

# ADDRESSING

## Street Address Verification Information

In an effort to implement the E-911, Enhanced Emergency Response System, The City of Española is requiring all new structures placed or constructed within the corporate limits of the City of Española, or within its prescribed jurisdiction, as allowed in cooperative effort with Santa Fe and Rio Arriba Counties to apply for and receive a physical address. Such addresses shall be issued in accordance with the provisions of **ESPAÑOLA MUNICIPAL CODE Chapter 86, Article IV, BUILDING NUMBERING.**

The City of Española, Planning and Zoning Department, has provided for all existing structures to be numbered according to a grid system set up for the purpose. All homes and commercial buildings shall be required to place at or near their main entrance and visible from the main street a reflective or illuminated number indicating the physical address of the structure(s) on the lot.

Information necessary on the Application:

1. Assigned Physical Address (House Number)
2. Occupants Name: (Must match the Lease or Legal Description that must accompany)
3. Mailing Address
4. Property Owner's Name (Identified on Lease or Legal Description)
5. Telephone (Tenant & Property Owner)
6. Number of Occupants
7. Brief Description of Structure:
  - Single Family Dwelling – Manufactured Home – Commercial Building
  - Size – Color – Roof (Pitch or Flat)
  - Type of Construction: Frame – Masonry – Adobe - Other
8. Known Health Problems (Data on application, only for E-911 System)
9. Legal Description Verification Data (Official Use Only)

## Building Numbering: ARTICLE IV.

\*Cross reference(s)--Buildings and building regulations, ch. 22.

State law reference(s)--Municipal authority to regulate building numbering, NMSA 1978, § 3-49-1(M).

### **Sec. 86-111. Plan.**

All lots, buildings and structures in the city shall be numbered in accordance with the following plan: North and South numbers shall commence at Onate Street. East and West numbers shall commence at the Rio Grande River. Odd numbers shall be on the East and North sides of the streets; even numbers shall be on the South and West sides of the streets. There shall be 100 numbers to each block; one number to every 30 feet of frontage.

(Code 1979, § 28-85)

### **Sec. 86-112. Chart.**

The city clerk shall keep a chart showing the proper street numbers of every lot in the city, which shall be open to inspection by anyone interested.

(Code 1979, § 28-86)

### **Sec. 86-113. Owners and occupants to place numbers on houses**

It shall be the duty of the owners and occupants of every house in the city to have placed thereon, in a place visible from the street, figures at least 2 1/2 inches high, showing the number of the house. Any person failing to so number any house building or other structure occupied by him, or if after receiving notice to do so from the clerk shall continue in his failure to so number such house, building or structure, shall be subject to punishment as provided in section 1-10.

(Code 1979, § 28-87)

## Street Naming and Dedication Policy

### ARTICLE I. General

#### Article I TITLE

1. This ordinance is entitled and may be referred to as the "Road Naming and House Numbering Ordinance of the City of Española, New Mexico" or it may be referred to by its short title of "Road Naming Ordinance" and will be referred to herein as "this ordinance."

## **Article II PURPOSE & AUTHORITY**

1. The purpose of this ordinance is to enhance the easy and rapid location of properties for the delivery of public safety and emergency services, postal delivery and business delivery.
2. This ordinance is adopted pursuant to and consistent with the Municipal Home Rule Powers as provided for in Article VIII, Part 2, Section 1 of the Constitution of the State of Maine and Title 30-A M.R.S.A. Section 3001.

## **Article III DEFINITIONS**

1. For the purpose of this ordinance, the following definitions shall apply:
  - a. Road is any highway, road, street, avenue, lane, private way, fire road, or similar paved, gravel, or dirt way within the City of Española.
  - b. Improved property is any property on which a more or less permanent structure has been erected or placed.

