



**TAOS COUNTY
ORDINANCE 2017-1**

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**AN ORDINANCE OF THE TAOS COUNTY BOARD OF COMMISSIONERS
IMPLEMENTING A UNIFORM ADDRESS NUMBERING SYSTEM FOR TAOS
COUNTY AND REPEALING RURAL ADDRESSING ORDINANCE NO. 2006-3**

WHEREAS, the Taos County Board of Commissioners (“Board”) is the duly authorized governing body of Taos County, New Mexico a political subdivision;

WHEREAS, a uniform Countywide addressing system, which allows for the consistent naming and numbering of roads, residences and structures, is needed in Taos County for public safety and to minimize confusion for citizens and visitors of Taos County;

WHEREAS, the uniform addressing system is also needed to facilitate orderly and comprehensive public services such as mail and delivery, emergency, fire and law enforcement services; and

WHEREAS, the Board has found it to be in the best interest of the residents of Taos County to repeal Ordinance No 2006-3 titled “Rural Addressing” and to replace it with an updated ordinance that better protects the health, safety, and welfare of Taos County citizens and visitors.

NOW THEREFORE, BE IT ORDAINED BY THE TAOS COUNTY BOARD OF COMMISSIONERS AS FOLLOWS:

SECTION I. PURPOSE AND INTENT

The purpose and intent of this Ordinance is:

- A. To provide a uniform system of naming roads and creating physical addresses for all “Addressable Structures” throughout Taos County as set forth herein.
- B. To provide property owners, the general public, and public service officials with an accurate and systematic means of identifying and locating property and buildings.
- C. To provide a means of expedient emergency response by medical, law enforcement, fire, rescue and any other emergency services, thereby protecting the health, safety, and general welfare of the public.
- D. To eliminate the duplication of existing road names and addresses, correct erroneous or unapproved road names and addresses, and to create policies and procedures for properly establishing road names for both private and public roads.

SECTION II. DEFINITIONS

For the purposes of this Ordinance, the following terms and words are defined as follows:

ACCESS: The means by which a property owner has a right to enter a lot or parcel using a vehicle or other means to get to an Addressable Structure.

ACCESSORY STRUCTURE(S): Structure(s) or building(s) located on the same lot or parcel as the principal Addressable Structure, the use of which is incidental, subordinate, secondary to, and under common ownership with, the principal structure or building.

ADDRESS: A combination of number(s), letter(s), prefix, primary street name, and suffix that identifies the location of an Addressable Structure.

ADDRESS NUMBERING SYSTEM: A uniform numbering and lettering system for identifying Addressable Structures within Taos County. This system is used to identify separate liveable and workable units. Numbers are generally used to designate a unit on a given parcel, and letters are generally used to identify sub-units, which are located at the same numbered address, for example, in the case of condominiums or apartment units. Letters may also be used in lieu of numbers where deemed appropriate by the Rural Addressing Coordinator.

ADDRESS RANGES: A method for numbering addresses in sequential order with odd numbers to be located on one side of a road and even numbers to be located on the other side of a road.

ADDRESSABLE STRUCTURE(S): Hereafter, "Addressable Structure(s)" or "Structure(s)." Liveable and workable structures, excluding Accessory Structures, that require a zoning clearance, building permit, or placement permit pursuant to the *Taos County Land Use Regulations, 2015-2, as amended*, to be constructed or installed. There may exist more than one (1) Addressable Structure per lot, even where that lot is under unified ownership.

ADDRESS VERIFICATION LETTER: A letter prepared by the Coordinator confirming the existence of an official physical address in the Rural Addressing Database and relating it to the property on which it is located and the owner of said property.

EMERGENCY SERVICES ZONE (ESZ): The area established and defined by the Taos County Emergency Communication Center to identify the location of an emergency by an address in order to determine which appropriate emergency services should respond to that location.

ENGINEER GRADE SHEETING: Reflective material to be used in rural addressing signage that allows for the clear identification of a road name, especially at night or in inclement weather.

LIST OF OFFICIAL ROAD NAMES: A list and inventory of existing road names in Taos County, as adopted by Resolution of the Taos County Board of Commissioners.

LIST OF PROPOSED ROAD NAMES: A list of proposed, but yet undesignated, road names established and maintained by the Rural Addressing Coordinator to be used in naming unnamed roads, or in the renaming of roads. This list shall identify road names which meet the criteria established by this Ordinance.

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NOTICE OF APPEAL OF A ROAD NAME: A form generated by the Rural Addressing Coordinator to be used by a Vested Party(ies) to formally contest 1) the naming or renaming of a road by the Rural Addressing Coordinator; 2) the designation of numbers or letters to Addressable Structures on a road, and/or 3) any other final decision of the Coordinator pursuant to this Ordinance.

PETITION FOR ROAD RENAMING: A form generated by the Rural Addressing Coordinator to allow a Vested Party(ies) to formally petition the Rural Addressing Coordinator to rename a road.

