

SOUTH DAKOTA RURAL ADDRESSING PROCEDURAL HANDBOOK

South Dakota 9-1-1 Task Force

An instrument of:

**South Dakota County Commissioners Association
207 East Capitol
Pierre, SD 57501**

and

**South Dakota Municipal League
214 East Capitol
Pierre, SD 57501**

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INTRODUCTION

This manual is to be used by county government to assign permanent addresses to locations in rural, unincorporated areas. Addresses should be assigned to existing structures, newly built structures, or any other location that is in need of an address for any reason.

This manual is the product of many hours of work by the following governmental agencies and governmental officer's associations:

South Dakota Division of Emergency Management
South Dakota Municipal League
South Dakota Association of County Commissioners
South Dakota 9-1-1 Task Force
9-1-1 Task Force Rural Addressing Sub-Committee.

This system is designed for any county in South Dakota who desires to have a locatable rural addressing system. Every effort has been made to make this addressing system as simple as possible.

The goal of the agencies involved in building this system is to provide South Dakotan's with a simple addressing system which can be used for all of their addressing needs.

This manual accompanies a map specifying the grid to be used in your county. If this map is not included or enclosed, please contact one of the organizations listed above.

Questions should be directed to:

9-1-1 Coordinator
Division of Emergency Management
500 E Capitol
Pierre, SD 57501

(605) 773-3231

Maps may be purchased from:

South Dakota Department of Transportation
Reproduction Section
500 E Capitol
Pierre, SD 57501
Cost: \$1.00 per map + tax

WHY IS A RURAL ADDRESS NEEDED?

The South Dakota Rural Addressing System is a system designed to be simple to understand and easy to implement by county governments. This rural addressing system was developed to aid people traveling in rural South Dakota. Once implemented, residents of South Dakota could be located without a map by using this system.

In the past, South Dakota has had many different methods of locating rural addresses, however, most of these systems were not compatible with other systems in place. In most of rural South Dakota, there is no addressing system in place. This system will give South Dakota counties an addressing system which will be compatible with their neighbors and which will be simple and easy to understand.

Emergency responders will be able to use this system to locate people in need of help in an emergency. The US Postal Service will use this address to more efficiently deliver mail. Package delivery services will use the address to deliver packages and utility companies will use the address to better deliver services. This will also aid visitors to locate rural residents much faster and easier.

RURAL ADDRESSING SYSTEM RULES

The following are the basic rules for the South Dakota Rural Addressing System. Formal administrative rules can be found in ARSD 50:02:03. Optional rules are marked accordingly in this manual.

All addresses in the South Dakota Rural Addressing System will follow the following pattern and example:

(Location Number) + (Thoroughfare Number/Name) + (Thoroughfare Designator)

OR

(12345) + (100th) + (Avenue)

OR

12345 100th Avenue

The City, State, and Zip portion of the address will not change!

APPLICABILITY

Rural addressing is defined as a numerical location number and thoroughfare name or thoroughfare number assigned to each location within the unincorporated area of a county.

Nothing in rule or law states that any county is required to address. However, any county who does institute a new addressing system must follow ARSD 50:02:03.

Existing addressing systems are not affected.

THE GRID

The South Dakota Rural Addressing Grid uses baselines established on the North and West borders of the state. Each sectionline in South Dakota is assigned a thoroughfare number. These thoroughfare numbers are consecutive from the northern and western borders of the state. The South Dakota Rural Addressing Grid system can be used for addressing of rural locations on all rural roads in South Dakota.

To maintain the integrity of the grid and allow for continuity between counties, no county addressing system can deviate from the State Grid Reference by more than 20 percent of all thoroughfares which fall on a gridline. For example, if a county had 100 sectionline thoroughfares, that county could deviate from the numbers assigned to 20 of those thoroughfares that are located on a sectionline. This would be done by naming the thoroughfares. The other thoroughfares falling on a sectionline must retain their assigned number. Any thoroughfare that does not fall on a sectionline will be named, except for state and federal highways. Those thoroughfares do not affect the 20% allowance.

Because of the curvature of the earth, the northern border of South Dakota is narrower than the southern border of South Dakota. Therefore, the northern border does not contain as many miles as the southern border. This causes some counties in the central or northern portions of the state to skip a street or avenue number. The deviations from this consecutive numbering are listed in Attachment 2 of this manual. Planners should be sure to carefully inspect State Grid Reference maps for their county when addressing.

STREET NAMING

All thoroughfares will be designated as in Attachment 1 of this manual. East/West thoroughfares are Streets. North/South thoroughfares are Avenues. Diagonal or meandering thoroughfares are Roads. Dead end thoroughfares over 500 feet long are Places. Dead end thoroughfares under 500 feet are Courts. Thoroughfares which begin and end on the same thoroughfare are Loops.

