



# COUNTY OF SANTA CRUZ

OFFICE OF EMERGENCY SERVICES  
 495 UPPER PARK DRIVE, SANTA CRUZ, CA 95060  
 (831) 458-7150 FAX: (831) 458-7139  
 MICHAEL J. DEVER, C.E.M., ADMINISTRATOR

January 12, 2006

AGENDA: JANUARY 24, 2006

Board of Supervisors  
 County of Santa Cruz  
 701 Ocean Street  
 Santa Cruz, CA 95060

SUBJECT: STREET NAMING AND ADDRESSING

Members of the Board:

On December 13, 2005 your Board considered our report on the Street Naming and Addressing program and, after providing us with your comments and concerns, approved the draft ordinance and procedures in concept. We were also directed to further clarify language in the ordinance and procedures, and return today for final approval. As a result of our review of your Board's comments and concerns about clarity of the language, Emergency Services and County Counsel staff have revised both the ordinance and the procedure manual section to provide additional clarity and simplification. The most significant revision is the elimination of Section 12.16.021 which described the appeal process for cases heard by the Administrative Hearing Officer. Since this language merely duplicated the process already described in 12.16.020 for appeals heard by the County Fire Marshal, we are recommending that it instead be replaced by language simply revising 12.16.020 to address in a uniform manner the process for appeals heard by either the County Fire Marshal or the Administrative Hearing Officer. As a result, the attached ordinance and procedures reflect recommended changes to the language adopted in concept on December 13.

Because of the significant revision to language in the ordinance previously adopted in concept, County Counsel advises that it would be most appropriate for your Board to consider the new language on your regular agenda rather than the consent agenda as originally authorized by your Board on December 13.

It is therefore RECOMMENDED that your Board:

1. Adopt the attached ordinance amending Sections 12.16.010 and 12.16.020 of the Santa Cruz County Code relating to the Assignment of Street Names and Building Numbers in concept and have it placed on your February 7, 2006 agenda for final action.

**Street Naming and Addressing**

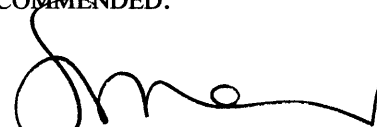
2. Approve the attached County Procedures Manual section specifying standards for Street Naming and Addressing Numbers in concept and have it placed on your February 7, 2006 agenda for final action.

Sincerely,



Michael J. Dever  
Emergency Services Administrator

RECOMMENDED:



Susan A. Mauriello  
County Administrative Officer

Attachments:

1. Draft Proposed Ordinance (strikeout and underline)
2. Proposed Ordinance
3. Draft County Procedure Manual Section (strikeout and underline)
4. Proposed County Procedure Manual Section

cc: Fire Department Advisory Commission  
Chief John Ferreira, CDF

## ORDINANCE NO. \_\_\_\_\_

**ORDINANCE AMENDING SECTION 12.16.010  
AND SECTION 12.16.020 OF THE SANTA CRUZ COUNTY CODE  
RELATING TO ASSIGNMENT OF STREET NAMES AND BUILDING  
NUMBERS AND APPEAL PROCEDURES**

The Board of Supervisors of the County of Santa Cruz ordains as follows:

**SECTION I**

Section 12.16.010 of the Santa Cruz County Code is hereby amended to read as follows.

**12.16.010 Assignment of street names and building numbers.**

~~The emergency services coordinator may assign a street name to each road/street and/or a number to each building within the unincorporated area of the county at the time a building permit is issued, upon recommendation of a public safety agency or request of an interested party. When, in the opinion of the county emergency services coordinator, a building has an existing number which does not conform to an established pattern within a neighborhood and when such a lack of conformity constitutes a threat to the public safety, welfare, and convenience, or when a road name constitutes such a threat, the county emergency services coordinator shall have the authority to assign a new appropriate name or number to said road/street or building. The decision of the emergency services coordinator shall be appealable to the county fire marshal in accordance with appeal procedures contained herein. The decision of the county fire marshal shall be final.~~

A. As part of the land use permitting process of the county, or upon the written recommendation of a public safety agency, the emergency services administrator may assign a name to each road or street, and a number to each building within the unincorporated area of the county.