PLACARD: A sign designed to be attached to or near to an Addressable Structure and displaying the address number of the structure.

ROAD: A public or private thoroughfare or easement reserved for vehicular travel and access to property or Addressable Structures.

ROAD SIGN: A sign displaying the name of a road, normally located at the beginning of the named road and, where appropriate, at intersections with other roads. For the purposes of this Ordinance, all road signs are exempt from *Taos County Sign Ordinance 1996-2, as amended*.

RURAL ADDRESSING DATABASE: A database that allows for identification of a specific location, such as a road and/or an Addressable Structure in Taos County based upon geographic coordinates. This Database is maintained by the Rural Addressing Coordinator, or his or her designee.

RURAL ADDRESSING COORDINATOR: Hereafter, "Rural Addressing Coordinator" or "Coordinator". A Taos County employee who is responsible for administering this Ordinance and who is appointed by the Taos County Manager, or his or her designee. The Coordinator shall be given the final authority to name roads within Taos County, subject only to an appeal by Vested Party(ies).

SUBDIVISION: The division of a surface area of land, including land within a previously approved subdivision, into two or more parcels for the purpose of sale, lease, or other conveyance or for building development, whether immediate or future, or an exempted Family Transfer pursuant to the *Taos County Subdivision Regulations, 2005-8, as amended*.

TIME COMPUTATION: All notice periods and deadlines stated in this Ordinance shall be computed by calendar days.

VESTED PARTY(IES): Those persons who have a vested interest in the naming or renaming of a road, and/or in the numbering or lettering of Addressable of Structures on that road, because 1) they use the road as a primary access to their property (whether business or residential); and 2) they have an ownership interest (fee title) in that property and/or the structures located on it. Lessors of real property who use a road for access are not considered Vested Parties for the purpose of this Ordinance because they do not hold a fee title interest in that property or its structures. The developer of a subdivision or new development, or an applicant for a Family Transfer Exemption,

may also be considered as a Vested Party for the purposes of this Ordinance because of their interest in road naming and address designation pursuant to Section XIII below.

SECTION III. JURISDICTION

This Ordinance shall apply in all unincorporated areas of Taos County. The County may also execute formal agreements with municipalities or tribal governments (e.g., memoranda of understanding) within the County to aid in implementing and enforcing this Ordinance within their jurisdictions, subject to approval by the Taos County Board of Commissioners and municipal or tribal governing bodies.

SECTION IV. ROAD NAMES AND NAMING SYSTEM

The road names on file with the Rural Addressing Coordinator are the official names of roads in Taos County. There is hereby established a uniform system of names for all roads which is as follows:

- A. All U.S. and State Highways shall be designated by their U.S. and State Highway numbers and shall be known as "US HIGHWAY #" and "STATE HIGHWAY #" respectively. This designated name shall be used for assigning addresses. In addition, private or public roads which extend outside of state or federal jurisdiction may also be designated with a name adopted by Taos County that will be posted as appropriate. This designated name shall be used for assigning addresses.
- B. All U.S. Forest Service Roads, which the U.S. Forest Service has designated by number, shall retain such designation, such as "USFR #" and "USFH #". In addition, forest roads which extend outside of federal jurisdiction may also be designated with a name adopted by Taos County that will be posted as appropriate. This designated name shall be used for assigning addresses.
- C. All Bureau of Land Management (BLM) roads, which the BLM has designated by number, shall retain such designation, such as "TP #". In addition, BLM roads which extend outside of federal jurisdiction may also be designated with a name adopted by Taos County that will be posted as appropriate. This designated name shall be used for assigning addresses.
- D. No two roads, within the same Emergency Service Zone, shall be given the same or similar sounding names. Where multiple similar sounding road names already exist, and may be a source of confusion, the Coordinator may rename the roads pursuant to the procedures established by this Ordinance.
- E. Each road shall generally have the same name throughout its entire length, except in the situations described in paragraphs A-C above.
- F. Road names should be pleasant sounding, appropriate, easy to read, and not be more than fifteen (15) characters long, excluding suffix or directional indicators such as "Rd."