All thoroughfares not falling on a section line as specified in the Grid System Reference are named using names assigned by the county and designations as in Attachment 1 of this manual

Any road already named or commonly known by a certain name may retain that name. However, no system can deviate from the Grid System Reference by more than 20% as explained above. Designations such as street or avenue should follow Attachment 1.

Any state or federal highway shall retain that highway number.

Do not use duplicate or similar names within the county as this may cause confusion.

Deviations in the statewide addressing grid are found in Attachment 2 of this manual.

- (Optional) Private roads may be named by the county planner or the landowner or may be numbered according to the statewide addressing grid.
- (Optional) County planners should work with the county planners in neighboring counties in naming roads which interconnect counties.
- (Optional) The US Postal Service cautions counties against using street names over 15 characters long.

LOCATION NUMBERING

All newly addressed locations and newly built structures must be numbered according to the statewide addressing grid.

- (Optional) Existing subdevelopments may continue to use the house numbering pattern established when the subdevelopment was first addressed.

House numbers will be assigned using the following pattern:

- A. All house numbers will be 5 digit numbers.
- B. All addresses will be determined from the access road to the property which is most used or most accessible. In areas where there is expected expansion or where the access road serves more than one location, the address may be determined from the occupied or principal structure.
- C. The first three numbers will be the gridline just crossed according to the statewide addressing grid. If the location is on a street, the first three numbers will be the gridline just crossed to the west of the location. If the location is on an avenue, the first three numbers will be the gridline just crossed to the north of the location.
- D. The next two numbers will be the "lot" number within that section. There will be 100 addresses per section or 50 addresses on each side of the avenue or street. Each lot is 105.6 feet wide. Where over 100 addresses per section are required, it is suggested that the applicable sections be addressed as a sub-division using the counties own addressing

system and that the access road to this sub-development be addressed using the South Dakota Rural Addressing System.

- E. Lots or locations on the North and East sides of the road will be given even numbers starting from the north edge of the section and on the South and West side of the road will be given odd numbers starting on the west edge of the section.
- F. Attachment 3 and 4 show examples of house numbering.

STREET AND LOCATION SIGNAGE

Nothing in ARSD 50:02:03 requires signs to be installed as part of rural addressing. County ordinances may be passed to require both highway signage or location signage at the discretion of the County Commission. A sample ordinance can be found in Attachment 10 of this manual.

The Uniform Building Code requires that all addressed locations display their location number or address on the frontage of the principal structure to be legible from the roadway or if not legible from the roadway to be placed on a sign or post at the principal access to the location. Numbers are to be of a boldly contrasting color and at least 3 inches high.

Intersection signs are suggested, as a minimum, to be according to the Manual Uniform Traffic Control Device and that street/avenue signs be placed at the northeast corner of each traveled intersection, where possible.

Street/Avenue and location numbers should be maintained in good condition.

Signs to be placed on the right-of-way of state and federal highways must follow instructions as outlined in Attachment 11 of this manual. No intersection signs may be placed in the right-of-way of the Interstate Highway System.

WHERE DO WE START?

Several things must be done before the actual addressing project can be started.

1. The county commission must make the commitment to address with the understanding that once the project is completed, there is no turning back. The system must be maintained. The system should be officially adopted before beginning work.
2. Select a person, persons, or a governmental agency to perform as the project leader. This person must be particular about detail and accuracy. The person must also be good at explaining the system to people and answering questions and objections. Preferably this person or agency should be the same as the person or agency who will maintain the system. Keep in mind that because of the

workload, it may take one full time person in your county to perform the initial addressing and maintain the system.

3. Find a source for map work. You may need to hire an engineer or consultant for this work. You will also need to find a outlet for the printing of maps and enlargement of maps. You may have a lot of this work to do, so try to arrange a special rate up front. It is possible that you may find a firm willing to do this on a donation basis as a public service in exchange for free advertising on the maps.
4. Purchase a digital distance measuring device. This is a device which is mounted on a vehicle and can measure distances in feet. These devices are available from several suppliers. This may also be of use to county highway departments and other county agencies.
5. Locate a vehicle on which to mount this measuring device and keep this vehicle for the duration of the addressing project and for maintenance of the system. This vehicle should also be equipped with flashing lights for safety.
6. Find an area to make your addressing headquarters which has plenty of table space for working with maps and preferably a drawing table to accommodate at least a 36" x 36" map.
7. If desired, provide the addressing project with a computer and software to do data gathering and mapping. Several programs are available for these applications.

GATHERING INFORMATION TO GET STARTED

Before you can begin addressing, you must collect as much information as possible to make your project easier. There are several sources from which maps may be obtained.

