



**RIO ARRIBA COUNTY
PLANNING AND ZONING DEPARTMENT
RURAL ADDRESSING DIVISION
APPLICATION FOR ROAD NAME**

**THIS APPLICATION MAY BE SUBMITTED ONLY BY THE PROPERTY OWNER(S)
RESIDING ALONG ROAD TO BE NAMED.**

Applicant (Requester) Name: _____

Mailing Address of Applicant: _____

Email Address: _____

Applicant Phone No: _____ Cell Phone No: _____

Location/Community of roadway to be named: _____

Name of Nearest Public Road to proposed road to be named: _____

Proposed Road Name: No First Names or Surnames, Maximum of 13 letters including spaces, No County duplicate Names.

First Choice: _____

Second Choice: _____

Third Choice: _____

Reason for Request: _____

Property Owners must provide Legal Status of Ownership of roadway to be named. (Survey Plat, Deed)

Attach the **Road Name Petition List** with names and signatures of each property owner along roadway to be named. Only one signature per household is allowed. Majority of signatures on list are in agreement with the road name chosen.

Approved by Planning and Zoning Department: _____

Approved Road Name: _____

Date: _____

STAMP of APPROVAL:

REQUIREMENTS FOR ROAD NAMING

BY RIO ARRIBA COUNTY ORDINANCE 1989-03

SECTION 6.0 APPROVAL REQUIRED BY NEW ROAD/PRIVATE DR. NAMES

EVERYONE SUBMITTING A SUBDIVISION PLAT TO THE PLANNING AND ZONING DEPARTMENT SHALL SHOW A PROPOSED ROAD AND LOT NUMBERS SYSTEM ON THE APPLICATION SUBMISSION TO RIO ARRIBA COUNTY PLANNING & ZONING DEPARTMENT FOR REVIEW. THE RIO ARRIBA RURAL ADDRESSING DIVISION SHALL CHECK THE SUGGESTED ROAD NAME AND ADDRESSING TO ENSURE THAT IT CONFORMS TO RIO ARRIBA COUNTY ROAD NAMING AND ADDRESSING REQUIREMENTS FOR THE ENHANCED 911 SYSTEM. THE RIO ARRIBA COUNTY RURAL ADDRESSING DIVISION SHALL HAVE FINAL AUTHORITY ON THE ACCEPTANCE OF ALL ROAD NAMING AND ADDRESS ASSIGNMENT. THE APPROVED ROAD NAMES AND ADDRESSES SHALL BE INDICATED BY THE OWNER/DEVELOPER OF THE NEW SUBDIVISION ON THE FINAL PLAN BY SHOWING PROPOSED ROADS, APPROVED ROAD NAMES AND APPROVED ADDRESSES FOR ALL PROPERTIES LIKELY TO BE CONSTRUCTED. THE SUBDIVISION DEVELOPER SHALL BE RESPONSIBLE FOR PROVIDING THE APPROVED STREET OR ROAD NAME PLATE AND POSTING OF THE NAME PLATE AND POSTING OF THE NAME PLATE AT ITS PROPER LOCATION. THIS WILL COMPLY WITH SECTION 6.1 ORDINANCE.

SECTION 6.1 NEW PRIVATE ROAD NAMING SYSTEM

THE PROPOSED ROAD NAME SHALL COMPLY WITH THE FOLLOWING:

- A. COMPLETE APPLICATION WITH PETITION PROVIDED.
- B. NAME LIMITED TO A MAXIMUM OF (13) LETTERS
- C. NO DUPLICATION WITH OTHER EXISTING ROAD NAMES
- D. NO SIMILAR SOUNDING OR CONFUSING NAMES;
- E. NO FIRST NAMES OR SURNAMES
- F. WILL ACCEPT PLANT LIFE, ANIMALS, OR NATURAL GEOGRAPHIC FEATURES, AND HISTORICAL.