B. If the emergency services administrator determines that an existing, number assigned to a building does not conform to an established pattern with adjacent buildings or within the neighborhood, and such nonconformity constitutes a threat to public safety, the emergency services administrator may order that a new number be assigned to said building.

C. If the emergency services administrator determines that an existing name assigned to a road or street creates confusion constituting a threat to public safety, the emergency services administrator may order that a new name be assigned to said road or street.

D. An order assigning a road or street name or a building number made by the emergency services administrator pursuant to this chapter shall be in writing and shall be served in accordance with the California Fire Code. Each

order issued by the emergency services administrator pursuant to this section shall be accompanied by a written Notice of Right to Appeal.

E. The decision of the emergency services administrator shall be appealable in accordance with appeal procedures contained in this chapter. The decision of the official hearing the appeal shall be final. (Ord. 4611 § 1 (part), 3/20/01; Ord. 2548, 3/28/78; 2800, 10/30/79; 3948, 9/20/88; 4079, 8/28/90; \_\_\_\_\_)

## SECTION II

Section 12.16.020 of the Santa Cruz County Code is hereby amended to read as follows:

### **12.16.020 Appeal procedures.**

~~A. Appealable Decisions. Appealable Decisions. Any order relating to the assignment of street names and building numbers administered by county emergency services shall be appealable to the county fire marshal. A decision to assign a road or street name or building number made by the emergency services administrator pursuant to this chapter may be appealed to and heard by the county fire marshal pursuant to this section. However, if the request to change the road or street name or building number was made by county fire, the county fire marshal, or the emergency services administrator, the appeal shall be heard by an administrative hearing officer.~~

~~B. Service of Order and Notice of Right to Appeal. An order assigning a road or street name or a building number made by the emergency services administrator pursuant to this chapter shall be in writing and shall be served in accordance with the California Fire Code. Each order issued by the emergency services administrator pursuant to this section shall be accompanied by a written Notice of Right to Appeal.~~

~~C. Initiating Appeal. Any beneficially interested owner of developed real property has the right to appeal the order served by the county emergency services coordinator related to assignment of street names and building numbers. The assignment of street names and/or building numbers shall be appealed to the county fire marshal by filing a written Notice of Appeal within ten days after service of such written order. The notice shall state the order appealed from, the identity of the appellant(s) and mailing address, and the specific grounds upon which the appeal is taken. Any owner of developed real property directly affected by an order issued pursuant to this chapter may submit an appeal by filing a written Notice of Appeal within ten calendar days of service of said order. The Notice of Appeal shall state the order appealed from, the identity and mailing address of the appellant(s), and the specific reason(s) for the appeal.~~

~~D. Stay of Order. The filing of a properly completed notice of appeal shall have the effect of staying the implementation of the order appealed from until the final decision of appeal, except for orders affecting~~

~~acts or conditions which, in the opinion of the county fire marshal, pose an immediate threat to life or property as the result of panic, fire or explosion. The filing of a properly completed Notice of Appeal shall have the effect of staying the order until final action on the appeal takes place, except where the person hearing the appeal determines that a failure to immediately implement the order would pose an imminent threat to life or property.~~

~~ED. Hearing of Appeal.~~

~~1. County emergency services shall set the matter to be heard at a date within sixty days of receipt of such Notice of Appeal of assignment of street names and building numbers. No more than two continuances may be granted, unless good cause is shown. Written notice of the time and place set for hearing shall be served on the appellant by first class mail to the mailing address as shown on the county assessor's records at least five days prior to the date set for hearing. County emergency services shall transmit to the county fire marshal all records related to the appeal. The matter shall be set for hearing and the hearing shall be held within sixty days of the filing of the Notice of Appeal. No more than two continuances may be granted, unless good cause is shown. Written notice of the time and place set for the hearing shall be served on the appellant(s) by first class mail to the mailing address shown on the Notice of Appeal at least five days prior to the date set for hearing. The parties shall transmit all records related to the appeal upon which they intend to rely to the person hearing the appeal at least three days prior to the hearing.~~