The South Dakota Department of Transportation has agreed to be the distribution point for the State Grid Reference maps. Copies of the county maps containing the grid system are available from DOT for a cost of \$1.00 + tax/map. The DOT Reproduction Room telephone number is 605-773-3277. Keep in mind that some counties may have more than one map. DOT also has clean county maps available for purchase should you find need for them.

The US Geological Survey also has Quad maps available for your use. These maps are very accurate, however, many of these maps are outdated and do not have the grid printed on the maps. These maps also do not follow county boundaries. These maps are available for purchase from the US Geological Survey at a nominal cost.

A good source of maps for use in rural addressing may come from your county assessor's office. The tax maps are usually kept current and provide a approximate location of structures and parcels of land in the county. Other sources of maps are the local utility companies, telephone

companies, and private businesses in your area. Atlas companies may also have fairly current maps of the county.

In some cases aerial survey photos are available. These may be fairly expensive but can be valuable to you in your addressing effort.

One of the most valuable sources of information in your effort will be the US Postal Service. The local rural postal carriers in your area know where everyone lives. Their cooperation could save you many hours of hunting.

If you are using computer mapping, the US Census Bureau has "Tiger" files available for purchase at a price much cheaper than private providers. These Census Bureau files are approximately 80% accurate, according to the US Census Bureau, and provide several types of information. Specialized software programs are required to make this software effective.

Maps used as working copies should be as uncluttered as possible and be large enough that notes can be clearly made and locations clearly marked.

WHO SHOULD DO THE ADDRESSING WORK?

The first step in addressing your county should be to find an agency or person in your county who will be the coordinator for performing the system implementation and maintaining the system once it is in place. In many cases the tax assessor's office would be a good choice. This office has the resources to locate property to be addressed within the county and because some counties require a building permit to be purchased before construction, the maintenance of the system would be more easily facilitated.

Your county should also consider utilizing the services of its volunteer agencies or organizations within their county to provide labor for addressing. In many cases, volunteer fire departments have been involved in locating properties in the county to set-up and maintain their firenumber system. Volunteer ambulance services also benefit in the development of the county addressing system and may be asked to help in the addressing effort. Local service clubs are also a source of labor.

Your county should also consider soliciting help from the businesses within the county. This effective and well maintained rural addressing system has the potential to save these businesses thousands of dollars in operating costs because of the more effective delivery of their goods and services.

HOW CAN RURAL ADDRESSING BE FUNDED?

Rural addressing may be funded through several sources. If your county has implemented the 9-1-1 surcharge, rural addressing is an eligible item on which to expend a portion of this money.

Donations from volunteer organizations and service clubs are also a good source of funding. Because this system will help your local volunteer emergency response agencies respond to incidents in a quicker more efficient way, these organizations may be interested in donating money to build this system. Local service clubs may also be interested in donating money to defray the expense of the system because of the help in saving life and property and the more efficient delivery of goods and services.

Local businesses can be solicited for donations because of the large operating cost savings they may enjoy because of the more efficient delivery of goods and services and a more efficient way of billing for these goods and services.

Maps of the system, once generated, may also be a source of revenue for the system. Private business and citizens may be interested in purchasing a copy of this map.

In some cases, county general fund dollars may be needed to defray the cost of the system. However, your county will also benefit from the system in the more efficient maintenance of tax records, jury lists, voter registration and highway maintenance records.

TIPS FOR ADDRESSING

Measure lot locations or driveway locations as closely as possible. Remember that this address will be in place for many years to come. Although expansion in this area is not expected now, no one knows what the future may hold.

Utilize all of your resources. The job will go much more quickly and easily.

Be prepared to answer questions and objections. Changing an address is a very inconvenient and time consuming process for everyone involved. Exercise patients.

Be very careful that mistakes are not made. CHECK, DOUBLE CHECK, TRIPLE CHECK. Changing addresses is not easy the first time and people will not be happy if they have to change it a second time.

Cities should consider extending their addressing systems outside of their present city limits. South Dakota law allows for the extension of zoning and planning for up to 3 miles outside of a city boundary. By extending the city addresses, rural residents will not have to change their address when the city annexes their property.

Gather all of the information you will need while doing the road work, such as the old address. If you are addressing because of the implementation of a 9-1-1 system other information will be needed. This information will depend on the type of information needed by the dispatcher.

If at all possible, avoid door knocking. If you can, gather information through other records, phone calls, or other sources. If door knocking is necessary, do it with 2 people and a two way radio. You may think that you know everyone in your area, but in today's world you never know what you may run in to.

It is strongly suggested that you work on only one or two rural routes at a time. This will prevent confusion while working with mail carriers.

