

CHAPTER 3  
UNIFORM RURAL ADDRESS SYSTEM  
TITLE IV - STREETS, ROADS, PUBLIC WAYS, AND TRANSPORTATION

SECTION 1. PURPOSE

This ordinance mandates the use of a uniform rural address system for residents of Jones County. The Jones County Uniform Rural Address System establishes standards for naming roadways and assigning address numbers to all dwellings, principal buildings, businesses, industries and special sites within the County in order to promote the convenience, safety, and general welfare of those residents and to assist emergency service agencies, the United States Postal Service and the public in the timely and efficient delivery of services.

This ordinance also provides the fines and penalties structure for noncompliance of any part of this ordinance and the appeals process.

SECTION 2. DEFINITIONS

For use in this ordinance, the following terms or words shall be interpreted or defined as follows:

- A. ADDRESS IDENTIFICATION MARKERS: Are the means by which the address of each rural business, residence, or property is displayed.
- B. BASE MAP: The map used by the agency coordinating the uniform rural address system in Jones County. Such map shall indicate all addresses in Jones County subject to the provisions of this ordinance.
- C. BOARD OF SUPERVISORS: The Jones County Board of Supervisors. Herein referred to as Board of Supervisors.
- D. BUILDING: A roofed and/or walled structure built for permanent use.
- E. BUSINESS: For the purpose of this ordinance a business is any commercial operation separate from a dwelling.
- F. DWELLING: A building whose primary function is as either a permanent or semi permanent residence.
- G. E911 ADDRESSING COORDINATOR: The Jones County E911 Addressing Coordinator.
- H. E911 SERVICE BOARD: The Jones County E911 Service Board responsible for 911 emergency communication services. Herein referred to as E911 Service Board.
- I. GIS DEPARTMENT: The Jones County GIS (Geographic Information System) Department.
- J. PERSON: Any individual, firm, corporation, unincorporated association, or other entity.
- K. ROAD IDENTIFICATION MARKERS: Are the means by which the name or number of each rural road, street or avenue is displayed.

- L. RURAL: The unincorporated area of Jones County, including the platted unincorporated villages commonly known as Amber, Canton, Fairview, Hale, Langworthy, Oxford Mills and Scotch Grove, and any other areas discontinued as a city in Jones County, now or in the future.
- M. SECONDARY ROADS: The Jones County Secondary Road Department.
- N. SUBDIVISION: The division of a tract of land into separate lots or parcels for the purpose of transfer of ownership or building development.
- O. UNIFORM RURAL ADDRESS SYSTEM: This system constitutes the methods, processes and requirements to assign numbers to each dwelling or business in Jones County, Iowa, and the numbers or names of the roads in the unincorporated areas of Jones County, Iowa.

SECTION 3. ESTABLISHMENT BY ORDINANCE

The Board of Supervisors shall, by ordinance, establish the street and avenue type of uniform rural address system to be used for all roads in the unincorporated area of Jones County, Iowa.

SECTION 4. EXTENT OF SYSTEM

The uniform rural address system shall extend over the entire unincorporated areas of Jones County except for those areas already using the system of a nearby incorporated area. Any incorporated area, upon presentation of a written request from the governing body of such city to the Board of Supervisors, may also be included in the uniform rural address system. An example is Business Highway 151 on the South side of Monticello.

SECTION 5. MAINTENANCE OF UNIFORM RURAL ADDRESS SYSTEM

The E911 Service Board directs the E911 Addressing Coordinator to:

- A. Assist the GIS Department in verifying the accuracy of the base map that is used in the assignment of addresses.
- B. Assist the GIS Department in making any necessary corrections and updates to the base map.
- C. Assist the GIS Department in the development, and printing of the rural reference maps, and make the rural reference maps available to the public.
- D. Review and provide recommendations on new and revised private road names for county roadways to the Board of Supervisors.
- E. Review and provide recommendations regarding new and revised public road names for county roadways to the Board of Supervisors.
- F. Assign address numbers and produce and distribute Address Identification Markers for the unincorporated areas of Jones County.
- G. Notify post offices and affected county offices of new, changed or deleted rural address number assignments.

- H. All new subdivision plats shall be reviewed for compliance with this ordinance and approved by the E911 Addressing Coordinator prior to acceptance of final subdivision plat by the Board of Supervisors.
- I. The E911 Addressing Coordinator's duties include assignment of new addresses, making periodic checks of the unincorporated areas of Jones County to ensure that the provisions of this ordinance are being complied with, and any other duties necessary to ensure the continued maintenance of the uniform rural address system of Jones County.
- J. As necessary communicate to residents affected by this mandatory system, of the following:
  - 1. How to use the system.
  - 2. How and where permanent Address Identification Markers indicating the assigned property number are to be placed and maintained.
  - 3. That maintenance of the system is required.
  - 4. How to obtain new or replacement Address Identification Markers or private Road Identification Markers.
  - 5. The penalty for refusing to use the system and for removing, damaging, defacing, altering, or destroying either the Address or Road Identification Markers.

