

**Ordinance No. 2000-1
Colfax County Rural Addressing Ordinance**

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

Section 1. Short Title

This ordinance may be cited as the “**Colfax 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 Colfax County, New Mexico.

Section 3. Administration

This ordinance shall be administered by the Enhanced 9-1-1 Coordinator, the Colfax County Manager, or said manager’s designee, who are authorized to and shall assign road names or numbers and numbers to all properties, both existing and proposed roads, in accordance with the criteria set forth in Sections 4, 5 and 6 below. The Colfax 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 or numbers;
- b. An alphabetical list of all property owners as identified by current assessment records, by last name, showing the assigned address numbers; and
- c. An alphabetical list of all roads with property owners listed in order of their assigned address.

Section 4. Naming System

All roads that serve two or more properties shall be named regardless of whether the ownership of such road is public or private. A “road” refers to any highway, road, street, avenue, lane,

private right of 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 Colfax County shall not constitute or imply the acceptance of the road as a public road or acceptance of such road for maintenance by the county.

The criteria governing the naming of roads in Colfax County shall be established by resolution of the Board of Commissioners of Colfax County, New Mexico.

Section 5. Urban Numbering System

Numbers in the municipalities shall be assigned such that address numbers increase logically by 100 as each street block intersection is crossed. Even numbers shall appear on the south and east sides of streets (southeast quadrant) and odd addresses on the north and west sides of streets (northwest 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 assigned by the constituent municipalities shall remain in effect and shall not be altered. Addresses established by Colfax County subsequent to the effective date of this ordinance shall be assigned in accordance with this ordinance.

Section 6. Rural Numbering System

The criteria governing the rural numbering system shall be established by resolution of the Board of Commissioners of Colfax County, New Mexico. Numbers outside of the municipalities shall be assigned such that address numbers increase logically by 105.6 feet along both sides of the road with even number addresses appearing on the south and east sides (southeast quadrant) and odd number addresses appearing on the north and west sides (northwest quadrant) ascending from the number of origin. Generally, the addresses with lower numbers shall be found where the road intersects another, more significant road or where the end of the road is closest to a municipality.

Section 7. Compliance

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

- a. Number on the Structure: When the structure can be easily seen from the right of way, the address number shall be displayed on the portion of the structure facing such right of way and, when possible, in the vicinity of the front door or entry.

- b. **Number at the Road:** When the structure cannot be easily seen from the right of way or when the structure is such a distance from the right of way that an address displayed on the structure would be difficult to see, the assigned number shall be displayed on a post, fence, wall, mail box, or on some object at or near the property line adjacent to the walk or access drive to the numbered structure, so that the number shall be clearly visible from the right of way.
- c. **Size and Color of Number:** An address number 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 and the new address numbers displayed 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 in Colfax County and whenever any trailer, mobile home, or modular home is installed in Colfax County, it shall be the duty of the owner of such residence or structure to procure an address from the Enhanced 9-1-1 Coordinator, the Colfax County Manager, or said manager's designee. This shall be on or before the date of issuance of the building or septic permit from the State of New Mexico.
- b. **New Subdivisions:** Any subdivider or owner of a proposed subdivision and any person seeking a subdivision exemption shall provide all proposed road names and lot numbering system to the County Manager's office, prior to seeking preliminary plan approval or exemption approval from the subdivision review committee or the Board of Commissioners of Colfax County. The Enhanced 9-1-1 Coordinator, the Colfax County Manager, or said manager's designee shall check the suggested road names and addressing to ensure that they conform with this ordinance and the addressing requirements for the Enhanced 9-1-1 System. Subject to the Colfax County Subdivision Regulations, the Enhanced 9-1-1 Coordinator, the Colfax County Manager, or said manager's designee 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 or subdivider of the new subdivision on the final plat by showing proposed roads, approved road names and approved addresses for all lots. Any owner seeking a subdivision exemption shall indicate the approved road names and addresses for each property or tract shown on any plat to be recorded in the Records of Colfax County, New Mexico.

Section 9. Enforcement

The Colfax County Commission shall be responsible for enforcing the provisions of this ordinance. Adopted this 18th day of April, 2000. This ordinance shall become effective thirty (30) days after filing in the Office of the Clerk of Colfax County, New Mexico.

ATTEST:

Barbara Castillo
Barbara Castillo, Clerk of the Board



BOARD OF COMMISSIONERS
OF COLFAX COUNTY, NEW MEXICO

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