Use your local media to publicize your work. This will help to cut down on some of the telephone calls. It will also help the people in the field because residents will know why you are there.

There are several pieces of information you will need to include in your final list. The following things are necessary to complete the list with those with a * before them being necessary when preparing the list for an Enhanced 9-1-1 system:

1. Old Address...such as "RR1 BOX 100"
2. New House Number or Location Number...such as "12345"
3. Street Name...such as "100 ST"
4. City, usually the one from which the mail is delivered.
5. Zip Code
6. Description of the house
7. * Emergency Service Zone Number - this specifies which fire service, law enforcement and ambulance service will respond to the location calling.
8. * Telephone number.

Work out an agreement with the utility companies in your area so that no new service work will be done without verification of an officially assigned address. This will provide a good check for the assignment of addresses to new structures.

MAINTENANCE OF THE SYSTEM

The following will provide a guide to maintaining your system:

1. When a request is made for an address, the approximate location will be obtained from the citizen, along with any landmarks which may help to locate the structure or property requiring the address.
2. Requests are to be handled the same day received, whenever possible.
3. Houses that can be located by verbal description on the address maps may be addressed over the phone. Much care must be taken in addressing by this method.

Addresses that cannot be handled by phone must be physically assigned. This is done, as described earlier, by driving to and measuring to the location. In order to assign by telephone, you must know the physical description of the structure and surrounding landmarks or other addresses next door or across the street or road. This is one place where having a description of the structures along the road really comes in handy.

4. When an address is assigned, a 4 part form, as illustrated in Attachment 10 of this manual must be filled out and sent to the responsible parties. Those parties shall include the responsible post office, the tax assessor, the resident, and the address maintenance office, if different from the one above.

This form serves as a good log of activities and documents the work load imposed by the address system. It is suggested you keep these forms for at least 1 year.

5. When the address has been assigned and the notifications have been handled then the maps must be updated. The updating required will depend on what was done, a house numbered or a subdivision added. You may simply add structure with a red pen. When there are enough changes to justify it, an update of the master maps is done.
6. Depending on the level of activity during the year, at least once each year new copies of the maps should be given to the agencies using them. Some users may be the county highway department, ambulance services, fire departments, emergency management, and law enforcement.
7. Other activities such as computer file maintenance of a computer assisted dispatch system, voter registration files, jury lists, and land/tax information systems may also be maintained by the person performing the address system maintenance.

ATTACHMENT 1

Designations for Thoroughfares

| | COUNTY ROADS | MAJOR ARTERIALS | MAJOR COLLECTOR | LOCAL STREET |
|--------------------------------|--------------|-----------------|-----------------|--------------|
| EAST/WEST | Street | Street | Street | Street |
| NORTH/SOUTH | Avenue | Avenue | Avenue | Avenue |
| DIAGONAL | Road | Road | Road | Road |
| MEANDERING | Road | Road | Road | Road |
| CUL-DE-SAC | Court | Court | Court | Court |
| BEGINS AND ENDS ON SAME STREET | Loop | Loop | Loop | Loop |
| DEAD END | Place | Place | Place | Place |
| STATE HIGHWAY | SD Highway | SD Highway | SD Highway | SD Highway |
| FEDERAL HIGHWAY | US Highway | US Highway | US Highway | US Highway |

ATTACHMENT 2

Street/Avenue Deviations

Street Deviations (East/West)

**** These deviations should be traced starting at the southern border of South Dakota. ****

| <u>Street</u> | <u>Where Deviation Occurs</u> |
|---------------|---------------------------------------|
| Named Street | South Half of Stanley County |
| 305th | Suspends at Todd-Tripp County Line |
| 305th | Resumes at Charles Mix-Missouri River |

