

APPENDIX B SAN MIGUEL COUNTY COLORADO



Street Naming and Addressing Standards

Adopted July 6, 2005

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I. DESCRIPTION OF THE STANDARDS

A. TITLE AND PURPOSE

1. Purpose: San Miguel County establishes these Standards in order to provide for the uniform assignment of property address numbers, to provide for the naming of new streets and renaming of existing streets with conflicting or duplicate names in order to provide for efficient emergency services and provide for the safety of the residents of San Miguel County, and to provide for the enforcement of these Standards.
2. Short Title: For the purposes of identification, these regulations shall be known as the "Street Naming and Addressing Standards".
3. The County uses a variety of addressing systems, which are discussed and described in Section II A (Pre-existing Address Systems) and Section II C1 (County Mile Marker Address Numbering System).

B. AUTHORITY

The county's legal authority to promulgate these Standards is derived from the following relevant Colorado statutes, as well as its inherent police power authority as a political subdivision of the State of Colorado, and as a body corporate and politic:

1. Section 30-11-107(1)(h), C.R.S., provides that the Board of County Commissioners of each county has the power at any meeting "to lay out, alter, or discontinue any road running into or through such county, and also to perform such other duties respecting roads as may be required by law;"
2. Section 30-28-110(3)(a), C.R.S., provides that "All plans of streets or highways for public use, and all plans, plats, plots, and replots of land laid out in subdivision or building lots and the streets, highways, alleys, or other portions of the same intended to be dedicated to a public use or the use of purchasers or owners of lots fronting thereon or adjacent thereto, shall be submitted to the board of county commissioners for review and subsequent approval, conditional approval, or disapproval. It is not lawful to record any such plan or plat in any public office unless the same bears thereon, by endorsement or otherwise, the approval of the board of county commissioner and after review by the appropriate planning commission."
3. Section 30-28-113(1), C.R.S., provides in pertinent part that "In order to accomplish such [zoning] regulation, the board of county commissioners may

divide the territory of the county which lies outside of cities and towns into districts or zones of such number, shape, or area as it may determine, and, within such districts or any of them, may regulate the erection, construction, reconstruction, alteration, and uses of buildings and structures and the uses of land, and may require and provide for the issuance of building permits as a condition precedent to the right to erect, construct, reconstruct, or alter any building or structure within any district covered by such zoning resolution.”

4. Section 30-28-115(1), C.R.S., provides in pertinent part that “Such [zoning] regulations shall be designed and enacted for the purpose of promoting the health, safety, morals, convenience, order, prosperity, or welfare of the present and future inhabitants of the state, including lessening the congestion in the streets or roads or reducing the waste of excessive amounts of roads, promoting energy conservation, securing safety from fire, floodwaters, and other dangers, providing adequate light and air, classifying land uses and distributing land development and utilization, protecting the tax base, securing economy in governmental expenditures, fostering the state’s agricultural and other industries, and protecting both urban and nonurban development.

5. The “Local Government Land Use Control Enabling Act of 1974” at Section 29-20-104, C.R.S., provides in pertinent part that the County, as a local government, acting within its jurisdiction has the authority to plan for regulate the use of land by: “(g) Regulating the use of land on the basis of the impact thereof on the community or surrounding areas; and (h) Otherwise planning for and regulating the use of land so as to provide planned and orderly use of land and protection of the environment in a manner consistent with constitutional rights.”

6. The “Colorado Governmental Immunity Act” at Section 24-10-106.5 (1), C.R.S., “Duty of Care,” provides in pertinent part that “In order to encourage the provision of services to protect the public health and safety and to allow public entities to allocate their limited fiscal resources, a public entity or public employee shall not be deemed to have assumed a duty of care where none otherwise existed by the performance of a service or an act of assistance for the benefit of any person. The adoption of a policy or a regulation to protect any person’s health or safety shall not give rise to a duty of care on the part of a public entity or public employee where none otherwise existed. In addition, the enforcement of or failure to enforce any such policy or regulation or the mere fact that an inspection was conducted in the course of enforcing such policy or regulation shall not give rise to a duty of care where none otherwise existed.” Accordingly, any act or omission in the promulgation, implementation, administration, and/or enforcement of these regulations, shall not be deemed to create a legally enforceable duty of care or to constitute a breach of any legally enforceable duty of care by San Miguel County, its officials, employees, or agents, for the benefit of any specific person or persons.

C. APPLICABILITY

These Standards shall apply to all lands within the unincorporated area of San Miguel County and any incorporated areas included through intergovernmental agreement.