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SECTION V. ADMINISTRATION AND APPLICATION

This Ordinance shall be administered by the Rural Addressing Coordinator. The Coordinator shall be responsible for the following:

- A. Ensuring that all public and private roads in Taos County are designated with an appropriate name as set forth in this Ordinance, and that all Addressable Structures are properly numbered and/or lettered in compliance with the Address Numbering System and this Ordinance.
- B. Maintaining records and maps of all of Taos County's road names and Addressable Structures in the Rural Addressing Database.
- C. Ensuring that all road signs and address placards are in compliance with this Ordinance.
- D. Determining the need for, and overseeing changes to, existing road names and addresses in accordance with this Ordinance.
- E. Receiving and processing applications for the designation of private and public road names and the numbering/lettering of Addressable Structures within Taos County.
- F. Approving road names for roads created within subdivisions and new development in compliance with the *Taos County Land Use Regulations 2015-2 as amended*, and the *Taos County Subdivision Regulations 2005-8, as amended*.
- G. Creating and maintaining all necessary documents required to administer this Ordinance, including relevant application forms. Forms shall include a checklist to ensure that all Vested Parties and other relevant entities such as, but not limited to, the U.S. Postal Service; established internet, telephone and utility providers; and the Taos County Assessor's Office are notified of address designations and changes.
- H. Ensuring the collection of fees under this Ordinance.
- I. Giving required notice to the public of all address and road name changes and/or designations, and as set forth more specifically in this Ordinance.
- J. Verifying addresses for, and on behalf of, property owners.
- K. Sharing address data with all relevant individuals and organizations, including, but not limited to, the following: Taos County 911 Dispatch Center; the State of New Mexico; established internet, telephone and utility providers serving Taos County; USPS; and any other individual or entity who requests access to public information in compliance with local, state and federal laws.

SECTION VI. DELEGATION OF AUTHORITY

- A. The Coordinator is hereby granted the authority to name/rename public and private roads within Taos County and to assign/reassign addresses for Addressable Structures pursuant to the Address Numbering System, in order to protect the public health, safety, and welfare of Taos County citizens. This authority is necessary to mitigate the following:

1. Duplicate or similar road names or addresses within the same Emergency Services Zone, so that resulting confusion hinders emergency services, fire protection or law enforcement; or
 2. Where existing road names or addresses are otherwise detrimental to the public health, safety, and welfare.
- B. The Coordinator shall follow the procedures established by this Ordinance when naming/renaming a road and/or designating new addresses.

SECTION VII. ROAD NAMING

- A. The Coordinator's authority to name/rename roads in Taos County, and to assign/reassign addresses to Addressable Structures pursuant to the Address Numbering System, in order to protect the public health, safety, and welfare of all Taos County citizens is based upon, but not limited to, the following:
1. The importance of readily identifying the location of all Taos County residences to facilitate communication in the case of an emergency;
 2. Allowing for the efficient response by EMS, fire protection, and law enforcement personnel;
 3. Ensuring the proper delivery of mail, packages and other important items to individuals throughout the County;
 4. Identifying indigent, elderly, special needs, and high risk communities who may need services; and
 5. Facilitating an orderly manner for identifying residents in Taos County for the benefit of both administering public services and for the community-at-large.
- B. All roads within Taos County, whether public or private, that serve three or more Addressable Structures, shall be named and assigned address ranges pursuant to the Address Numbering System.
- C. At the discretion of the Coordinator, and where warranted for the public health, safety, and welfare, any road within Taos County, whether public or private, which will, through future development, provide access to three or more Addressable Structures, may be named and assigned address ranges pursuant to the Address Numbering System, even though no structures have yet been constructed or installed.
- D. The Coordinator may change existing road names and address numbering/lettering to eliminate duplication, avoid safety concerns, and to facilitate the delivery of emergency services.
- E. The Coordinator's assignment of a road name is for addressing purposes only and shall not constitute or imply that a road has been dedicated as a public right-of-way or that Taos County is responsible for maintenance or improvements.

F. The Coordinator shall notify the Taos County 911 Dispatch Center; the State of New Mexico; established internet, telephone and utility providers serving Taos County; USPS; and any other individual or entity who requests access to public information in compliance with local, state and federal laws of road names and address designations. The Coordinator may furnish these parties with an Address Verification Letter.

SECTION VIII. PROCEDURES FOR NAMING A ROAD AND DESIGNATING ADDRESSABLE STRUCTURES BY THE COORDINATOR

- A. Where the Coordinator identifies an unnamed road that serves three or more Addressable Structures, the Coordinator shall choose a name for the road from the List of Proposed Road Names that meets the criteria for naming, as set forth in this Ordinance.
- B. Where the Coordinator identifies a previously named road that is confusing, or that duplicates the name of another road in the same Emergency Services Zone, or where the Coordinator finds that an existing road name is otherwise detrimental to the public health, safety, and welfare, the Coordinator shall choose a name to replace the existing road name from the List of Proposed Road Names. The new name shall meet the criteria for road naming, as set forth in this Ordinance.
- C. Once the Coordinator has chosen a road name as set forth in paragraphs A and B above, he or she shall assign addresses to all Addressable Structures along the road in accordance with the Address Numbering System.
- D. Where an existing road name is acceptable, but assigned addresses along the road are confusing or detrimental to the public health, safety, and welfare, the Coordinator may designate new addresses in accordance with the Address Numbering System.
- E. Once the Coordinator has designated a road name and addresses, he or she shall send notice of the proposed road name and address designations to all Vested Parties via certified mail, by posting notice physically on the Addressable Structure(s), or by posting a sign in a visible location along the road ("notice"). The notice shall, at a minimum, contain the following:
 - 1. The road name and/or designated addresses;
 - 2. The location of the road by description and map, and its legal status (private or public);
 - 3. The identification of properties along the road;
 - 4. The names of all Vested Parties along the road;