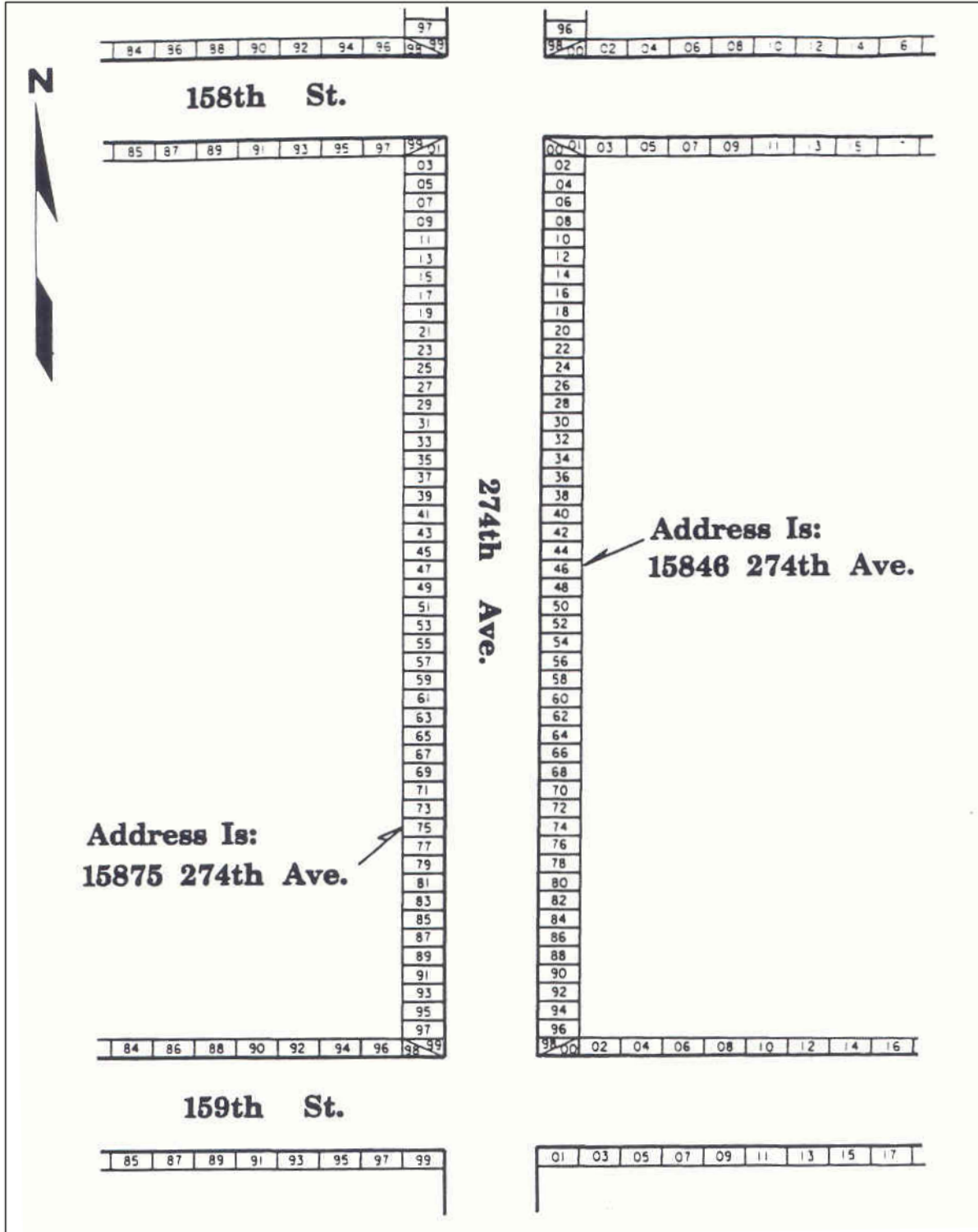
Avenue Deviations (North/South)

| <u>Avenue</u> | <u>Where Deviation Occurs</u> |
|---------------|---|
| 154th | Ends North Shannon County Line |
| 201st | Ends Middle of North Part of Perkins Co. |
| 202nd | Ends Northern Border of Meade County |
| 203rd | Ends at the Jackson-Haakon County Line |
| 204th | Starts at the Cheyenne River |
| 205th | Ends North Part of Ziebach County |
| 219th | Ends Center of Bennett County |
| 244th | Ends Above South Border of Jackson Co. |
| 289th | Ends Lyman-Jones County Line |
| 297th | Starts Center of South Half of Tripp Co. |
| 298th | Ends Border of Todd-Tripp County Line |
| 332nd | Ends Gregory-Tripp-Lyman County Line |
| 344th | Ends on Hyde County Line |
| 374th | Ends Near Spink/Faulk/Hand County Line |
| 376th | Ends Center of Spink County |
| 380th | Ends Jerauld-Beadle County Line |
| 381st | Ends Middle of Aurora County |
| 439th | Ends Center of Marshall County |
| 487th | Ends Grant County near the Minnesota Line |