D. SEVERABILITY

Should any provisions or parts thereof of these Standards be judicially declared to be unconstitutional or invalid by a court of competent jurisdiction, such decision shall not affect the validity of the Standards as a whole, or any provision thereof other than the article, section or regulation so declared to be unconstitutional or invalid.

E. REPEALS

These Standards repeal and rescind all previously adopted addressing and street naming standards, systems, regulations and/or procedures, including Land Use Code 5-502(h).

F. GENERAL PROVISIONS

1. Only the Board of County Commissioners or its appointed representative – the Addressing Official – may assign, approve, or change an address.
2. The Addressing Official shall be responsible for the administration of these standards, including specifically enforcement powers and duties under the San Miguel County Land Use Code Section 1-16 (Enforcement and Penalties).
3. The Addressing Official shall process applications for address number assignments, address number reassignments, street naming and street name changes. The Addressing Official may designate an authorized representative for any part of the process.
4. The Geographic Information Systems Department shall be responsible for the maintenance of all maps and data related to addressing, including the Official Street Name List and Maps.

II. General Guidelines for Addressing and Street Naming

A. Addressing Systems

1. New Systems Prohibited

To avoid confusion, the County shall not permit new addressing systems to be established, except where new systems are established and approved by the Board of County Commissioners in accordance with these Standards. The assignment of new address numbers will comply with Section II C (Address Number Assignment Standards), except where a pre-existing address system has been approved and adopted.

2. Pre-Existing Address Systems

- a. In areas where an addressing system has been in use prior to adoption of these Standards, the Addressing Official may issue addresses in accordance with that system even if that system does not correspond with the County system.
- b. The Addressing Official shall, in co-operation with any other jurisdictions concerned, determine and mark on the Official Maps of Addressing Systems (Exhibit 6) the limits of areas affected by any pre-existing address system. These maps shall be maintained by the Geographic Information Systems Department.
- c. Addresses in a pre-existing address system area shall be assigned according to that system as described on the map of the area in Exhibit 6.

B. Street Naming Standards

Street names may be requested by the property owner(s) or developer subject to the approval of the Addressing Official. The Addressing Official will consider and may approve requested street names using the following guidelines:

1. Street Naming

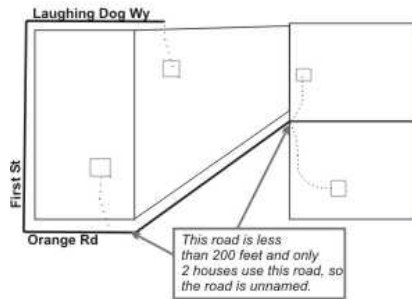
- a. Any private street within the unincorporated area of the County may be officially named. The County requires street names for private streets to be reviewed and approved by the Addressing Official to avoid duplication.
- b. In unincorporated San Miguel County, it is up to the discretion of the Addressing Official to determine whether a street must be named.

Factors taken into account include but are not limited to: the number of residences currently or potentially using the roadway for access; the length of the roadway; and, the configuration of the roadway.

- c. Existing street names may be changed by the Addressing Official if they do not comply with the guidelines in Section II B1f (Selection of Street Names), in accordance with Section III A1 (Procedures for Naming).
- d. The County does not accept any liability for maintenance or signage by naming private streets. Naming of private streets is done in the interest of public safety.
- e. Assignment of a name to a roadway does not affect or change the physical improvement standards of that roadway; the designation as a “named street” is for 911 addressing purposes only.
- f. Street names must be approved by the Addressing Official in order to be used for addressing, signage, or publicity.
- g. Selection of Street Names
 - (1) Street names should be easy to read and easy to spell, at the Addressing Official’s discretion, so that the public is able to use the name in an emergency situation regardless of limited reading and pronunciation skills.
 - (2) All new street names shall use the commonly accepted spelling, according to Merriam-Webster’s Standard Collegiate Dictionary.
 - (3) All new street names must use only accepted suffix designations (See Section II B1h (Suffix Designations)).
 - (4) Street names should not be duplicated due to public health and safety issues. All new street names must be unique within San Miguel County, including incorporated areas. Names duplicating those in surrounding jurisdictions which share emergency dispatch services (e.g. Montrose County) should be avoided. A street name is considered a duplicate if any of the following conditions exist:
 - (a) A street has the same name as another street even if their suffix designations differ (e.g. Pine St, Pine Rd), unless excepted by Section B1g(2).
 - (b) A street name sounds similar to the name of another street despite a difference in spelling (e.g. Alpenglow, Alpine Glow).
 - (5) Street Names to Avoid
 - (a) Numerical names (1st, 2nd, etc.) or single alphabet letters.
 - (b) Complicated names or names with unconventional spelling.
 - (c) Names which include words or syllables which might be confused with directional or suffix designations (e.g. Northglenn Drive or Circle Drive).

