

**CHAPTER 34**  
**RURAL ADDRESS SYSTEM**

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**34.01 PURPOSE.** This chapter may be known and cited as the “Rural Address System” of the County.

**34.02 DEFINITIONS.** For purposes of this chapter, the following terms are defined.

1. “Avenues” means all public or private roadways that generally run north and south; usually a through street, but may end in a dead end.
2. “Drives” means winding, meandering roadways less than two miles in length which do not generally run in any one direction.
3. “E-911 Service Board” means the County E-911 Service Board.
4. “Meandering public roads” or “Drives” means winding roadways which do not head generally east-west or north-south,
5. “National Manual of Uniform Traffic Control Devices, 11th Edition (2023)” means the manual for traffic control devices for streets and highways as approved by the Iowa Department of Transportation including all revisions (both existing and future) adopted in accord with Title 23 of the U.S. Code.
6. “Principal building” means the main use of a structure as distinguished from an accessory use.
7. “Private road” means a non-public roadway officially recognized by the Board of Supervisors as an access for vehicles from a public road to a private driveway leading to the principal building; usually a subdivision road platted on the final plat, serving a number of subdivision lots. These roads are not recognized as public roadways by the State and the County and are, therefore, not maintained as such.
8. “Property Numbering Map” means the official set of maps, which display the official name for every rural roadway and the designated address for every business or residence.
9. “Public road” means all land between the right-of-way lines perpetually dedicated to the City, County, State, or federal government as an access for vehicles. The term does not include public easements on private property where the roadway has not been dedicated to a jurisdiction or the jurisdiction has not accepted ownership. These roads are recognized by the State and the County as public roadways and maintained by the appropriate jurisdiction.
10. “Resident” means the landowner, tenant, or person in charge of a house or business on public and private property.
11. “Road marker” means the street name sign along with the required hardware and post specified in the National Manual of Uniform Traffic Control Devices (Sections 20-39).
12. “Roads” means public roadways which are greater than miles in length and that generally do not follow an east-west or north-south direction.
13. “Streets” means all public or private roadways that generally run east and west, usually a through street, but may end in a dead end.
14. “Subdivision” means a division of land into three or more lots or parcels which has been recorded in the County Recorder’s office, and added to the official plat books of the County.
15. “Unincorporated area” means all land located outside the city limits of municipalities which are incorporated with the State. Such land is under the jurisdiction of the Board of Supervisors.

**34.03 PROPERTY NUMBERING MAP.** A property numbering map entitled “Rural Address System - Sac County, Iowa” shall be adopted by resolution by the Board of Supervisors as the Official Property Numbering Map for the unincorporated area of the County. All property numbers shall be assigned in accordance with this map, and no other property numbers shall be used or displayed in the unincorporated area of the County. The property numbering map shall be kept on file in the County Courthouse.

**34.04 ADDRESS SYSTEM.**

1. All streets, roads, highways, and other public thoroughfares running generally north and south, shall be designated “Avenues” and are named in alphabetical order beginning at the County’s western boundary, each mile starting at the western most road (A) and proceeding in sequence through the alphabet for each mile east of the western boundary... B, C, D, etc.
2. All streets, roads, highways, and other public thoroughfares running generally east and west shall be designated “Streets” and are numbered in a sequence beginning with the number 10 on the road which is on or nearest to the northern most boundary of the County and increasing by increments of 10 for each mile south of the northern boundary... 170, 180, etc.
3. Meandering public roads less than two miles in length may be designated “Drives,” or they may be assigned a “Street”, “Avenue,” or “Road” depending upon the general direction.
4. Long diagonal roads greater than two miles in length will be assigned a common person or place name and called “Roads” or “Highways.”
5. The official street designation within a new subdivision shall comply with the standards set forth in this chapter. Any final plat shall show the assigned road name or number prior to recording. Only those names or numbers assigned by the E-911 Service Board are allowed on private road intersections. Any other roadway designations are in violation of the chapter and shall be removed.

**34.05 ASSIGNMENT OF ROADWAY NAMES.** The responsibility for naming all public and private “Avenues,” “Streets,” “Drives,” and “Roads” for the Property Numbering Map shall be the responsibility of the E-911 Service Board in compliance with Sections 34.03 and 34.04.

The developer of a subdivision may make recommendations to the E-911 Service Board regarding the naming or numbering of roads.

**34.06 ASSIGNMENT OF HOUSE NUMBERS.**

1. The responsibility for assigning house numbers to all residences and businesses in unincorporated County shall be the responsibility of the E-911 Service Board in compliance with Section 34.04. It shall be the E-911 Service Board’s responsibility to accomplish notification, and to obtain and install the posts, blades, and numbers of every County resident and every business proprietor whose property has received an assigned number.
2. Addresses for residences and businesses on all public and private streets shall be assigned by the E-911 Service Board at the time a building site is started in accordance with Section 34.04. The number assigned to the new residence or business will be provided to the resident and also the Post Office, utility companies, and appropriate County departments. Final approval for a Certificate of Occupancy of any principal building erected or repaired after the effective date of this chapter shall be withheld until permanent and proper numbers have been displayed in accordance with the requirements of Section 34.07.

**34.07 POSTING DESIGNATED ADDRESSES.**

1. The E-911 Service Board will notify the Post Office of every resident who has been assigned a new rural address.
2. To promote uniformity and ease of identification, all property address posts shall be installed by the County. The County shall maintain a record of all address markers distributed. Sign locations shall be

determined by the County Engineer. Each resident and business proprietor shall be responsible for the cost of the complete post assembly and installation in accordance with this chapter.

3. It shall be the duty of the resident or business proprietor to keep the marker free and visible, or to remove any different number, which might be mistaken for, or confused with, the number assigned to said structure.
4. Numerals indicating the official numbers for each residence or business shall be of four-inch white numerals on a reflective blue background. They shall be posted so as to be read horizontally on the driveway post between four to six feet above the grade of the road. The sign "plate" or "blade" shall be 0.080 inch thick aluminum, six inches tall by 15-18 inches long, having two bolt holes located an inch in and from the end. The signpost shall be a steel, U-channel post weighing two point zero pounds per foot, with a length of eight feet. Address signs shall be mounted perpendicular to the road along which they are placed and in a manner legible and distinguishable from the public and private road on which the property is located.

**34.08 INSTALLING AND MAINTAINING ROAD MARKERS.**

1. Road markers shall be installed under the County Engineer's supervision by the Secondary Roads Department or a contractor if so designated by the E-911 Service Board. Such road markers shall be installed at the side of the roads in unincorporated areas of the County and shall be mounted at a height of at least five feet above the grade level of the road. The E-911 Service Board shall be responsible for the purchase, repair, and replacement of road identification signs at designated road intersections in the unincorporated areas of the County.
2. Property owners within a subdivision or private roadways are responsible for the purchase, installation, and maintenance of road identification markers at private road intersections or those within a subdivision. Only those names or numbers assigned in the Property Numbering Map are allowed on private roadway intersections. Any other roadway designations are in violation of the chapter and must be removed within a reasonable time period.
3. Every person erecting a building shall, within seven days of commencement of construction, notify the E-911 Service Board who shall within 14 days assign a number to such a structure.

**34.09 AUDITOR TO MAINTAIN COPY.** The County Auditor is directed to keep and maintain a copy of this chapter in the County Auditor's office.