

**SAN JUAN COUNTY
ORDINANCE #2024 -05**

**AN ORDINANCE ESTABLISHING THE SAN JUAN COUNTY ADDRESSING POLICY AND
STANDARDS FOR THE COUNTY**

1: PURPOSE

To be a foundation for a uniform San Juan County property identification system. Such uniformity will be developed and applied to street names, numbers, and structures - and establish property identification for providers of public and emergency services. The procedures listed herein shall apply to all streets, street identification signs, address numbers, structures, and public/private property existing within the unincorporated regions of San Juan County as well as contract entities/municipalities at the time of adoption of the ordinance codified in this document, as well as those created or constructed at a later time.

2: DEFINITIONS

As used in this chapter:

ADDRESS (situs address, full address, physical address): Unique alphanumeric descriptor that identifies the property location of a parcel of land, a building, or other structure on the address grid system.

ADDRESS FORMAT: Order of assemblage and structure of the five standardized components (address number, directional, street name or number, street type, substructure suffix) used in the legal situs address.

ADDRESS GRID SYSTEM/REGIONAL ADDRESS GRID: Coordinate system that has evolved and developed for identifying address and street locations for a specific municipality or area.

ADDRESS NUMBER (HOUSE NUMBER): Component of the legal situs address that is numerically sequenced and assigned to a structure or parcel along a street according to its relative distance perpendicular to the Baseline or Meridian axis of a regional address grid.

ADDRESSING AGENCY: Authoritative division of county government responsible for regional addressing services. It also serves as a resource for fostering collaborative relationships between San Juan County, incorporated cities, and public and emergency services.

ADDRESSING AUTHORITY: The addressing agency or the entity that the addressing agency contracts with to provide addressing services to any municipality or unincorporated region of the county.

ADDRESSING SERVICES: Services including the naming and numbering of streets, courts, parks, thoroughfares, and other public places; residential and commercial structures and buildings and structures of all types; and vacant lots and other spaces within the unincorporated county or in contracted municipalities and further includes maintaining the county's official countywide validated addresses and the county's official street file.

ADDRESSING STANDARDS AND DEFINITIONS POLICY: Established regulations and guidelines, as revised from time to time, that define specific procedures for the design and designation of address numbers on all houses and buildings, including occupancy units therein, as well as the design of names and numbers for streets both public and private including standards for street intersection markers (signs).

BASELINE STREET: East and West directional street (ex: Center Street in Monticello) that intersects with the Meridian street (ex: Main Street in Monticello) to benchmark the permanent origin of a regional address grid and

provide a datum point from which the coordinates of all other streets and legal situs addresses are calculated (see MERIDIAN STREET).

CONTRACT ENTITY: Governmental entity other than a municipality within San Juan County that has entered into an agreement with the addressing agency for addressing services.

CONTRACT MUNICIPALITY: Municipality within San Juan County that has entered into an agreement with the addressing agency for addressing services.

DIRECTIONAL: Compass direction of the legal situs address that references the regional address grid and the direction in which the address numbers are measured along the roadway of both public and private streets. Directional may be prefixes, coming after the address number and before the street name, or suffixes, coming after the street type.

DOCUMENTED DATA: Affidavit, ordinance, resolution, or subdivision plat recorded in the San Juan County Recorder's Office, assigning an address, coordinate, or street name provided by an addressing authority.

INTERSECTION: Point on a regional address grid that identifies the physical location where two or more streets cross.

MERIDIAN STREET: North and South directional street (ex: Main Street in Monticello) that benchmarks the permanent origin of a regional address grid and provides a datum point from which the coordinates of all other streets and legal situs addresses are calculated (see BASELINE STREET).

OFFICIAL STREET AND ADDRESS FILES: Computer files and associated maps adopted by the county, including the general plans of the county.

PLAT, FINAL: Map or chart of a subdivision, PUD, condominium, or other proposed development that has been accurately sited or surveyed and located on the ground so that streets, alleys, blocks, lots, and other divisions thereof can be identified - to be recorded with the County Recorder upon approval by the Board of San Juan County Commissioners

RIGHTS-OF-WAY, PRIVATE: Streets that are retained and maintained under the ownership of private individuals intended and may be intended for both private and public use.

RIGHTS-OF-WAY, PUBLIC: Streets dedicated for perpetual public use and are administered by the governing entities in which they are located.

STREET: Any rights-of-way, under public or private ownership for public use, designed for the travel of motorized vehicles to enter and exit through passage and to include the ways used for internal circulation of traffic.

STREET NAME: Alphabetic name assigned, not including the street type designator, to identify both public and private streets and is one of the primary components of a legal situs address.

STREET NUMBER: Name of a street designated with numerals according to its numerical position on a regional address grid relative to the Baseline or Meridian axis streets.