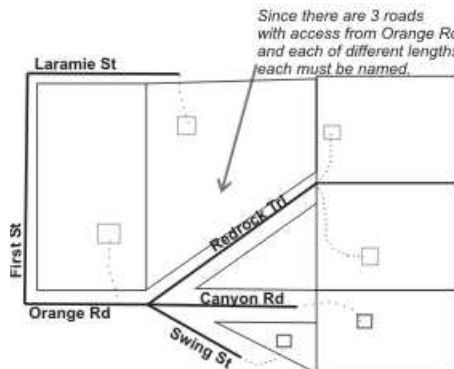
- (d) Names which contain hyphens, slashes, apostrophes, or other special characters, e.g. Dave-Wood Road, Sandy’s Fort Drive, L&M Drive.
 - (e) Names which are the same as, or similar to, an existing subdivision name, excepting when the street is within the named subdivision.
 - (f) Long street names which will not fit on a standard forty-two (42) inch length sign, with letters at least four (4) inches high.
 - (g) Obscenities or derogatory terms.
- h. Naming and Street Configuration
- (1) Roadways that the Addressing Official has determined do not need be named, according to Section IIB 1b, should assume the name of the intersecting through street. (Figure 1)

Figure 1



However, where there is a series of long and short roadways accessed from the same intersecting through street, each roadway should have separate names. (Figure 2)

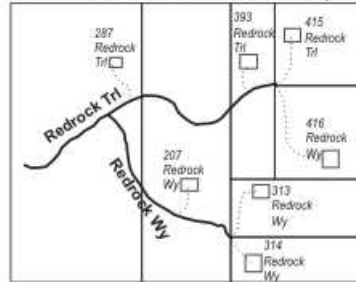
Figure 2



- (2) A street may bear the same name as its intersecting through street with a different suffix designation without being considered a name duplication. (Figure 3)

Figure 3

These two road are not considered a name duplication.



- (3) In peculiar circumstances where a road loops back on itself for a substantial length, the Addressing Official can make the determination in the public interest and safety to give a street two (2) different prefixes using a logical breaking point. (Figure 4)

Figure 4



- (4) Major arterials and highways which change direction for a significant distance may change directional prefixes at the most logical and convenient break point.
- (5) Streets located on the same alignment in the same geographical region should bear the same name and directional prefix even though they are not connected, if, in the discretion of the Addressing Official, there is a reasonable expectation that they can connect in the future.
- (6) A street running in one direction shall have one name only and shall have the same name throughout its entire length. However, if a street changes direction for a substantial distance the portion of the street running in a different direction may be given another name at the discretion of the Addressing Official.
- i. Suffix Designations
- (1) Any combination of words that can be homonyms with accepted suffixes are not allowed, (e.g. High Way, Rode Street)
- (2) Any suffixes not designated as preferred on the list in Exhibit 1 shall not be used for new streets.

- (3) These rules apply to new streets.
- (4) Standard abbreviations for suffix designations shall follow the USPS guidelines in Publication 28, Appendix C, as summarized in Exhibit 1.

2. County Road Naming System

- a. County Roads are historically named with a combination of letters and numbers. The numbers indicate the approximate distance, in miles and tenths of miles, of the origin of the road from the Utah border (increasing from west to east). The letters are assigned ascending from south to north. After the letter “Z”, the letters begin again at “AA”.
- b. Primarily north – south County Roads are named with a number first, then a letter (e.g. 44Z). Primarily east – west County Roads are named with a letter first, then a number (e.g. X48). There shall be no punctuation in the name except to indicate fractions (e.g. 44.5Z).
- c. County Roads which continue across any state highway are designated to be east, west, north or south, dividing at the highway. For example, Highway 145 divides 44Z in the Norwood area into 44Z S and 44Z N, and Highway 141 divides U29 into east and west segments at Basin. There shall be a space between the road name and the direction indicator.

3. Street Name Display Standards

- a. Street name signs shall match the street name on the San Miguel County Official Street Name List and Maps (Exhibit 6).
- b. All named streets, public and private, shall be signed.
- c. All street name signs shall conform to the standards detailed in the Sign Display Standards (Exhibit 2).
- d. Private signs shall conform to the aforementioned standards, but must be of a different color. Private signs may be exempted from the standards at the discretion of the Addressing Official.

