

## PETITION PROCEDURE FOR A ROAD NAME CHANGE AND NAMING UN-NAMED ROADS

*Road naming standards are essential in order to protect the health, safety and welfare of the public. The Board of County Commissioners is authorized to assign and change road names. Such naming is at the discretion of the Board.*

In Yellowstone County, the GIS Department is responsible for maintaining a digital inventory of physical addresses and road names, and has adopted addressing standards developed at the national and state level to improve the ability of emergency responders to locate citizens who call 9-1-1. Road naming standards may be reviewed at [www.co.yellowstone.mt.gov/mapping/downloads/roadnames/standards.pdf](http://www.co.yellowstone.mt.gov/mapping/downloads/roadnames/standards.pdf) or obtained from the GIS Dept. in Room 305 of the Yellowstone County Court House.

- A road is defined as “any highway, street, avenue, lane, way or similar paved, gravel or dirt thoroughfare.” This petition process applies to roads that have been *legally defined as a right-of-way per a recorded easement document, site plan or plat map.*
- Residents may consider petitioning to name an unnamed road when it provides access to two or more permanent dwellings/businesses. If documentation indicates access to multiple parcels, roads may be named when the first residence/business is under construction.
- Private driveways are not under the purview of the Board of County Commissioners
- Consideration may be given to changing a road name via the petition process if the name duplicates or is too similar-sounding to another road in the County. However, changing a road name is normally difficult as most residents prefer to keep an address once established with the Post Office.
- Naming un-named roads or changing road names to meet recommended addressing standards does not constitute responsibility for road maintenance by local government nor guarantee delivery of emergency services.

*County residents may initiate a Petition for Road Naming or Name Changing, as allowed under Section 7-14-2601 M.C.A., by utilizing the following process:*

- 1.) Read the attached Petition documents carefully. A Petition spokesperson should contact the Address Coordinator in the County GIS Department, 869-3553 and provide a copy of an access easement document or plat map depicting the right-of-way. The GIS Dept. will produce a list of landowners whose property is adjacent to or exclusively accessed by the portion of the road in question as well as a map depicting property boundaries.
- 2.) Signatures from at least 60% of affected landowners must accompany the petition to represent their consent. Landowners should sign their name in the same form as on file in County records (as listed on the landowners list provided by the County GIS Dept.)
- 3.) Assemble all documentation and submit the Petition to the Yellowstone County GIS Dept. (Room 305 of the County Court House at 217 N. 27<sup>th</sup> St.); or mail to Yellowstone County GIS Dept., P.O. Box 35043, Billings, MT 59107. The Petition will be internally reviewed by several departments prior to presenting to the Board of County Commissioners.
- 4.) The Commissioners will review the petition and set a date for a Public Hearing on the matter. Notice of the Public Hearing will be published in the local newspaper once a week for the two weeks prior to the date of the public meeting. Additionally, notices will be mailed to affected owners on the date of first publication of Notice of Hearing. Dissent opinions may be mailed to the GIS Dept., and/or presented in person at the public meeting. Affected owners will be notified of the results within seven working days of the final decision.
- 5.) Please feel free to contact GIS at any time to check on the status of your application. To assist you in selecting a road name, a current list of Yellowstone County road names is available on the county's website at [www.co.yellowstone.mt.gov/mapping/roadnames.asp](http://www.co.yellowstone.mt.gov/mapping/roadnames.asp).

**PETITION FOR A ROAD NAME CHANGE/ NAMING AN UN-NAMED ROAD**

**To: Yellowstone County Board of Commissioners**

The Landowners whose signatures accompany this Petition request that the road currently known as \_\_\_\_\_

be henceforth named \_\_\_\_\_

(Alternate road names are listed on page 2, Sec B.) This petition is respectfully submitted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**Petition-Initiator (and/or) Contact Person:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Email address \_\_\_\_\_

I swear that all the above information is true and correct, and all the landowners' signatures are original.

