

Introduction and History

To be eligible to install an Emergency 911 system (E911), 90% of the County residents must have addresses. To meet this goal, the County needs a standard addressing method. Also, voter registration, delivery services, mortgage companies, emergency service agencies, the postal service, and utility companies have requested the County standardize or assign addresses.

One product of the Geographical Information System (GIS) Department was the situs addressing system. The Board adopted a system in 1995. During this process, a countywide GIS database was developed. Addresses were assigned. The addressing system satisfied the needs of the community by fixing a unique address to specific geographic features on the ground. Once understood, the system was clear and features were easy to locate. Using this addressing system, the County planned to be a clearinghouse of geographic data for the County. The GIS department had responsibly for gathering field data and data from local agencies, both public and private. It planned to develop and maintain maps (coverage), perform analysis and modeling, and maintain and update the database. The results and products were to be made available to the general public.

This system linked:

1. geographical (physical location.)
2. graphical (visual mapping display and querying), and
3. database (attribute data) together.

During this period, we felt that we had cooperation of all of the agencies to implement the addressing system. The County experienced a fiscal crisis and eliminated the GIS program about six years ago. Work stopped on the address system. As personnel changed, the Towns elected to do their own addressing as allowed by Statute.

About two years ago, the Planning Department was assigned the responsibility of assigning the addresses. Planning will assign new addresses in the unincorporated areas and the Assessor will maintain the data. Recently, as street signs have been installed, questions have been raised regarding street names and addresses. *By a revision and amplification of the adopted policy, we hope to answer these questions.*

Questions

1. What gives the County the authority to assign names to private drives?

§ 11-251. Powers of board

“The board of supervisors, under such limitations and restrictions as are prescribed by law, may:

17. Adopt provisions necessary to preserve the health of the county, and provide for the

expenses thereof.

30. Do and perform all other acts and things necessary to the full discharge of its duties as the legislative authority of the county government.

31. Make and enforce all local, police, sanitary and other regulations not in conflict with general law.”

The Board has Police powers under these three limitations and restrictions. We need to assure that emergency service vehicles, police (Sheriff, Department of Public Safety, and local Police Departments), ambulance, and fire response, are not hindered in finding homes by lack of signs.

In addition, the Board is charged with “orderly” growth under the Planning Statutes. Orderly growth is hindered when two or more roads have the same name or road names are continually being changed. Without officially named streets and addresses, emergency responders, delivery and service people, and others may have trouble finding homes as owners readdress their properties.

2. Once signed, will the County have an ownership interest in my private drive?

The County can have no ownership in private property, unless granted by or acquired from the owner of the property. Without just compensation, we cannot take private property for public purposes. The County has no ownership interest, nor does it want an interest, in a private drive other than a street sign. The County puts signs on private property under police authorities granted under Board Powers with the private property owner’s concurrence. Further, we have no authority to put signs on private property without consent.

If a case arises where a property owner denies access for a sign. The County may install a sign on the public road boundary or may readdress the property off of the nearest road.

Property owners are responsible for the maintenance and up keep of the drives serving their properties. The County should do no maintenance on the drive beyond that which it did before June 13, 1985. (02/04/05)

If a drive is not maintained by the County, we have no liability if emergency vehicles cannot traverse a private drive. If the owner of a private road wants maintenance, he may petition to have the road accepted as a County Road according to the Statutes.

3. A property owner wants another road name because he does not like the assigned name.

The property owner should petition the County for a change road name. A majority of the property owners who have addresses on the road should sign the petition. Only one signature from each addressed, Assessor Parcel will be counted. Multiple signatures from a single assessor parcel will be used only as an indication of general agreement. The majority of property owners will be given

consideration to rename a street.

The person filing the petition will be responsible for paying to the County the cost of the sign(s). He may make private agreements with neighbors to cover the cost. The minimum cost will be \$25.00 per sign plate. Generally, each sign has two plates, only one of which would be changed. If a street has multiple signs, we will determine the total cost. The amount may change from time to time based on our costs to buy signs.

The cost of signs does not, and will not, cover all the other costs associated with a street name change. The name change will require changes in the Assessor's and the voter registration records at a minimum. Delivery services, Utility, telephone, and cable providers need to be notified. For these reasons as a general policy, name changes and additions should be avoided.

4. A property owner wants to have a street sign for his property. I want my own sign for my driveway.

We need to balance the needs of a responding emergency vehicle for which these procedures and policies that have been established against private requests. The houses are addressed at the access point off of a street.

If warranted, after providing a petition under Question 3 and Board approval, the County will install a street sign. During the initial signing, the County will purchase and install the sign. After the initial posting of signs is completed, the property owner will pay to the County the cost of the sign (see Item 3). We will notify the Board when the initial posting has been completed which will be 3 to 6 months after we install the last of our signs or the adaption of this policy.

5. How do we take care of a single home or property improvement which is not visible from a road from which it would be addressed?