## **Article IV OFFICIAL MAP**

1. The Planning & Zoning Commission in cooperation and consultation with the following Municipal Officials or Departments: the Fire Department, the United States Postmaster, shall have a map prepared to be entitled "Street & Addressing Map of the City of Española, New Mexico". Such map shall be adopted as the official map by which roads are named and property numbers assigned such map to be signed by the City Manager and attested to by the City Clerk.
2. Following its adoption as provided for above, the "Property Number Map of the City of Española, New Mexico" shall be available to the public for reference at the City of Española. These copies of the map shall be updated and/or replaced by the Board of Selectmen with new maps from time to time as necessary.
3. Assignment of numbers to properties, both on existing and proposed streets, shall be the responsibility of the City of Española Fire Department or designee.
4. The Board of Selectmen shall be responsible for maintaining the following official records of the numbering system:
  - a. Property Number Map of the City of Española, New Mexico; and
  - b. An alphabetical list of all property owners as identified by current assessment records, by last name, showing the assigned numbers; and
  - c. An alphabetical list of all streets with property owners listed in order of their assigned numbers.
5. Copies of the official records as listed in Article IV, Section 4 shall be deposited with the Fire Department for their use and shall be updated and/or replaced by the Board of Selectmen with new records from time to time as necessary.

## **Article V NAMING AND NUMBERING SYSTEM**

1. Road Names
  - a. Every public way and all roads with more than one property, improved or unimproved, shall have a name.
  - b. The City of Española Planning & Zoning Commission is the final authority in accepting names for such roads. A road name accepted by the Planning Commission shall not constitute or imply acceptance of the road as a public way.
  - c. Road names shall conform to U.S. Postal Service guidelines as published in their publication 28, Postal Addressing Standards, or as the same may be amended, superseded or replaced from time to time.

### **2. Property Numbers**

- a. Each residence and business property shall have a number indicating its position on the road on which it is located.
- b. In general, numbering shall begin at the end of the road closest to the most direct route from the Fire Department facility, as determined by that department, with even numbers appearing on the left side of the road and odd numbers appearing on the right side of the road.
- c. In general, one whole number on each side of the road shall be assigned for every interval of road frontage, as defined by the committee named in Article IV, § 1 of this ordinance, whether the property is improved or unimproved.
- d. Every improved property with more than one principal use or occupancy shall have a separate designator for each use or occupancy (i.e. 123 Any Road, Apt. 2).

## **Article VI NUMBERS AND NAMES TO BE POSTED**

1. Every owner of an improved property shall, within thirty (30) days of notification as defined in Article IX, Section 5 of this ordinance, or within thirty (30) days of new habitation, display and maintain in a conspicuous place on said property the number assigned.
  - a. The number assigned shall be displayed in numeral form and be no less than three inches (3") high. Numerals shall be a contrasting color from the background.
  - b. Assigned numbers of each improved property shall be posted near the principal entrance to the property and in a manner as to be legible from the road on which the property is located.
  - c. Owners of buildings which are not visible from the road shall place the assigned number on a post or on a mailbox at the entrance to the property.
2. Road name signs may be erected by the Town's Road Commissioner on all roads assigned names, whether they be State, Town or privately maintained or owned, in conformance with this ordinance at the direction and appropriation of the Town Meeting.
3. Every person whose duty it is to display the assigned number or road name sign shall remove any different number or name which might be mistaken for, or confused with, the number or name assigned in conformance with this ordinance.

## **Article VII PROPOSED ROADS AND STRUCTURES**

1. Proposed roads shall be named and numbered in accordance with the provisions of Article V of this ordinance. All proposals for road names shall be subject to confirmation and possible alteration by the Town Meeting.
2. On any final plan submitted to the Planning Board showing proposed roads, applicants shall mark on the plan lines or dots, in the center of the proposed roads every one hundred (100) feet so as to aid the town in assigning numbers to properties.
3. No building or occupancy permits for new structures will be issued in the Town unless the applicant demonstrates that they have applied for or received the assignment of a property number from the Fire Department.

## **Article VIII VIOLATIONS**

1. Unlawful to deface assigned numbers or road signs.
  - a. No person may alter, deface, or remove any number placed on any property in accordance with this ordinance, except for repair or replacement within twenty-four (24) hours of such number.
  - b. No person may alter, deface, or remove any road sign erected in accordance with this ordinance, except for repair or replacement within twenty-four (24) hours of such sign.
2. Any violation of any provision of this article of this ordinance shall be subject to a civil penalty, payable to the City of Española, New Mexico of not less than twenty-five dollars (\$25.00) nor more than one hundred fifty dollars (\$150.00), for each violation, together with attorney's and other legal fees incurred by the Town in the enforcement of this ordinance.

