ORDINANCE NO. 11-03

GILA COUNTY STREET NAMING AND PROPERTY NUMBERING

Gila County Courthouse
Gila County Rural Addressing Department
5515 S. Apache Ave., Suite 500
Globe, Arizona 85501
(928) 402-8510

APPROVED AS TO FORM:

County Attorney's Office

June 29, 2011
Date

APPROVED BY:

Michael A. Pastor, Chairman

6/28/11
Date

WHEREAS, the Gila County Board of Supervisors initially adopted the Gila County Street Naming and Property Numbering Ordinance on April 1, 1991, and last amended it on May 19, 1998 (Recorder's Fee No. 1998-7563); and

WHEREAS, this Ordinance No. 11-03 – Gila County Street Naming and Property Numbering will supersede the previous adopted and amended Gila County Street Naming and Property Numbering Ordinance.

NOW, THEREFORE, be it ordained by the Gila County Board of Supervisors that:

STREET NAMING AND PROPERTY NUMBERING ORDINANCE

ARTICLE 1-TITLE AND PURPOSE

An ordinance adopted to provide for the uniform assignment of property numbers on all private residences, public buildings, businesses, and any other building used for human occupancy, habitation or conducting of business along public and private right-of-ways, easements or any other access routes, renaming of existing streets with conflicting or duplicate names and naming of unnamed and new accesses in order to provide for efficient emergency services and the safety of Gila County residents, provide for generation and collection of fees for assignment of new addresses; provide for the enforcement of said Ordinance; and prescribing penalties for the violation thereof.

ARTICLE 2-SHORT TITLE

For the purpose of identification these regulations shall be known as the "Street Naming and Property Numbering Ordinance for Gila County".

ARTICLE 3- APPLICABILITY

This Ordinance shall apply to all unincorporated and non-reservation lands within the area of Gila County.

ARTICLE 4- SEVERABILITY

Should any article, section or regulation of this Ordinance be judicially declared unconstitutional or invalid, such decision shall not affect the validity of the Ordinance as a whole, or any portion thereof other than the article, section or regulation so declared to be unconstitutional or invalid.

ARTICLE 5- DEFINITIONS

SECTION 501 Block numbering System: [ESRI software] In ArcGIS, a group of records in a compressed file geodatabase feature class or tables that are stored together. The arrangement of compressed data into blocks helps optimize query performance

SECTION 502 Frontage Units: A frontage unit is a standard interval in front footage of an existing parcel used to assign consecutive property numbers, on a street, right-of-way, easement or access route beginning from the nearest intersection.

SECTION 503 Address Prefixes and Suffixes: Address prefixes are words preceding a street name and indicating a direction. Address suffixes are words following a street name and indicating the type of street.

SECTION 504 Thoroughfare Designations: Streets are sometimes ranked by function and size, and each category is assigned a specific name suffix called thoroughfare designations.

ARTICLE 6- DEFINITIONS OF THOROUGHFARE DESIGNATIONS:

SECTION 601 Boulevard: A Street with a median reflecting the boulevard character and so indicated by the name (also applied to Parkways). A major thoroughfare running in a diagonal direction, rather than east-west or north-south, it must connect at least two sections and act as a collector.

SECTION 602 Courts: Permanently closed streets such as cul-de-sacs. Horseshoe-shaped streets generally designed by one name throughout their entire length. Ease-west streets less than 500 feet in length.

SECTION 603 Drives: Winding thoroughfares, diagonal curvilinear or other types of roads not previously mentioned. Roads that meander about and continue through to other rights-of-way.

SECTION 604 Highways: Designated State or Federal Highways. This term could be used even when a road generally runs north-south or east-west. U.S. routes are designated as highways.

SECTION 605 Interstate: Roads of the highest order, characterized by limited access, wide right-of-way, prohibited adjacent to development and with through-traffic preference.

SECTION 606 Lanes: Reduced right-of-way branching from courts, places, or ways. Curving streets of less than 500 feet. An uninterrupted street ending in a cul-de-sac and generally designated by a name.

SECTION 607 Loops and Circles: Circles could be short streets that return to themselves. Loops could be short drives that begin and end in the same street.

SECTION 608 Parkways: (Also see Boulevard) A special scenic route or park drive, generally designated by a name.

SECTION 609 Paths: A minor local street running in a diagonal direction, usually between a north-south "Street" and an east-west "Avenue"; a path may also be a diagonal connector between offset portions of a north-south or east-west collector thoroughfare.

SECTION 610 Place: A cul-de-sac or permanent dead-end road. North-south streets less than 500 feet in length.

SECTION 611 Roads: Limited thoroughfares that are frequently used, have heavy traffic volume, and run in any direction. Secondary facilities connecting with a U.S. or state primary highway.