Some of the structures (homes) are located some distance (very remote) from the drive intersection over "rough" private roads that a conventional two wheel drive vehicle may have difficult traversing. After a request to name the lane has been approved by the Board, the County will install a street sign. During the initial signing the County will purchase the sign. After the initial signing of the County, the property owner will be responsible for paying to the County the cost of the sign.

6. A property owner purchases and installs his own sign. The name is different from the one assigned.

Once we see the sign, the County will notify the property owner, personally (if possible) and in writing, of his assigned address. The County will recognize only those street names and addresses on the data base maintained by the Assessor. The owner may initiate action to make a change.

If in the opinion of the Engineer, Road Superintendent, and area Road Foreman the sign is a hazard to

the public, we will ask that the sign be removed or relocated. If the sign is not moved, the County will send a registered letter, return receipt regarding possible hazards. If the sign is on a Public Easement, the County will remove the sign and place it on private property. The County will not be responsible for damage to the sign.

7. With Clifton and Duncan doing their own system, how do we address properties surrounding the towns?

The addresses surrounding Clifton and Duncan will be based on the towns' systems. Addresses will reflect those assigned by the Town's within their jurisdictions. County islands in Duncan, directly influenced by Duncan, will be addressed accordingly. Those properties not affected will be addressed according to our naming and numbering procedures. Part of Morenci is in Clifton and part is in an unincorporated area of the County. Addresses in Morenci will not change if Clifton does not readdress their part of Morenci. Adjustments in this policy to accommodate Clifton's and Duncan's systems will be made as needed.

8. After we changed some road names, we did not notify people of the new names causing some issues.

During the initial signing process, I propose that we discuss the problem with these people and try to solve the problems using these procedures in this policy. We will contact all people on the road, we will run a petition, and find the majority opinion on the road's name. We will notify persons affected by mail of any changes. We will make and pay for field changes. If agreement is not reached then the County will assign either a new name or keep that which has been assigned.

9. Access to property has changed or a new street is put into service. A Street is abandoned.

During the initial signing process, we will provide a new address or assign a new street name and address. The county will pay for signs. After the signing, the owner needs to petition for a street address and pay for signs. The County will install signs. Fees for signs must be paid before Zoning Permits are approved and will be incorporated into the building permit/zoning use process.

Road names will be addressed during rezoning or when a zoning use permit is issued. The Planning and Zoning Commission will review and recommend new Road names. The Planning and Zoning Commission may suggest new or different names.

We will either rename a street or move the street sign if access changes.

10. Once a road is posted, as conditions and residents change, who is responsible for changing an address?

The property owner is responsible for requesting a change according to this policy. After Planning and Zoning gives a recommendation, the Board of Supervisors may approve or not approve a name change.

Numbering issues may be handled by Planning Department.

11. Why not use the H.C. Box number for address numbers?

The rural carrier numbers are being phased out. The Postal Service will soon be delivering mail to the County assigned street numbers. Further, the H.C. rural carrier and other postal service numbers have no sequence. The numbers are not sequential. The numbers may be scattered all over a neighborhood. Emergency responders would have a difficult time finding addresses.

12. Will a change to my address affect my property ownership?

Addresses will not and do not affect ownership. Owners may have to notify their mortgage lenders of a change in an address. If requested, the County will help by providing an explanation letter.

13. It will cost me to change all my correspondence. I already have a number on my house and I really like it. I bought expensive tile letters for the address I chose.

Before the Situs Address System was approved, no official system was in place. People have used convenient numbers, used subdivision plat lot numbers, postal service numbers, or telephone numbers, etc. for addresses. No logical system is associated with the numbers. The underlying purpose of an address is for an emergency vehicle to quickly and efficiently locate an address. Numbers and street names will change to provide a logical address system.

14. Many individuals have installed manufactured homes, built structures, and have made improvements to structures without getting a Zoning Use Permit. How can we provide addresses for structures and resolve compliance issues with Statutes and Regulations?

Given the benefit of doubt, most people put structures in place not knowing that the County has Zoning Regulations and that the State Statutes requires building permits. I suggest that we write the 30+ individuals who have had manufactured homes installed and ask them to get needed Permits. They will be responsible for bringing to us the permit they did receive. Some of these individuals got permits from the Sanitarian, but were not told of the need for a Zoning Use Permit or Floodplain Permit. We have three issues regarding manufactured home installation, 1) zoning violation (undersized lots and problem lot splits), 2) health issues (those who did not get a septic system permit), and 3) safety issues (no inspections of manufactured home setup, no permit.) Safety issues can be cleared up. The health and zoning issues are more difficult.

Avoid future issues, I propose that we begin a field effort to inform people about needed permits.

15. My address is in error.

The Assessor may and will make clerical corrections to the data base. We will make periodic Board notification.

16. What address should I put on my mail?

At this time, I suggest that the address be in the following format:

Format:	Example:
<i>(Person's name)</i>	John Q. Public
<i>(Street address)</i>	8227 Public Lane
<i>(City), Arizona (Zip code)</i>	Duncan, Arizona 85534

Continued use of the rural route numbers propagates a system that will change. Make the change now and finish the address transition.