## **Article IX AMENDMENT AND OTHER LEGAL PROVISIONS**

1. Interpretation: Interpretation of what may not be clear in this Ordinance shall be according to the intent of the Ordinance and the Comprehensive Plan.
2. Conflict with Other Ordinances: Whenever the regulations of this Ordinance conflict with those of another Ordinance, the stricter shall apply.
3. Severability: If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions.
4. Amendment:
  - a. No regulation or amendment of this ordinance shall be adopted until after the Selectmen of the Town have held a public hearing thereon at least ten days before it is submitted to the legislative body for consideration. Public notice of the hearing shall be made at least ten days prior to the hearing.
  - b. Amendments to this Ordinance shall be considered following petition, recommendation of the Fire Department, or motion of the Selectmen. For petitions, signatures numbering not less than 10% of the number of votes cast in the town in the last election for governor shall be required before the proposed amendment will be brought for a vote.

5. Effective Date:

- a. This ordinance shall be enacted and be of full force and effect on the day of approval of this ordinance by the voters of the Town, in Town Meeting assembled.
- b. It shall be the duty of the Board of Selectmen to notify by mail each property owner required to display an assigned number and the United States Post Office of the new address within thirty (30) days of official adoption of the "Property Number Map of the City of Española, New Mexico " as provided for in Article IV, Section 1 of this ordinance.
- c. It shall be the duty of each property owner assigned a property number to comply with this ordinance within thirty (30) days of notification in accordance with Article VI of this ordinance.

It shall be the duty of each property owner of a new structure assigned a property number to comply with this ordinance within thirty (30) days of habitation in accordance with Article VI of this ordinance.

## **ARTICLE I . General**

### **Section 1. Streets requiring names**

- 1.1** All streets having with three (3) or more homes, dwelling units or other structures used for human occupancy, regardless of duration shall be appropriately named as stated herein.
- 1.2** All streets being of public responsibility shall be identified by a sign placed at each intersection. Such sign shall be at least 4"X24" and no more than 6"X36" and be of a green background with white reflective lettering identifying each street by name.
- 1.3** All private streets shall be identified by a sign placed at each intersection. Such sign shall be at least 4" X 24" and no more than 6" X 36" and be of a green background with white reflective lettering identifying each street by name.
- 1.4** All private streets having with three (3) or less homes or structures used for human occupancy, regardless for the duration, shall have the option of identifying the street, either by name of their choice and falling within the guidelines set forth herein or by a three (3) digit number preceded by a letter designated by the Planning and Zoning Department Staff.
- 1.5** All names presented as possible street names will be considered, however names related to or suggesting rude, vulgar or otherwise offensive acts, behavior, terms or similar such circumstances will not be processed. Any person wishing to file an appeal for this lack of processing may do so in accordance with Article V of this policy.
- 1.6** The use of surnames as a means of identification for streets is discouraged, additionally the use of names and terms related to environmental conditions or animals is encouraged, such names may include the names of animals, plants or other naturally occurring circumstances.
- 1.7** A proposed street which is in alignment with and joins an existing and named street shall bear the name of the existing street. In no case shall the proposed name of a street duplicate the name of an existing street within the area covered by jurisdiction of the City of Española. The use of a suffix "street", "calle", "avenue", "avenida", "boulevard", "paseo", "drive", "camino", "place", "lugar", "court", "courte" or similar description shall not be a distinction sufficient to constitute compliance with this policy and the City Subdivision Ordinance. In general, east-west trending rights-of-way shall be called "street", "calle" while north-south trending streets shall be called "avenues" or "avenida". Dead-end rights-of-way shall be called "courts", and shorter streets shall be called place or drive.

## **ARTICLE II. Naming or renaming streets**

### **Section 1. Application/Petition**

All streets shall be named in accordance with the following policy:

- 1.1** Any person, party or association wishing to name or rename a street shall first present a petition and/or an application for such purpose, to the Planning and Zoning Commission for consideration. Upon consideration the Planning and Zoning Commission shall make a recommendation to the City Council, who shall have final authority regarding

acceptance of any proposed dedication a All applications and petitions shall be available in the Planning and Zoning Department offices.

