

Yurok Tribe Addressing and Road Naming **Standard Operating Procedures**

The Yurok Tribe Addressing and Road Naming – Standard Operating Procedures identifies current physical addresses of homes and businesses in and around the Yurok Reservation. This document will provide the guidance for Yurok Tribal Staff to assign official Road names and addresses, by outlining procedures for approval and complaints.

See Definitions Attached for clarification of Transportation Vocabulary.

I. Thoroughfare (Road/Street) names

Objective - Providing approved Road/Street names offers a reference for community and emergency services personnel to identify residential locations for planning and emergency evacuation services.

a. Criteria for Road Naming

i. Public Thoroughfare

1. Regulations relating to Public Thoroughfares
 - a. IRR
 - b. CalTrans
 - c. Humboldt/Del Norte County
2. Public Thoroughfare (Road/Street) naming
 - a. All Road/Street names must be unique to the Reservation area, both up and down river.
 - b. Must not be closed via gate or other obstruction to the public. (Except as necessary for maintenance/public safety; adequate public notification and justification must be presented and approved by the Yurok Tribe's Transportation Manager.)
 - c. Continuity of thoroughfare designations shall be maintained wherever possible in spite of minor directional variations or offset intersections in order to best orient and accommodate the traveling public.
 - d. In general names should be based on (in order of preference):
 - i. Commonly used names, if appropriate;
 - ii. Cultural, historical, geographic or natural features;
 - iii. Names based on a theme appropriate to the area;
 - iv. Man-made features;
 - v. Family or personal names (this is discouraged and least desirable.)
 - e. Road Names are limited to space available for Road signs. Only approved abbreviations will be accepted. Approval required by Transportation committee.

ii. Private Thoroughfare (Road/Street)

1. Regulations relating to Private Thoroughfares
 - a.
2. Private Thoroughfares (Road/Street) names
 - a. If the designation of a Private Road/Street is requested then it must meet the criteria's below:
 - i. Longer than 0.1 miles (approximately 530 feet). or
 - ii. If Road/Street is servicing 3 or more homes/properties, then a visual inspection is required to determine

- b. As with Public Thoroughfares, Private Road/Street names must be unique to the Reservation area, both up and down river.
- c. Private Road/Street shall be maintained by the private designees and property owners. Limited or no assistance will be provided by the Yurok Tribe, except as necessary for emergency events.
- d. Continuity of thoroughfare designations shall be maintained wherever possible in spite of minor directional variations or offset intersections in order to best orient and accommodate the traveling personnel.
- e. Private roads may contain a gate or blocking feature to limit access. (Although Gates will deny access for unwanted persons they also limit access for emergency personnel to preform door-to-door evacuation notices or emergency medical transport.)
- f. If Private thoroughfare contains multiple addresses/ different residences; the approval (In writing; See attached Form) from interested parties must be obtain prior to assigning road name.
- g. Is eligible for a road name and road sign.
 - i. Naming will follow the procedure lined out in this document.
 - ii. Road sign will denote 'Private' in some way.
 - iii. Cost of furnishing the sign will be paid for by the requesting party, as well as any sign accessories.

3. Driveways

- a. Address markers are recommended for Driveways.
 - i. If Name sign is requested, then it must meet the criteria below.
 - Driveway must have a length greater than 0.1 miles in length.
 - If the requirement is met, then the designation becomes a Private Road rather than a driveway.
- b. Driveways are private accesses which furnishing entree to a maximum of 3 homes.
- c. Driveways shall be maintained by the private property owner/s or residents. Limited or no assistance will be provided by the Yurok Tribe, except as necessary for emergency events.
- d. Driveways may contain a gate or blocking feature to limit access. (Although Gates will deny access for unwanted persons they also limit access from emergency personnel to preform door-to-door evacuation notices or emergency medical transport.)
- e. Addresses cannot be assigned off a driveway.

b. Designation

i. Approval of private or public road names

1. Approval of Road naming must be processed in the following order:
 - a. Bring forth proposal to the Transportation Committee or Transportation Program with potential road name and or change.
 - i. Road naming for public and private roads
 - Requestor must post notice of proposed change prior (at minimum 1 week prior) to Transportation Committee Meeting. Informing the Public on the date/time/location of meeting and which tribal department to contact.
 - ii. If road is private, and access is provided to several residences, then approval of all residence is required in writing.

