## EXHIBIT 1
### SUFFIX DESIGNATIONS AND ABBREVIATIONS

<table>
<thead>
<tr>
<th>Accepted Suffix Designation</th>
<th>Standard Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Avenue</td>
<td>AVE</td>
<td>A roadway or thoroughfare that is continuous and not limited to a single subdivision</td>
</tr>
<tr>
<td>Boulevard</td>
<td>BLVD</td>
<td>Street with a landscaped median dividing the roadway.</td>
</tr>
<tr>
<td>Circle</td>
<td>CIR</td>
<td>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.</td>
</tr>
<tr>
<td>Court</td>
<td>CT</td>
<td>Permanently dead-end street or terminating in a cul-de-sac.</td>
</tr>
<tr>
<td>Drive</td>
<td>DR</td>
<td>A curvilinear street.</td>
</tr>
<tr>
<td>Highway</td>
<td>HWY</td>
<td>Used to designate State or Federal roads only.</td>
</tr>
<tr>
<td>Lane</td>
<td>LN</td>
<td>Minor street within a subdivision</td>
</tr>
<tr>
<td>Place</td>
<td>PL</td>
<td>Permanently dead-end street, terminating in a cul-de-sac, or short through street.</td>
</tr>
<tr>
<td>Road</td>
<td>RD</td>
<td>A designated thoroughfare</td>
</tr>
<tr>
<td>Street</td>
<td>ST</td>
<td>The common or default suffix.</td>
</tr>
<tr>
<td>Trail</td>
<td>TRL</td>
<td>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 &quot;Overland Trail.&quot; Not allowed for new vehicular streets.</td>
</tr>
<tr>
<td>Way</td>
<td>WAY</td>
<td>A curvilinear street.</td>
</tr>
<tr>
<td>Plaza, Square, Walk</td>
<td>PLZ, SQ, WALK</td>
<td>All reserved for non-motorized areas and paths.</td>
</tr>
</tbody>
</table>
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.

All street name signs shall therefore 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. Sign materials and characteristics are subject to approval by the Addressing Official.
   2. Signs shall be constructed of sturdy material, preferably extruded aluminum with a .090 web thickness and a .250 flange thickness.
   3. Sign letters shall be reflective.
   4. Legend and background shall be white letters on a green background. The Addressing Official may approve exceptions.
   5. 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 designee.
EXHIBIT 2
SIGN DISPLAY STANDARDS, PAGE 2

ADDRESS NUMBER SIGNS

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.

All address number signs shall therefore conform to the following standards.

Placement & Characteristics

1. Address numbers shall be located so as to be legible from the street on which the address is assigned.
2. For address numbers posted on the building, it is suggested:
   i. Sign numbers be reflective.
   ii. Numbers and background be contrasting.
   iii. Sign numbers are at least 4 inches high.
   iv. Sign numbers are placed at least 60 inches from the ground.
3. Where a building and/or the address numbers posted on the building is/are not clearly visible and legible from the street on which the building is addressed, the address numbers shall be posted on a sign at the point at which its private driveway intersects that street.
   a. The driveway sign shall be of a standardized type obtained from the County’s supplier.
   b. The location shall be approved by the Addressing Official or designee.
   c. Sign shall be no less than 60 inches from the ground.
   d. Sign shall be placed so as not to be obscured by foliage, snow or any other natural or man-made objects.
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. You can also create a map on the county’s website: www.sanmiguelcountyco.gov/maps.

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 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.sanmiguelcountyco.gov/addressing).
SAN MIGUEL COUNTY 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.
STREET NAME CHANGE PETITION

“We the undersigned, petition the San Miguel County Board of County Commissioners to change the current name of _____________________________ to the proposed name of _____________________________. The reason for the change is _____________________________.

Attached is a description and map of the above-referenced roadway.”

Please provide at least three (3) alternate street name choices. NOTE: Changing the suffix of a name does not constitute an alternate choice. For example: Dirt Rd, Dirt Dr, Dirt St.

