

ORDINANCE #97-02-13 A
COUNTY OF GRANT, NEW MEXICO

AN ORDINANCE ESTABLISHING A STREET AND ROAD NAMING SYSTEM AND A PROCEDURE FOR RURAL ADDRESSING THROUGHOUT THE COUNTY; ESTABLISHING THE OFFICE OF ADDRESS COORDINATOR; ESTABLISHING REQUIREMENTS AND FEES FOR STREET AND ROAD NAMING AND FOR ADDRESSING; AND PROVIDING FOR THE DISPLAY OF ADDRESSES.

BE IT ORDAINED by the Board of County Commissioners of Grant County, New Mexico:

I. GENERAL PROVISIONS:

1. PURPOSE: The Grant County Commission finds that a definite system of street and road naming and addressing procedures is needed in the interest of the public health, safety and welfare of the County of Grant; and that such procedures are necessary to enable emergency vehicles to respond quickly to calls, to expedite postal and other delivery services, to eliminate confusion and error, and to locate business places and residences for customers and visitors without difficulty and loss of time.

2. AUTHORITY:

NEW MEXICO a. This Ordinance shall be known and cited as the Grant County Rural Addressing Ordinance.

The Board of County Commissioners has been granted authority, pursuant to Section 4-37-1, N.M.S.A. 1978, to enact ordinances providing for the protection of the health, safety and general welfare of the residents of Grant County within the non-incorporated areas of Grant County.

This Ordinance hereby repeals and supersedes all previous Ordinances and/or parts of Ordinances dealing with the same subject matter included herein.

3. DEFINITIONS: For the purpose of this Ordinance, the following terms, phrases, words, and their derivation shall have the meaning given herein. When not inconsistent with the context, words used in the present tense include the future, words in the plural number include the singular number, and words in the singular number include the plural number. The word "shall" is always mandatory and not merely directory.

a. "ADDRESS COORDINATOR" is the designee of the Grant County Manager who has the duty of organizing, operating and maintaining the rural addressing and street and road naming systems within the County and of obtaining compliance therefor.

- b. "**APPLICANT**" or "**ADDRESSEE**" is any person or persons owning, renting or leasing real property requiring utility service connections, upon which sits either a single family dwelling or a multiple family dwelling or business structure or upon which any such structure is planned to be built by such person or persons, and who is making application to the County Address Coordinator for a County address, or who has obtained a County address for that property.
- c. "**COUNTY**" shall include the area within the boundaries of the County of Grant, including privately-owned land within land owned by the United States, except the area within the limits of any incorporated municipality.
- d. "**COUNTY MANAGER**" is the employee and chief executive officer of the Grant County Commission of Grant County, State of New Mexico.
- e. "**PERSON**" is any person, agency, firm, association, company, partnership, corporation or organization of any kind.
- f. "**PRINCIPAL ACCESS**" means the access taken from public or private roads which access enters the property and is used as primary parking or access to the garage or carport.
- g. "**ROAD**" means all ways designed for motor vehicular traffic which are not public streets.
- h. "**STREET**" means a street, highway, thoroughfare, avenue, boulevard, alley, court, circle or drive which has been accepted into the County system maintained by the County or the state except those within any public grounds.
- i. "**UNAPPROVED SUBDIVISION**" means an area of land within Grant County, the surface of which has been divided by a subdivider contrary to the Grant County Subdivision Regulations, and for which the developer has not obtained final approval by the Grant County Commission of a subdivision plat, pursuant to the Grant County Subdivision Regulations and Sections 47-6-1 to 47-6-28 NMSA (1978 Comp).
- j. "**UTILITY**" means any public or municipal utility offering or providing to any property owner, renter, or lessee, water, sewer, electricity, gas and/or telephone service.

4. **ADDRESS COORDINATOR:**

- a. The addressing and street and road naming systems shall be maintained, enforced and operated within the County by the designee of the County Manager, who shall be known as the Address Coordinator. It shall be the responsibility of the Address Coordinator to

designate each new street or road name and each new address for any building or house, as requested by an applicant within the unincorporated areas of Grant County and to place the original address as outlined below.

b. The Address Coordinator shall notify all appropriate applicants of the street or road name and numbers assigned to their property; make certain address numbers are maintained, and determine whether these numbers are installed in such a manner as to be visible from the street or road in front of each location or from the roadway or driveway leading to buildings which are not visible from the street or road which the subject site accesses.

c. In order to avoid confusion with any existing street or road name, there shall be no duplication of street or road names within Grant County.

d. Upon request, the Address Coordinator shall issue to any applicant in the County an address or addresses in accordance with Section III of this Ordinance.

e. The Address Coordinator shall be responsible for maintaining the addressing and street and road naming systems and shall keep a record of all addresses assigned.

f. The Address Coordinator may issue a range of addresses, upon request, to any applicant developer of an approved subdivision and to any public or telecommunication utility with a Grant County franchise acting on behalf of an applicant or applicants. In issuing a range of addresses, the Address Coordinator shall not assign individual addresses within the series but shall only address individual lots upon which are built residential or business structures which are ready for utility service connections.