~~2. At the hearing on the appeal, county emergency services shall first present evidence in support of the order to name a road or change an address. The appellant shall next, present evidence in support of the grounds enumerated in his/her notice of appeal. The appellant and county emergency services shall each have one opportunity to rebut the evidence presented by the other. The hearing shall be de novo in all respects. At the appeal hearing, the emergency services administrator, or his or her designee, shall first present evidence in support of the order appealed from. The appellant(s) shall next present evidence in support of the reason(s) specified in the Notice of Appeal. Each party shall have an opportunity to rebut the evidence presented by the other. The hearing shall be de novo in all respects.~~

~~FE. Decision of the County Fire Marshal. Upon hearing the appeal, the county fire marshal person hearing the appeal may issue a decision affirming, modifying or vacating the order subject to appeal. The decision related to assignment of street names and building numbers shall be in writing and shall be served upon the appellant(s) by mail in the manner provided for in the notice of hearing pursuant to subsection ED of this section. The decision of the county fire marshal person hearing the appeal shall be final.~~

~~GF. Time for Decision. The county fire marshal person hearing the appeal shall have the power to continue any hearing and may, in his/her discretion, take appeals under submission for later decision. The~~

~~marshal~~ person hearing the appeal shall render a decision not later than the thirtieth calendar day following the date the matter was taken under submission, and forthwith notify the interested parties as previously set forth.

~~HG. Appeal of Decision of County Fire Marshal.~~ The decision of the ~~county fire marshal~~ person hearing the appeal is subject to judicial review under the provisions of Code of Civil Procedure Section 1094.5. Under the provisions of Code of Civil Procedure Section 1094.6, any petition for judicial review must be filed in the appropriate court no later than the ninetieth day following the date on which this decision becomes final. The date the decision becomes final is its effective date as stated in the decision. (Ord. 46 11 § 1 (part), 3/20/0 1; \_\_\_\_\_)

**SECTION III**

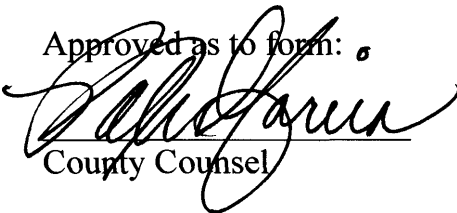
This ordinance shall take effect on the 31st day after the date of final passage.

PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2006, by the Board of Supervisors of the County of Santa Cruz by the following vote:

- AYES: SUPERVISORS
- NOES: SUPERVISORS
- ABSENT: SUPERVISORS
- ABSTAIN: SUPERVISORS

Attest: \_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Chairperson of the Board of Supervisors

Approved as to form:   
\_\_\_\_\_  
County Counsel

ORDINANCE NO. \_\_\_\_\_

**ORDINANCE AMENDING SECTION 12.16.010  
AND SECTION 12.16.020 OF THE SANTA CRUZ COUNTY CODE  
RELATING TO ASSIGNMENT OF STREET NAMES AND BUILDING  
NUMBERS AND APPEAL PROCEDURES**

The Board of Supervisors of the County of Santa **Cruz** ordains as follows:

**SECTION I**

Section 12.16.010 of the Santa Cruz County Code is hereby amended to read as follows.

**12.16.010 Assignment of street names and building numbers.**

A. As part of the land use permitting process of the county, or upon the written recommendation of a public safety agency or other interested person at any time, the emergency services administrator may assign a name to each road or street, and a number to each building within the unincorporated area of the county.

B. If the emergency services administrator determines that an existing number assigned to a building does not conform to an established pattern with adjacent buildings or within the neighborhood, and such nonconformity constitutes a threat to public safety, the emergency services administrator may order that a new number be assigned to said building.