- iii. A total of 5 or more different road name additions or changes shall be presented at the same time or all requests received during a time period of 6 months (example: Jan to June); will be processed as a group to initiate the Road naming process. (This is to minimize the time spent for each committee, reducing the overhead cost of facilitating road naming/addressing).
 - b. If potential name has cultural factor, the Language committee will need to approve spelling and phonetics.
 - c. Cultural Committee will need to approve all proposed road names based on cultural review/ area history.
 - d. After approval of the transportation committee, the Language committee (if needed), and the cultural committee; the proposed Road name will be presented in front of council for final review and public comment.
 - e. After final Council approval, the Transportation manager is to inform the GIS Division to incorporate the changes into the addressing schema.
 - ii. Designations of Roads/Streets/driveways shall be on record with the Yurok Tribe's Transportation Program.
 1. The Transportation Program is responsible for delivering approved road names to the GIS division.
 2. The GIS division is responsible for disseminating Road names to respective County/Emergency Services offices; including, but not limited to Yurok Tribe's Public Safety, local Ambulance companies, Cal Fire, Counties Master Street Address Guide (MSAG) system.
- c. **Signage ***
 - * Please see section IV on Cultural Permits.
 - i. Public Road/Streets
 1. Visual Sign
 - a. Green reflectorized background with white reflective writing and black Traditional design. 0.08 aluminum, rounded corners.
 2. Ordering:
 - a. Signage will be ordered by the Yurok Road Maintenance division on approved Road/Street names, as necessary.
 - b. Funding for Road/Street signs will be available from an account held by the Road Maintenance division.
 3. Installation
 - a. Funding for all accessories relating to the road sign will be available from the fund held in the Road Maintenance road signage budget.
 - b. A Cultural Permit is required to be obtained by the Road Maintenance Division prior to the installation of a Road sign. See Cultural Permit section IV of this document for more information.
 - c. Placement of road sign will be decided by the Yurok Transportation Program, the Road maintenance division and the Yurok GIS division.
 - ii. Private Road/Streets
 1. Visual Sign
 - a. Green reflectorized background with white reflective writing and black Traditional design. 0.08 aluminum, rounded corners.
 2. Ordering:
 - a. Signage will be ordered by the Yurok Tribe Road Maintenance Division on approved Road/Street names, as necessary. Person requesting private road designation will be responsible for the cost of sign.

- iv. Address numbers should be assigned to all structures and not to empty lots or parcels. Many lots/parcels have more than one structure and thus require more than one address.

b. Designation

- i. The Designations of address will be the responsibility of Yurok GIS with the assistance and guidance of the Yurok Transportation committee.
 - 1. New or previously unaddressed homes require a GPS location of Home and Driveway entrance (off the main road.). Provided either by the Resident or another Tribal Department
- ii. Notification of addresses will be the responsibility of the Yurok Tribe's Transportation Program.
 - 1. Mailed correspondence to the property owner is preferred. It is the responsibility of the owner to notify tenants of physical addresses.

c. Signage

- i. It is recommended that driveways be identified in a noticeable fashion with an address number marker. * See Section I(c)(iii) on Address signs.
- ii. Usual placement for the address number marker is at the intersection of the driveway and the addressed road.
- iii. Address number marker must be clearly visible from both directions of the Road.

III. Complaints/ Petitions

- a. Community members may petition the Yurok Tribe by presenting comments in writing/ during public comment at a general Council meeting or directly to the Yurok Tribe's Transportation Program.
 - i. If Complaint/petition is in conflict with the Addressing and Road Naming – Standard Operating Procedures Document, the complaint will be addressed on a case by case basis by the Transportation Committee.
 - ii. Following the Transportation Committee meeting at the regular council planning session/meeting the Transportation Manager will address complaint/petition to council. And receive final decision for exemption via council approval.