17. What about delivery by Postal Service?

The Post Office will start delivering to the rural addresses and stop using the rural route system. The transition period is one year.

18. When do we establish street names and addresses?

Street names will be established when needed - when land is rezoned or when a Zoning Permit is issued. Addresses will be provided to structures when permits are issued. Generally, vacant lands will not have addresses. Vacant land, if addressed, will be addressed to the center of the parcel. Street signs will be installed when a residence or business is addressed along the road.

19. How do we address parcels not meeting number system?

Field problems and a host of other issues sometimes cause problems. To minimize changes with established addresses, we will adjust new property addresses to meet existing conditions. We will make a best possible fix of numbers.

20. When and how should I post my house number?

As soon as street name signs are in place, the home owner should purchase numbers. The numerals should have reflective backing and 6" tall, reflective numbers. The numbers should be posted in a visible place (e.g., close to the front door or at the drive entrance) from the street on which they are addressed. Have a neighbor or a friend test the night visibility of the numbers with a flash light. The numbers can be placed horizontal or vertical or stair stepped depending on the preference of the property owner. The street name can also be added.

Definitions and Standards

Some of the definitions and standards used to address property follow. The driving purpose of the address is to provide for emergency response. Emergency responders need to be able to find people.

An address is a unique identifier from which other attribute data can be based and linked. An address distinguishes a location from all others. A number and name can be assigned to a particular geographical feature, e.g., a residence, business, or parcel of land, etc. An address can be located and related to its surroundings, as well as listing particular attributes.

An address is composed on two parts. The first part is the number. The number may have a suffix, i.e., A, B, 1, 2, etc. The second part is the name. The name may have a prefix which is the associated cardinal direction (North, Northeast, East, etc.). The name will have a suffix which is a lane, a street, a road, a highway, a loop, etc.

A database, consisting of a list of the assigned street addresses within the county, has been developed. This database is maintained by the Assessor and revised periodically. Clerical errors can and will be corrected as found.

In this policy, the terms highway(s), street(s), road(s), drive(s), etc. may be used interchangeably. These terms do not designate ownership. Ownership may be public or be private.

Address Methodology

1. Addresses are based on two conventions - highway and local. General rules follow.

Highway addresses will be based on the Arizona Department of Transportation (ADOT) mile posts. Highway addresses will have six (6) digits. The first three (3) digits refer to the state's highway mile post and the last three numbers refer to a prorated distance from the mile post (distance from mile post in feet divided by 5.28 or the distance between mile posts divided by 1000.)

Local addresses will be assigned from the measured distance from the centerline of the most easterly or southerly road intersection or road termini. Metric measure will be used and expressed in meters. The meter measurements will be transparent to the public.

Future assignment of numbers will be consistent with the numbering convention. Space is allowed for additions. Not using a sequentially numbering system will allow for new addresses as parcels are created or homes occupied.

The distance method also allows an emergency responder to locate an address quickly, e.g., 120 Caddy Lane would be about 380 feet from the beginning intersection on the easterly or right side of the road.

1) Each structure (residence or business) is assigned an address from its central point (or the centroid). A distance is measured along the roadway center line measured from the beginning point to the structure. The beginning point generally is an intersection.

2) Generally, the north and east sides of the roadway are even numbered and the south and west sides of the streets are odd numbered. Even and odd remain consistent from the start of addresses.

3) Streets that loopback to an originating roadway, will be numbered one of three ways

i) for longer roads, based on their intersection closest to the main access point of entry.

ii) for shorter roads, based on the south or east most point of access.

iii) for shorter roads, from the lowest address of the access points.

4) On properties with multiple dwellings, either of two conventions may be used.

i) The same street number with the addition of a unit letter or number may be used (i.e., 309 N Coronado Blvd. Bldg. 2 or B). Two structures, with one immediately behind another, would use this convention.

ii) Different street numbers can be used.

5) Single buildings that have long narrow access drives from a roadway either of two conventions may be used.

i) The drive can be numbered as if the drive is the frontage of the parcel.

ii) The drive can be named and an address assigned from the intersection.

6) Drives that access two or more dwellings/businesses will be named and will be posted accordingly.

7) If possible, commonly recognized or historical street names will be used. If we have a conflict between unincorporated areas and Towns, Towns will be given preference. The County will rename Streets in the unincorporated area.

The E911 system requires all street names to be unique within a Zip Code. A street name can be used once in a zip code area. We will try to avoid using Lane, Street, etc. to distinguish between names.

Some street names are similar within a Zip Code or within the County. Similar street names should be changed to eliminate confusion by assigning a unique street name. Again, we will try to avoid using Lane, Street, etc. to distinguish between names.

The incorporated towns of Duncan and Clifton chose to address and name their streets. We will encourage and help them to set street names and addresses.