

EXHIBIT A
BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF SAN MIGUEL COUNTY, NEW MEXICO
ORDINANCE NO. SMC -07-13-99-ORD-2

Section 1. Short Title

This Ordinance shall be known, and may be cited as the “Road Naming and Addressing Procedures Ordinance”.

Section 2. Authority

The following legislative procedural requirements relating to the naming and renaming of roads and the numbering of properties within the unincorporated portion of San Miguel County adopted pursuant to the authority granted by the State of New Mexico.

Section 3. Purpose

The procedures set forth herein are the purpose of establishing and maintaining a uniform rural addressing policy in San Miguel County for the naming and renaming of roads and the assignment of rural addresses. It is intended that this policy will clarify and set requirements and responsibilities of individuals, public bodies and divisions involved in the naming and renaming of roads and the assignment of addresses. In addition, it provides the public with an outline of the required process for road naming and renaming and the assignment of addresses.

Section 4. Text

1. Road naming and Renaming

4.1 Required Review and Action for Road Naming

The San Miguel County Commission shall review and take appropriate action on all road naming in the following circumstances:

- A. Any existing public or county road is named or renamed;
- B. Any public or county road is established, except when such new public or county road will have names established within the provisions of the San Miguel County Zoning, Partition and Subdivision Ordinance or in the provisions for establishing a public way;
- C. Any private road that provides access to three or more buildings and requires a name in order to promote the health, safety and welfare of the public.
- D. Any private road that provides access to less than three buildings may be named for a fee according to section 4.3.

4.2 Application

- A. An application to name or rename a road shall be submitted to the San Miguel County Commission and shall include at a minimum the following information:
 - 1. Legal status, i.e., ownership of road, if known (attached map showing area);
 - 2. Existing road name, if known;

3. Proposed road name;
 4. Reasons for request;
 5. Petition (attached, if any);
 6. Fee – See Section 4.3.
- B. The application may be submitted by any of the following applicants:
1. The property owner(s) or persons living along the road;
 2. Any public or semi-public agency whose function is affected by road names;
 3. The San Miguel County
 - a. Commission
 - b. Clerk
 - c. Addressing Coordinator
 - d. Road Division
 - e. Assessor Tax Collector
 - f. Sheriff
 - g. Solid Waste Division
- C. The proposed name shall comply with the following:
1. Name limited to a maximum of fifteen (15) letters and three (3) words, excluding the suffix, directional indicator, e.g., Road, Lane, Loop, Drive, Blvd, etc.;
 2. No duplication with other existing road names;
 3. No similar sounding or confusing names.
 4. The designation of roads shall generally conform to the following:
 - a. Roads running predominantly north-south shall be known as “Road”;
 - b. Roads running predominantly east-west shall be known as a “Lane”;
 - c. Roads dead-ending 1000 feet or less from their beginning points shall be known as a “Drive”;
 - d. Roads whose beginning and ending points intersect on a common road shall be known as a “Loop”.
 5. When road names are proposed for change, every effort will be made to maintain historical road names.

4.3 Fee

- A. An application fee of one hundred dollars (\$100.00) will be charged for new and changed road names based on current sign construction and installation costs and the number of new sign boards required.
- B. San Miguel Court Order shall pay the supplemental fee upon adopting of the new road name.
- C. The foregoing application and supplemental fee shall not be applicable to an application made by a public or semi-public agency, or San Miguel County, or any of its departments.

4.4 Processing Road Name Application

The San Miguel Planning Department shall have the responsibility for processing and maintaining applications for road naming and renaming and shall perform such function in the following manner:

- A. Verify legal status, that is, ownership and maintenance of road;
- B. Check proposed road name(s) for duplication or similarity with other existing road names;
- C. Perform a field check, when deems necessary;
- D. Assist applicant or other affected person(s) to find alternate names when required;
- E. Notify the following San Miguel County Departments and agencies if they are affected by the road naming or renaming;
 - 1. County Assessor;
 - 2. Road Division;
 - 3. Clerk;
 - 4. Cities;
 - 5. Private Sector Businesses;
 - 6. Emergency Services;
 - 7. Solid Waste Division.
- 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 San Miguel County Commission.
- H. Determine appropriate San Miguel County 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 and/or mailing written notice or posting shall be given at least two (2) weeks prior to the date or the hearing.