***** Most other avenue deviations occur on the South Dakota-Minnesota State border. *****

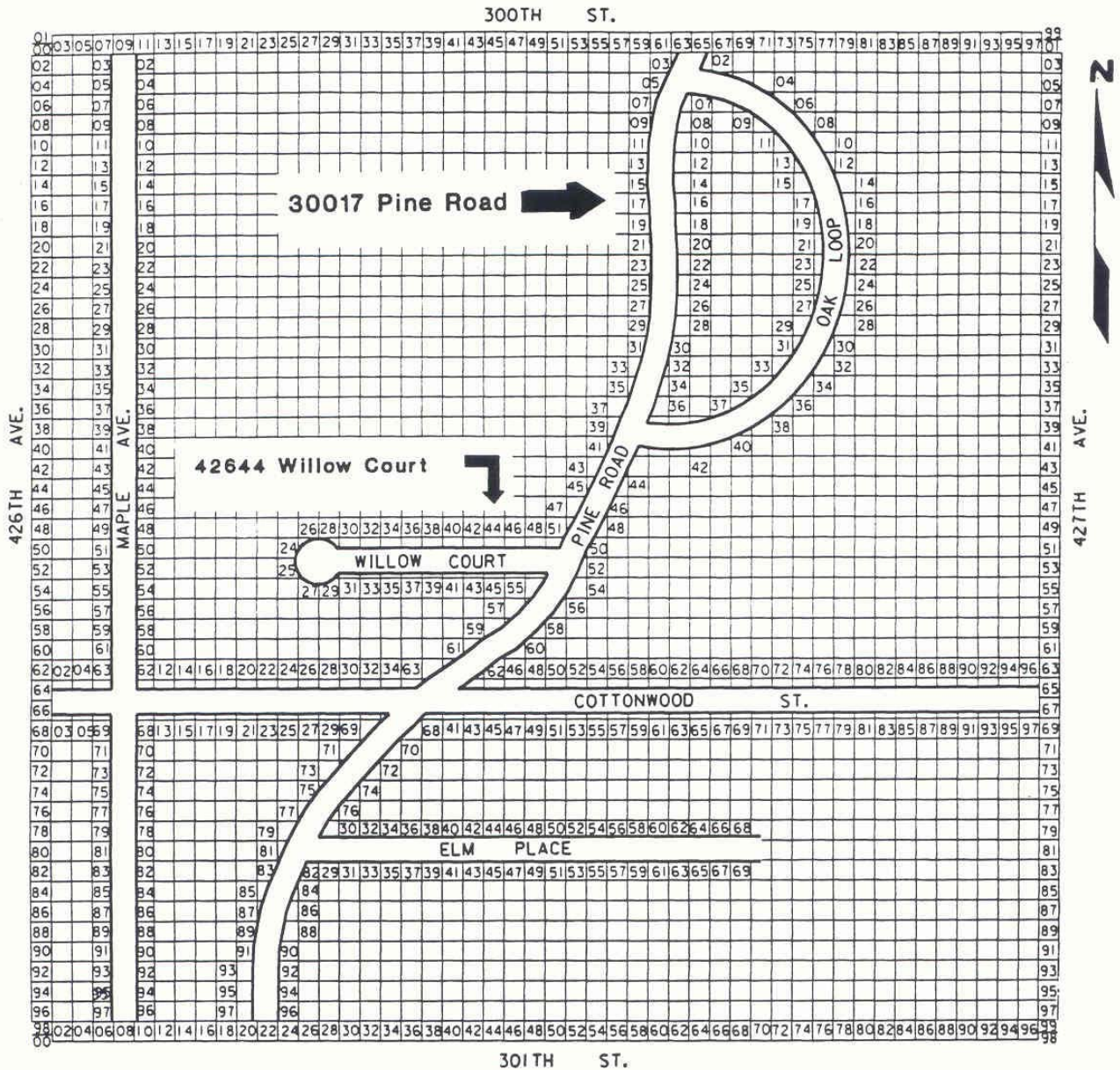
ATTACHMENT 3

Location Numbering on Straight Thoroughfares



ATTACHMENT 4

Location Numbering on Other Thoroughfares



ATTACHMENT 5

Promotional Flyers

The following pages contain promotional flyers which may be copied and distributed to your citizens.

Addressing must be sold to the citizens of your county on its merit. Expect a certain amount of resistance. The following promotional announcements will help you overcome some of this resistance.

***SOUTH DAKOTA
RURAL ADDRESSING
SYSTEM***
Benefits of Addressing

- ✓ Improves Emergency Vehicle Response Capabilities
- ✓ Improves Utility Company Response Capabilities
- ✓ Assures Permanence of Address
- ✓ Eliminates Readdressing for Mailing Purposes
- ✓ Allows Rural Delivery of Consumer Goods
- ✓ Improves Orientation of New Residents
- ✓ Improves Voter Registration
- ✓ Accommodates Future Development
- ✓ Important to Economic Development
- ✓ Improves Maintenance of Legal Records
- ✓ Promotes Positive Image of the County
- ✓ Promotes Unity with Neighboring Counties

????

SOUTH DAKOTA RURAL ADDRESSING SYSTEM

Questions and Answers

Who will be affected?

All rural residents of this county.

When will it be in effect?