**1.2** Petitions and applications for Street Naming and/or dedication presented to the Planning and Zoning for consideration shall have the following information:

- a. property owner name
- b. physical address
- c. mailing address
- d. phone number
- e. signature and date
- f. proposed street name

## **Section 2. Additional submittals.**

**2.1** In order to be considered for approval, a plan showing the following must be submitted along with the petition:

- a. street width
- b. street length
- c. names of property owners along street, relative to the street (need not be to scale)
- d. application for street naming identifying
  - street conditions (paved, gravel, dirt)
  - preferred speed limit
  - signs (proposed/existing)
  - any other such information deemed necessary by Planning & Zoning staff

**2.2** All petitions and applications must show and provide for agreement of names and dedication to the City by no less than 51% of the property owners along said street.

**2.3** All dedications made shall include a Warranty Deed to the City of Española which will provide indemnification to the City of all previous liabilities as well as release of liability from any title faults or clouds found on such title.

## **Article III. Dedication of street; right-of-way**

### **Section 1. Application and/or petition**

**1.1** Any person, party or association wishing to dedicate a street shall present a petition and/or an application for such purpose, to the Planning and Zoning Commission for consideration. All such forms shall be available at the Planning and Zoning Department offices.

**1.2** Petitions and applications for dedication presented to the Planning and Zoning for consideration shall have the following information:

- a. property owner name
- b. physical address
- c. mailing address
- d. phone number
- e. signature and date
- f. proposed street name

### **Section 2. Additional Submittals.**

**2.1** In order to be considered for approval a plan showing the following must be submitted along with the petition:

- a. street width and length
- b. names of property owners along street, relative to the street ( need not be to scale)

c. the Application for Street Dedication should identify:

- street conditions (paved, gravel, dirt)
- preferred speed limit
- signs (proposed/existing)
- any other such information as deemed necessary by Planning & Zoning staff for the proper deliberation of the matter.

- 2.2** All streets considered for dedication to the City of Española shall require the information listed in Article II, Sections 2 and 3 above as well as a single, legal description of the roadway to be dedicated.
- 2.3** All petitions and applications must show and provide for agreement of names and dedication to the City by no less than 51% of the property owners along said street.
- 2.4** All dedications made shall include a Warranty Deed to the City of Española which will provide indemnification to the City of all previous liabilities as well as release of liability from any title faults or clouds found on such title.

#### **Article IV. Planning and Zoning Commission Review**

**Section 1. Receipt and processing.** Once received all applications shall be forwarded to the Planning and Zoning Commission for review and public hearings.

**Section 2. Public hearing; Street naming, re-naming.** All applications and submittals shall be required to be presented no less than 15 days prior to the scheduled public hearing. All petitions for street naming or re-naming will require public notice in a newspaper of local, general circulation. At this public hearing all parties shall be given the opportunity to voice their opinions either for or against the street naming. After the closure of the public hearing the Planning & Zoning Commission shall make the recommendation to the City Council regarding acceptance of the dedication.

**Section 3. Public Hearing; Dedication.** All applications and submittals shall be required to be presented no less than 15 days prior to the scheduled public hearing. All petitions for dedication will require public notice in a newspaper of local, general circulation. At this public hearing all parties shall be given the opportunity to voice their opinions either for or against the dedication. After the closure of the public hearing the Planning & Zoning Commission shall make the recommendation to the City Council regarding acceptance of the dedication.

#### **Article V. Appeals.**

**Section 1. Appeals.** Appeals of the decision by the Planning & Zoning Commission shall be made to the City Council. Appeals shall be made in writing and shall state the specific reasons for said appeal. Such appeals shall be presented to the Planning & Zoning Department. Upon receipt of said appeal Planning & Zoning staff shall forward a certified copy of the file to the City Clerk for inclusion in the next available City Council meeting.

We, the undersigned property owners, do hereby petition the City of Española to have the street located at \_\_\_\_\_ officially known as \_\_\_\_\_.

Name	Name
Address	Address
Physical Address	Physical Address
Phone	Phone
Signature	Signature

Name	Name
Address	Address
Physical Address	Physical Address
Phone	Phone
Signature	Signature

Name	Name
Address	Address
Physical Address	Physical Address
Phone	Phone
Signature	Signature

Name	Name
Address	Address
Physical Address	Physical Address
Phone	Phone
Signature	Signature