5. **REFERENCE TO BLOCK ADDRESSING MAP:** All streets, roads and addresses within the County shall be shown on the "street, road and addressing map" on file in the planning department of the County. The Address Coordinator shall place, or cause to be placed, all new street and road names and new addresses on this map within thirty (30) calendar days of the naming of the street or road, or of the assigning of the address. All new names or addresses shall be assigned in accordance with this Ordinance.

II. STREET AND ROAD NAMING SYSTEM:

1. **ESTABLISHMENT OF STREET AND ROAD NAMING SYSTEM:** The County hereby establishes a street and road naming system. All streets and roads shall be named consistent with this system.

2. **STREET AND ROAD NAMES REQUIRED:** Street or road names shall be required of every principal access that serves two or more separate parcels each containing one or more habitable residential or business structures. Names may be permitted, but are not required on streets or roads that serve less than two parcels containing one or more habitable residential or

business structures. Where access serves condominiums or apartment developments, street or road names are required when deemed necessary by the Address Coordinator. Street or road names shall be selected for such projects in accordance with this Ordinance. No shopping center shall have a separate street or road name(s).

3. **SOLICITATION OF OWNERS AND RESIDENTS' SUGGESTIONS:** If the County desires to name or rename an existing street, road, access or road easement, then the Address Coordinator shall contact each abutting property owner, renter and lessee maintaining his or her main residence on the street, road, access or road easement and secure the circulation of a petition to select a name or new name. If the petition is not returned within thirty days to the Address Coordinator, then the Address Coordinator shall select a name or new name for the street, road, access or road easement.

4. **NAME CONFORMANCE THROUGHOUT LENGTH OF STREET OR ROAD:**
All streets or roads shall have the same name for their entire length.

5. **STREET AND ROAD NAMING PROCEDURE:**

a. In order to avoid confusion with any existing street or road name, there shall be no duplication of street or road names, within Grant County.

c. For new private road names within approved land divisions or land developments requiring new road names, those names appearing on the recorded map or the approved plot plan shall be the names of the roads as approved by the Address Coordinator.

d. For new County street names within approved subdivisions or land developments requiring new street names, those names appearing on the recorded map or the approved plot plan shall be the names approved by the County Commission.

6. **PETITION TO CHANGE A STREET OR ROAD NAME:**

a. Any street or road name in the County may be changed by petition to the Address Coordinator stating the existing street or road name, five proposed names, given in order of preference, and including signatures of sixty percent of the property owners, whose properties have principal access from the street or road.

b. When a street or road name change has been initiated pursuant to subparagraph a., above, a public hearing shall be scheduled before the Grant County Commission. A resolution of intention to rename the street or road shall be required to set a public hearing to consider such action. The resolution of intention shall be posted at a minimum of three places along the subject street or road at least ten days before the day set for the hearing.

c. At the time of the scheduled hearing or at any time to which the hearing may be continued, the County Commission shall hear and consider proposals to change the name of the subject street or road. Upon approval of the change thereof the County Commission shall adopt a resolution designating the name for the street or road. Thereafter, the street or road shall be known

by the name so designated. A processing fee of \$10.00 will be charged to cover processing costs including research and inspection by the office of the rural Addressing Coordinator and labor and equipment required for each petition submitted for a street or road name change.

d. Arrangements for the required hearings and motions and all costs associated therewith (including those associated with a field survey conducted by a County planning staff member, if necessary) are the responsibility of the petitioner or petitioners working through the office of the Address Coordinator.

7. **STREET NAME SIGNS:**

a. Street name signs for existing County roads will be erected and maintained by the County Road Department.

b. Street name signs for new County roads shall be established by subdivisions and site improvements. The Address Coordinator will supply the road signs to the developer of the subdivision or the improvements and the developer will erect all road signs to County standards. The County Road Department will maintain the signs.

III. ADDRESSING SYSTEM:

1. **RURAL ADDRESSING -**

a. House Numbering Required: All buildings and houses in the unincorporated areas of Grant County requiring utility service connections shall be numbered. It shall be the duty of the owners and the occupants of every such property requiring utilities in the unincorporated areas of Grant County to have placed upon their properties, in a location visible from the roadway upon which such houses or buildings front or are provided access, and in such manner as prescribed by an approved plan, the assigned number of the house or occupied building. The address numbers, which shall be legible numbers of no less than three (3) inches in height, shall be placed in a location visible from the road upon which such house or building fronts.

b. Addressing Method: The "Mile Marker System" of Rural Addressing: The "mile marker system" of rural addressing shall be the approved method of addressing in the unincorporated areas of Grant County. All properties requiring addresses shall be numbered according to their distance from the starting point of the road upon which such building or house fronts or is provided access.

c. Maps: The County shall keep an official map showing the addresses in the unincorporated areas of Grant County.