The County Commissioners must give approval to the plan prior to the addressing process beginning. The time schedule for addressing will depend on several factors. Check with your County Commissioner for details.

Will I receive mail to both my current and new addresses?

Yes, for a short time. The Post Office will deliver mail to both your current and new addresses for one year after the change goes into effect. After that, you will only get mail at your new address.

Will the County pay for any of my address changes such as checking accounts, savings accounts, magazine subscriptions, address stickers, etc?

No. Each person will be responsible for their own personal change of address expenses.

Will there be street signs?

The County Commission has the option of putting up street signs. The rules for addressing do not require them.

Will my School District change with my new address? No.

Will the place I vote change? No.

Will I need to display my address on my property?

The addressing system does require you to display your address. Emergency response and the delivery of other goods and services to your home will be much faster and more efficient when your address is displayed.

ATTACHMENT 6

Sample County Addressing Ordinance

NOTE: The following sample ordinance contains some provisions which may be deleted at the discretion of the County Commission.

An ordinance to amend the code of _____ County, South Dakota, by adding thereto a provision for numbering buildings and to provide punishment for failure to do so.

Be it ordained by the County Commission of the County of _____, South Dakota, and it is hereby ordained by authority of the same, as follows:

That the Code of the County of _____, South Dakota, be amended by adding thereto the following to be known as _____ County Ordinance Number _____:

1. Designation of Addresses

- a. Addresses for dwelling units and places of business on all public and private streets shall be assigned by the _____ in accordance with the procedures adopted by the County of _____.
- b. The _____ shall keep a record of all numbers assigned under this ordinance.

2. Posting of Designated Addresses

- a. The owner or occupant or person in charge of any house or building to which an address has been assigned will be notified by the _____ of the address assigned to the same at any time after the adoption of this ordinance.
- b. Within sixty (60) days after the receipt of such notification from the _____, the owner or occupant or person in charge of the structure to which an address has been assigned shall affix the address to the structure, if visible from the road, or to a sign or number post if not visible from the road, in such a way that the address can be clearly seen from the roadway.
- c. It shall be the duty of such owner or occupant or person in charge thereof upon affixing the new number to remove any different number which might be mistaken for, or confused with, the number assigned to said structure by the _____.
- d. Each principle building shall display the address assigned to the frontage on which the front entrance is located. In case a principle building is occupied by

more than one business or family dwelling unit, each separate dwelling or unit must display a separate address.

- e. Numbers and/or letters indicating the official address for each principle building or each front entrance to such building shall be posted in a manner as to be legible and distinguishable from the street on which the property is located, with letters painted or applied, of a contrasting color to the background, of not less than three inches (3") in height. If a building or dwelling is situated in such a way that the address can not be easily seen from the roadway in front of said structure then a sign or address post must be used in front of the structure or at the entrance of the primary driveway and placed in such a way that it can easily be seen from the roadway.

3. New Structures

- a. Addresses will be assigned to each proposed lot or tract on the surveyors copies of final subdivision plats by the _____.
- b. No building permit shall be issued for any principle building until the owner or developer has procured from the _____ of the County of _____ the official address of the premises. Final approval of a certificate of occupancy of any principle building erected or repaired after the effective date of this ordinance shall be withheld until permanent and proper addresses have been displayed in accordance with the requirements of Number 2 above.

4. Penalties

In the event that the owner or occupant or person in charge of any house or building refuses to comply with the terms of this ordinance by failing to affix the address assigned within sixty (60) days after notification, or by failing to remove any old addresses affixed to such structure or primary driveway or elsewhere which may be confused with the address assigned thereto within said sixty (60) day period, he shall be punished by paying a fine of not less than ten (10) dollars per day and/or one day in jail for each day that the situation is not rectified.

5. Effective Date

This ordinance shall take effect and be in full force and effect thirty (30) days from after its passage.

All ordinances or parts of ordinances in conflict therewith are hereby repealed.

ATTACHMENT 7

Sample Change of Address Card

NOTE: The following is designed to be placed on a 4" x 6" post card. It is important that the card contain a logo or letterhead of the county. This will prevent the "is this real" calls. It is also very important that the telephone number of the project manager be included.

***** IMPORTANT NOTICE *****
***** Change of Address *****

YOUR OLD ADDRESS WAS:

RR 1 BOX 000
ANY TOWN, SD 57000

YOUR NEW ADDRESS IS:

12345 100TH STREET
ANY TOWN, SD 57000

This is your change of address notification. Please start using his new address immediately. During the next one (1) year, your mail will be delivered to either address. After one (1) year, your mail will only be delivered to your new address and all other mail will be returned to sender.

If you have any questions about your old or new address, please call 555-0000 from 8:00am to 5:00pm on Monday through Friday.