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5. The reason for naming or renaming the road based upon public health, safety, and welfare;
 6. The reason for designating the numbering or lettering of Addressable Structures in accordance with the Address Numbering System;
 7. An explanation that all Vested Parties may submit comments regarding the proposed road name, and/or designation of addresses, by notifying the Coordinator in writing, within thirty (30) days of the mailing, delivery or posting of notice ("notice period") by Taos County.
- F. Upon expiration of the thirty (30) day notice period, the Coordinator shall review any comments from Vested Parties and shall issue written findings and conclusions as to the Coordinator's final decision regarding designation of the road name and addresses. In making his or her final decision, the Coordinator shall review and consider only those comments received by Vested Parties within the applicable time limitations. The Coordinator's final written decision shall be issued no later than thirty (30) days after expiration of the thirty (30) day notice period.
- G. After making a final written decision, as set forth herein, the Coordinator shall add the road name and designated addresses to the Rural Addressing Database and shall record his final written decision with the Office of the Taos County Clerk.
- H. If the Coordinator, after reviewing the comments of Vested Parties, rejects a proposed road name and/or the designation of addresses, the Coordinator shall make written findings regarding the same. The Coordinator shall then choose a new proposed road name with addresses and shall follow the procedures established by this Section VIII, paragraphs A-G above.
- I. The Coordinator shall notice Vested Parties of his/her final written decision within fifteen (15) days of issuance of such decision.
- J. Once a road name and designated addresses become final, the Coordinator will ensure the posting of the road sign, and will work with all Vested Parties to properly display address placards.
- K. The Coordinator will notify utility companies, delivery providers, USPS, internet providers, and all other relevant service providers of road name and address changes.
- L. At his or her discretion, the Coordinator may provide an Address Verification Letter and shall keep copies of these letters at the County.
- M. The Coordinator's final written decision shall be recorded in the Office of the Taos County Clerk, and is subject to appeal by a Vested Party(ies), as set forth in Section XIV of this Ordinance.

SECTION IX. PROCEDURES FOR RENAMING A ROAD BY VESTED PARTIES

- A. Vested Parties may petition the County to rename an existing road, or to renumber Addressable Structures along an existing road, by filing a Petition for Road Renaming (“Petition”) with the Coordinator.
- B. A Petition shall be submitted to the Coordinator using the designated County form and shall, at a minimum, include the following information:
1. Name of the applicant(s);
 2. The existing road name;
 3. The location of the road by description and map;
 4. The legal status (public or private), i.e., ownership of road, if known;
 5. The designation of Addressable Structures along the road;
 6. The names of all Vested Parties to the road;
 7. The proposed road name change, which shall comply with the provisions of this Ordinance;
 8. Any proposed change in the designation of Addressable Structures, which shall comply with the Address Numbering System;
 9. A justification for changing the road name and/or designation of addresses. The applicant must demonstrate that the proposed change(s) will result in a public benefit which clearly outweighs the public confusion and expense created by the name change;
 10. Evidence that all Vested Parties have been given notice of the Petition and of their right to submit comments to the Coordinator within thirty (30) days.
 11. Signed endorsements showing that not less than 66% of Vested Parties are in agreement with the Petition. The signed endorsements shall be dated within thirty (30) days of submission of the Petition to the Coordinator.
- C. The applicant shall be responsible for a non-refundable administrative fee to pay the expenses related to the Coordinator’s review of the Petition, document preparation, notifications, map, and record changes related to the name change. All costs and fees shall be in accordance with the Taos County Rural Addressing Fee Schedule as set forth in Section XV of this Ordinance. The applicant shall also be assessed for road sign(s) and address placard(s) that must be installed or replaced due to the change.
- D. Once a Petition is received by the Coordinator, he or she shall review the Petition for compliance with this Section. If the Petition is compliant, the Coordinator shall allow

thirty (30) days to receive the comments of all Vested Parties regarding the Petition (“notice period”).