SECTION 612 Street and Avenues: Streets run north and south and Avenues run east and west. This may be reversed in municipal areas previously addressed by other authorities using a different method.

SECTION 613 Trails: A diagonal local street serving as a collector for one or more local thoroughfares.

SECTION 614 Ways: Dead-end right-of-ways under 500 feet running at oblique angles to the four points of the compass. If there are three or more homes, the road is designated on the road system, even if it is private.

ARTICLE 7-ASSIGNING NUMBERS TO INDIVIDUAL PROPERTIES

SECTION 701 Property numbers for dwelling units and places of business on all public and private streets shall be assigned by the Gila County Rural Addressing Department in accordance with provisions outlined herein.

SECTION 702 Property numbering shall be uniform, based on street frontage.

SECTION 703 Property numbering shall be in a consecutive sequence.

SECTION 704 Even numbers shall always be assigned on one side of the street and odd numbers shall be assigned on the other. Even numbers shall be on the north and west sides of the streets and odd numbers shall be on the south and east sides of the streets. The exception is municipal areas previously addressed by other authorities using a different method. Once assigned, numbers shall not be arbitrarily changed, except by the Gila County Rural Addressing Department. If an area is annexed by a municipality, the existing addresses will be changed at the discretion of the municipality.

SECTION 705 Numbering shall be in accordance with the Gila County block numbering system. One thousand addresses shall be provided per mile for expansion.

SECTION 706 Apartments/Condominiums/ Group Housing:

A. Numbers shall be assigned where the driveway joins the street. This becomes the street address of all units which face upon that interior court. Separate internal units of condominiums and apartments shall be designated with sub-numbers or letters, not individual property numbers.

B. Mobile home parks shall be treated like other multifamily developments. The property shall be assigned one number, and each mobile home shall receive numerical designations such as Sp.1, Sp. 2, Sp.3, etc. However, if the development is a mobile home subdivision built in conformance with subdivision regulations, the properties shall be treated as individual residences.

SECTION 707 Business Districts: In a business district, the main entrance to each separate establishment shall have its own number in sequence with other businesses along the street.

SECTION 708 Street Starting from Different Points on the Same Cross Street: When a street does not begin at the same location as a parallel street, the numbers shall begin with the same number measured from the base line as on the parallel street. Likewise, buildings facing streets that do not extend to the base line at present shall be assigned numbers as if they were extended.

SECTION 709 Diagonal Streets: The general principle to apply when numbering diagonal streets is to treat the street as either a north-south or an

east-west street based on the greatest distance covered in any specific direction.

SECTION 710 Corner Lots: When assigning a number to a building on a corner lot, assign a number from the street upon which the front entrance faces for a business; or assign a number from the street from which the driveway enters for a residence. Dual addresses shall be avoided. If a corner building has two entrances which both look like front entrances, the decision is based on the general site layout and driveway entrance.

SECTION 711 Duplex Buildings and Rear Houses on Interior Lots:

A. Separate numbers shall be assigned to each separate dwelling on a parcel, excluding duplexes which will have one address and be separated by units.

B. If there is access from a parallel street, numbers are assigned from the series on that street. In the case of commercial or industrial facilities, auxiliary buildings would not be assigned separate numbers, however, the main building where mail is received and business is transacted would receive a property number.

SECTION 712 Numbering on Circle Streets and Horseshoes: Circle Streets or horseshoe-shaped streets begin and end touching the same street. It is advisable in such cases to ignore compass directions and to give numbers on such streets to correspond with the numbering on the streets where the circle originated. The even numbers shall be on the inside of the circle and the odd number shall be on the outside of the circle.

ARTICLE 8-STREET NAMES:

SECTION 801 Choice of Names: Names should be chosen that relate to the scale and location of a project.

A. Objectives- Names should be pleasant sounding, appropriate, and easy to read (so that the public, and children in particular, can handle the name in an emergency situation).

B. Unacceptable Street Names- Names that do not conform to current State of Arizona 9-1-1 GIS Standards.

C. Name Length- The complete road name shall consist of no more than 16 spaces, including road name, spaces between and the County Signing approved abbreviation for road suffix.

D. Complete Name- A complete name shall consist of no more than four words, including prefix and suffix. Examples:

1. North Toya Vista Road
   Prefix (1 word), Primary (2 words), Suffix (1 word)
2. South Calle de Caballos
   Prefix (1 word), Primary (3 words), Primary includes the suffix-equivalent

SECTION 802 Prefixes: All street names shall begin with one directional prefix, north, south, east, or west, which shall be assigned with permanent addresses. Additional unnecessary prefixes and suffixes shall be avoided. Combinations of directions are not acceptable. Example: Northwest Sierra Circle.