C. Address Number Assignment Standards

1. County Mile Marker Address Numbering System

- a. The system by which addresses are assigned in San Miguel County (except in incorporated areas and areas which retain a pre-existing address system) shall be by the calculation of the distance as measured in miles (to 3 decimal places) from the nearest intersecting, officially named street to the approved driveway/access, using 1000 addresses per mile. The final digit is rounded either up or down, depending on which side of the street the access is located, according to Section II C1b.
- b. Address numbers shall be assigned with odd numbers on the north side

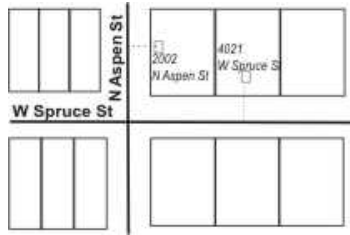
of east-west streets and the west side of north-south streets, and with even numbers on the south side of east-west streets and the east side of north-south streets. The odd/even relationship should be maintained along the entire length of a street.

- c. Existing address numbers on or near the property must be evaluated for consistency.
- d. A sufficient interval must be left between address numbers to allow for future development.
- e. The potential address range of the street must be identified. The potential address range determines which addresses may be assigned along a given street section. For example, an address number of 1220 cannot be assigned on a street with a potential address range of 1000-1099.
- f. Addresses must be assigned in numerical sequence. The addresses along a street should increase consistently in one direction. Address numbers should not be assigned out of sequence. Number 1789, for instance, should not fall between 1735 and 1741.
- g. Addresses across the street from one another should be similar. If 1645 is in use on the odd-numbered side of a street, one should expect to find numbers close to 1644 or 1646 on the even side. In practice, some variation from this guideline is to be expected, but it should be followed as closely as possible.
- h. An address shall be complete and official only if it contains all of the following elements:
 - (1) Number (Value denoting distance from the approved road origin. Fractions or alphabetical letters shall not be included in an address number).
 - (2) Street Name (As shown on the Official Street Name Map and recognized by the Addressing Official). Street name shall include an accepted suffix designation.
- i. An address may contain additional elements, as assigned by the Addressing Official in accordance with Section II C2.
 - (1) Directional Prefix
 - (2) Unit Number
- j. Whenever possible, duplication of address numbers on similar streets shall be avoided (e.g. 2202 Elk Way, 2202 Elk Wallow Drive).

2. Frontage

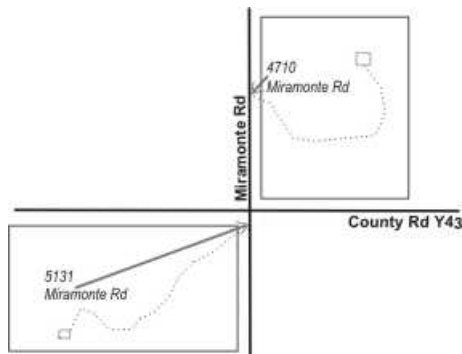
- a. Address numbers shall be assigned to properties at their point of frontage on a named street.
 - (1) A building on a corner lot shall be assigned an address on the street the driveway accesses. (Figure 5)

Figure 5



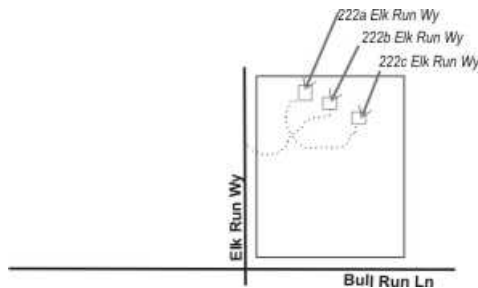
- (2) A building on a large parcel shall be assigned an address for the point at which its private driveway intersects a named street. (Figure 6)

Figure 6



- (3) Clustered accessory structures on a large parcel shall be assigned unit numbers (e.g. A, B, C) at the discretion of the Addressing Official. The unit numbers should increase in a clockwise direction from the driveway. (Figure 7)

Figure 7



- b. Address numbers must be displayed according to Section II C4 prior to occupancy of structures on the property.
- c. Where two (2) or more separate businesses or residences are contained in one building or complex, a single address shall be assigned to that building or complex, and unit numbers (e.g., Suite 1, Apt. 1, etc.) shall be assigned to each door by the property owner. Private clustered housing developments with no more than two (2) points of vehicular access, including mobile home or RV Parks may likewise be assigned a single address with unit numbers.

3. Vacant, Unplatted Property

Vacant, unplatted property, including 35-acre development sites, will not be assigned an address until a driveway location is determined for a structure or a permit is required for electrical service or other purposes. If the point at which the driveway intersects a named road is changed, the address will have to be changed accordingly.