SECTION 6.2 NEW ROAD/PRIVATE DR APPLICATION

A. AN APPLICATION TO NAME OR RENAME A ROAD SHALL BE SUBMITTED TO THE RURAL ADDRESSING DIVISION. AND SHALL INCLUDE AT A MINIMUM THE FOLLOWING INFORMATION

(APPLICATION EXHIBIT A):

- 1. NAME OF APPLICANT;
- 2. LOCATION OF ROADWAY BY DESCRIPTION AND/OR MAP;
- 3. LEGAL STATUS, IE., OWNERSHIP OF ROAD, IF KNOWN;
- 4. EXISTING ROAD NAME, IF KNOWN;
- 5. PROPOSED ROAD NAME;

6. REASONS FOR REQUEST;
7. PETITION (ATTACHED IF ANY);
8. FEES-APPLIED TO ROAD NAME.

B. THE APPLICATION MAY BE SUBMITTED BY ANY OF THE FOLLOWING APPLICANTS:

1. THE PROPERTY OWNER(S) RESIDING ALONG THE ROAD;
2. ANY PUBLIC OR SEM-PUBLIC AGENCY WHOSE FUNCTION IS AFFECTED BY ROAD NAMES;

SECTION 6.3 FEES

AN APPLICATION FEE OF \$50.00 WILL BE CHARGED FOR A ROAD NAME APPLICATION. A FEE OF \$50.00 FOR A SIGN AND \$50.00 FOR A POST WILL BE CHARGED IF DETERMINED. 911 PHYSICAL ADDRESS NUMBERS THAT ARE ASSIGNED WILL REMAIN WITH THE LOT.

SECTION 6.4 PROCESSING ROAD NAME APPLICATIONS

- A. VERIFY LEGAL STATUS, OWNERSHIP AND MAINTENANCE OF ROAD;
- B. CHECK PROPOSED NAME(S) FOR DUPLICATION OR SIMILARITY WITH OTHER EXISTING ROAD NAMES;
- C. PERFORM A FIELD CHECK, WHEN DEEMED NECESSARY.
- D. ASSIST APPLICANT TO FIND ALTERNATE NAMES WHEN REQUIRED;
- E. NOTIFY THE FOLLOWING DEPARTMENTS AND AGENCIES IF AFFECTED BY THE ROAD NAMING ;
 1. ASSESSOR
 2. EMERGENCY SERVICES
 3. POST OFFICES
 4. UTILITY COMPANIES
 5. STATE 911 RURAL ADDRESSING DIVISION (WEST)

RECOMMENDED REQUIREMENTS FOR ROAD NAME SIGNS

SIGN COLOR AND SIZE

- WHITE ON BLUE (WHITE LETTERS AND BLUE BACKGROUND).
- BACKGROUND SHOULD BE REFLECTIVE AND WHITE LETTERS SHOULD BE HIGHLY REFLECTIVE IN WHITE ENGINEER GRADE.
- SIGNS SHOULD MEASURE 6" X 30"
- LETTERS(DECALS) SHOULD BE UPPERCASE AND SHOULD MEASURE 4"

POSTS

- THEY ARE DIFFERENT TYPES OF POST THAT CAN BE USED SUCH AS U CHANNEL OR ROUND COULD BE ALUMINUM, GALVANIZED STEEL OR WOOD FOR SUBDIVISIONS
- HEIGHTS SHOULD BE 7 FEET OFF THE GROUND WHEN MOUNTED ON THE POST.
- PLACEMENTS: AS A GENERAL GUIDE SIGNS ARE PLACED ON TWO SIDES OF EACH FOUR-WAY INTERSECTION AND ON THE RIGHT HAND SIDE OF A “T” INTERSECTION. IT IS GENERALLY RECOMMENDED THAT A FOUR WAY SIGN BE USED, ONE THAT DISPLAYS THE NAME OF BOTH ROADS USING A SIGN TO SIGN BRACKET. THE FOLLOWING DIAGRAM SHOULD BE HELPFUL IN DETERMINING SIGN PLACEMENT IN INTERSECTIONS.

SIGN SHALL BE POSTED WITHIN A TWO WEEK PERIOD AFTER APPROVAL FROM THE RURAL ADDRESSING DEPT.

***A FEE WILL BE CHARGED FOR ROAD SIGNS AND POSTS BASED ON THE CURRENT SIGN AND POST COSTS*.**