- E. No Petition shall be granted unless, at a minimum, the Coordinator determines in his or her written findings that:
1. Sixty-six percent (66%) of Vested Parties to the road are in agreement with the Petition;
 2. The Coordinator finds that the change will clearly benefit the public health, safety, and welfare, and that this benefit outweighs the public confusion and expense created by the change; and
 3. The Petition otherwise meets the criteria established by this Ordinance;
- F. If all of the applicable criteria set forth in paragraphs A-E have been satisfied, the Coordinator shall review the Petition, and any comments from Vested Parties, before rendering a final written decision either granting or denying the Petition. The Coordinator’s final written decision shall be issued no later than thirty (30) days after expiration of the thirty (30) day notice period.
- G. Vested Parties shall receive written notice of any final written decision of the Coordinator within fifteen (15) days.
- H. Where a Petition is granted, the new road name and addresses shall become final. The Coordinator shall add the road name and addresses to the Rural Addressing Database.
- I. Taos County is not be responsible for the costs associated with signs, placards, or any other costs and fees arising out of the Petition. All such costs and fees shall be the responsibility of the applicant(s).
- J. Once a road name and designated addresses become final, the Coordinator will ensure the posting of the road sign and the proper display of address placards.
- K. The Coordinator shall notify utility companies, delivery providers, USPS, internet providers, and all other relevant service providers of road name and address changes. The applicant(s) shall be responsible for any cost associated with such notification.
- L. The Coordinator shall furnish Vested Party(ies) with an Address Verification Letter and shall keep records of these letters at the County.

- M. The Coordinator's final written decision shall be recorded at the Taos County Clerk's Office and is subject to appeal by Vested Parties, as set forth in Section XIV of this Ordinance.

SECTION X. ADDRESS NUMBERING SYSTEM

- A. The addresses on file with the Coordinator are the official addresses in Taos County. The Coordinator will store these addresses in the Rural Addressing Database.
- B. The Address Numbering System will consist of the assignment of all even numbers on the right side of the road and all odd numbers on the left side of the road.
- C. Addresses will be issued to improved parcels, approved subdivisions, approved subdivision exemptions (e.g., family transfers), vacant land subject to electrical improvement, or as part of a zoning clearance application for future improvement of a parcel in accordance with the *Taos County Land Use Regulations 2015-2, as amended, and the Taos County Subdivision Regulations, 2005-8, as amended*, and as otherwise required by this Ordinance.
- D. An address number should be based on the distance from the beginning of the road to the center of the driveway of an Addressable Structure. The result will be a one, two, three, four, or five-digit number. This number will indicate to emergency responders the distance from a road to the Addressable Structure via the driveway.
- E. When an existing number sequence precludes the assignment of a new address based on distance, the new address, at the discretion of the Coordinator, may conform to the existing sequence instead of being based on distance. When there is insufficient space in an existing number sequence for an address, the new address will be a combination of numbers and letters, such as 123 Conejo Road, Unit A.
- F. Every Addressable Structure shall have a separate address for each use or occupancy. For example, duplexes will have two separate addresses.
- G. Apartments will have one property number followed by an apartment number, such as 123 Conejo Road, Apt. 5.
- H. Condominiums will have one property number followed by a unit number, such as 123 Conejo Road, Unit 5.
- I. Approved mobile home parks will have one property number followed by a space number to be assigned by the trailer park owner.
- J. If multiple structures have the same address, the Coordinator will carefully review the available evidence and decide how the conflicting structures will be addressed.

SECTION XI. ROAD SIGN STANDARDS

All road signs within Taos County shall, at a minimum, comply with the following:

A. Road sign-plates shall:

1. Have a deep green background with white characters. The characters shall be totally reflective utilizing either Engineer Grade Sheeting, or (a combination of) silk screen/die cut characters, to ensure identification of a road name at night, in inclement weather or where visibility is compromised.
2. The face of the sign shall have the name of the respective road located in the center (top to bottom and length) in a minimum of four (4) inch characters.

B. Road sign-posts shall be:

1. A "U" Channel sign-post with a maximum length of ten (10) feet weighing two (2) pounds per linear foot and finished with a deep green protective coating. For signs larger than ten (10) feet, the "U" Channel sign-posts shall weigh at least three (3) pounds per linear foot.
2. The sign-post's ground anchor section shall be placed a minimum of 3.5 feet below present ground surface.
3. The sign-post shall be inserted into the ground anchor section and bolted with a break-away bracket.

C. Each intersection sign unit, consisting of two or more road name sign-plates on a post, shall be oriented in the same direction as the respective road.

D. Unapproved or nonconforming signs, which do not conform to the standards set forth herein, are considered to be a violation of this Ordinance.

E. The Coordinator shall correct unapproved or nonconforming signs by giving notice to the violating party of the alleged violation(s). Notice shall be given as set forth in Section VIII (E) above.

F. The Coordinator will attempt to resolve an unapproved or nonconforming sign by communicating directly with the person(s) deemed responsible for the violation. Where the responsible person(s) refuses to correct the alleged violation, he or she shall be subject to civil or criminal penalties as set forth in Section XVI of this Ordinance.

SECTION XII. DISPLAY OF ADDRESS PLACARDS

Addresses must be displayed on placards so that Addressable Structures can be easily identified from the road as follows:

A. A placard displaying numbers and/or letters indicating an address must be placed on or adjacent to all Addressable Structures in Taos County.