SECTION 803 Suffixes: Boulevard, Drive, Road and Parkway for arterial highways used with the discretion of the Rural Addressing Department. Also acceptable are lane, Avenue, Street, Loop, Circle, Court, Path, Trail, and other designation consistent with the intent of this section reviewed and approved by Rural Addressing Staff.

SECTION 804 Name Duplication: Similar sounding names are considered to be duplication regardless of spelling. Duplication of names within each zip code service area is not permitted.

SECTION 805 Continuity:

A. A continuous street, or one proposed to be continuous, should bear the same name throughout, even though it changes directions. If it is interrupted by a channel, freeway, railroad, etc., and eventual connection is not probable, the segments may bear different names.

B. No separate name is to be used for a cul-de-sac that provides street frontage for less than three lots or units. The name shall be the same as that of the intersecting street. Where there is a series of long and short cul-de-sacs, all should have separate names.

SECTION 806 Existing Streets Naming and Renaming:

A. Rural Addressing personnel shall determine the necessity to name or rename a new or existing street, right-of-way, or private access determined according to criteria set forth in Article 8 of this Ordinance. Proposed naming may also be initiated by citizen petition in accordance with section 806. Citizen petitions must have signatures of at least 75% of the property owners who own property adjacent to the street subject to the proposed naming.

B. For proposed changes to an existing street, right-of-way, or access, Gila County Rural Addressing personnel shall proceed with one of the two methods set forth in Section 806-D for public notification. The method shall be determined by a standard of numbers to notify economics and time constraints.

C. Gila County Rural Addressing personnel shall notify the public of a proposed road naming or name change by the following method:

1. Gila County Rural Addressing personnel shall originate a public notice for publication in two consecutive issues of the County's contracted publications contractor or by mailing property owners said public notice. Included in this publication will be: the previous road name, the proposed name change, a sketch of the road in question, a description of the policy to oppose this change, the date for filing objections as well as the date scheduled for the renaming to be presented to the Gila County Board of Supervisors for action. The public will be given from the first date of the first printed publication to one week after the last date of publication to file objection petitions and to meet with Gila County Rural Addressing personnel to come to a consensus.

D. To file objections to name changes initiated by the Rural Addressing staff, petition, or Board of Supervisors, residents and/or property owners must submit an alternate petition or objection in writing to the Rural Addressing Department in accordance with the time period stated in C. above. Petitions must have signatures of at least 75% of residents and/or property owners who reside and/or own property adjacent to the street subject to the proposed naming or renaming. Petitioners must have agreed to a name to be used as an

alternative to that proposed by the Rural Addressing Office or the Board of Supervisors. To submit an objection in writing to a proposed name change, the resident and/or property owner should include the name of the road to be changed and their reason for objecting it.

E. If proposed names changes are not objected to or if alternative names presented by residents and/or landowners are approved, changes may be adopted by the Gila County Board of Supervisors at their next regularly scheduled meeting.

F. After the approval of a name change, any subsequent proposed name changes shall not be considered for a period of 10 years.

G. All renaming of streets not required by this Ordinance will be completed at the expense of the person or group submitting the request of name change. The fees will be set in accordance to the Gila County Rural Addressing Fee Schedule approved by the Gila County Board of Supervisors and the fee must be received in the Gila County Rural Addressing Department prior to proceeding with the request. A petition will need to be completed, following the steps as stated in section 806.A above. The petition will be presented to the Board of Supervisors for approval.

SECTION 807 Guidelines for Renaming Existing Streets: The following guidelines shall be followed for renaming existing streets which have names that are duplicated within Gila County. These are not listed in order of preference or importance.

A. Does one street have any historical reason for having the name it has?
B. Which street has the least number of houses on it and thus would require the least number of address changes?
C. Which street has had its name for the longest period of time?
D. Is the name appropriate according to the other street names in the neighborhood?
E. Which street name is used for the longest distance or the most traveled section?

SECTION 808 Street Names and Numbering in New Subdivisions:

Street names and numbering shall be determined in accordance with the street naming and numbering policy adopted by resolution of the Board of Supervisors. Along with the preliminary plat map, the sub divider shall submit a street naming proposal to the Rural

Addressing Department said proposal shall include copies of (1) a map of the overall tract illustrating street layout, the name proposed for each street, and (2) an alphabetical list of the proposed street names, together with an alternate name for each name proposed. The Rural Addressing Department shall review the proposed street names for duplication of names, appropriateness of names, and for overall compliance with the street naming policy. Approved street names shall be included in the final plat map which is submitted to the Board of Supervisors for approval and for recordation.