\_\_\_\_\_ Date \_\_\_\_\_

*Contact Person Signature*

***Submit the following list of items to the GIS Department:***

- Section A and B of the Petition
- A copy of a recorded plat map, Certificate of Survey, or site plan showing the road right-of-way and adjacent/accessed property boundaries. If the right-of-way for the petitioned road is not depicted on such a map, a copy of a recorded access easement will be required. (Copies of plat maps can be obtained from YC GIS Dept. or the Clerk and Recorder's Office.)
- Signatures representing consent of at least 60% of affected landowners.

**PETITION FOR A ROAD NAME CHANGE/ NAMING AN UN-NAMED ROAD**

**Section A**

*The reason for the Petition:*

- The existing road is unnamed and provides serves two or more permanent residences and/or businesses. If documentation indicates an unnamed road provides access to multiple parcels, the road may be eligible for naming when the first residence/business is under construction.
  
- The existing road name duplicates or is similar sounding to an existing road name and therefore deemed confusing for emergency responders.

*Name conflicts with* \_\_\_\_\_

*located at* \_\_\_\_\_

\_\_\_\_\_

- Other

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Section B**

*Proposed Road Name:* \_\_\_\_\_

*Alternate Road Name:* \_\_\_\_\_

*Second Alternate:* \_\_\_\_\_

**LANDOWNER AND CO-OWNER SIGNATURES IN SUPPORT OF NEW ROAD NAME**

(It is important to sign the same as names are recorded on the owners list provided by the GIS Dept. Petitioners, don't forget to add your signatures on this list!)

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*Signature* *Printed Name* *Physical Address*

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*Signature* *Printed Name* *Physical Address*

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*Signature* *Printed Name* *Physical Address*

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*Signature* *Printed Name* *Physical Address*

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*Signature* *Printed Name* *Physical Address*

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*Signature* *Printed Name* *Physical Address*

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*Signature* *Printed Name* *Physical Address*

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*Signature* *Printed Name* *Physical Address*

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*Signature* *Printed Name* *Physical Address*

**YELLOWSTONE COUNTY  
DOCUMENT ROUTING SLIP & AGENDA REQUEST**

**For Internal Use Only**

PURPOSE OF DOCUMENT: Yellowstone County residents are petitioning to name an un-named road or to change the name of an existing road, as stated in the Petition documents attached.

DATE NEEDED / AGENDA DATE: \_\_\_\_\_ / \_\_\_\_\_

***DEPARTMENTS THAT NEED TO REVIEW DOCUMENT:***

GIS DEPARTMENT: Executed Copy Requested:

Receipt date: \_\_\_\_\_ Date out: \_\_\_\_\_ Next routed to: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
Reviewed by: \_\_\_\_\_

COUNTY ATTORNEY: Executed Copy Requested:

Receipt date: \_\_\_\_\_ Date out: \_\_\_\_\_ Next routed to: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
Reviewed by: \_\_\_\_\_

CITY/COUNTY PLANNING DEPARTMENT: Executed Copy Requested:

Receipt date: \_\_\_\_\_ Date out: \_\_\_\_\_ Next routed to: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
Reviewed by: \_\_\_\_\_

PUBLIC WORKS DEPARTMENT: Executed Copy Requested:

Receipt date: \_\_\_\_\_ Date out: \_\_\_\_\_ Next routed to: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
Reviewed by: \_\_\_\_\_

LAUREL PLANNING DEPT. OR OTHER TOWN COUNCIL: (optional) Executed Copy Requested:

Receipt date: \_\_\_\_\_ Date out: \_\_\_\_\_ Next routed to: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
Reviewed by: \_\_\_\_\_

CLERK AND RECORDER: Executed Copy Requested:

Receipt date: \_\_\_\_\_ Date out: \_\_\_\_\_ Next routed to: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
Reviewed by: \_\_\_\_\_