

COUNTY OF RIO ARRIBA, NEW MEXICO  
ORDINANCE NO. 1989-03

AN ORDINANCE OF RIO ARRIBA COUNTY, NEW MEXICO PERTAINING TO THE NUMBERING OF BUILDINGS AND THE NAMING OF STREETS WITHIN THE UNINCORPORATED COUNTY, INCLUDING LANES, STREETS, ALLEYS AND ROADS THAT ARE NOT PART OF THE PUBLIC COUNTY ROAD SYSTEM; PROVIDING FOR PENALTIES FOR VIOLATING THEREOF, (AND DECLARING AN EMERGENCY.)

WHEREAS, Rio Arriba County Rural Addressing Department is continuing the contingency plans for the eventual adoption of an emergency service number for the County of Rio Arriba; and

WHEREAS, in order to properly and adequately identify buildings and streets a numbering system for the building is necessary, now therefore be it ordained by the Rio Arriba Board of County Commissioners as follows:

SECTION 1. UNIFORM NUMBERING SYSTEM ESTABLISHED.

There is hereby established a uniform system for numbering buildings fronting on all streets, avenues and public ways, as well as lanes, roads, and other areas not part of the public county road system, in those designated sections not on any Indian reservation, and not within any incorporated city or town. All houses and other buildings shall be numbered in accordance with provision of this ordinance.

SECTION 2. BASIS FOR ASSIGNING NUMBERS.

The numbering of buildings on any road shall begin at the west or south terminal. All buildings on the south side of east/west streets and east of north/south streets shall bear even numbers and likewise all buildings on the north side of east/west streets and west side of north/south streets shall bear odd numbers.

Numbering is to be based on the milepost number system. House or building numbers are posted on the building or driveway entrance with number indicating the distance from the beginning of the road in hundredths of a mile. State highway numbers and mileposts will be utilized, the county will assign numbers to all other roads whether part of the county maintained road system or not.

- (1) A multiple-family dwelling having only one (1) main street entrance shall be assigned only one (1) number, and separate apartments in the building will carry a letter or

number designations in addition to the number assigned to the main entrance of the building.

- (2) Any duplex houses have two (2) front entrances shall have a separate number for each entrance. If both entrance fall within the same increment, either the preceding number or the next higher number shall be used for one (1) entrance number, and the interval number in which the entrances fall shall be used for the other entrance.

### SECTION 3. NUMBER ASSIGNMENT PLACEMENT ON BUILDINGS.

- (1) There shall be assigned to each house and other residential or commercial building located on any street, avenue or public way, its respective number under the uniform system provided for in this ordinance. When each house or building has been assigned its respective number or numbers, the owner, occupant or agent shall place or cause to be placed upon each house or building controlled by him or numbers assigned under the uniform system as provided in this ordinance.
- (2) Such numbers shall be placed on all appropriate existing buildings, unless advised by property owners in regards to damage that the sign will be placed by the property owner within thirty (30) days after the assignment of a permanent number. The numbers used shall not be less than three (3) inches in height and shall be made of a durable and clearly visible material.
- (3) The numbers shall be conspicuously placed so that the numbers can be seen plainly from the street line. Whenever any building is situated more than fifty (50) feet from the street line, the numbers shall appear near the walk, driveway or entrance to such building, so as to be easily discernible from the street.
- (4) Old number: if Rio Arriba County Rural Addressing Department has re-assigned a new house number, the existing old number shall be removed in order to display the new address numbers in order to prevent confusion about the address of the property. House numbers assigned to any building or lot shall remain unless authorized by Rural Address Department.

### SECTION 4. PLAT BOOK FOR THE PURPOSE OF FACILITATING CORRECT NUMBERING.

A plat book of all streets, avenues and public ways with the county showing the proper numbers of all houses or other buildings fronting upon all streets, avenues or public ways, including lanes, street, alley and roads that are not part of the public county road system, shall be kept on file in the office of the Rural Addressing Department. These plats shall be opened to inspection by any person during the office hours of the County. Duplicate copies of such plats shall be furnished to the Subdivision Supervisor, County Sheriff, and the County Road Superintendent.