C. If the emergency services administrator determines that an existing name assigned to a road or street creates confusion constituting a threat to public safety, the emergency services administrator may order that a new name be assigned to said road or street.

D. An order assigning a road or street name or a building number made by the emergency services administrator pursuant to this chapter shall be in writing and shall be served in accordance with the California Fire Code. Each order issued by the emergency services administrator pursuant to this section shall be accompanied by a written Notice of Right to Appeal.

E. The decision of the emergency services administrator shall be appealable in accordance with appeal procedures contained in this chapter. The decision of the official hearing the appeal shall be final. (Ord. 4611 § 1 (part), 3/20/01; Ord. 2548, 3/28/78; 2800, 10/30/79; 3948, 9/20/88; 4079, 8/28/90; \_\_\_\_\_)

**SECTION II**

Section 12.16.020 of the Santa Cruz County Code is hereby amended to read as follows:

**12.16.020 Appeal procedures.**

A. Appealable Decisions. A decision to assign a road or street name or building number made by the emergency services administrator pursuant to this chapter may be appealed to and heard by the county fire marshal pursuant to this section. However, if the request to change the road or street name or building number was made by county fire, the county fire marshal, or the emergency services administrator, the appeal shall be heard by an administrative hearing officer.

B. Initiating Appeal. Any owner of developed real property directly affected by an order issued pursuant to this chapter may submit an appeal by filing a written Notice of Appeal within ten calendar days of service of said order. The Notice of Appeal shall state the order appealed from, the identity and mailing address of the appellant(s), and the specific reason(s) for the appeal.

C. Stay of Order. The filing of a properly completed Notice of Appeal shall have the effect of staying the order until final action on the appeal takes place, except where the person hearing the appeal determines that a failure to immediately implement the order would pose an imminent threat to life or property.

D. Hearing of Appeal.

1. The matter shall be set for hearing and the hearing shall be held within sixty days of the filing of the Notice of Appeal. No more than two continuances may be granted, unless good cause is shown. Written notice of the time and place set for the hearing shall be served on the appellant(s) by first class mail to the mailing address shown on the Notice of Appeal at least five days prior to the date set for hearing. The parties shall transmit all records related to the appeal upon which they intend to rely to the person hearing the appeal at least three days prior to the hearing.

2. At the appeal hearing, the emergency services administrator, or his or her designee, shall first present evidence in support of the order appealed from. The appellant(s) shall next present evidence in support of the reason(s) specified in the Notice of Appeal. Each party shall have an opportunity to rebut the evidence presented by the other. The hearing shall be de novo in all respects.

E. Decision. Upon hearing the appeal, the person hearing the appeal may issue a decision affirming, modifying or vacating the order subject to appeal. The decision related to assignment of street names and building numbers shall be in writing and shall be served upon the appellant(s) by mail in the manner provided for in the notice of hearing pursuant to subsection ED of this section. The decision of the person hearing the appeal shall be final.



F. Time for Decision. The person hearing the appeal shall have the power to continue any hearing and may, in his/her discretion, take appeals under submission for later decision. The person hearing the appeal shall render a decision not later than the thirtieth calendar day following the date the matter was taken under submission, and forthwith notify the interested parties as previously set forth.

G. Appeal of Decision. The decision of the person hearing the appeal is subject to judicial review under the provisions of Code of Civil Procedure Section 1094.5. Under the provisions of Code of Civil Procedure Section 1094.6, any petition for judicial review must be filed in the appropriate court no later than the ninetieth day following the date on which this decision becomes final. The date the decision becomes final is its effective date as stated in the decision. (Ord. 4611 § 1 (part), 3/20/01; \_\_\_\_\_)

**SECTION III**

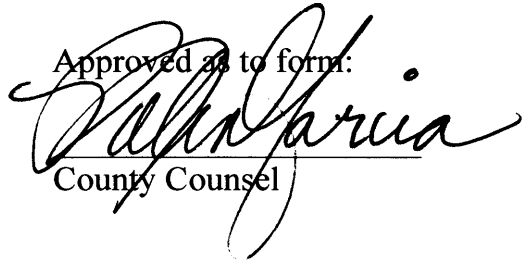
This ordinance shall take effect on the 31st day after the date of final passage.

PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2006, by the Board of Supervisors of the County of Santa Cruz by the following vote:

- AYES: SUPERVISORS
- NOES: SUPERVISORS
- ABSENT: SUPERVISORS
- ABSTAIN: SUPERVISORS

Attest: \_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Chairperson of the Board of Supervisors

Approved as to form:  
  
\_\_\_\_\_  
County Counsel

Title VII

**SECTION 303 - STREET NAMING AND ADDRESSING STANDARDS AND PROCEDURES**

**STREET ADDRESSES**

**Purpose:** The intent of this standard is to provide the requirements necessary for naming roads, numbering structures and posting of building addresses as is required to promote the health safety of those who live and work in the county. Such a system will enhance the ability of emergency vehicles to respond rapidly to calls, avoid delays in response, and reduce confusion and error in locating business places and residences.

**Intent:** The intent of this standard is to establish minimum street signing and building numbering requirements to enable emergency responders to locate homes, businesses, and properties, avoid response delays and to facilitate responding emergency equipment.

**Applicability:** These addressing requirements are applicable throughout the unincorporated area of the county and apply to both public and private roads.

Nothing contained herein shall prevent the County from numbering or renumbering addresses on a road, public or private, when it is deemed in the public’s safety to do so.

Changes to existing numbers may be initiated when a public safety agency finds there is a threat to public safety and transmits written documentation to the Office of Emergency Services (e.g. unable to locate in an actual emergency, likely to be unable to locate, inconsistent or duplicative naming or numbering, etc). For purposes of this procedure, a “public safety agency” includes law enforcement, fire service, emergency medical service or emergency dispatch agencies.

**House Numbering Sequence:**

Addresses shall be assigned to reflect the road from which the primary driveway originates. Where possible, the numbering should be as follows:

1. Properties within a numbering area shall be numbered consecutively throughout the entire length of a street bearing one name, disregarding ‘intersections or changes of direction. Unimproved but proposed sections shall be included in the numbering.

2. Properties shall be assigned numbers for each structure that would be allowed to be built, based on the maximum potential use as determined by the parcel's current zone district.
3. Even numbers shall be assigned to the right side and the corresponding odd numbers to the left side of the street in the direction of progression. Peculiar street layout or topography, such as hairpin turns, may require minor variance to this procedure.
4. More than one number shall be reserved for parcels where more than one unit is allowed by zoning, but only one number and street name shall be assigned to each building or separate main entrance of the parcel.
5. The county shall assign the number closest to the main entrance (door or driveway).
6. When, on a single parcel, there is more than one building or one main entrance, such as housing projects and shopping centers, letters or suite numbers shall be used after the number for further identification.
  - a. Apartment. Designation for individual units within an apartment complex.
  - b. Unit. Designation for individual units within a residential or commercial condominium complex or business complex.
  - c. Space. Designation for individual units within a mobile home, recreational vehicle, cabin or moorage development.
  - d. Accessory structures. Accessory structures (as defined in the Zoning Ordinance) shall not be assigned an address.
7. Display. Visible addresses are required by the California Fire Code, Section 901.4.4. Approved numbers or addresses shall be provided for all new and existing buildings in such a position as to be plainly visible and legible from the street or road fronting the property. Addresses shall comply with this standard, unless an alternate means or method has been approved by the authority having jurisdiction. The display of the assigned number shall meet the following standards:
  - a. All address numbers shall be a minimum height of four (4) inches with a minimum one-half inch stroke, constructed of a durable material, and of a color that is contrasting to the background color. EXAMPLE: White trim with black numbers.
  - b. Numbers shall be permanently affixed on a structure in clear view, unobstructed by trees or shrubs.
  - c. Address numbers shall be displayed at each driveway entrance, and visible from both directions of travel along the road (either displayed on the adjacent mailbox

or posted on a marker). The numbers may also be located in areas that are easily visible from the road such as above or adjacent to the front door or garage door.

