

**ORDINANCE NO. 22**  
**UNION COUNTY RURAL ADDRESSING ORDINANCE**

**THIS ORDINANCE RELATES TO THE MAINTENANCE OF RURAL ADDRESSING FOR THE COUNTY OF UNION TO SUPPORT THE ENHANCED 9-1-1 SYSTEM AS WELL AS PROVIDING RESPONSIBILITIES AND PROCEDURES FOR THE ASSIGNMENT OF RURAL ADDRESSES WITHIN UNION COUNTY, NEW MEXICO.**

**SECTION 1. SHORT TITLE**

This ordinance may be cited as the “**Union County Rural Addressing Ordinance**”

**SECTION 2. PURPOSE**

The purpose of this ordinance is to enhance the easy and rapid location of properties by law enforcement, fire rescue, and emergency medical service personnel in Union County, New Mexico.

**SECTION 3. ADMINISTRATION**

This ordinance shall be administered by Union County Rural Addressing Department which is authorized to and shall assign road names and/or numbers and numbers to all properties, both existing and proposed, in accordance with the criteria in Sections 4, 5 and 6. The Union County Rural Addressing Department shall also be responsible for maintaining the following official records of this ordinance:

- a. A community map for official use showing road names and/or numbers;
- b. A listing of all road names and road numbers with low and high address ranges; and
- c. A listing of all addresses assigned.

**SECTION 4. NAMING SYSTEM**

All roads that served one or more properties shall be named regardless of whether the ownership is public or private. A “road” refers to any highway, road, street, avenue, lane, private way or similar paved, gravel or dirt thoroughfare. “Property” refers to any property on which a more or less permanent structure has been erected or could be placed. A road name assigned by Union

County shall not constitute or imply the acceptance of the road as a public way.

The following criteria shall govern the naming system:

- a. No two roads shall be given identical names.
- b. Roads should not have similar sounding names.
- c. Each named road shall have the same name throughout its entire length.

#### **SECTION 5. URBAN NUMBERING SYSTEM**

Numbers in the Town of Clayton and the villages of Des Moines, Folsom, Grenville, and others shall be assigned such that their address increment logically by 100 as each street block intersection is crossed. Even numbers shall appear on the south and west sides of streets (southwest quadrant) and odd addresses on the north and east sides of streets (northeast quadrant). Generally, the low address is found where the road intersects another more significant road. Notwithstanding the provisions of this section street names and numbers previously assigned by the constituent municipalities remains in effect and will not be disturbed. Addresses established subsequent to the effective date of this ordinance shall be assigned in accordance with this ordinance.

#### **SECTION 6. RURAL NUMBERING SYSTEM**

Numbers shall be assigned such that 50 odd and 50 even are found every mile. Even numbers shall appear on the south and west sides (southwest quadrant) and odd addresses on the north and east sides of the streets (northeast quadrant). Generally, the low address is found where the road intersects another, more significant road or the end that is closest to Clayton.

The following criteria shall govern the numbering system:

- a. All number origins shall begin from 0. For dead-end roads, numbering shall originate at the intersection of the adjacent road and terminate at the dead end.
- b. The number assigned to each structure shall be that of the numbered interval falling closest to the driveway or front door of said structure.
- c. Every structure with more than one principal use of occupancy shall have a separate number for each use or occupancy. For example, duplexes will have two separate

numbers.

- d. Apartments will have one property number followed by an apartment number, such as 235 Maple Street, Apt. 2. Trailer courts will be numbered in a similar manner, using the lot numbers as the sub-address.
- e. The Union County Rural Addressing Department shall have the authority to modify these guidelines as necessary to ensure that the addresses assigned are logical for emergency and postal service.

#### **SECTION 7. COMPLIANCE**

All owners of structures shall, by the date stipulated in Section 9, display and maintain in a conspicuous place on said structure, the assigned numbers in the following manner:

- a. **Number on the Structure:** The address number shall be displayed on the front of the structure in the vicinity of the front door or entry when the structure can be easily seen from the road right-of-way. If the structure is easily seen from the road right-of-way, but too far from the right-of-way for the number to be easily seen, then the address number will be placed at the Street Line (Section 7 b).
- b. **Number at the Street Line:** The assigned number shall be displayed on a post, fence, wall, the mail box, or on some structure at the property line adjacent to the walk or access drive to the numbered structure, when the structure is difficult to see from the street line or if the distance from the street line to the structure is such that an address number posted on the structure would be difficult to see.
- c. **Size and Color of Number:** Address numbers shall be a minimum 4 inches high and be of a contrasting color to its background.
- d. **Old number:** Any existing old numbers shall be removed in order to display the new address numbers in order to prevent confusion about the address of the property.

#### **SECTION 8. NEW DEVELOPMENTS AND SUBDIVISIONS**

All new structures and subdivisions shall be named and numbered in accordance with the provisions of this ordinance and as follows:

- a. New Structures: Whenever any residence or other structure is constructed or developed, or trailer, mobile home or "double wide" brought into Union County, it shall be the duty of the developer/owner to procure an address from the Union County Rural Addressing Department. This shall be done at the time of the issuance of the building or septic permit from the state.
  
- b. New Subdivisions: Any prospective sub-divider or developer of a subdivision shall show a proposed road name and lot number system on the pre-application submission to the Administrative Assistant's office. The Union County Rural Addressing Department shall check the suggested road name and addressing to ensure that it conforms with Union County road naming and addressing requirements for the Enhanced 9-1-1 system. The Union County Rural Addressing Department 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.

**SECTION 9. ENFORCEMENT**

The Union County Commission shall be responsible for enforcing the provisions of this ordinance. Adopted this 13th day of Oct, 1999. This ordinance shall become effective within thirty (30) days of filing in the Clerk's Office.

ATTEST  
SEAL

Freida J. Birdwell  
Freida J. Birdwell, County Clerk

BOARD OF COMMISSION  
COUNTY OF UNION

Fred Miller  
Fred Miller, Chairman

Eugene Podzemny  
Eugene Podzemny, Member

Thomas G. Gonzales  
Thomas G. Gonzales, Member

REAL ESTATE RECORDS BOOK 22  
PAGE 505-508 UNION CO., N.M.,  
FILED FOR RECORD  
Oct. 14 19 99 AT 11:57 M.  
FREIDA J. BIRDWELL, County Clerk  
Freida J. Birdwell  
RECORDER

