

TITLE II – TRANSPORTATION (Chapters 9-19)

CHAPTER 13**UNIFORM RURAL ADDRESS SYSTEM**

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13.01 PURPOSE.

This Ordinance mandates the use of a uniform rural address system for residents of Warren County, Iowa, to promote the convenience, safety, and general welfare of those residents and provides for a penalty.

13.02 DEFINITIONS.

For use in this chapter, certain terms or words used herein shall be defined as follows:

1. “Base Map” is the official map used by the 911 agency coordinating the uniform rural address system in Warren County, which displays the official name for every rural roadway and the designated address for every business and residence. The map shall indicate all addresses in Warren County subject to the provisions of this chapter.
2. “Board” means the Board of Supervisors of Warren County.
3. “Building” means a roofed and/or walled structure built for permanent use.
4. “Campground” means real property made available to persons for camping, whether by tent, trailer, camper, cabin recreational vehicle, or similar device and includes the outdoor recreational facilities located on the real property.
5. “County” means Warren County, Iowa.
6. “County Engineer” or “Engineer” means the Warren County Engineer.
7. “911 Board” means the Warren County 911 Joint Service Board.
8. “911 Director” means the Warren County 911 Director.

9. “Mobile Home Park” means any tract of land upon which three or more mobile homes, manufactured homes, or modular homes or a combination of any of these homes are placed on developed spaces and operated as a for-profit enterprise with water, sewer, and electrical services are available.
10. “Mobile Home Space” means a lot for rent which has been designed to accommodate a mobile home and provide the required sewer and utility connections.
11. “Zoning Administrator” means the Warren County Zoning Administrator.

13.03 ESTABLISHMENT AND EXTENT OF SYSTEM.

The 911 Joint Service Board has established the uniform rural address system used in Warren County, Iowa. The uniform rural address system shall extend over the entire unincorporated areas of the County, except those areas already using the system of a nearby-incorporated area. Unincorporated areas using an address system not attached to an incorporated area shall be subject to the provisions of this chapter. Any incorporated area, upon presentation of a written request from the governing body of such city to the 911 Board may also be included in the uniform rural address system.

13.04 BASE MAPS.

The Base Map(s), which have been adopted by the Warren County Board of Supervisors shall be kept on file in the Auditor’s Office and the 911 Office.

13.05 IMPLEMENTATION OF THE SYSTEM.

The 911 Board shall direct the 911 Director to:

1. Verify the accuracy of the base map that shall be used in the assignment of addresses
2. Make all necessary corrections and updates to the map.
3. Make all assignments in street names and residential addresses which will be in accordance with the system selected by the 911 Board.
4. Purchase sign materials.
5. Develop, print, and distribute rural reference maps for rural emergency providers, dispatchers, all county offices, emergency vehicles, the U.S. Post Office, and the general public.

6. Notify U.S. Post Offices, rural emergency providers, dispatchers, emergency vehicles, all County offices, and all providers and offices located in adjacent counties where such districts overlap into adjacent counties.
7. Send notification to residents of addresses assigned. Notification shall include the date the address will take effect.
8. Distribute the markers (street signs).
9. Distribute the emergency 911 house numbers (numbered 911 identification signs for addressed real property in unincorporated areas of the County).

13.06 STREET SIGNS (ROAD IDENTIFICATION MARKERS).

The County Engineer shall supervise the installation of street signs (road identification markers) at each road intersection in the County where the provisions of this chapter apply.

13.07 EMERGENCY 911 HOUSE NUMBERS.

The 911 Board shall ensure that every residence, business, or government building situated on premises fronting any public or private roadway is assigned a permanent Emergency 911 address and provided with a corresponding House Number sign in accordance with this chapter. Accessory buildings built on parcels in the unincorporated areas of the county, and fronting on any public or private roadway shall be assigned a permanent Emergency 911 House Number and provided with a corresponding House Number sign. Emergency 911 address will be issued only to the owner of the property. The cost of replacing a damaged or lost Emergency 911 House Number sign shall be paid by the property owner.