4. Address Number Display Standards

- a. Address number signs shall display only the County-assigned address number.
- b. All address number signs shall conform to the standards detailed in the Sign Display Standards (Exhibit 2).
- c. Pre-existing signs may be exempted from the standards at the discretion of the Addressing Official.
- d. It shall be the duty of the owner of a building to post the correct address number of that building in accordance with those standards within sixty (60) days of notification of the correct address by the Addressing Official.
- e. Any incorrect address number shall be removed and replaced with the correct number by the property owner within sixty (60) days of notification of the correct address by the Addressing Official.
- f. Where unit numbering is necessary, the property owner is responsible for posting unit numbers in a logical and appropriate manner within sixty (60) days of notification of the correct address by the Addressing Official or within sixty (60) days of notice to comply.

III. Addressing Process

A. Procedures for Naming of New Streets or Changing of Street Names

1. The Addressing Official may initiate street naming or street name changes that are determined to be in the interest of the public's health, safety and welfare.
2. Filing
 - a. Any person may initiate the process to name or change the name of a public or private roadway within San Miguel County by filing an application with the Addressing Official, using the Street Name Application (Exhibit 2).
 - b. Included in the application shall be the following items:
 - (1) A list of names, mailing addresses and physical addresses of all affected parties as listed in records of the San Miguel County Assessor within sixty (60) days of the application date, which includes property owners or condominium unit owners, whose parcel or unit is adjacent to, accessed by, crossed by or otherwise intersected by the roadway.
 - (2) Current street name and new street name, with three (3) alternate choices.
 - (3) A petition containing the signatures of, or individual letters from, affected parties as described in Section III A2b(1) indicating support of the selected street name(s).
 - i. If the street name selected is approved by the Addressing Official and at least fifty-one percent (51%) of the affected parties as described in Section III A2b(1) agree the application shall be processed at no charge.
 - ii. If the street name selected is unacceptable to the Addressing Official or less than fifty-one percent of the affected parties as described in Section III A2b(1) agree, the applicant may appeal the application to the Board of County Commissioners for a hearing. The appeal filing shall be submitted to the Planning Department and include a fee of Two Hundred Fifty Dollars (\$250).
 - (4) A statement of the reasons why the street name change is needed. (e.g., eliminate duplicate name, help improve

emergency services to the area, how the request conforms to Section II B1 [Street Naming], etc.)

- (5) A map showing the vicinity of the roadway that is the subject of the application. If a recorded plat map showing the street exists, it shall be submitted as part of the application.
- (6) Description of the beginning and end of subject roadway. If a recorded description of the street exists, it shall be submitted as part of the application.

- c. When a Development Permit Application is submitted for construction of streets which access multiple parcels of 35 acres or more, the developer or property owner shall submit a street naming proposal to the Addressing Official which includes: (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, and English translations for any foreign language names. The Addressing Official shall review the street-naming proposal for duplication of names, appropriateness of names, and for overall compliance with the street naming policies outlined in Section II B (Street Naming Standards). The Addressing Official may modify or amend the proposal as he or she deems necessary in order to bring it into conformance with the street naming policy. The decision of the Addressing Official may be appealed to the Board of County Commissioners within thirty (30) days after action by the Addressing Official.

3. Hearing

Upon receipt of an appeal of the Addressing Official's decision on an application for a new street name or street name change, the Clerk to the Board of County Commissioners shall set a public hearing date before the Board of County Commissioners allowing at least fourteen (14) days prior notice to the public. Notice of the hearing shall be pursuant to Section 3-9 (Public Notice) of the San Miguel County Land Use Code. At the hearing, the Board of County Commissioners may grant, conditionally grant, or deny the request. A Board decision to grant, conditionally grant, or to deny, the request shall be set forth in a written resolution, which shall set forth the basis for the decision in accordance with the applicable provisions of these Standards. The Board, in its discretion, may continue the matter until a stated time and date for further consideration.

4. Protests

Any person may appear in protest to the requested street name change or new street name at the public hearing or submit written protests at least twenty-four (24) hours in advance of the public hearing. Once a petition for a street name change or new street name has been submitted, any person signing the petition may protest the action, but no signature(s) may

be withdrawn.

5. Exceptions

The Board of County Commissioners may elect to initiate a street name change or to name an unnamed roadway without filing an application and waive any fee requirements or other portions of this process.

6. Official Street Name Map

When street name changes or new street names are adopted by the Board of County Commissioners or the Addressing Official, they will automatically become part of Exhibit 5, the Official Street Name List and Map, which may be a singular document or combination of several.

7. Effective Date

A street name change or new street name shall become effective sixty (60) days after the date of Address Official or Board approval unless a longer term is designated.

8. Sign Installation

A Street Name sign reflecting the approved street name shall be posted by the applicant within sixty (60) days of the date of Board approval unless a longer term is designated by the Board. In the interests of public safety, street name signs shall conform to the standards in Section II B3 (Street Name Display Standards).