- d. All multi-family, multi-industrial, and multi-commercial occupancies shall identify individual units with numbers that are a minimum height of six (6) inches, affixed to the unit's front entrance door or immediately adjacent to it. All buildings with rear-door access shall identify that unit as stated above.
- e. Where multiple addresses are required at a single driveway, all the addresses shall be shown on a single post.
- f. All buildings with two or more units shall identify utility meters according to the unit being served. Numbers shall be a minimum of one (1) inch in height and be permanently affixed.
- g. Mailbox. Individual mailboxes at the site shall be marked with the address using minimum one (1) inch high numbers and letters.
- h. Maintenance. The owner shall maintain the displayed address to continue compliance with the above sections.

#### ROAD NAMES.

**Purpose:** This section established standards for the naming/renaming of roads and the location of required signage. All roads shall have an official road name as set forth in this title for public health and safety. Driveways or courts giving access to three or more buildings must be given a separate street name.

**Road Name Index:** The Office of Emergency Services (OES) shall maintain a Road Name Index to identify all official road names within the unincorporated portions of the county

**Road Names Required:** A road name shall be required for all unnamed roads that provide vehicular access to more than one lot of record or to one lot of record with more than two buildings or three or more dwelling units. Road naming shall occur either prior to a land division map being recorded, prior to issuance of a building permit, or in conjunction with an application and petition from property owners located on the road.

In the event a new name is appropriate for rights-of-way where buildings or dwelling units have pre-existing addresses, the Office of Emergency Services will provide a street naming and addressing recommendation to the property owners based on these guidelines. Owners of

developed property shall be given 30 days to suggest up to five (5) alternate names for the street. If there is a consensus among property owners, and the name is otherwise consistent with these guidelines, the street shall be so named. In the absence of a consensus, or if the selected name(s) are inconsistent with these guidelines, then the Office of Emergency Services shall select a new street name. In the event that the property owners decline the recommendation to name the right-of-way, the Office of Emergency Services shall assign addresses based on the most compatible match with the existing addressing pattern.

Road Names shall be based on the following criteria:

1. Duplicate Road Names. Road names shall not duplicate another road name used elsewhere in the unincorporated areas of the county or in an incorporated city. Similar sounding names are considered duplicate regardless of spelling.
2. Language. Road names in either English or a foreign language shall be grammatically correct and easy to pronounce and spell and shall not include the use of slang or profanity. The translations of non-English street names should be reviewed to ensure that offensive or derogatory names are avoided.
3. Road Name Length. Road names shall not be greater than 18 characters in length, to fit on a 36 inch sign blade.
4. Road names shall not cause confusion with existing road names.
5. Road names that are geographically misleading shall be avoided.
6. Continuity. A road having a continuous alignment shall bear the same name, except in the following situations:
  - a. If an otherwise continuous road is interrupted by a drainage channel, freeway, railroad or other major physical obstruction with no planned connection, the segments should have different names.
  - b. Roads intersecting one another, or forming a deflection angle of greater than ninety degrees, should have different names.
7. Extensions. Road extensions shall bear the same name as the existing road.

8. Future Connections. Roads or portions of roads to be connected in the future into a continuous alignment shall bear the same name.
9. Prefixes. Prefixes such as north and south, east and west, upper and lower, etc., should be avoided.
10. Loop Streets. Loop streets will usually be called "Circle".
11. Cul-de-sacs. A cul-de-sac road having a maximum length of five hundred feet (500') may use "court" as a suffix. Roads exceeding five hundred feet (500') in length shall use a different suffix. Further, a cul-de-sac street may bear the same name as the street it intersects, providing that the suffix is "court" (usual) or "place" (e.g. a cul-de-sac opening on *Oak* Street may be called *Oak Court* or *Oak Place*).

Renaming of Roads: Changes to existing names may be initiated when a public safety agency finds there is a threat to public safety and transmits written documentation to the Office of Emergency Services (e.g. unable to locate in an actual emergency, likely to be unable to locate, inconsistent or duplicative naming or numbering, etc).

