

Co. with  
N/C

Office of County Recorder }  
County of Crow Wing, MN }

I hereby certify that the within instrument was filed  
in this office for record on the 18 day of Sept  
A.D. 2000 at 4 o'clock P M.  
and was duly recorded as Doc. No.

0573426

[Signature]  
County Recorder  
By [Signature]  
Deputy  
Auditor's Office

**RESOLUTION**

Commissioner Hill offered the following resolution and moved its adoption:

WHEREAS, in accordance with Minnesota Statute 331A.05, a Public Hearing was held on August 22, 2000, to consider the adoption of the Crow Wing County Coordinate Datum Based Unincorporated Addressing and Sign Ordinance.

NOW, THEREFORE, BE IT RESOLVED the Board of Commissioners of Crow Wing County, Minnesota, adopts the Crow Wing County Coordinate Datum Based Unincorporated Addressing and Sign Ordinance, as on file in the Office of the County Auditor, effective upon proper publication.

Which resolution being seconded by Commissioner Ferrari was duly adopted, all members voted "AYE".

[Signature]  
TERRY L. SLUSS, CHAIRMAN  
BOARD OF COUNTY COMMISSIONERS  
CROW WING COUNTY, MINNESOTA

ATTEST:

[Signature]  
ROY A. LUUKKONEN, COUNTY AUDITOR  
CROW WING COUNTY, MINNESOTA

Dated at Brainerd, Minnesota, this 22nd day of August, 2000.

Approved as to form and execution:

Dated this 7<sup>th</sup> day of September, 2000.

[Signature]  
DONALD F. RYAN, COUNTY ATTORNEY

**CROW WING COUNTY  
COORDINATE DATUM BASED UNINCORPORATED  
ADDRESSING AND SIGN ORDINANCE**

**1.01 PURPOSE AND STATUTORY AUTHORIZATION**

The purpose of these regulations is to establish an official plan for a coordinated address system for locating 911 emergencies, maintaining continuity in addressing throughout the unincorporated areas of Crow Wing County, and providing for the administration thereof. This Ordinance has been designed to be compatible with the 911 Emergency Telephone System established by Minnesota Statutes, Chapter 403. The Datum Based Unincorporated Addressing and Sign Ordinance of Crow Wing County is hereby adopted

**1.02 TITLE**

The Crow Wing County Board of Commissioners hereby ordains the Crow Wing County Datum Based Unincorporated Addressing and Sign Ordinance. When referred to herein it shall be known as "this Ordinance."

**1.03 DEFINITIONS**

Unless specifically defined below, words or phrases used in this Ordinance shall be interpreted so as to give them the same meaning as they have in common usage.

**Sub 1. County.** Crow Wing County, Minnesota

**Sub 2. County Engineer.** The registered professional engineer employed by the County unless otherwise stated.

**Sub 3. County Surveyor.** The registered professional surveyor employed by the County unless otherwise stated.

**Sub 4. Emergency Service Agency (Public or Private).** Any agency providing police, fire, rescue, or emergency medical services; whose service boundaries are established by Minnesota State Statute, local governing authorities, or the Commissioner of Public Safety, and are to be included as part of an emergency service zone (ESZ) for Enhanced 911.

**Sub 5. Emergency Service Zone (ESZ).** A specified area served by public or private Emergency Service Agencies.

**Sub 6. Incorporated Governmental Entity.** Those having authority over Subdivision platting and other land division within their extra territorial jurisdiction.

**Sub 7. Master Street Addressing Guide (MSAG)** An official listing maintained by the County Surveyor depicting names and address ranges of all roads on the Official County Map.

**Sub 8. Official County Map.** The County map maintained by the County Surveyor, which depicts all public and private roads, which service more than two residences or businesses.

**Sub 9. Person.** Any individual, firm, association, syndicate or partnership, corporation, trust, or other legal entity.

**Sub 10. Planning and Zoning Office.** The department in Crow Wing County charged with the responsibility of land use administration and comprehensive planning.

**Sub 11. Road.** Any public or privately owned road, which currently accesses, or is platted to access, more than two addressed Structures.

**Sub 12. Site(s)** Any designated area within a campground, R V Park or resort used for the purpose of permanent or temporary camping.

**Sub 13. Structure.** Any building, mobile home, residence or physical point (i.e. bridge, telephone booth, tower, etc.), which is addressed for the purpose of location in emergency situations.

**Sub 14. Sub divider.** Any person proceeding to effect a subdivision of land for themselves or for another.

**Sub 15. Subdivision.** Any land subdivision, or further subdivision of the original surveyed 40 acres or government lot, platted development of small lots, out lots and streets approved by the County and recorded in the Crow Wing County Recorder's Office.

**Sub 16. Utilities.** Shall refer to all utility service providers whether the same is government owned facilities or furnished by private utility companies to include, but not limited to, landline telephone, gas and electric.