SECTION 6. ADDRESS IDENTIFICATION MARKERS, COST AND PROCUREMENT

The cost for an Address Identification Marker and its installation shall be borne by the property owner(s)/occupant(s). The Address Identification Markers shall be purchased from the E911 Addressing Coordinator. The E911 Service Board shall set fees for Address Identification Markers and other related materials, payable to the E911 Service Board. In addition, the E911 Service Board shall have the authority to establish and revise fees as the E911 Service Board deems appropriate.

SECTION 7. ROAD IDENTIFICATION MARKERS FOR PUBLIC ROADWAYS

The Secondary Road Department shall be responsible for the installation, replacement, and maintenance of the Road Identification Markers on existing and new public roads in Jones County.

SECTION 8. ROAD IDENTIFICATION MARKERS FOR SUBDIVISIONS AND NON-PUBLIC ROADWAYS

In a subdivision, the initial cost for Road Identification Markers and their installation and maintenance shall be borne by the subdivision developer. For non-public roadways the cost for Road Identification Markers and their installation and maintenance shall be borne by the owner(s)/occupant(s).

Road Identification Markers shall be purchased from the E911 Addressing Coordinator. The E911 Service Board shall set fees for Road Identification Markers and other related materials, payable to the E911 Service Board. The E911 Service Board shall have the authority to establish and revise fees as the E911 Service Board deems appropriate.

All subdivisions and non-public roads or accesses which require Road Identification Markers shall be assigned a name or number designation consistent with the E911 grid system for the first route off of the public road system. This grid system designation shall continue for this route at least up to the first intersection. All other non-public roads shall be identified by a name or number consistent with Appendix A of this ordinance

and the official platted subdivision or survey. Road Identification Marker placement in public right-of-way shall be installed by the Secondary Road Department. Road Identification Marker placement other than in public right-of-way shall be installed by subdivision developer(s) or home owners association or proprietor.

Upon approval of a subdivision, and prior to construction of the first building in a subdivision, the developer shall purchase and install Road Identification Markers identifying roads within the subdivision in accordance with current specifications.

Placement of the non-public Road Identification Markers shall adhere to the same guidelines used by Secondary Road Department for all public roadways.

When initiated by the County or E911 Service Board, the sign costs related to changing a road name will be borne by the County or E911 Service Board.

The developer, residents of, and/or any home owners' association now or hereafter created for a subdivision is responsible for the maintenance/replacement of damaged subdivision Road Identification Markers in accordance with the current specifications in this ordinance.

#### SECTION 9. ADDRESS IDENTIFICATION MARKERS

The Address Identification Marker design and materials are the responsibility of the E911 Service Board.

Address Identification Markers shall be installed to the right of a driveway on the right-of-way line as determined when a person faces the property from the fronting road.

- A. The Address Identification Marker shall be placed perpendicular to the property's fronting road (or parallel to the driveway).
- B. The Address Identification Marker shall be at least two and half feet above ground.
- C. The Address Identification Marker shall be no less than six feet and no more than 30 feet from the edge of the driveway.
- D. If more than two properties with Address Identification Markers share a common driveway. A single Address Identification Marker providing the range of addresses within the shared driveway shall be assigned with individual Address Identification Markers placed at the access for the individual properties in accordance with the Address Identification Marker location guidelines.

Alternate placement will be allowed only by written approval from the E911 Addressing Coordinator. The E911 Addressing Coordinator will take into consideration alternate placement of Address Identification Markers on either side of the driveway and as near to the right-of-way line as practical. Consideration will always be given to ensure clear line-of-sight visibility by approaching traffic on the fronting road and safe and easy maintenance of the Address Identification Marker from physical impediments and distance from the fronting road.

The provisions of this ordinance shall not apply to accessory buildings but may apply to such buildings located on a separate unit of frontage if requested by the owner(s)/occupant(s) or proprietor and approved by the E911

Addressing Coordinator.

Property owner(s)/occupant(s) within a private subdivision shall be responsible for the purchase, installation, and maintenance of Address Identification Markers at commercial and residential facilities within their subdivision. These shall conform to the same standards required for other Address Identification Markers. Address Identification Marker placement in a subdivision shall follow the same installation criteria as defined in this section of the ordinance.