### SECTION 5. DUTIES OF THE COUNTY.

It shall be the duty of the County Rural Addressing Supervisor to inform any applicant of the number or numbers belonging to or embraced within the County of any such lot or property as

provided in this ordinance. In case of conflict as to the proper number to be assigned to any building, the Rural Addressing Supervisor shall determine the number of such building. Final approval of any structure erected, repaired, altered or modified shall be withheld by the Subdivision Supervisor until permanent and proper numbers have been affixed to such structure.

## SECTION 6. APPROVAL REQUIRED BY NEW ROAD/PRIVATE DR. NAMES

Everyone submitting a subdivision plat to the subdivision supervisor shall show a proposed road and lot numbers system on the application submission to Rio Arriba County Planning and Zoning Department. The Rio Arriba County Rural Addressing Department shall check the suggested road name and addressing to ensure that it conforms with Rio Arriba County road naming and addressing requirements for the Enhanced 9-1-1 System. The Rio Arriba County Rural Addressing Department shall have final authority on the acceptance of all road naming and address assignment. The approved road names and addresses shall be indicated by the owner/developer of the new subdivision on the final plan by showing proposed roads, approved road names and approved addresses for all properties likely to be constructed. The subdivision developer shall be responsible for providing the street or road name plate and posting of the name plate at its proper location. This will comply with Section 6.1 on this ordinance.

### 6.1 NEW PRIVATE ROAD NAMING SYSTEM

All new private roads that serve two or more properties shall be named. "Property" refers to any property on which a more or less permanent structure has been erected or could be placed. A private road name assigned by Rio Arriba County shall not constitute or imply the acceptance of the road as a private way.

The proposed road name shall comply with the following:

- A. Complete application with petition provided.
- B. Name limited to a maximum of (15) letters.
- C. No duplication with other existing road name.
- D. No similar sounding or confusing names.
- E. No first names or sur names;
- F. Will accept plant life, animals, or natural geographic features, and historical.

### 6.2 NEW ROAD/PRIVATE DRIVE APPLICATION

- A. An application by name or rename a road shall be submitted to the Rural Addressing Department and shall include a minimum the following information (application exhibit A):
  - 1. Name of applicant;
  - 2. Location or roadway by description and/or map;
  - 3. Legal status, i.e., ownership of road, if known;
  - 4. Existing road name, if known;
  - 5. Proposed road name;
  - 6. Reasons for request;
  - 7. Petition (attached if any);
  - 8. Fee – applied only to road name changes.

- B. The application may be submitted by any of the following applicants;
  - 1. The property owner(s) or person(s) reading along the road;
  - 2. Any public or semi-public agency whose function is affected by road names;

### 6.3 FEE

An application fee will be charged for changed road name based on current sign construction and installation costs and the number of new sign boards required. This fee will be determined according to current letter or characters, post and installation costs. Number that are correctly assigned will remain with the lot.

### 6.4 PROCESSING ROAD NAME APPLCIATIONS

- A. Verify legal status, that is, ownership and maintenance or road;
- B. Check proposed name(s) for duplication or similarity with other existing road names;
- C. Perform a field check, when deemed necessary;
- D. Assist applicant or other affected person(s) to find alternate name when required;
- E. Notify the following departments and agencies if affected by the road naming or renaming;
  - 1. Clerk;
  - 2. Emergency Services;
  - 3. Environmental;
  - 4. Post offices;
- F. When appropriate, mail questionnaire to owners of all property abutting the road to determine general consensus regarding the proposed name;
- G. Prepare recommendation for the commission.
- H. Determine appropriate commission meeting date;
- I. Give notice of public hearing by publication in a newspaper of general circulation and, if appropriate, by posting along the road/or mailing notices to owners of all property abutting the road. Publication notice or written notice or posting shall be given at least two (2) weeks prior to the date of the hearing.

### 6.5 COMMISSION

- A. The commission shall consider advisory committee and staff recommendation for new and changed road names at a regular County Commission meeting.
- B. The commission shall notify the original applicant for final decisions rendered on naming of any road.

- C. Copies of commission's order any related maps approving new or changed road names shall be sent by the office of Rio Arriba Rural Addressing to the following:
  - 1. Road Department;
  - 2. Assessor's Office;
  - 3. Post Office;
  - 4. County Clerk's Office;
  - 5. Utility Companies;
    - A. Telephone Company
    - B. Local Electric Company;
    - C. Gas Company
    - D. Sewer and water districts or other similar companies.
  - 6. Affected fire district(s);
  - 7. Local school district(s);
  - 8. Emergency Services;
  - 9. Adjacent urban jurisdictions.