4.5 San Miguel County Commission

- A. The San Miguel County Commission shall consider advisory committee and staff recommendation for new and changed road names at a regular county commission meeting.
- B. The San Miguel County Commission shall notify the original the applicant for final decisions rendered on naming or renaming of any road.
- C. Copies of the Commission's Order and any related maps approving new or changed road names shall be sent by office of the San Miguel County Commission to the following:
 - 1. Road Division;
 - 2. Assessor's Office;
 - 3. Post Office;
 - 4. Planning Division;
 - 5. County Clerk's Office;
 - 6. Utility Companies:
 - a. Telephone Company
 - b. Local Electrical Company
 - c. Gas Company

- d. Solid Waste
- 7. Affected Fire District(s);
- 8. Local School District(s);
- 9. County Surveyor;
- 10. Emergency Services;
- 11. Adjacent Urban Jurisdictions.

4.6 Completion

The original documentation shall be recorded in the Office of the San Miguel County Clerk with a copy of the original to be kept in the office of the Planning Division. San Miguel County maps and files shall be updated as appropriate.

2. Address Numbers

4.7 Purpose

The purpose of this subsection is to provide a uniform property numbering system which allows adequate space between numbers for development and also provides a simple and logical method for expedient response in locating all buildings (defined in Section 4.9) within the San Miguel County's road network.

4.8 Exceptions

Addresses shall primarily encompass areas outside city limits or urban growth areas. Addresses may also be applied to areas of conflict such as an urban growth boundary dividing a road.

4.9 Definition

The following definitions shall apply to the provisions of this ordinance:

- A. "Building" means a structure designed for human occupancy, such as a residence or place of business, or structure as determined by the Planning Department.
- B. "Driveway" means a private way that provides vehicular access to less than three buildings.

4.10 Address Assignment Program

Address numbers shall be assigned based on a five-digit derived from the New Mexico State Coordinate System with appropriate alterations to meet local needs for a uniform numbering system.

4.11 Address Application

- A. An application for address shall be submitted to the San Miguel Planning Division and shall include the following information:
 - 1. Name of Applicant;
 - 2. Location of property for which an address is to be assigned;
 - 3. Name of the road or roads abutting the property for which an address is to be assigned;
 - 4. Location of access point from adjacent property or roads abutting the property.

5. Site plan location of the structure proposed for addressing.
- B. The application may be submitted by any of the following applicants:
1. The property owner(s) or person(s) occupying the property;
 2. Any public or semi-public agency whose function is affected by rural addresses;
 3. San Miguel:
 - a. Commission;
 - b. Planning Commission;
 - c. Planning Division;
 - d. Road Division;
 - e. Assessor;
 - f. Sheriff;
 - g. Surveyor;
 - h. Solid Waste Division.

4.12 Assignment Process

The San Miguel County Addressing Coordinator shall perform the following functions:

- A. Verify property location and appropriate access road;
- B. Assign an address number which conforms to the established number system recognizing the following:
 1. Buildings accessed from roads predominantly extending north-south will have a modified five-digit number derived from the north-south axis, or x-axis, of the State Plane Coordinate System. Addresses for buildings west of the road shall end in an even number and addresses for building east of a road shall end in an odd number.
 2. Buildings accessed from lanes predominantly extending east-west will have a modified five-digit number derived from the east-west axis, or y-axis, of the State Plane Coordinate System. Addresses for buildings essentially south of a lane shall end in an even number and addresses for buildings north of a lane shall end in an odd number.
 3. Address numbers are derived from the addressing scheme.
- C. Notify the applicant of the assigned address.