

CHAPTER 98 -- CITY ADDRESSING:**SECTIONS:**

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98.02.01: NAMES OF STREETS AND AVENUES

The names of the streets and avenues of the City shall be known and designated by those names shown upon the several plats of the divisions and subdivisions of the City within its corporate limits and as may be changed by ordinance or resolution by the City Council, as filed and of record in the Finance Office

98.02.02: SYSTEM OF NUMBERING: BASE LINES

The dwelling houses, business places and frontages on the streets and avenues of the City shall be and are hereby numbered, and the respective places of residence and of business therein shall be hereafter known and designated by number within the limits hereinafter provided as follows: That for the purpose of numbering said residences and places of business, on streets and avenues, above stated, South Gate Road and Interstate 90 shall be used as base lines, and that the residences and places of business on streets and avenues lying north and east of said base lines shall be numbered from the base number of one hundred and said numbers for business places and residences on said street and avenues shall increase at the rate of one hundred for each block. That residences and places of business on streets and avenues lying south and west of said base lines shall be numbered from the base number of one hundred, and said numbers for business places and residences on said streets and avenues shall increase at the rate of one hundred for each block.

98.02.03: ODD AND EVEN NUMBERS: HOW ARRANGED

Each fifty (50') foot space, measuring east, north, west and south from the base lines, shall have two numbers, one odd and one even on each street, the odd numbers being on the right hand sides of the streets and corresponding even number (the next number greater) shall, where the streets run parallel to the section lines, be directly opposite on the left hand sides of the streets. For the purpose of determining the right and left hand sides of the streets, a person is supposed to be standing with his back to the base line and facing in the direction in which the numbers increase or decrease. On diagonal streets, except as outlined above, the numbers shall be directly north and south or east and west of their corresponding number. Diagonal streets, other than those excepted above, shall take the set of numbers corresponding to the direction most nearly assumed by the street. That is, a street running more nearly north and south than east and west will take the northerly set of numbers. On curbed streets, the set of numbers shall be used corresponding to their average direction.

- A. The following rules apply to numbering buildings and assigning addresses:
1. Buildings on the east side of any street or avenue shall be given even numbers, and buildings on the west side thereof shall be given odd numbers.
 2. Buildings on the north side of any street or avenue shall be given even numbers and buildings on the south side shall be given odd numbers.
 3. On all streets and avenues running east and west, the numbering shall begin at South Gate Road. East of this division line, the names of all east and west streets shall be preceded by the word East. The numbering shall be increased at the rate of 100 for each block east or west.
 4. On all streets and avenues running north and south, the numbering shall begin at Interstate 90. The numbering shall be increased at the rate of 100 for each block and the names of all north and south streets, north of this division line, shall be preceded by the word North.
- B. The address grid shall be established by the Planning Department. All city addresses shall whether new or old shall reasonably fall within the proper hundred block, in sequence within the range, and properly designated odd or even. Gaps between numbering shall be provided to accommodate future numbers. Addresses not within the proper hundred block, out of sequence within the range, or improperly designated odd or even shall be declared improper. Improper addresses are subject to change.
- C. A copy of the grid map is available at the Box Elder office of Planning Development or Rapid City GIS office.
- D. It shall be the duty of the owner or agent having control of any house or building to have the house or building properly numbered as provided for in this chapter, the correct number to be obtained from the Box Elder Planning Department. In case any house or building is incorrectly numbered, the Planning Director and/or Postmaster after consulting with the Planning Director may order the owner or agent thereof to correctly number the same and it is unlawful for the owner or agent to refuse to comply with the order. The number of any structure hereafter erected, as determined by the Planning Director, shall be indicated on the building permit.

98.02.04: SIZE AND COLOR OF NUMBERS

All houses or buildings fronting on any public street or avenue in the City, and lying within a residential zoned area, shall bare numbers that are contrasting in color to the exterior structure, and be no less than four (4") inches in height with a half (1/2") stroke.

All houses shall bear the number corresponding to the space on the street line where a line through the center of the door, at right angles to street line intersects the center line.

All other buildings fronting public streets or avenues in the City, shall be numbered with numbers of sufficient size and of such color, and shall be located as to be easily read from the street.

Where a home or structure has a driveway of more than one-hundred (100') feet and/or the building is not visible from the public way, a post shall be placed at the entrance to said drive, with an auxiliary display of the address numbers.

98.02.05: CERTIFICATES OF NUMBERS

All certificates of correct numbers will be furnished by the Planning Office.

98.02.06: TIME LIMIT FOR NUMBERING

All buildings which may at any time hereafter be built within the City shall be so numbered prior to becoming occupied as a dwelling or place of business, and before a certificate of occupancy is issued.