13.08 MOBILE HOME PARKS.

All mobile home parks will have 911 House Number Signs visibly displayed on the mobile home or on a post in front of the mobile home. The mobile home park owner is responsible for maintaining the 911 House Number Signs and the cost of replacement 911 House Number Signs.

13.09 CAMPGROUNDS.

All campgrounds will have lot numbers posted in a visible location on each lot. Lot numbers should be visible during the day and at night. The campground owner is responsible for maintaining the lot number and signs. The campground owner will file a plat showing the layout of all grounds with the 911 Board who will make it generally available to law enforcement and emergency responders. If the campground layout changes at any time, the campground owner is responsible for immediately reporting the changes and providing a new plat to the 911 Board.

13.10 NEW STRUCTURES.

Every parcel owner erecting a building as described under Section 13.07 of this chapter must apply, in writing or by telephone, for a 911 House Number assignment. The Warren County Zoning Administrator will initiate all applications for new 911 addresses. A new address will be assigned only to the property owner and only after the County Engineer or Iowa DOT, depending on whether the road is county road or a state highway, has approved the proposed driveway location and the County Engineer's Office or the Iowa DOT has approved the installed driveway. Upon receipt of these approvals, the 911 Director shall assign the address within ten (10) business days and notify the property owner and 911 Board for issuance of the required House Number sign. The cost of replacement Emergency 911 House Number signs shall be paid by the property owner.

For information regarding installation of a driveway or a field entrance or upgrading a field entrance to a residential driveway, see *Chapter 19 Driveway Entrances, Warren County Code of Ordinances*. 911 addresses will not be issued until the Warren County Engineer's Office has approved the field entrance, upgrade to a residential driveway or a new residential driveway.

13.11 ACCESSORY DWELLING UNITS DRIVEWAY ENTRANCE AND ADDRESS

An Accessory Dwelling Unit (ADU) must use the driveway entrance used by the primary dwelling unit, and the ADU will be assigned a separate 911 address.

13.12 MAINTENANCE OF SYSTEM.

The 911 Director is responsible for the continued maintenance of the uniform rural address system in the County. These duties include assignment of all new street names and all new addresses, providing 911 House Number Signs for new addresses, installing new and replacement 911 House Number Signs, working with the Warren County Engineer to replace street signs (road identification markers) as necessary, updating maps, issuing new maps as necessary, but not more often than on an annual basis, to the agencies and persons provided for in Section 13.05(5), making periodic checks of the rural areas of the County for compliance, and any other duties necessary to insure the continued maintenance of the uniform rural address system in the County.

13.13 PENALTY.

Refusal to use the Uniform Rural Address System, or removing, damaging, defacing, altering or destroying Uniform Rural Street Signs (road identification markers) or 911 House Number Signs intentionally by one who has no right to do so may be prosecuted as a simple misdemeanor, including restitution for replacement costs of the signs.

13.14 SPECIAL ACCOUNT; USE OF ACCOUNT.

All fees and other moneys available or paid to the 911 Board under the provisions of this chapter shall be placed in the 911 Service Fund in accordance with Iowa Code Chapter 34A. This fund shall be available to the 911 Joint Service Board for the administration and enforcement of this chapter and for any other expense incurred by the 911 Joint Service Board. All expenditures must comply with Iowa Code Chapter 34A. Any unencumbered and any unexpended balance of this account remaining at the end of any fiscal year shall not lapse but shall be carried forward for the purposes of this chapter until expended pursuant to Iowa Code Chapter 34A.

The Board of Supervisors may have access to the 911 Service Fund only for appropriations or to recoup expenses for the 911 Uniform Rural Address System incurred by the County directly or indirectly. Expenses must comply with Iowa Code Chapter 34A.

13.15 SEVERABILITY CLAUSE.

If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, paragraph, provision, or part thereof not adjudged invalid or unconstitutional.

13.16 EFFECTIVE DATE.

The effective date of this ordinance is February 1, 2026.