9. Address Renumbering

When a street name is changed or new street names are adopted by the Board of County Commissioners or the Addressing Official, the Addressing Official shall create new address numbers, according to Section II C (Address Number Assignment Standards), for any previously assigned addresses that are affected and notify each owner of the new address. The previously assigned addresses will become invalid sixty (60) days after the date of Board approval unless a longer term is designated by the Board.

B. Subdivision Review Procedures

1. Street Naming for New Subdivisions

a. During Preliminary Subdivision or Preliminary Planned Unit Development Plat map review, the developer shall submit a street naming proposal to the Planning Department, which includes: (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, and English translations for any foreign language names. The Planning Department shall review the street-naming proposal for duplication of names, appropriateness of names, and for overall compliance with the street naming policies outlined in Section II B. The Department may modify or amend the proposal as it deems necessary in order to bring it into conformance with the street naming policy. The decision of the Department may be appealed to the Board of County Commissioners within thirty (30) days after action by the Department. The approved street names shall be included in the Final Plat map.

- b. Street name signs, conforming to standards approved by Section II B3 (Street Name Display Standards) shall be installed by the developer at the intersection of all streets and highways and at such other locations as may be determined to be necessary.
2. Address Numbering for New Subdivisions
- a. The Addressing Official may create an address numbering scheme for the parcels according to Section II C (Address Assignment Standards), and the address numbers shall be included in the Final Plat map.
 - b. If any address number monuments are installed, they shall conform to the standards in Section II C4 (Address Number Display Standards).

C. Procedures for Assignment of Address Numbers

- 1. Address numbers are created using the location of the driveway or access, according to Section II C (Address Number Assignment standards); therefore, no addresses will be assigned until a driveway location has been approved and constructed except at the discretion of the Addressing Official. This address shall be considered temporary until the completion of the structure to which the address is assigned.
- 2. Any application for a Building Permit, Development Permit, Septic Permit, Special Use Permit or Driveway Access Permit may require the assignment or change of an address number.
- 3. Any citizen may request the assignment of an address number if a driveway location exists, using the Address Number Assignment Application (Exhibit 4).

D. Correcting and Changing Address Numbers

If an incorrect address is being used, the Addressing Official shall contact the owner by telephone, mail or electronic mail to correct the address. An Official Address Notification Form (Exhibit 5) shall also be sent to the owner to enclose when correcting their address for mortgage, insurance, utilities, alarm company, etc.

E. Dissemination of Addresses

All addresses and street names, whether they are new, changed, or corrected, temporary or permanent, shall be disseminated to the following entities by the Addressing Official within one week of assignment:

- San Miguel County MSAG Coordinator
- San Miguel County Sheriff's Office
- San Miguel County Assessor
- San Miguel County Clerk & Recorder's Office
- San Miguel County GIS Department
- San Miguel County Building Department
- San Miguel County Road and Bridge Department
- Any other appropriate emergency response agency(ies) (e.g. Montrose Sheriff's Dispatch)
- Appropriate fire district
- Appropriate United States Post Office
- Any private entities who enter into a monetary contract with San Miguel County for address and street update information

IV. DEFINITIONS

For the purposes of these Standards, the following terms are defined as follows:

Access

The manner by which persons reach parcels (including lots). Parcels may be reached overland by foot, horseback and/or vehicles using roads, driveways and/or trails approved for motorized use. Access does not include reaching parcels by aircraft.

Accessory Use/Structure

A use or structure naturally and normally incidental to, subordinate to, and devoted primarily to the principal use or structure of the premises. An accessory use or structure:

- (1) does not change the basic character of the premises (as determined by its principal use or structure;
- (2) is subordinate in area, extent and purpose to the principal use or structure served;
- (3) contributes to the comfort, convenience or necessity of occupants of the principal use or structure served; and
- (4) is located on the same lot or contiguous lots under the same ownership as the principal use or structure.

In no event shall an accessory use be construed to authorize a use not otherwise permitted in the Zone District in which the principal use is located, and in no event shall an accessory use or structure be established prior to the principal use or structure to which it is accessory. Kitchen and/or bath facilities shall be allowed in accessory structures only when such structures are associated with active mining operations.

Address

A physical property location identification including the following elements: Address Number, Street Name, (and Unit Number, if applicable) “Address” may differ from the “mailing address”.

Address Number

The numeric designation element of an address, created using an address system. Also refers to the physical representation (sign).

Addressing Official

The person appointed by the Board of County Commissioners to administer these street naming and address numbering procedures and standards.

Addressing System

The method by which physical addresses are generated.

Alley

A public way narrower than a street, permanently reserved as a secondary means of access to abutting property and not intended for general traffic circulation.