SECTION 10. NEW STRUCTURES

Every person erecting a new building as set forth under the provisions of this ordinance shall, within seven (7) days of commencement of construction, notify the E911 Addressing Coordinator who shall within thirty (30) days assign a number to such structure and make the Address Identification Marker materials available for pickup and installation.

SECTION 11. MAINTENANCE OF ADDRESS SYSTEM MARKERS

Maintenance of the Address Identification Markers shall be the responsibility of the owner(s)/occupant(s) of the respective properties for which the Address Identification Markers are addressing. Maintenance activities include, but are not limited to, ensuring that Address Identification Markers are visible at all times from the fronting roadway. This means clearing away any vegetation or other obstruction. A deteriorated Address Identification Marker such that the Address Identification Marker is no longer legible (bent, missing numerals, etcetera), as deemed by the E911 Addressing Coordinator, the Address Identification Marker shall be repaired or replaced at the property owner(s)/occupant(s) expense.

The owner(s)/occupant(s) of the respective properties, for which Address Identification Markers are addressing, shall be responsible for obtaining the Address Identification Markers and or materials from the E911 Addressing Coordinator. The owner(s)/occupant(s) shall also be responsible for the installation of the Address Identification Marker thereafter in accordance with the current specifications as defined in this ordinance. Additional Address Identification Markers will be available at the E911 Addressing Coordinator's office.

SECTION 12. FINES AND PENALTIES

Refusal to use or maintain the Uniform Rural Address System is unlawful and shall constitute a county infraction. The removal of, destruction or damage to, and defacing or alteration of Address Identification Markers or Road Identification Markers is unlawful and shall constitute a county infraction. A County Infraction shall be punishable by a Civil Penalty in an amount not to exceed that allowed by Iowa Code Section 331.307 (1), as now or hereafter amended.

Alternatively, or in addition to constituting a county infraction, a person found in violation of this ordinance may be guilty of a simple misdemeanor, and on conviction thereof be subject to such maximum penalty as the law allows in Iowa Code Section 903.1, as now or hereafter amended. Each day that a violation occurs or is permitted to exist by the respondent/defendant constitutes a separate offense.

In the event that an Address Identification Marker is found to be non-compliant with display criteria as specified in this ordinance the E911 Address Coordinator shall serve notice of the infraction upon the current property owner(s)/occupant(s). Such notice will be in writing and shall

include:

- A. A statement of the reason for issuance.
- B. Specify the remedial action required.
- C. Set the time frame for the performance of the specified remedial action.
- D. Provide information regarding the appeal process.

Notice shall be served upon the property owner(s)/occupant(s) in person by Jones County personnel or by certified mail. A property owner(s)/occupant(s) who fail to complete the remedial action specified in the written notice within twenty (20) days from the deadline date specified in the notice shall be guilty of a county infraction.

#### SECTION 13. APPEALS

All appeals to any part of this ordinance shall be heard by the Board of Supervisors at a regular meeting. Appeals may be submitted in person or in writing. A person wanting to file an appeal shall notify the Jones County Auditor's office at least 48 hours prior to the scheduled meeting to be placed on the agenda. If a person wishes to appeal in writing, the letter shall contain the following information:

- A. Property owner(s)/occupant(s) name(s).
- B. The property address.
- C. What issue is being appealed.
- D. How complying with this ordinance would adversely affect the owner(s)/occupant(s) or property.
- E. What decision is requested of the Board of Supervisors.

All decisions of the Board of Supervisors are final. Notification of the Board of Supervisors' decision will be made within thirty (30) business days of the decision, by certified mail, email or phone call at the appellant's choice.

#### SECTION 14. REPEALER

All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

#### SECTION 15. SEVERABILITY CLAUSE

If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

#### SECTION 16. WHEN EFFECTIVE

This ordinance shall be in effect after its final passage, approval, and publication as provided by law.

*Passed and approved April 23, 1991*

*Published May 8 and 9, 1991*

*Replaced October 18, 1994  
Published November 2 and 3, 1994*

*Amended April 4, 1995  
Published April 19 and 20, 1995*

*Amended November 4, 1997  
Published November 19, 20, and 21, 1997*

*Amended December 2, 2003  
Published December 12, 17, and 18, 2003*

*Replaced January 27, 2015 (2015-02)  
Published February 6, 11, and 12, 2015*

*(See Appendix A adopted January 27, 2015)*

(blank page)



**Appendix A**

**JONES COUNTY IOWA**

**ADMINISTRATIVE GUIDELINES FOR STREET NAMING**

**Effective 02/15/2015**

Community groups, citizens and developers may petition the Jones County Board of Supervisors with a proposal to name or rename a road. In naming county roads, this process provides an opportunity to recognize community aspirations within a uniform set of guidelines. Costs associated in effecting the name change will be borne by the petitioner.