Change of address cards are available from your carrier or at the Post Office.

***** IMPORTANT NOTICE *****

ATTACHMENT 8

Sample Change of Address Letter

NOTE: The following is designed to be placed on official letterhead. It is important that the card contain a logo or letterhead of the county. This will prevent the "is this real" calls. It is also very important that the telephone number of the project manager be included. This letter is much more detailed than the card in Attachment 7 and should cut down on some telephone calls.

January 1, 1999

YOUR OLD ADDRESS WAS: RR1 BOX 000
 ANY TOWN, SD 57000

YOUR NEW ADDRESS IS: 12345 100 ST
 ANY TOWN, SD 57000

You will have approximately 1 year (12 months) to begin using your new address, but you should begin converting as soon as possible. At the end of the one year period the Post Office will no longer deliver mail to your old address. **Please use your address exactly as listed.**

Change of address cards are available from your postal carrier or from the Post Office nearest you. You may choose to change slowly, by using the change of address portion of your bills as you pay them.

You should put your new house number on your house and on your mailbox at your earliest convenience. This will help not only your mail carrier but will also assist the emergency services in locating you if you need help.

This change of address is the result of an ordinance passed by the _____ County Commission under authorization of Administrative Rules passed by the South Dakota Division of Emergency Management. The address you are issued is permanent and will not change with future postal route changes.

This address system is measurement based and is standardized for use across South Dakota. Every effort has been made to make sure that your address has been correctly issued. If you have a question about this change, please feel free to contact us at 555-0000 between 8:00am to 5:00pm on Monday through Friday.

We regret any inconvenience this may cause you. This is a very worthwhile project and has already saved lives in areas using rural addresses.

ATTACHMENT 9

Sample Change of Address Postal Service Letter

NOTE: The following is designed to be placed on official Postal Service letterhead. It is important that the card contain a logo or letterhead. This will prevent the "is this real" calls. It is also very important that the telephone number of the project manager be included. This letter is much more detailed than the card in Attachment 7 and should cut down on some telephone calls.

January 1, 1999

NOTICE OF CHANGE OF ADDRESS

Dear Postal Patron:

All route and box addresses are being changed to house number and road number/name type addresses. You may have already been notified by _____ of your new address. If not, you must contact the Address Project Office at 555-0000 between the hours of 8:00am and 5:00pm on Monday through Friday. This project is the end result of an ordinance passed by the _____ County Commission which was authorized by Administrative Rules passed by the South Dakota Division of Emergency Management. Your new address is very important to you.

According to our records, your old address is: RR1 BOX 0000

According to our records, your new address is: 12345 100th ST

Your city, state and zip code will not change.

This addressing effort is supported by the United States Postal Service. You should begin notifying your correspondents of your new address immediately. You will have approximately one year from receipt of this notice to complete your conversion. After one year the Postal Service will no longer be able to deliver mail to your old address.

Please assist us in making this conversion by labeling your mail box with your new address.

Remember, if you have not received your new address, please call 555-0000 between 8:00am and 5:00pm on Monday through Friday.

Sincerely,

Postmaster

ATTACHMENT 10

Sample Address Notification Form (Maintenance)

(ADDRESS PROJECT OFFICE LOGO)

ADDRESS NOTIFICATION FORM

COUNTY: _____ CITY: _____

DATE RECEIVED: _____ DATE ASSIGNED: _____

LOCATION (As described): _____

ADDRESS ASSIGNED: _____

CITY: _____ ZIP CODE: _____

NAME OF RESIDENT: _____

PHONE NUMBER: _____ MAIL DELIVERY: YES NO

ASSIGNED BY: _____

NOTIFIED: COUNTY: _____ POST OFFICE: _____ RES: _____ MAINT: _____

For information concerning this form call 555-0000.

ATTACHMENT 11

Signage in State/Federal Highway Right-of-Ways

The South Dakota Department of Transportation has agreed to permit the placement of Rural Addressing signs on all State and Federal highways, excluding the Interstate. The Department has a Permit To Occupy Right-Of-Way form that will need to be submitted by each County requesting such signing. Signs, supports, installation and maintenance involved with the rural addressing signing program shall be at county expense.

Road name signs at highway intersections shall consist of white letters on a green background, both of which should consist of a highly retroflective material. Such letters shall normally be 6 inches in height.

Signs shall be placed at or near the turnoff involved, a minimum of 16 feet from the edge of the shoulder and at a mounting height of 5 feet from the bottom of the sign to the surface of the nearest traffic lane. Signs shall be mounted on an appropriate wood or metal post which will safely break away or yield when struck by a vehicle. Post selection shall be approved by the South Dakota DOT Region Office prior to use.