#### **1.04 ROAD NAMES LISTED ON OFFICIAL COUNTY MAP**

Road names for 911 addressing may differ from original plat names. Upon completion of the 911 addressing project, road names as shown on the Official County Map will be accepted under this Ordinance for 911 addressing purposes and shall only be subject to change by the authority of the County Surveyor.

## **1.05 ROAD NAMING CRITERIA**

**Sub 1.** A road name may not be duplicated with that of any presently represented street, avenue, road, drive, circle, court, etc. within the jurisdictional area of any fire department, community, or surrounding township. Exceptions may be made if the proposed road is in general alignment with a road, which in all probability will connect, or is a continuation of an existing named road. A separate road name may not be approved for a proposed road if it is a continuation, projection, or could be related in any way to the alignment of an existing named road.

**Sub 2.** Any Structure located on a Crow Wing County road shall be addressed using the county road number unless local jurisdictional governments have chosen to use a historical name attached to the road.

**Sub 3.** All roads or private driveways shall be named and indicated on the Official County Map if they service more than two residential or commercial structures.

**Sub 4.** Names with similar spellings, pronunciations or meanings may be construed as being duplications.

**Sub 5.** Road names shall not exceed sixteen (16) characters in length in order to facilitate sign specifications.

## **1.06 ROAD SIGNS**

**Sub 1.** An Unincorporated or Incorporated Governmental Entity whose addressing is maintained by the County, but chooses to assume responsibility for erecting their own road signs, shall receive approval from the County Engineer to ensure compliance with the Crow Wing County Official Road and 911 House Sign Specifications.

**Sub 2.** Existing road signs may be utilized providing the road name is accurately depicted, the sign meets placement specifications, and it is not more than seven years old.

**Sub 3.** When a new Subdivision is recorded or whenever a new road is established by other means within an Unincorporated or Incorporated Governmental Entity whose road signs are maintained by the County, it shall be the responsibility of the Sub divider or individual petitioning to establish the road(s) to pay the established fees to the County for the installation and cost of road signs which comply with the Crow Wing County Official Road and 911 House Sign Specifications.

## **1.07 911 HOUSE NUMBER SIGNS**

An Unincorporated or Incorporated Governmental Entity, whose addressing is maintained by the County, but chooses to assume responsibility for installation of 911 house number signs, shall receive the approval of the County Engineer to ensure compliance with the Crow Wing County Official Road and 911 House Sign Specifications.

## **1.08 CROW WING COUNTY OFFICIAL ROAD AND 911 HOUSE SIGN SPECIFICATIONS**

The County Engineer shall update and maintain the Official Road and 911 House Sign Specifications to include design, standards and placement templates. These specifications will be available through the Crow Wing County Highway Department upon request.

## **1.09 CROW WING COUNTY MASTER STREET ADDRESS GUIDE (MSAG)**

The County Surveyor shall maintain an official up-to-date list of existing road names and address ranges of all public and private roads in Crow Wing County to include cities and unincorporated areas. This list will be available through the Crow Wing County Surveyor's office upon request.

## **1.10 NUMBERING CRITERIA FOR 911 ADDRESSING**

**Sub. 1.** Address numbers for individual structures shall be determined and assigned using the Crow Wing County Single Quadrant Datum Addressing System utilizing a Global Positioning System (GPS) to obtain the latitude and longitude location of the Structure's driveway. The "0" point of this addressing system is two miles west from the south section corner common to Sections 34 and 35 in Fort Ripley Township on the extension of the south line of the county.

**Sub 2.** Address numbers shall increase by 1,000 addresses per mile, east and north from the "0" point, allowing 500 possible addresses for each side of a road.

**Sub 3.** Each road will be designated either an east/west or north/south road. Even numbers will be applied to the north and east sides, and odd numbers will be applied to the south and west sides. All address numbers will increase or decrease consecutively according to direction of travel on a road.

**Sub 4.** The GPS coordinates for each Structure shall be taken from the point where the edge of the traveled roadway and the center point of the driveway intersect and must be within 1-3 meters of accuracy.

**Sub 5.** R V. Parks or campgrounds located in an Unincorporated or Incorporated Governmental Entity, whose addressing is maintained by the County, shall be addressed using one main address. The park or campground owner shall provide the County Surveyor with a detailed drawing of the complex and assign a sequential number to each Site. The County Surveyor shall GPS each Site for location purposes on the Official County Map. It shall be the owner's responsibility to ensure all Sites are visibly marked with the Site number; and, for emergency purposes, notify all occupants of their location address on an on-going basis. If there is more than one access road within the park area, Site numbers located on an adjoining road shall be designated at the road intersection (i.e. Site 1-10).

**Sub 6.** The County Surveyor shall determine which type of addressing shall be used for a resort complex. Resorts located within a simplistic road structure area in an Unincorporated or Incorporated Governmental Entity whose addressing is maintained by the County, shall be addressed using one main address. The resort owner shall provide the County Surveyor with a detailed drawing of the complex and assign a sequential number to each Structure and/or Site. The County Surveyor shall GPS each Structure and/or Site for location purposes on the Official County Map. It shall be the owner's responsibility to visibly mark each Structure or Site with the Structure or Site number; and, for emergency purposes, inform occupants of their location address on an on-going basis. If there is more than one access road within the resort area, Structure or Site numbers located on an adjoining road shall be designated at the road intersection (i.e. Cabin #1-7/Site #2-8).