- B. Placard numbers/letters shall be at least three (3) inches in height and shall be legible from the road.
- C. Placards must be clearly visible from the road during both day and night.
- D. Where an Addressable Structure is located more than seventy-five (75) feet from the road, or is otherwise obstructed from view, a placard shall be displayed on or immediately adjacent to the structure, and an additional placard shall be displayed at the end of the driveway so that it is visible from the road.
- E. Placards shall not be obstructed from view by landscaping, shrubs, vegetation, snow accumulation, or any permanent or temporary structures.
- F. The placement of placards shall take into account the possibility of snow accumulation of up to four (4) feet from the ground in certain areas of the County.
- G. Double-sided placards are permissible where approved by the Coordinator.
- H. An Vested Party shall be responsible for maintaining the placard so that it meets the requirements for visibility as set forth herein.
- I. Where a placard is damaged due to fading, graffiti, or other defacement that renders it illegible from the road, either by day or night, an Vested Party is responsible for having the placard repaired or replaced.
- J. The Coordinator will correct unapproved or nonconforming placards by giving notice to the violating party of the alleged violation(s). Notice shall be given as set forth in Section VIII (E) above.
- K. The Coordinator shall attempt to resolve an unapproved or nonconforming placard by communicating directly with the person(s) deemed responsible for the violation. Where the responsible person(s) refuses to correct the alleged violation, he or she shall be subject to civil or criminal penalties as set forth in Section XIV of this Ordinance.

SECTION XIII. NEW DEVELOPMENTS AND SUBDIVISIONS

A. NEW DEVELOPMENTS

- 1. Vested Party(ies) who will place, construct or will be constructing an Addressable Structure, now or in the near future, including those approved under a Zoning Clearance, Administrative, Special Use or Major Development permit in Taos County, shall apply for an address consistent with the requirements of this Ordinance and the *Taos County Land Use Regulations 2015-2, as amended*. Applicants shall apply for an address directly from the Coordinator on the prescribed form.

2. It shall be the responsibility of the Vested Party to pay the costs associated with obtaining an address, and where required, the costs associated with street or road sign installation.
 - a. No zoning clearance, building permit, or placement permit shall be issued for any Addressable Structure until the Coordinator has assigned an official address for the Structure.
 - b. Final approval for a Certificate of Occupancy for any Addressable Structure that is erected or repaired after the effective date of this Ordinance, shall be withheld until the the assigned address has been posted in accordance with the requirements of this Ordinance.
 - c. All road signs and address placards for new developments shall otherwise conform to this Ordinance.

B. SUBDIVISIONS

1. All Vested Party(ies) proposing a subdivision, shall apply for addresses from the Coordinator, for each respective lot within the subdivision, consistent with the requirements of this Ordinance and the *Taos County Subdivision Regulations, 2005-8, as amended*. Vested Party(ies) shall apply for the addresses directly from the Coordinator on the prescribed form.
2. Vested Party(ies) shall provide the Coordinator with, at a minimum, a preliminary plat survey identifying the name of the proposed subdivision, the layout of the lots, and the location and name of all roads within the proposed subdivision.
3. For proposed subdivisions containing six (6) lots or more, the addresses prescribed by the Coordinator, shall be viewed and considered to be temporary, unofficial addresses. The temporary, unofficial addresses are considered to be consistent with the preliminary plat submittal requirements.
4. Temporary, unofficial addresses for subdivisions containing six (6) lots or more shall remain as temporary, unofficial addresses until such time that the Vested Party has successfully obtained final plat approval, and the final plat and supporting documents are registered for record in the Office of the County Clerk.
5. For proposed subdivisions containing three to five (3-5) lots and commonly known as Summary (Review) Subdivisions, the addresses assigned by the Coordinator shall be viewed and considered the final addresses. Summary Subdivisions that are accessed by a new internal road shall work with the Coordinator to ensure that the proposed road name complies with this Ordinance. A summary review plat shall be considered as a final plat suitable for filing with the Office of the County Clerk.

6. No subdivision, including manufactured home park subdivisions may be recorded, constructed, or otherwise begun without first adhering to the provisions identified herein, and the approvals of the Coordinator. The Coordinator will assign addresses for each proposed lot and work with the Vested Party(ies) to ensure all road names within the proposed subdivision comply with this Ordinance.
7. Claim of Exemptions, specifically those commonly known as a Family Transfer that create three or more lots/tracts/parcels, and that create an easement that will be developed as a road to access the Family Transfer lots, shall follow the same provisions identified above.
8. The Vested Party(ies) shall be responsible for the costs associated with any road sign and address placard installation, in addition to the subdivision addressing fee.
9. All road signs and address placards for new subdivisions and family transfers shall otherwise conform to this Ordinance.