STREET TYPE: Standardized identification descriptor that corresponds to physical and functional characteristics of a street (i.e., "Avenue," "Bay," "Boulevard," "Circle," "Court," "Cove," "Drive," "Expressway," "Lane," "Parkway," "Place," "Road," "Row," "Spur," "Street," and "Way")

SUBDIVISION: Division of a tract or lot or parcel of land into two or more lots, plots, sites, or other divisions of land for the purpose - whether immediate or future - of sale or building development or redevelopment and a plat has theretofore been recorded in the office of the county recorder under a unique name to identify one subdivision from

another. In the context of property identification, "subdivision name" may also be used to identify other conditional use or project names.

SUB-STRUCTURE SUFFIX: Component of a legal situs address not present in all addresses that is used to identify a one-to-one correspondence between a building and high-density occupancy structures within the building such as suites, rooms, apartments, and condominium units. A sub-structure suffix component must contain both a “#” symbol and a unit number (104, C, 104C)

3: DUTIES OF ADDRESSING AGENCY AND ADDRESSING AUTHORITY

- A. It shall be the duty of the addressing agency to establish an addressing standards and definitions policy for the County.
- B. The addressing agency shall have a duty to offer addressing guidance, as requested, from incorporated cities. They must also approve alphabetical street names and create and maintain address point data for the whole county by creating a positive relationship with the cities in San Juan County. The agency is responsible for maintaining address points through data documented and/or validated by the incorporated cities, including creating new addresses, updating existing addresses, and making changes to data associated with individual addresses.
- C. It shall be the duty of the addressing authority to name and number all streets, to designate numbers for houses or buildings fronting upon all such streets, to certify addresses in accordance with the addressing standards and definitions policy, and to enforce the provisions of this chapter, for the unincorporated area of the county as well as contract municipalities. The addressing authority shall inform the county addressing agency before making addressing changes in the unincorporated county.
- D. The addressing agency shall establish and make changes as necessary to the Baseline/Meridian streets and boundaries for the individual regions that make up the regional grid system.

4: NAMES OF STREETS DESIGNATED IN THE OFFICIAL STREET AND ADDRESS FILES

All streets, whether public or private, shall be known by the names by which they are so designated in the official street and address files of the addressing agency, with such additions, changes, and corrections of the names as shall from time to time be placed in the official files by ordinance.

5: SYSTEM OF NUMBERING

The addressing authority in numbering the houses or buildings upon the streets of unincorporated San Juan County or contract municipalities shall adhere to the following address format:

- A. The initial point of intersection in any regional address grid shall be the junction of a Baseline Street and Meridian Street axis, and the numbering shall extend thence east, west, north, and south; the even numbers always on the right and odd numbers on the left, looking away from the initial point.
- B. Each property identification number must contain
 1. An “address number” component that is numerically sequenced and assigned to a structure or parcel along a street according to its relative distance perpendicular to a Baseline or Meridian axis of a regional address grid.
 2. A “direction component” referencing the regional address grid quadrant and the compass direction in which the address numbers run shall be required whenever a street number is used in an address, abbreviated with the single letter equivalent for its compass direction. (N, S, E, or W)
 - i. A prefix directional component is not required on streets with an alphabetic name in instances where the direction of travel away from the initial point of intersection is deemed by the addressing agency to be too inconsistent or would otherwise be confusing to assign as a singular compass direction. However, in any regional address grid, a directional component should be included in the official street and address files, regardless of whether or not the directional is used as part of an assigned address.
 - ii. A suffix directional component is an optional component to be included after the street type that indicates the compass direction taken by the thoroughfare from an arbitrary starting point - or the sector where it is located.

3. A “street name component” consisting of either an alphabetic name or a number name, but not both is assigned to both public and private rights-of-way for locating purposes.
 - i. Alphabetically Named Streets
 - a. Alphabetic names should only contain letters of the alphabet, without special characters, numerical characters, or hyphens as part of their name.
 - b. Words that serve as a street type shall not be allowed to serve as street names or parts of street names. Refer to STREET TYPE under section 2 of this chapter for a list of street types.
 - c. Alphabetic street names should never be abbreviated.
 - d. Street names shall not be duplicated by exact name, exact sound, similar name, or similar sound with any other existing or proposed street names within a regional addressing grid or singular zip code.
 - e. Street names with unconventional spelling, difficult spelling, or any combination of the two shall not be used, preferring commonly accepted spellings on all street names instead.
 - f. A compass directional shall not be used as, or as part of, any street name.
 - g. No street name shall exceed the number of characters that can comfortably fit on a street sign. Generally no more than two words not exceeding 13 characters including spaces but not including the street type.
 - ii. Numbered Streets
 - a. Numerically designated based on their location within the regional address grid relative to either the Baseline or Meridian axis streets.
 - b. Street numbers shall never contain alphanumeric characters.
 - c. A directional component is required for all addresses containing a street number to correspond with its orientation on the grid.
 4. A “street type component” that modifies the name to distinguish specific locational, functional, and physical characteristics of the street to which an address is assigned. Refer to the San Juan County Addressing Policy for a list of street type definitions. Street types should be abbreviated following the USPS street type standards.
- C. A property identification number may also contain one or more of the following:
1. A “unit locator component” is a component used to identify a one-to-one correspondence between a building and high-density occupancy structures within the building, such as suites, rooms, apartments, and condominium units. This code is always preceded with a “#” sign instead of using the word suite, unit, apt., or any other identifier when issued in standardized address format.
 2. A “plus code component” is an alphanumeric component most commonly in the form XXXX+XX based on latitude and longitude to completely remove uncertainty as to the location of a parcel or structure, typically included in areas of remote development from which locating an address may not be clear using ordinary methods.