Alternate street name choices are as follows:
1. ____________________________
2. ____________________________
3. ____________________________

<table>
<thead>
<tr>
<th>Owner Name</th>
<th>Signature</th>
<th>12 Digit Parcel Number</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Petition Circulated by:

Printed name __________________________ Signature __________________________ Date ____________
NEW STREET NAME PETITION

“We the undersigned, petition the San Miguel County Board of County Commissioners to name the roadway described by the attached Street Name Application Form and map with the name of ________________________________.”

Please provide at least three (3) alternate street name choices. NOTE: Changing the suffix of a name does not constitute an alternate choice. For example: Dirt Rd, Dirt Dr, Dirt St.

Alternate street name choices are as follows:
1. _________________________________
2. _________________________________
3. _________________________________

<table>
<thead>
<tr>
<th>Owner Name</th>
<th>Signature</th>
<th>12 Digit Parcel Number</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Petition Circulated by:

Printed name ____________________ Signature ____________________ Date __________
EXHIBIT 4
ADDRESS APPLICATION FORM

NOTE: A driveway location must be approved before an address is assigned. If a development or driveway access permit is required, they must be approved before the address is assigned. Any application for a building permit, development permit, OWTS permit, Special Use Permit or driveway access permit may require the assignment or change of an address number.

Please check one:

☐ New Address: To create an address number for a property previously unaddressed.
*If the access road to the property is unnamed, you may need to apply for a new street name in addition to an address number. Check with the Addressing Official.

☐ Address Change: To change the address number of a property previously addressed.

Other applications submitted to Planning and/or Road & Bridge: Please check all that apply. This application does not replace these other permit applications.

☐ Building permit ☐ Development permit ☐ OWTS permit ☐ Driveway access permit

Owner Contact Information:

Property Owner Name ___________________________ Phone ___________________________ Email Address ___________________________

Current Mailing Address ___________________________ City, State, Zip ___________________________

Other Contact (e.g. Contractor) ___________________________ Phone ___________________________ Email Address ___________________________

Subject Property Description

1. Closest intersecting County Road or named road ___________________________

2. Please supply one or more of the following:
   • 12 Digit Parcel Identification Number (Can be found in the top left corner of your property tax bill) ___________________________
   • Lot number / Subdivision ___________________________
   • Current Physical Address (if applicable): ___________________________

3. Please attach a site map, marking the location of the driveway where it intersects a named road. If you are applying for another permit, staff may be able to assist you in creating a site map. Using an application which shows aerial photos is best. Maps may be created on the County’s mapping website, http://www.sanmiguelcountyco.gov/maps, or you can use Google Maps with satellite photos.

4. For the quickest response, please submit your application and maps electronically to heatherw@sanmiguelcountyco.gov.
EXHIBIT 5
SAMPLE ADDRESS NOTIFICATION

Date

To: [Property owner/address as listed in the Assessor’s Office records]

Re: Street address assignment

Your property has been assigned a physical street address. Maintaining a consistent and clear addressing system is crucial for timely emergency response. The 911 system will reflect your official address, as will the Assessor’s database. Please begin using the below address as of the effective date.

This letter is your official notification, so please retain it for your records. It is the property owner’s responsibility to notify all tenants and correspondents, such as mortgage companies, utility service providers and voter registration, of the correct address. Receipt of this address does not guarantee access to your property. Please ensure you have proper permission and easements if you need to cross private property to access your property. It is not the responsibility of the San Miguel County GIS Department to verify property access.

Please purchase your house number address sign from J & S Contractors Supply Company using the attached order form. When it arrives, please review it for accuracy and contact J & S Contractors Supply Company (800-332-0164) if there are errors. Post the sign in accordance with the address sign standards from the San Miguel County Land Use Code which are attached. Please post it in a prominent location: signage is an important factor in timely emergency response.

Please contact Heather Widlund at heatherw@sanmiguelcountyco.gov with questions regarding your address.

Owner of record:

12 digit tax parcel ID (PIN):

New Address:

Effective Date:

Regards,

Heather Widlund
GIS Director & Addressing Official