING**

- 2.1. Access routes proposed or constructed in unincorporated Summit County after the effective date of these regulations that are determined to be either arterials, collectors, local access, low volume, or primitive roads according to the Summit County Road and Bridge Standards must be identified with both a unique road name and road number.
  - 2.1.1. Access routes proposed or constructed in unincorporated Summit County that are private access easements, or driveways (as defined in the Summit County Road and Bridge Standards) must be identified with both a unique road name and road number if the access route meets at least one of the following criteria:
    - the access route is over 500 feet in length
    - the access route provides access for 4 or more properties
    - the access route is a frontage road along an existing highway
  - 2.1.2. Exceptions to this rule include but are not limited to; Ski Area roads, Forest Service roads, Recreation paths, and other special cases that will be determined at the discretion of Summit County GIS department. For any of the above listed cases, the access routes must be identified uniquely with either a unique road name or road number.
  - 2.1.3. The Board of County Commissioners are sensitive to the privacy of the access routes as described in section 2.1.2, therefore some exceptions will be allowed so that not all such routes will be required to be identified with a road name and number. The following criteria shall be used by the GIS Division staff to grant exceptions to section 2.1.2:
    - the buildings and their addresses are plainly visible from the main road from which they would be addressed.
    - identifying the access route does not improve the ability to locate the property.
    - common access and parking shared by apartments or condominiums.

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- 2.1.4. Once a road name is approved for a proposed road, that name must not be used for any other road in the County, even if the road is not constructed. Only the owner of the proposed road can relinquish the right to that name.
- 2.2. The County GIS Division is responsible for reviewing road names to ensure that the names are unique for new roads and for changing of existing road names in unincorporated Summit County. The County GIS Division will also review road names to ensure that the names are unique for roads in the towns that have agreed to this service through a cooperative agreement. It is not the County's intention to rename roads within the towns which relate to the layout of their town (e.g. First Avenue, Second Street, Main Street, etc.).
  - 2.2.1. "Unique" means that there are no other roads in the County or towns with the same or a similar name.
    - Names that sound similar are not considered unique (e.g. Beach and Peach, Bear Tree and Bearing Tree).
    - Same names with a different suffix are not considered unique (e.g. Willow Road and Willow Lake Court, Lake Drive and Lake View Circle, Vail Court and Vail Circle). The County will permit exception to the same name with a different suffix when a court or cul-de-sac has the same name as the street from which it originates.
- 2.3. It is encouraged that the name of a new or renamed road in unincorporated Summit County have a historical, cultural, geographical, or natural significance to the area.
  - 2.3.1. It will be encouraged that roads within a neighborhood be named using a consistent theme.
- 2.4. The County GIS Division will ensure that names are easily recognizable and easy to pronounce. Unique or uncommon spellings of words may not be used and will be denied so that there isn't confusion created that might delay emergency response. All Road and Project names must use mixed case as is required in the MUTCD signage standards. See also Section 4.1.
- 2.5. New roads or renamed roads in unincorporated Summit County will be given a suffix which indicated the type of thoroughfare (a thoroughfare designation). Refer to the United States Postal Service Publication 28 Appendix C for a list of acceptable abbreviations. The GIS Department is responsible for determining whether or not a suffix is appropriate in unincorporated Summit County. (Examples of inappropriate suffixes include; BAYOU, BEACH, HARBOR.)
- 2.6. Naming of roads that currently only have a County Road Number will only be considered when requested by emergency services or when there is one hundred percent agreement, by property owners taking access off of the road, on a name that has been approved by the County. If the road is County Maintained the County will replace the road sign with a new one. If the County does not maintain the road the sign will need to be replaced at the expense of the owners. See Section 4 for road identification sign specifications.
- 2.7. Renaming of roads will be considered if the road has a duplicated road name. Any other reason will be reviewed by the County GIS Department to determine whether there is necessity in the name change. It is intended that renaming a road will create greater ease in locating properties. Renaming of a road requires one hundred percent agreement amongst owners and approval by the Summit County GIS Department. Emergency Services may require a road name change, without one hundred percent agreement, in the case that in not doing so would put at risk the health and safety of the public.