Structures and/or Sites located within a large resort complex in an Unincorporated or Incorporated Governmental Entity whose addressing is maintained by the County, shall be individually addressed when access is obtained through a complex road structure. It will be the responsibility of the resort owner to visibly mark each Structure and/or Site with the address number; and, for emergency purposes, inform occupants of the location address on an on-going basis.

## **ASSIGNMENT OF RURAL ADDRESSES**

Addresses shall be applied for and assigned pursuant to the following process:

**Sub. 1.** Applicants shall be given an Address Application and Notification Form by their jurisdictional Planning and Zoning Office (excluding those cities which maintain their own addressing systems) to complete at the time of application for a building permit for a new or relocated Structure. The Planning and Zoning Office shall provide a duplicate copy of the signed application form to the applicant.

**Sub. 2.** It will be the responsibility of individual Planning and Zoning Offices within Crow Wing County (excluding cities which maintain their own addressing systems) to immediately submit a copy of the Address Application and Notification Form to the County Surveyor for address processing. The fee set forth by the County for the address assignment and 911 sign shall be included with the form.

**Sub 3.** Upon receipt of the Address Application and Notification Form, the County Surveyor shall, as soon as practically possible, obtain a GPS latitude and longitude of the driveway access for the proposed Structure. Assignment of the address will be made based on the GPS coordinates.

**Sub 4.** The County Surveyor shall send the applicant a completed copy of the Address Application and Notification Form. Duplicate copies of this form shall also be forwarded to the jurisdictional Post Office, the Crow Wing County Auditor's Office, and the jurisdictional Planning and Zoning Office.

#### **1.12 EMERGENCY SERVICE ZONE (ESZ) BOUNDARY CHANGES**

A change in emergency service provider(s) within any given ESZ will require map updates and an exchange of information with the data base provider in order to conform to the 911 emergency telephone response system. Any change in the ESZ boundaries may be subject to the following:

**Sub 1. Determination of Fee.** Every public or private emergency service agency, whether or not it is based within the County, which requests a change in its ESZ boundary, shall be assessed a fee determined by calculating the number of telephone subscriber records affected by the change and multiplying it by the current subscriber fee as established by the Crow Wing County Board of Commissioners.

**Sub 2. Imposition of Fee.** Fees imposed under this section shall be estimated and paid by the requesting agency prior to implementing any change of ESZ boundaries. Upon completion of the necessary changes to the E-911 map and data base, the County shall prepare a final billing statement based on the exact number of telephone subscriber records changed. The requesting agency shall be billed for any outstanding balance, or reimbursed for any overpayment.

#### **1.13 COMPLIANCE**

**Sub 1.** When any new road is proposed by submittal of Subdivision, or otherwise proposed by any person, governmental body, or department; the proposal shall be referred to the County Surveyor to be checked for road name duplication, spelling, and conformity with this Ordinance.

**Sub 2.** When a final Subdivision plat is under review, or whenever a new road is to be established by other means; it shall be the responsibility of the Sub divider or person petitioning the road to provide the County Surveyor with a copy of the Subdivision map depicting the road name and placement to ensure the proposed name meets the 911 addressing requirements and the road can be placed on the Official County Map accurately.

**Sub 3.** Any Person constructing or relocating a Structure in an Unincorporated or Incorporated Governmental Entity whose addressing is maintained by the County, shall obtain an Address Application and Notification Form from their jurisdictional Planning and Zoning Office. This form must be filled out in its entirety and submitted to the Planning and Zoning Office with the designated fee before a valid address may be issued.

**Sub 4.** No Utility operating in the County, shall furnish its Utility service to any newly built or relocated Structure in any Unincorporated or Incorporated Governmental Entity, whose addressing is maintained by the County, until a valid address has been issued by the County Surveyor.

**Sub 5.** The resident or caretaker of any Structure shall be responsible for keeping the 911 house number sign clear of snow, dirt, vegetation, debris or any other obstruction.

**Sub 6.** No person may alter, deface or remove any 911 house number signs or road signs erected in accordance with this Ordinance.

**Sub 7.** R. V. Park or Campground owners shall comply with Article 1.10, Sub 5. of this Ordinance.

**Sub 8.** Resort owners shall comply with Article 1.10, Sub 6 of this Ordinance.

#### **1.14 ENFORCEMENT**

Failure to comply with any provisions listed in this Ordinance under Compliance, 1.13, Sub 1-6, shall constitute a misdemeanor.

#### **1.15 SEPARABILITY**

Should any section, clause or provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this Ordinance as a whole or any part thereof, except that part so declared to be invalid.

#### **1.16 FEES**

Through resolution, the Crow Wing County Board of Commissioners may establish or readjust fees covered under this ordinance.