SECTION XIV. APPEALS

- A. The Taos County Board of Adjustments is hereby designated with the authority to hear the appeal of any final written decisions issued by the Coordinator pursuant to this Ordinance as an administrative appeal. All notice and procedural requirements for appeal of the Coordinator's decision shall be governed as set forth herein.
- B. Any Vested Party may appeal a final written decision of the Coordinator to the Board of Adjustments by filing a Notice of Appeal of a Road Name ("Notice of Appeal") and submitting it directly to the Coordinator within thirty (30) days of issuance of the final decision being appealed, accompanied by a nonrefundable fee as set forth in Section XV of this Ordinance.
- C. The Notice of Appeal shall be signed by all appellant(s), whose signature(s) shall be notarized. The Notice of Appeal shall be recorded in the Office of the Taos County Clerk prior to submission to the Coordinator.
- D. The Notice of Appeal shall describe how the appellant is affected by the decision and the specific factual and legal errors allegedly made in the Coordinator's final decision.
- E. Upon receipt of the Notice of Appeal, the Coordinator shall place the appeal on an agenda for a public hearing before the Taos County Board of Adjustments within forty-five (45) days.
- F. The appellant(s) shall be responsible for ensuring that all Vested Parties receive written notice of the appeal and scheduled hearing before the Board of Adjustments, including the

date, time and location of such hearing. Notice shall be provided to all Vested Parties at least fifteen (15) days prior to the hearing.

- G. The appellant(s) shall be responsible for publishing notice in a local paper of general circulation of the hearing before the Taos County Board of Adjustments no later than fifteen calendar (15) days prior to such scheduled hearing. Such notice shall include a general description of the appeal, the names of parties filing the appeal, and the date, time and location of the hearing.
- H. At the hearing before the Board of Adjustments, the appellant(s) will be permitted to present evidence in support of the appeal. The Coordinator will present evidence in support of his/her final written decision. Appeal Hearing Procedures will generally be as set forth in *Taos County Land Use Regulations, 2015-2, Section 10.2, as amended.*

SECTION XV. FEES

All fees associated with this Ordinance, including those related to a Petition for Road Renaming, Notice of Appeal of Road Name, road signs and address placards shall be as established in the *Rural Addressing Fee Schedule* adopted by Resolution of the Taos County Board of Commissioners, as amended.

SECTION XVI. ENFORCEMENT

It shall be unlawful to violate these regulations. Any person, firm, corporation or other entity violating this Ordinance shall be subject to criminal and civil penalties or remedies as provided herein:

A. Criminal Violation

Any person who violates this Ordinance shall be charged with a petty misdemeanor punishable by a fine not to exceed three hundred dollars (\$300.00), or imprisonment for ninety (90) days, or both the fine and imprisonment. Each day of violation may be deemed a separate offense.

B. Civil Penalties

In addition to any criminal penalties, Taos County shall have the right to seek all civil penalties allowed by law for violation of this Ordinance, including injunctive relief and damages.

C. Enforcement Procedures

Notice of Violation. The County shall send a notice of violation of this Ordinance to the alleged violator by first class mail or as set forth in Section VIII (E) of this Ordinance. The notice shall contain the following information:

1. A list and description of all violations with references to the section or sections of these regulations violated.

2. An order to cease and desist all prohibited activities, or to perform all acts required to come into compliance in no less than thirty (30) days from the receipt of such notice.
3. Any person or entity receiving notice of a violation of this Ordinance shall immediately cease all prohibited activities and desist in same.
4. The alleged violator may file a written request to the Coordinator for an extension of time to achieve compliance, showing good cause for such extension. Extensions may or may not be granted by the Coordinator in his or her sole discretion.
5. If compliance has not occurred within thirty (30) days of receipt of the notice of violation, plus any extensions granted, the County may file a criminal or civil action or both, as set forth herein.

D. Administrative Sanctions

In addition to all criminal and civil penalties set forth herein, Taos County may also seek administrative sanctions as follows:

1. **Withholding Permits and Approvals.** The County may withhold or deny land use permits, building permits, plat approvals, Certificates of Occupancies and any other administrative action or actions where a notice of violation has been issued, unless the violation is corrected within thirty (30) days.
2. **Cease and Desist Orders.** The County may order work halted on any land or Addressable Structure upon which there is a violation of a provision of this Ordinance through issuance of a cease and desist order. All work shall immediately halt and cease upon issuance of such order.

SECTION XVII. PROVISIONS SEVERABLE

If any provision of this Ordinance, or the application thereof to any person or circumstance, is held to be invalid, the remainder of this Ordinance and the application thereof shall remain in full force and effect and shall not be affected thereby.

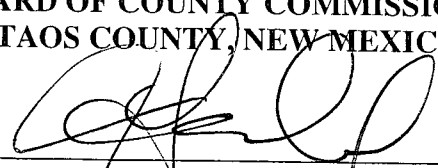
SECTION XVIII. EFFECTIVE DATE

This Ordinance shall take effect thirty (30) days after its adoption by the Taos County Board of Commissioners. This Ordinance shall supercede any conflicting ordinances, resolutions, policies, or regulations previously adopted or implemented by Taos County regarding rural road naming and addressing.