Arterial Highway

Any highway constructed under the supervision of the State Department of Highways.

County Road

A public road established by the County pursuant to the applicable requirements of Colorado law, which has been duly designated as a County Road on the County's official County Road Map and Inventory.

Dedicated Street

A named or unnamed roadway located on land that is publicly owned or otherwise subject to County jurisdiction, and reserved for public use (a.k.a. public dedicated right-of-way).

Delivery Address

Same as "Address".

Directional Prefix

A prefix assigned to a street based on its overall direction and its location within an existing addressing system. The directional prefix is not part of the street name, but exists for addressing and 9-1-1 purposes.

Driveway

An unnamed roadway not located on publicly owned land, or land under County jurisdiction, providing access to a single building.

Frontage

The point at which a driveway meets a named roadway.

Mailing Address

The US Postal Service address used to deliver postal mail to the recipient. Mailing address may differ from the "physical address".

Physical Address

Same as "Address".

Pre-existing Addressing System

An addressing system for an area, in use prior to adoption of these Standards, which remains the official addressing system for that area as determined by the Addressing Official.

Public Street

A named or unnamed roadway located on publicly owned land, or land under public jurisdiction.

Private Street

A named roadway not located on publicly owned land, or land under County jurisdiction, providing access to two or more buildings. Also, a private street is not owned by a public entity.

Road

Term used interchangeably with “Street”.

Roadway

Generic term used to describe any surface which may be traveled by a vehicle, regardless of jurisdiction, ownership, level of improvement or naming status.

Situs Address

Same as “Address”.

Street

A public or private roadway, other than an alley, that affords the principal means of access to abutting property.

Street Name

The official name of a roadway, including a name and a suffix designation.

Suffix Designation

A descriptive qualifier at the end of a street name.

Unit Number

A number or alphabetical letter appended to an address number indicating a separate unit (apartment, suite, accessory structure etc.) within a building, complex or cluster of accessory structures that is assigned a single address.

V. Exhibits

1. Suffix Designations and Abbreviations
2. Sign Display Standards
3. Street Name Application
4. Address Number Assignment Application
5. Official Address Notification Form
6. Official Street Name List and Maps (Adopted separately)
7. Official Maps of Addressing Systems (Adopted separately)

EXHIBIT 1

SUFFIX DESIGNATIONS AND ABBREVIATIONS

Accepted Suffix Designation	Standard Abbreviation	Description
Avenue	AVE	A roadway or thoroughfare that is continuous and not limited to a single subdivision
Boulevard	BLVD	Street with a landscaped median dividing the roadway.
Circle	CIR	Discouraged but allowed, at the discretion of the Addressing Official. Specifically, a looped street that terminates on the same road at two points is discouraged, particularly in situations where confusion may arise to emergency responders due to duplicate intersection descriptions.
Court	CT	Permanently dead-end street or terminating in a cul-de-sac.
Drive	DR	A curvilinear street.
Highway	HWY	Used to designate State or Federal roads only.
Lane	LN	Minor street within a subdivision
Place	PL	Permanently dead-end street, terminating in a cul-de-sac, or short through street.
Road	RD	A designated thoroughfare
Street	ST	The common or default suffix.
Trail	TRL	Limited to use on non-vehicular trails and recreational trails. An exception would be for historical uses that include the suffix of trail, such as "Overland Trail." Not allowed for new vehicular streets.
Way	WAY	A curvilinear street.
Plaza, Square, Walk	PLZ, SQ, WALK	All reserved for non-motorized areas and paths.

EXHIBIT 2

SIGN DISPLAY STANDARDS

The standardization of signs is necessary to assist emergency responders to find locations rapidly. Uniform signage helps to ensure that signs will be:

- Easily recognizable,
- Easily readable,
- Visible at night,
- Visible in adverse weather conditions,
- Visible when the snow is deep

STREET NAME SIGNS

All **street name signs** shall conform to the following standards

A. Dimensions

1. Length of sign blade not to exceed forty-two inches (42").
2. Sign blade to be six inches (6") wide
3. Four inches (4") shall be the minimum letter height for names.
4. Two inches (2") letter height to be used for suffix designations (and directional prefixes, if used).

B. Materials and Characteristics

1. Signs shall be constructed of sturdy material, preferably extruded aluminum with a .090 web thickness and a .250 flange thickness.
2. Sign letters shall be reflective.
3. Legend and background shall be contrasting color.
 - a. County designated roads shall have white letters on a green background.
 - b. Private roads may use other colors, such as white letters on a blue background.
4. Street names shall not be abbreviated on signs, except for approved suffix designations (Exhibit 1)

C. Placement

1. Sign shall be no less than 60 inches and no more than 84 inches from the ground.
2. All signs placed on County Road rights-of-way shall be approved by the County Road and Bridge Supervisor or appointed representative.

