

LINN COUNTY ORDINANCE # 4-4-2013

**AN ORDINANCE PROVIDING A SYSTEM FOR THE  
DETERMINATION OF ROAD NAMES AND BUILDING  
ADDRESSES IN LINN COUNTY, IOWA  
(LINN COUNTY STREET ADDRESS ORDINANCE)**

**BE IT ENACTED** by the Board of Supervisors, Linn County, Iowa, that the Linn County Street Address Ordinance, as codified in Chapter 27 of the Linn County Code of Ordinances, is hereby repealed as of May 1, 2013, and in its place is enacted Linn County Ordinance # 4-4-2013 as set out in full hereafter to be codified as Chapter 27 of the Linn County Code of Ordinances.

Repealer: All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

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 either the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

This ordinance shall become effective on May 1, 2013 or upon publication, whichever occurs later.

Considered April 15, April 16, and April 24, 2013.

Passed and approved this 24 day of April, 2013.

Published in the Cedar Rapids Gazette on April 29, 2013

Ordinance # 4-4-2013

**LINN COUNTY BOARD OF SUPERVISORS**

*Jim Barrer*  
Chairperson

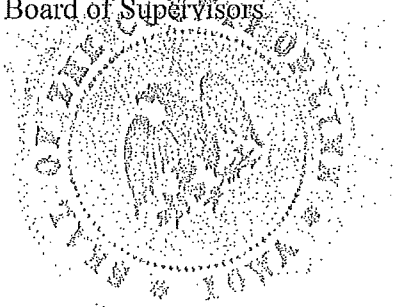
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Supervisor

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Supervisor

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Supervisor

ATTEST

*Joel D. Miller by Rebecca Shoop,*  
Joel D. Miller, Linn County Auditor and  
Clerk to the Board of Supervisors *Deputy*



**CHAPTER 27**  
**LINN COUNTY STREET ADDRESS ORDINANCE**

TABLE OF CONTENTS

27.1	Purpose
27.2	Definitions
27.3	System
27.4	Extent of System
27.5	Implementation of System
27.6	Road Signs at Intersections
27.7	Required Posting
27.8	New Structures
27.9	Discretionary Placement & Extent of System
27.10	Maintenance of Street Address System
27.11	Procedure for Change of Road Names
27.12	Violations

# LINN COUNTY STREET ADDRESS ORDINANCE

## 27.1 Purpose

The purpose of this ordinance is to provide for a uniform countywide system with respect to identification of roads and assigning structure numbers to occupied buildings within the unincorporated portions of Linn County. Such a system will assist fire and rescue companies, law enforcement agencies, the US Postal Service, and the general public in the timely and efficient provision of services to the residents and businesses of Linn County.

## 27.2 Definitions

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

1. "Base Maps" shall mean the plat book maps. Such maps shall indicate all addresses in Linn County subject to the provisions of this ordinance.
2. "Board" shall mean the Linn County Board of Supervisors or their designee.
3. "Building" shall mean any structure used or intended for supporting or sheltering any use or occupancy.
4. "County" shall mean the County of Linn, Iowa.
5. "Engineer" shall mean the Linn County Engineer.
6. "Person" shall mean any individual, firm, corporation, institution, unincorporated association or other entity.
7. "Linn County Street Address Map" shall mean the map delineating all the street names and the scheme of the address system.

## 27.3 System: Numbering Schematic

1. Corner Point Grid System. Buildings in Linn County shall be numbered using a Corner Point Grid System. The system will start in the southwestern corner of Linn County and shall allow for the assignment of 1,000 addresses per mile based on the distance from the Corner Point.
2. Odd and Even Numbers. In general, new numbers are assigned as proceeding from the point of beginning. Odd numbers shall be assigned to the buildings located on the East side of North/South roads and on the South side of East/West roads. Even numbers shall be assigned to the buildings located on the West side of North/South roads and on the North side of East/West roads. For diagonal or irregular roads, a determination will be made as to whether the road is generally an East/West or North/South road as specified for the road naming system. Odd and even numbers shall then be assigned as specified above unless an established system is in place for the road.

3. The Cedar Rapids Metropolitan Areas (Bertram, Cedar Rapids, Ely, Fairfax, Hiawatha, Marion, Palo, Robins, and Walford), generally bound by, County Home Road to the North, Linn-Johnson Road to the South, Highway 13 to the East, and Linn-Benton Road to the West, shall incorporate street addresses unique to those specific areas which are separate and distinct from Linn County's Address System.
4. Numbers shall be assigned based upon the building's primary driveway access to a road.