IV. Cultural Permit

- a. A Permit issued by the Yurok Tribe's THPO is required for (public and private) Road sign placement where ground disturbance is involved.
 - i. Public Roads
 - 1. The Yurok Road Maintenance Division is required to obtain a permit for any ground disturbance cause by the placement of a public Road Sign.
 - ii. Private Roads including Driveways
 - 1. The requestor is required to obtain a permit for any ground disturbance cause by the placement of a public Road Sign.
 - a. Placement of signs will not commence until an approved Cultural permit has been provided to the Road Maintenance Division.

V. Liability

- a. All landowners who do not comply with the road sign and property address procedure outlined in this document do so at their own risk. The Yurok Tribe and/or Humboldt/Del Norte County may not be held accountable for delay of emergency services due to incorrect or missing road signs due to noncompliance.

DEFINITIONS

Address – (Physical Address) an alphanumeric character which identifies the location of a structure based on a distance based addressing schema.

Driveway – Is a type of Public Road for local access to one or a small group of homes (Max 3 homes) or parcels. Address will not be assigned off a Driveway, if a Driveway is named, it will be considered a Private Road/Street.

Lane – Is a Public or Private Road no greater than 1 mile in length. That services more than 3 homes.

Private – Pertaining to, or affecting a particular person or a small group of persons; intended only for the persons immediately concerned.

Public – Pertaining to, or affecting a population or a community as a whole of, pertaining to, or being in the service of the community.

Road – Connects populations of people, usually with less traffic than a thoroughfare, but more than a local street. It may be private or public.

Street – Used for local roads as a way to denote their usage, and accessibility. Usually streets have less traffic, but connect to a larger road or thoroughfare in one or more places. It may be private or public.

Thoroughfare – Usually is used as a major road with a high amount of traffic for the area and is a connecting road that leads to one or many local streets. It may be private or public.

Summary Table

	Public Road	Private Road	Driveway
Naming	Yes, Following Procedure	Yes, Following Procedure	Suggested using Address #
Addressing	Off Road Name	Off Private Road Name	Off closest Main Road
Maintenance	Tribe/County/State	Private	Private
Gate	NO	Yes	Yes
Signage	Tribe Pays	Private Person pays	Private Person Pays
Sign Criteria	Green, Reflective	Green, Reflective	(Color) Reflective
Entered into GIS	Yes	Yes	Address # Only

EXEMPTIONS

Public Thoroughfares (Roads/Streets) must maintain public access:

Exemption: As necessary for maintenance/public safety; adequate public notification (at least 1 week prior) and justification must be presented and approved by the Yurok Tribe's Transportation Department.

Road Naming Convention (Public/Private):

Exemption: As approved by Yurok Tribal Council for any Road Naming other than the convention stated in the addressing and Road Naming- Standard Operating Procedures.

Exemptions: Any previously approved (by council) Road Names / Signage, prior to the creation of this document.

Procedure for Road Name Changes

1) Transportation Committee

- a. On proposed road/driveway additions or changes must be posted by requestor a minimum of 1 week prior to meeting on Road/Driveway affected.
- b. Proposal will be initially brought to the Transportation Committee or Transportation Department with potential road name and or change. (Proposals set as a group; 5 Road Names Changes or Additions or all proposals in a six month time period.)
- c. Transportation Department facilitates process of approval.
 - i. From the Proposed Road Names; Committee must select top two for processing

1.5) Language Committee; If potential name has cultural factor;

- a. The Language Committee will need to approve spelling and phonetics of Road names.
 - i. On the Two proposed Road names forwarded by Transportation Committee
 - ii. No changes of proposed road names are to be made.

2) Cultural Committee

- a. The Cultural Committee will need to approve all proposed road names based on cultural review/ area history.
 - i. On the Two proposed Road names forwarded by Transportation Committee.
 - ii. No changes of proposed road names (including spelling) are to be made.

3) Council

- a. Road name will be presented in front of council by the Transportation Department for Final Review and Public Comment.