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**3. ROAD NUMBERING**

- 3.1 All new roads in unincorporated Summit County will be given a County road number. The County GIS Division is responsible for assigning County road numbers. Certain exceptions may be granted as described in section 2.1.2.
- 3.2 The road number assigned should indicate a general location or use of that road. Only numbers shall be used in County Road Numbers. Letters and special characters shall not be permitted as part of the County Road Number (Not Permitted: No 525A or 525.5 or 525-5). A map has been created designating appropriate County Road Number Ranches for different geographical regions of the County, see Appendix A.
- 3.3 The County GIS Division will have the authority to expand the road number guidelines should the need arise.

**4. ROAD IDENTIFICATION SIGNS**

- 4.1. Road identification signs will be posted on all public and private roads in unincorporated Summit County that have been identified with a name and number. The developer will be responsible for posting road signs for newly developed roads. The Summit County Road and Bridge department will replace damaged signs for roads that have been accepted by the County as a County Maintained Road. All other signs identifying roads not maintained by the County shall be maintained and replaced by the private landowner or Homeowners Association. All signs must meet the standards found in the Manual on Uniform Traffic Control Devices. All road signs must be made of noncombustible materials. When older non-complying signs need to be replaced, they must be replaced with signs that meet the above specifications.

**5. ADDRESSING**

- 5.1. All buildings in unincorporated Summit County will be addressed based on the Milepost System (also known as Century System). The Milepost System addresses indicate distances along a road and also distances between properties along a road. Distances are indicated in increments of one-thousandth of a mile. Under this system a frontage interval is 5.28 feet.
  - 5.1.1. The County GIS Division has sole responsibility for assigning addresses in unincorporated Summit County.
  - 5.1.2. Currently Wildernest area subdivisions are an exception to this policy. This area has been addressed by Wildernest Real Estate since the beginning of that development. Wildernest Real Estate maintained the responsibility for assigning addresses in the Wildernest area up until December 31, 1990. At that date the County GIS Department took over sole responsibility for assigning addresses in the Wildernest area. Re-addressing this area, using the County system, will occur upon request by owners or emergency service personnel.
  - 5.1.3. In certain situations the County may collaborate with the towns in addressing properties that are within unincorporated Summit County, but are completely surrounded by a town.
  - 5.1.4. A town may also request that the County take responsibility for addressing the town or just portions of the town. The County will assume such responsibility only if the town agrees to have the area addressed based on the milepost system, and agree to the Summit County Addressing, Road Naming, and Numbering Regulations.

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- 5.2. All new buildings must display address characters which identify the property address and are plainly visible and legible from the street or road fronting the property. Address characters must be at least five inches in height and affixed to the side of the building facing the street on which the property is addressed. For building located more than 150 feet from the shoulder or curb of the street, address characters must be affixed to a sign or post located adjacent to the street on which the property is addressed. This sign or post must be at least six feet above the ground and shall be located at the point of access 25 feet or less from the shoulder or curve of the street and must have address characters at least five inches in height. All address characters must be of a color and/or material that contrasts with the background on which they are mounted.
- 5.2.1. Alternate building address signage may be approved by the building official when such signage is plainly visible and legible.
- 5.2.2. Failure to display the address on new buildings will be grounds for withholding issuance of a Certificate of Occupancy. The Building Department will be responsible for enforcing this policy.
- 5.3. Properties must be addressed in a logical and consistent manner. Most of the County has already been addressed, but certain areas were not addressed in a logical or consistent manner. The GIS Division shall create procedures to change addresses in areas that have addressing problems. The areas with addressing problems will be inventoried and prioritized for potential change. These are the following types of problems that will be reviewed by the GIS Division:
- Addresses which are not sequential.
  - Addresses which were not derived from the road that provides vehicular access or from the road that has visual front door access to the property. (Examples: Corner lots and lots that have roads on both the front and rear of the lot.)
  - Address numbers which were not assigned according to the regulations designated in section 6 of these regulations.