6: DISPLAY OF PROPERTY IDENTIFICATION NUMBER

When a property identification number has been designated by the addressing authority, the owner or occupant of such house or building shall cause a painted, carved, or cast duplicate of such number at least three inches in height and varying in size according to the setback distance of the structure, and of a shade contrasting with the background upon which the number is mounted, to be located on the structure as provided in this chapter. Such number(s) shall be block numerals (not script) and shall be located in a conspicuous position upon the portion of such structure which faces the street. If such structure is concealed from the street upon which it is located, the owner or occupant shall cause an additional duplicate of such number at a location visible from the street indicating the true location of the structure. The property identification number shall be mounted in a permanent, stationary, and durable manner - unobstructed at all times by vines, screens, or anything that would tend to hide or obscure the number, and at a sufficient height that the number will be clearly perceptible with the unaided eye from the centerline of the street upon which the structure is located.

7: PROPERTY IDENTIFICATION APPROVAL IS REQUIRED FOR FINAL PLAT APPROVAL

Property identification approval must be given by the addressing authority prior to final approval of a subdivision. The property identification approval must appear on the final plat of a subdivision, PUD, condominium, or other proposed development prior to final approval and upon amendment. The developer shall pay for and arrange to manufacture and install all street identification signs as required by the addressing authority.

8: STREET IDENTIFICATION CHANGE

If, in the opinion of the addressing agency, a street name change - requested or otherwise - serves a legitimate public interest, the addressing agency may change the street name.

9: STREET IDENTIFICATION CHANGE ORIGINATED BY THE COUNTY, CONTRACT ENTITY, CONTRACT MUNICIPALITY, OR ADDRESSING AUTHORITY

- A. The county, contract entity, contract municipality, or addressing authority may initiate a street name change when doing so would be in the public interest.
 1. The addressing authority shall notify all owners of properties that have structures on the street proposed for a name change, by mailing to the county-recorded property owner address.
 2. If the property owners who own lots with structures on a street proposed for a name change desire to participate in renaming the street, they may sign a petition agreeing and proposing a new street name. The new name petition must contain at least seventy-five percent of the signatures of recorded property owners with structures and must be completed within thirty days after notification of the proposed name change by the addressing authority.
 3. If property owners do not provide a petition agreeing on a new street name, the name change shall be based on the recommendation from the addressing authority to the addressing agency.
- B. The addressing authority will recommend a proposed street name change to the addressing agency. The addressing agency will approve any street name change by communicating the approval, in writing, to the addressing authority.
- C. The addressing authority will record the appropriate documentation to officially change a street name after approval of the change has been given in writing by the addressing agency. The addressing authority shall notify the United States Postal Service, the relevant emergency communications center(s), and other appropriate government and public safety agencies of the name change. After recordation, the addressing agency shall change the original street file.

10: ADDRESS CHANGE ORIGINATED BY THE COUNTY, CONTRACT ENTITY, CONTRACT MUNICIPALITY, OR ADDRESSING AUTHORITY

- A. In the interest of public safety, the county, contract entity, contract municipality, or addressing authority may direct the change of an address. Address changes may be made only after providing written notification to the property owners whose address is proposed for change, mailed to the county's recorded address.
- B. A letter will be sent informing the property owner of the proposed address change and requesting that the owner contact the addressing authority to discuss the proposed change. The addressing authority will provide a reasonable time, not to exceed one month, and make appropriate efforts to contact and discuss the proposed address change with the property owner.
- C. A final letter notifying the property owner of the address change will be sent, by registered mail, to the owner's county-recorded address and shall include a copy of the recorded address change affidavit.
- D. The addressing authority will record the appropriate documentation to officially change an address. The addressing authority shall notify the United States Postal Service, the relevant emergency communications center(s), and other appropriate government and public safety agencies of the address change.

11: SYSTEM OF STREET IDENTIFICATION SIGNS

It shall be the duty of the addressing agency to establish a uniform system for street identification signs.

12: STREET IDENTIFICATION SIGNS

Street identification signs, approved by the addressing authority, shall be paid for and installed by the developer or property owner with installation at the intersections of all streets and highways and at such other locations as may be determined to be necessary by the addressing authority.

13: STREET SIGNS—COMPLIANCE

It is unlawful to erect or maintain any street identification sign which has not been approved by the addressing authority.

14: STREET SIGNS—REQUIREMENTS

All street signs shall be constructed and installed in accordance with the specifications on file with the addressing agency.