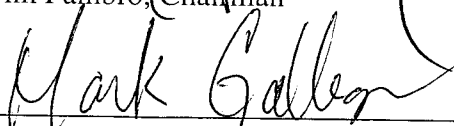
THEREFORE, BE IT RESOLVED that the Taos County Board of Commissioners approves Ordinance 2017-1 and the repeal of Ordinance 2006-3, Taos County Rural Addressing Ordinance as follows:

PASSED, APPROVED AND ADOPTED, this 4th day of April, 2017.

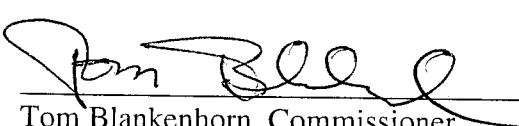
BOARD OF COUNTY COMMISSIONERS
OF TAOS COUNTY, NEW MEXICO



Jim Fambro, Chairman




Mark Gallegos, Vice-Chair



Tom Blankenhorn, Commissioner


ABSENT

Gabriel J. Romero, Commissioner



Candyce O'Donnell, Commissioner

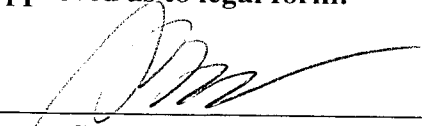
Attest:



Anna Martinez, Taos County Clerk



Approved as to legal form:



Susan C. Baker, Taos County Attorney

VOTE RECORD:

J. Fambro	<input checked="" type="radio"/> yes	no	abstain	absent
M. Gallegos	<input checked="" type="radio"/> yes	no	abstain	absent
T. Blankenhorn	<input checked="" type="radio"/> yes	no	abstain	<input checked="" type="radio"/> absent
G. J. Romero	<input checked="" type="radio"/> yes	no	abstain	<input checked="" type="radio"/> absent
C. O'Donnell	<input checked="" type="radio"/> yes	no	abstain	absent

TAOS COUNTY
ANNA MARTINEZ, CLERK
000419598

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BY BLANCAL

ADDRESS CHANGE CHECKLIST

PLEASE *INITIAL* AS EACH STEP IS COMPLETED

Date _____

New Address _____

Scan and attach documentation _____

Old Address _____

Reason for change _____

(If owner requested, have them complete an acknowledgment form and attach to hard copy of change, if not attach notice given)

BEFORE CHANGE TAKES PLACE IN FIELD

Initial

1. _____ Mail initial letter to land owners
2. _____ Leave letter stating reason for change at residence, if deemed necessary by the Rural Addressing Coordinator, take photo for evidence and save in file
3. Date of initial posting / mailing _____
4. _____ Record any final written decision of address or road name change with the Taos County Clerk's Office
5. Date recorded with Taos County Clerk's Office _____

ON THE DAY OF CHANGES, AFTER CHANGE IS MADE IN FIELD

1. _____ Edit the E-911 Geodatabase to reflect the changes and add notes within the geodatabase
2. _____ Create an address change map, and if multiple changes create a spreadsheet

EMAIL ADDRESS CHANGES TOPSHEET, SPREADSHEET AND MAP TO:

(attach a copy of the email showing the recipient list)

1. _____ Scott Brands at West working on behalf of CenturyLink <analyst_nm@west.com> tel: 720-494-6394
2. _____ NMED Taos Office for septic permits verna.vigil@state.nm.us tel: 575-758-8808
3. _____ Area Water Company (N/A for well users)
4. _____ Comcast, USPS AMC, FEDEX, UPS, Local Postmaster, NM GASCO(N/A for propane), Kit Carson Electric, Waste Management
5. _____ Assessor's Office (Attn: Elena Romero)
6. _____ Bureau of Elections Office (Attn: Rosa Flores)

ALSO:

1. _____ Create a Road Name or Address Change packet containing all documentation
2. _____ Scan the packet and file in the O:\Documents\Road Names\ or O:\Documents\Document Archive\ file the hard copy file

CORRECT ADDRESS

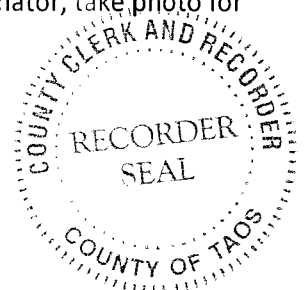
1. _____ Request change in 9-1-1net, both ALI and MSAG (N/A for no landline phone and N/A for Comcast phone)

MAIL ADDRESS VERIFICATION AND MAP TO:

1. _____ Land owner
2. _____ Leave letter at property if deemed necessary by the Rural Addressing Coordinator, take photo for evidence and save in file

Revised 03/09/2017

O:\Documents\Document Archive_Templates



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BY BLANCA