## 6.6 COMPLETION

The original documentation shall be recorded in the Office of Rio Arriba County Clerks with a copy of the original to be kept in the office of the Planning Department. Rio Arriba County map and files shall be updated as appropriate.

## SECTION 7. NEW DEVELOPMENTS

Whenever any residence or other structure is constructed or developed, or trailer, mobile home, or pre-fab brought into Rio Arriba County, it shall be the duty of the developer/owner to procure an address from the Rio Arriba County Rural Addressing Department. This shall be done at the time of the issuance of the building and utility permits from the Rio Arriba County Planning and Zoning Department.

## SECTION 8. CHANGING, RENAMING OR NAMING EXISTING STREETS.

The Board of County Commissioners, by resolution, may change, rename or name an existing or newly established street within the limits of the county at any time upon recommendation of the subdivision supervisor and the County Rural Addressing Supervisor, and after consultation with any other governmental agency directly affected thereby.

## SECTION 9. PENALTY

Any person found guilty of violating the provisions of this ordinance requiring that they re-number and/or post the number of their home or other building in a conspicuous place as dictated by this ordinance or who otherwise refuses to cooperate with the renumbering of their houses or building or the renaming of their street shall be guilty of a petty offense, pursuant to the provisions of Section 4-37-3, NMSA (1978 Comp.), and upon conviction thereof shall be sentenced in accordance with the provisions of said section. Each day that a violation continues

shall be a separate offense punishable as herein above described. Enforcement penalties remedies shall be as provided in Article III of County Ordinance No. 2000-01.

SECTION 10. REPEAL OF CONFLICTING ORDINANCES.

All ordinances and parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 11. SEVERABILITY.

If any section, sub-section sentence, clause, phase or portion of this ordinance, or any part of this ordinance, is for any reason held to invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions hereof.

SECTION 12. EMERGENCY CLAUSE

WHEREAS, it is necessary for the preservation of the public peace, health and safety of Rio Arriba County, New Mexico, the continuation of Rural Addressing as provided by ordinance 1989-03 is hereby declared to exist so this ordinance with its repeals and amendments should be effective immediately upon its passage and adoption.

Amended, approved, and adopted by the Board of County Commissioners of Rio Arriba County, New Mexico, this 25<sup>th</sup> day of May 2000.

**RIO ARRIBA BOARD OF COUNTY  
COMMISSIONERS**

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MOISES MORALES  
DISTRICT III COMMISSIONER  
CHAIRMAN

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RAY TAFOYA  
DISTRICT I COMMISSIONER

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ALFREDO L. MONTOYA  
DISTRICT II COMMISSIONER

ATTEST:

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J. FRED VIGIL, COUNTY CLERK

**CERTIFICATE OF FILING**

I, J. Fred Vigil, County Clerk, do hereby certify that the foregoing Ordinance designated as Ordinance 2000-01 was filed in my office on the 26<sup>TH</sup> day of June 1999 in Book Number 2 Pages 204—212.

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J. FRED VIGIL, COUNTY CLERK



***RIO ARRIBA COUNTY RURAL ADDRESSING DEPT.  
APPLICATION FOR NEW ROAD NAME***

**THIS APPLICATION MAY BE SUBMITTED ONLY BY THE PROPERTY OWNER(S) OR PERSON(S) RESIDING ALONG THE ROAD/PRIVATE DR.**

***NAME OF APPLICANT APPLYING  
FOR ROAD NAME:***

***DATE:***

***PHONE NUMBER OF APPLICANT***

***LOCATION OF ROADWAY BY DESCRIPTION AND/OR MAP  
ATTACH MAP OR DRAW IN BACK OF APPLICATION***

***LEGAL STATUS, I.E., OWNERSHIP OF ROAD, IF KNOWN***

***EXISTING ROAD NAME, IF KNOWN***

***PROPOSED ROAD NAME***

***REASONS FOR REQUEST***

***APPROVED BY RURAL ADDRESSING DEPT:***



**PETITION (ATTACHED IF ANY) PLEASE CHECK ONE**

**YES  NO**

**AN APPLICATION FEE WILL BE CHARGED FOR CHANGED ROAD NAME BASED ON  
CURRENT SIGN CONSTRUCTION AND INSTALLATION COSTS.**