#### **27.4 Extent of System**

The street address system shall extend over the entire unincorporated area of Linn County as shown on the Base Maps, except for those areas already using the system of a nearby incorporated area.

#### **27.5 Maintenance of System**

The Board shall:

1. Make all necessary corrections and updates to Base Maps, including names for roads and house numbers for existing buildings.
2. Designate the Engineer to assign street names and addresses in accordance with the system.
3. Compile, print and update the Linn County Street Address Map showing all the street names and the scheme of the address system, to be made available to the general public. The Board shall determine the format of the map and establish a price at which the map will be available to the public.

#### **27.6 Road Signs at Intersections**

All public and private roads shall have street signs erected at intersections for the purpose of the 911 system. The Engineer is responsible for street signs at intersections within the Secondary Road System. Erection, maintenance and replacement of street signs within secondary road rights-of-way installed pursuant to a resolution of the Board are also the responsibility of the Engineer.

#### **27.7 Required Address Markers**

Disturbing or removing a property address marker without the permission of the Engineer is a violation of this Ordinance, punishable pursuant to Chapter 19 of the Linn County Code of Ordinances. Address signs shall be in accordance with specifications available at the Linn County Engineer's office.

## **27.8 Address Request**

A request for an address must be made to the Engineer by every person erecting a building for residential, commercial, or industrial purposes. The address number shall be assigned with the entrance permit issued. The cost of any accompanying marker(s) shall be at the cost of the party requesting an address. Linn County will place the marker(s). Persons or firms wishing or required to have an access drive addressed must apply and pay for such at the Engineer's Office. The cost of address marker(s) and placement shall be established by the Engineer.

## **27.9 Discretionary Placement and Extent Of Address Signs**

The Engineer may determine appropriate signage, including placement and extent of markers for parcel(s). The Engineer may also require additional address markers for parcel(s) that contain multiple habitable structures or multiple addressed accesses. The cost for address markers and placement shall be in accordance with Section 27.8. The owner shall pay for address markers. The Board shall hear any disputes concerning the extent or number of markers required.

## **27.10 Maintenance of Street Address System**

The Engineer shall be responsible for the continued maintenance and enforcement of the street address system in the County. Duties shall include assignment of all new addresses, reassignment and corrections to previously assigned addresses, and other duties necessary to insure a maintained system. The Engineer shall provide updated information to the Board on a regular basis to allow for updating of the Linn County Street Address Map.

## **27.11 Procedure for Change of Road Names**

1. A change of name for a road subject to this Ordinance may be initiated by submitting a petition to the Engineer requesting the name change. The petition shall contain the signatures of at least 75% of the owners of record of the lands adjacent to the road and identify one of the petitioners as the contact person for the group. Owners of record shall include those persons who have recorded easements for accessing the road. When such a petition has been filed, the signatures of petitioners will be verified as to ownership interests. A petition with the required number of verified signatures will be presented to the Board who shall review the proposed name change and may accept or reject it. Prior to the acceptance of any change of road name, the Board shall determine that the proposed name does not duplicate an existing road name in Linn County (either in sound or spelling) or cause other substantial conflicts.
2. The Board may change the name of a road subject to this Ordinance on its own motion after determining that the proposed name does not duplicate an existing road name in Linn County (either in sound or spelling) or cause other substantial conflicts.
3. Before changing the name of a road, the Board shall notify by certified mail all owners of record of the lands adjacent to the road. Such notification shall include the date and time of the meeting at which the name change is to be considered by the Board and shall be mailed not more than 20 days nor less than 4 days prior to the meeting.
4. The cost of processing a road name change through the county system and the cost of changing road signs shall be established by the Engineer and provided to the contact person

after an initial review of the petition. The costs must be paid to the Engineer's Office prior to the petition being forwarded to the Board.

#### **27.12 Violations**

1. Whenever the Engineer has reason to believe that there has been a violation of any provision of this ordinance, notice shall be given of such violation to the property owner failing to comply and order said person to take corrective measures within 30 days from the date of notification.
2. If such person fails to comply with such a properly issued order, the Engineer shall initiate necessary actions through the county infraction process pursuant to Chapter 19, Linn County Code of Ordinances.