ADDRESS NUMBER SIGNS

All **address number signs** shall conform to the following standards

A. Placement

- i. Address numbers shall be located so as to be legible from the street on which the address is assigned.
- ii. Where a building is not clearly visible from the street on which it is addressed, its address numbers shall be posted at the point at which its private driveway intersects that street, as well as on the building.

B. Characteristics

Standardized address number signs shall be requested from the Addressing Office and installed by the County.

EXHIBIT 3

STREET NAME APPLICATION INSTRUCTIONS

(A street name application may require a non-refundable Filing Fee of \$250)

1. Prepare a list of possible names for the street. Please keep in mind that proposed street names that duplicate other existing street names in San Miguel County will not be approved. Other guidelines for avoiding inappropriate street names may be found in the Street Naming and Addressing Standards, Section II B. Contact the Addressing Official with your primary new street name choice and three alternate choices for a preliminary review of the street names prior to the circulation of a street name petition.
2. Prepare a complete mailing and physical address list of all affected parties, according to the records of the San Miguel County Assessor within 60 days of the date of application, which includes property owners or condominium unit owners whose parcel or unit is adjacent to, accessed by, crossed by or otherwise intersected by the roadway. A preliminary list may be obtained through the Geographic Information Systems Department, but the applicant must certify that, to best of their knowledge, the information is complete and accurate.
3. Prepare a petition indicating support for the Street Name Change or New Street Name that contains the signatures of affected parties (as described above). Please use the appropriate attached petition or a similar format.
 - **If at least 51% of the affected parties indicate their approval of the Street Name Change or New Street Name by signing the petition, the \$250 filing fee will be waived.**
 - **If fewer than 51% of the affected parties indicate their approval of the Street Name Change or New Street Name by signing the petition, a public hearing will be necessary and a non-refundable \$250 filing fee will be required.**
4. Complete and submit the attached Street Name Application Form.
5. Obtain and submit a map from the Geographic Information Systems, Building or Planning Departments showing the vicinity of the street. If a recorded plat map of the roadway exists, please submit that as well.
6. Submit the non-refundable filing fee of \$250, if applicable.
7. Contact the Addressing Official to schedule an appointment to review the Street Name Change or New Street Name Application.
8. Please note that if approval is granted, a street name sign reflecting the approved street name shall be posted by the applicant within sixty(60) days of the date of Board approval unless a longer term is designated by the Board. In the interests of public safety, street name signs shall conform to the standards in Section II B 3 of the Street Naming and Addressing Standards.

If any of the above steps have not been completed, the Application will not be accepted for review. Acceptance of the Application does not guarantee approval of the street name change or new street name. The affected parties will receive written notification informing them of the status of the Application, if it has been accepted or rejected for processing, and, if accepted, the Addressing Official's/Board of County Commissioners' decision.

If you have any questions regarding the process, please contact the Addressing Official. Also, see the Street Naming and Addressing Standards in the San Miguel County Land Use Code (available online: www.sanmiguelcounty.org).

SAN MIGUEL COUNTY ADDRESSING OFFICE STREET NAME APPLICATION FORM

Please check one:

- New Street Name:** To name a street that is currently unnamed.
- Street Name Change:** To change the name of a street that is currently named.

Applicant Contact Information:

_____ Name	_____ Phone Number	_____ Fax Number	_____ Email
_____ Address			
_____ Mailing Address	_____ Physical Address	_____ City, State	_____ Zip

Subject Street

Current Name (if applicable): _____

Proposed Name: _____

Alternate Name Choices:

NOTE: Changing the suffix designation does NOT constitute an alternate choice (e.g. Dirt Road, Dirt Lane, Dirt Street)

1. _____

2. _____

3. _____

Please attach a vicinity map to this form. (May be obtained from the GIS Department.)

Description of beginning and end of the segment of the street to be named (e.g. intersection with another named street, end of street, length in miles from a beginning point).

Reasons for requesting a street name change or new street name (e.g. eliminate duplicate name, improve emergency service response, how the request conforms to the Street Naming and Addressing Standards). You may write on this form or attach a letter.

EXHIBIT 5
OFFICIAL ADDRESS NOTIFICATION FORM

This address is a NEW address, or CHANGED address.

The address _____ is _____ effective:

The old address (if applicable) _____ expires:

Addressing Official

Date

Location: _____

Parcel Identification Number: _____

San Miguel County Tax District Number: _____

Voter Precinct: _____

Commissioner District: _____

Colorado House: _____

Colorado Senate: _____

Emergency Service Zone Number: _____