2. **ADDRESSING IN AN UNAPPROVED SUBDIVISION:** If it is determined by the Address Coordinator and County planning staff that the parcel to be addressed is within an area of land likely to be an illegal or unapproved subdivision, the applicant will experience a delay in acquiring an address.

3. ADDRESSING PROCEDURE:

a. All addresses will be assigned in accordance with the appropriate area and in normal sequence to its respective block or location as per the "mile marker system" of rural addressing, described in Section III.1.b., above. No person may create or assign an address for lots, buildings or houses within the unincorporated areas of Grant County without following the Addressing Procedure, detailed below, under the authority of the office of the Grant County rural Address Coordinator.

b. Prior to the issuance of any address number, the following shall be provided by the applicant to the County rural Address Coordinator:

- (1) proof that the principal access road or street to the property shall bear a name in accordance with the provisions of this Ordinance, including the following:
 - (a) a plat or map showing the physical coordinates of the property and the structure or the location of the proposed driveway or easement accessing the property;
- (2) There will be no addressing fee charged to persons seeking a single address for a single building or house. There will, however, be an addressing fee of \$5.00 charged by the office of the rural Address Coordinator to cover processing costs including research and inspection for each address when more than one address or a series of addresses is requested. Payment of such fees shall be made to the Grant County Treasurer and the payee shall present a receipt of the payment to the office of the Address Coordinator.
- (3) Addressing applicants will experience a delay in acquiring an address if the parcel to be addressed is within an unapproved subdivision.

c. Condominiums, duplexes and apartment complexes, excepting condominium subdivisions and shopping centers will be addressed as follows:

- (1) The main entrance or building address will be numbered off the road it enters as per the "mile marker system" of rural addressing, described in Section III.1.b., above.
- (2) Street names will not be permitted.
- (3) Each apartment building and mobile home park will be assigned an address by the Address Coordinator.

- (4) In addition to the requirements set out in sub-paragraph b., above, the owner of this type of development will supply the Address Coordinator with a small map showing all the spaces or apartments and interior streets to allow numbers and letters to be assigned. (Recommended scale of this small map is one inch equals two hundred feet). A copy will then be sent to each emergency agency and post office for their use.
- (5) At all intersections in this type of development there shall be a sign showing the space or apartment number and letter range ahead on the side roads.

4. **DISPLAY OF ADDRESSES REQUIRED:** The addressee is responsible for maintaining the visibility of the address from the roadway as described in Section III. 1. a., above. As the address numbers or sign posts need to be replaced, it shall be the responsibility of the occupant or owner to replace the address as set forth in Section III. 1. a., above. However, any individual with an impairment preventing him or her from complying with this maintenance requirement may make arrangements with the Grant County Department of Public Works for assistance. Replacement numbers may be obtained at no cost by making a request of the Grant County Public Works Department.

5. **RENAMING. READDRESSING. THE RIGHT OF COUNTY:** Rural addressing and road naming corrections may occasionally be necessary to maintain consistency with the County's rural addressing and road-naming systems and the County will bear the costs of any such County-initiated renaming and readdressing. The County shall have the right to name or rename any streets, roads, accesses, or road easements within the County and to readdress any residences or buildings as the needs of the County's systems of addressing and street and road naming dictate. The Address Coordinator shall give notice to the owners of buildings and residence which are reassigned numbers under this system, which notice shall contain the new number assigned to a particular residence or building, and the date on which the new number shall be effective. Within sixty days of such effective date of notice of number assigned, the addressee shall cause the number to be displayed upon the building, residence or land in such a manner as to be visible from the street or road upon which the land, residence or building fronts, and shall remove or obscure from public view any old or previous number not in accordance with the system. The minimum height of numbers to be used shall be three inches and of contrasting color from the basic background.

IV. MISCELLANEOUS PROVISIONS:

1. **REPEALER:** This Ordinance hereby repeals and supersedes all previous Grant County Ordinances and/or parts thereof dealing with the same subject matter included herein to the extent the previous Ordinance is in conflict herewith.

2. **SAVINGS CLAUSE:** If any of the sections, subsections, sentences, clauses or phrases of the Ordinance are for any reason held to be unconstitutional or invalid, the validity of the remaining portions of this Ordinance shall not be thereby affected since it is the express intent of the County Commission to pass each section, phrase, paragraph and word separately.

3. **EFFECTIVE DATE:** This ordinance shall go into effect thirty (30) days after it has been filed with the Grant County Clerk.

PASSED, APPROVED AND ADOPTED by the Board of County Commissioners of Grant County, this 18th day of February, 1997.

BOARD OF COUNTY COMMISSIONERS
OF GRANT COUNTY


Manuel T. Serna, Chairman


Zeke Santa Maria, Member


Carl W. Schöll, Member

ATTEST:



Gabriel Ramos, Grant County Clerk