**6. ASSIGNING ADDRESS NUMBERS**

- 6.1. As numbers progress sequentially on a road, even numbers must always be on the right hand side and odd numbers must always be on the left hand side of the road. The even and odd sides of a road must be maintained throughout the entire length of road regardless of whether the road extends in a different direction that is original direction. In areas in which the even numbering and odd numbering has been previously assigned contrary to these regulations, the parity must remain consistent with what was previously assigned.
- 6.2. For measurement purposes the beginning of a road will be at the center of the intersection where the road begins. The distance along a road will be measured from the beginning of the road, proceeding along the centerline of the road, to the point of perpendicular to the location that needs the address. The perpendicular point will vary depending on the type of development:
- Single family lots will be measured to a point perpendicular to the center of the driveway based on the information that is available at the time when the address is being assigned.
- Other developments will be measured to a point perpendicular to the center of the driveway access based on the information that is available at the time when the address is being assigned. If there are multiple accesses, the measurement will be to the center of the building or unit. (i.e. Strip Malls, multifamily units, townhomes, duplexes...)

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- 6.2.1. Measurements can be made by either measuring from the beginning of the road, as described in 6.2, or by measuring from the previous address on the road.
  - 6.2.2. Circle streets will be addressed as if they have only one point of beginning. That point of beginning will be the entrance which is first encountered in the typical flow of traffic. If there is no apparent point of beginning for the road, the addresses will be assigned so that they proceed in a clockwise direction.
  - 6.2.3. Addresses for corner lots may be addressed from either the access location or the front entrance of the structure. If the front entrance is not visible or obvious, the address must be assigned from the street that the structure takes access.
  - 6.2.4. When the front lot line of a lot is on a road and the rear lot line is on an alley the lot shall be addressed off of the road, not the alley. Addressing lots from an alley should only occur if the alley is the only vehicular access to the lot.
- 6.3. The following are specifications for addressing certain types of developments:

Properties with No Shared/Common Elements or Land between Owners:

(Includes Single Family Homes, Duplexes, Triplexes, Fourplexes, etc.)

A separate address shall be assigned to each dwelling unit.

Properties that have Shared/Common Elements or Land between Owners:

(Includes Condominiums)

Each Building/Structure in a complex must have its own address. If there are multiple units in the structure there will be an address assigned to the building/structure and a unit designator.

-or-

The entire complex may have a common physical address but each building in the complex must have a unique identifier. (i.e. 500 Granite Street Bldg A, 500 Granite Street Bldg B...etc) If there are multiple entrances to the complex, and the entrances come off of two different roads the entire complex may not be able to have one physical address. If there are shared common elements for the development, each element will receive its own unique address.

Caretaker Units/Secondary Units/Accessory Apartments: If the unit has a separate entrance or is a separate building from the primary residence the unit must have a separate numeric address from the primary residence. If the Caretaker Unit/Secondary Unit requires its own power hookup, a second address is required. If either the Accessory Apartment or Caretaker unit/Secondary Unit is part of a primary structure, it will maintain the address of the primary structure plus "Unit A", "Unit B", and so on.

Mobile home parks/subdivisions: One address shall be given for the entire development. Individual mobile homes must use both the address for the development and the space number. In the case that the roads within a Mobile home park/subdivision receive names, the space number shall be used as the numeric address instead of one common address for the Mobile home park/subdivision.

Commercial areas, indoor: Separate addresses must be given for each building. Units within a building must use both the building address and the unit or space number.

Commercial areas, outdoor: If each unit in the commercial area has a separate outdoor entrance, the building will receive a single address number and each unit will be given a separate unit number/letter

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designator address. Or, each separate entrance for the building may receive its own individual address, but in this case a unique address number must also be assigned for the whole building.

**7. IMPLEMENTING THESE REGULATIONS**

7.1. These policies will be implemented on new projects immediately upon adoption.

**8. AUTHORITY**

8.1. These regulations are adopted pursuant to Colorado Revised Statutes 30-28-111 to 30-28-116 and 30-28-124.

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