A road name should be appropriate and easy to read so that children as well as adults can use the name in an emergency situation, and should add to community pride by promoting cultural heritage, history and traditions, and/or by reflecting local geography and character.

The following standards and guidelines will be used in determining and approving road names:

Road Naming Requirement

Public roadways shall adhere to the base naming standard identified in SECTION 8 of this ordinance.

Private roadways shall be named per SECTION 8 of this ordinance if they meet at least one of the following conditions:

- A. If two or more existing or proposed parcels, dwelling units, or business-related buildings front the road.
- B. If the roadway is maintained by the County.

Road Naming Protocols

- A. To avoid confusion a name should be relevant to the history of the County and not be used more than once.
- B. As a means of general identification, names with the same theme (i.e. flowers, states) are suggested for naming roads in an entire subdivision.
- C. A road should not be named after a commercial enterprise or living person.
- D. A name should be written in English, be relatively short and be easy to pronounce, spell and write.
- E. Historically used road names should be retained where possible.
- F. Names tending to be confused as homonyms (i.e., having the same or similar pronunciation but different spellings) are discouraged and shall not be used within the County (e.g., Smith, Smyth or Smythe; Ellis or Allice; Allen or Alan).
- G. Names which may be offensive (e.g., slang, double meanings, etc.) shall not be approved.

- H. Use of frivolous or complicated words or unconventional spellings in road names is discouraged.
- I. Sound-alike names (e.g., Bay View Dr, Bayview Dr or Brainard Ln, Barnard Ln) should not be used.
- J. Special characters in road names such as hyphens, apostrophes or dashes are not permitted.
- K. Use of standard suffixes or directional suffixes or prefixes as road names should be avoided (e.g. North BLVD, Court ST, and AVENUE of Pines).
- L. Road names will not be accepted without the correct road name suffix and unless appropriately applied:
  1. Alley (ALY) - a narrow road or lane between or behind a row of buildings;
  2. Avenue (AVE) - a wide public rural/suburban road that is heavily-traveled or tree lined, and that runs predominantly North and South;
  3. Boulevard (BLVD) - a broad road divided by a grassed or landscaped island;
  4. Bypass (BYP) - a four lane road circling a town or city;
  5. Circle (CIR) - a rural/suburban road that circles back upon itself or curves into a dead end;
  6. Court (CT) - a single short rural/suburban cul-de-sac or dead-end road;
  7. Drive (DR) - a winding road with connector roads that end in a dead-end or cul-de-sac;
  8. Highway (HWY) - a primary state or county road connecting towns or cities;
  9. Interstate (INT) - a primary road exiting between, or connecting two or more states;
  10. Lane (LN) - a rural private dead-end road with no other connecting roads, normally consisting of one lane supporting to and from traffic;
  11. Loop (LOOP) - a road that circles back upon itself or starts and ends on the same major road;
  12. Overlook (OLOOK) - a rural/suburban road that has an elevated scenic view;
  13. Parkway (PWKY) - a broad landscaped road with a grassy median;
  14. Place (PL) - a public square or a suburban cul-de-sac;
  15. Square (SQ) - an open area at the intersection of two or more roads;
  16. Street (ST) - a rural/suburban through road that runs predominantly East and West;
  17. Trail (TRL) - a rural road primarily in a recreational community (e.g., park);
  18. Way (WAY) - a short through road that connects two separate roads;
  19. Road (RD) - a two way route that is heavily used and runs in diagonal direction.

#### Naming of New Roads

New roads shall be named during the subdivision process. The developer shall propose the naming of all roads within a new subdivision at the time of

filing the preliminary plat. The E911 Addressing Coordinator will review all subdivisions for conformance with the road naming standards at the time of the preliminary plat review. Board of Supervisors approval of the proposed names will be based on the guidelines set forth in this ordinance.

Renaming of Same or Conflicting Road Names

In the case of two or more conflicting road names, the Board of Supervisors will consider the following criterion in determining which road name should be changed:

- A. The road having the name for the shortest period of time
- B. The least number of addresses to be changed
- C. The historical relevance of the road and name
- D. The least number of existing road signs to be changed
- E. The shortest road or roads.

Notification of Name Changes

Upon the Board of Supervisors' adoption of a road name change, the Board of Supervisors will notify the affected property owner(s)/occupant(s), the U.S. Postal Service, all utilities, the County Auditor, and the County's Emergency Services of the change. Any road name change will become effective when accepted by the Board of Supervisors.

Appendix A adopted January 27, 2015  
Published February 6, 11, and 12, 2015