ARTCLE 9- STREET SIGNS:

SECTION 901 Characteristics: Signs posted on County roads, Private Roads and Public Right-of-Ways will be approved by the Director of Engineering Services.

SECTION 902 Installation: Street name signs, approved by the Rural Addressing Department shall be installed at the direction of the Engineering Director.

ARTICLE 10-POSTING OF PROPERTY NUMBERS

SECTION 1001 Methods and Characteristics for Posting Designated Street Addresses:

A. Property numbers shall be attached to dwelling units or buildings, located so as to be visible from and oriented toward the street from which address is taken. These numbers shall be 3.5 by 3.5 inch reflective numbers and shall be visible at all times.

B. When a house or building is some distance from a road, or when view of the house or building is blocked by trees or shrubs, property number shall be on a sign attached to a tree, fence, gate, or lawn stake.

C. On a corner lot, the property number shall face street named in the address.

D. Numerals indicating the official address for each principal building or each front entrance to such building shall be posted in a manner as to be legible and distinguishable from the street on which the property is located.

E. If there is a rear entrance or a hidden structure, a post shall display the number on the path leading to the entrance.

SECTION 1002 Responsibilities to post Property Numbers:

A. Each owner or occupant in charge of any residence or building to which a number has been assigned may be notified in writing by the Rural Addressing Department of the number assigned to the same at any time following the adoption or revision of the ordinance.

B. Within fifteen (15) days after the receipt of such written notification from the Rural Addressing Department the owner or occupant of a residence or building to which a number has been assigned shall affix the number in a conspicuous manner in a conspicuous place.

C. It shall be the duty of such owner or occupant thereof upon affixing the new number to remove any different number which might be mistaken for or confused with the number assigned to said structure by the Rural Addressing Department.

D. If a property number is damaged, lost, or in any way destroyed, said number shall be replaced immediately by the owner, occupant, or person in charge of the residence or building at their expense. Said replacement shall be purchased from the Rural Addressing Department or shall be of comparable material and size as mentioned in Article 10, Section 1001, A.

ARTICLE 11- PENALTIES:

SECTION 1101 Enforcement by Civil Penalty: In the event that the owner or occupant of any residence, building or structure to which a correct address has been assigned refuses to comply with the terms of this ordinance within thirty (30) days of notification by failing to affix the number assigned or to remove any old numbers affixed to such house, or house entrance, or elsewhere, which may be confused with the number assigned thereto, they shall be subject to civil penalty.

SECTION 1102 Violations:

A. For initial violations of this Ordinance, the penalty shall be Fifty ($50.00) dollars for an individual person or One Hundred ($100.00) dollars for an enterprise.

B. For a subsequent violation arising out of the same facts, the penalty shall be One Hundred ($100.00) dollars for an individual person or Two Hundred ($200.00) dollars for an enterprise.

SECTION 1103 Jurisdiction of Hearing Officer: All violations of Ordinance shall result in a civil penalty being assessed and shall fall under the jurisdiction of a County Hearing Officer appointed for this purpose. The Hearing Officer shall not have the jurisdiction to impose criminal penalties.

SECTION 1104 Rules of Procedure: All rules of procedure for hearings in front of the County Hearing Officer shall apply to civil violations arising under this Ordinance.

ARTICLE 12-FEES:

Section 1201 A schedule of fees shall be set by the Board of Supervisors to collect monies to cover expenses incurred during road name changes and property addressing. The schedule of fees shall be posted in a prominent place in the Rural Addressing Department and copies shall be available to the public upon request.

SECTION 1202 The Board of Supervisors may change the schedule of fees as needed to keep current with rising costs without affecting any change in this Ordinance itself.

ARTICLE 13-AMENDMENTS

SECTION 1301 The provisions of this Ordinance may, from time to time, be amended, supplemented, changed, modified, suspended, waived or repealed at the discretion of the Gila County Board of Supervisors following a public hearing at which parties in interest and other citizens have an opportunity to be heard.

SECTION 1302 The provisions of this Ordinance may, from time to time, be amended, supplemented, changed, or modified, at the initiation the Rural Addressing Department following a public hearing at which parties in interest and other citizens have an opportunity to be heard.

PASSED AND ADOPTED this 28th day of June 2011.

ATTEST:

Marian Sheppard
Chief Deputy Clerk

GILA COUNTY BOARD OF SUPERVISORS

Michael A. Pastor, Chairman

APPROVED AS TO FORM:

Bryan Chambers
Chief Deputy County Attorney

SCHEDULE OF FEES

ADDRESSES:	New-	No Charge
	Replacement-Number Plaque	$10.00
ROAD NAMING/RENAMING	Duplicate-	No Charge
	Unnamed-	No Charge
	Voluntary Renaming-	$700.00