1. Whenever it is determined that the existing name of any county highway should be changed, the Emergency Services Administrator shall hold a public hearing on the proposed name consistent with the provisions of § 971 of the California Streets and Highways Code. For these purposes, a "county highway" is a road that has been adopted into the County road network pursuant to law, or a private road open to public travel or made available for access by public safety personnel.
2. Nothing contained herein shall prevent the County from renaming a road, public or private, when it is deemed in the public's safety to do so.
3. Owners of developed property affected by a proposed street name change will be given 30 days to suggest up to five (5) alternate names for the street. If there is a consensus among property owners, and the name is otherwise consistent with these guidelines, the street shall be so named. In the absence of a consensus, or if the selected name(s) are inconsistent with these guidelines, then the Office of Emergency Services shall select a new street name.

4. Street addresses will be assigned for a newly named road. Street addresses may be revised after a road name change to correct sequential or even/odd inconsistencies.
5. For roads requiring a road name change where existing addresses do not conform to the provisions of this section, such addresses may be accepted if the sequence is in logical order and the addresses are approved by OES.

Appeals: The Office of Emergency Services (OES) shall appropriately coordinate resolution of disputes related to any procedure set forth in this section. If the street naming/address change was initiated by the Office of Emergency Services, County Fire or the County Fire Marshal, the appeal will be heard by an Administrative Hearing Officer. Appeals of all other addressing/naming decisions are heard by the County Fire Marshal.

General Provisions: The following provisions shall apply:

1. For the purpose of naming and addressing, private roads subject to public travel are included under the jurisdiction of the County.
2. The Office of Emergency Services has final authority to change addresses in the interest of public safety subject to the appeal provisions contained herein.

**Title VII**

**SECTION 303 - STREET NAMING AND ADDRESSING STANDARDS AND PROCEDURES**

**STREET ADDRESSES**

**Purpose:** The intent of this standard is to provide the requirements necessary for naming roads, numbering structures and posting of building addresses as is required to promote the health and safety of those who live and work in the county. Such a system will enhance the ability of emergency vehicles to respond rapidly to calls, avoid delays in response, and reduce confusion and error in locating business places and residences.

**Intent:** The intent of this standard is to establish minimum street signing and building numbering requirements to enable emergency responders to locate homes, businesses, and properties, avoid response delays and to facilitate responding emergency equipment.

**Applicability:** These addressing requirements are applicable throughout the unincorporated area of the county and apply to both public and private roads.

Nothing contained herein shall prevent the County from numbering or renumbering addresses on a road, public or private, when it is deemed in the public’s safety to do so.

Changes to existing numbers may be initiated when a public safety agency finds there is a threat to public safety and transmits written documentation to the Office of Emergency Services (e.g. unable to locate in an actual emergency, likely to be unable to locate, inconsistent or duplicative naming or numbering, etc). For purposes of this procedure, a “public safety agency” includes law enforcement, fire service, emergency medical service or emergency dispatch agencies.

**House Numbering Sequence:**

Addresses shall be assigned to reflect the road from which the primary driveway originates. Where possible, the numbering should be as follows:

1. Properties within a numbering area shall be numbered consecutively throughout the entire length of a street bearing one name, disregarding intersections or changes of direction. Unimproved but proposed sections shall be included in the numbering.



2. Properties shall be assigned numbers for each structure that would be allowed to be built, based on the maximum potential use as determined by the parcel's current zone district.
3. Even numbers shall be assigned to the right side and the corresponding odd numbers to the left side of the street in the direction of progression. Peculiar street layout or topography, such as hairpin turns, may require minor variance to this procedure.
4. More than one number shall be reserved for parcels where more than one unit is allowed by zoning, but only one number and street name shall be assigned to each building or separate main entrance of the parcel.
5. The county shall assign the number closest to the main entrance (door or driveway).
6. When, on a single parcel, there is more than one building or one main entrance, such as housing projects and shopping centers, letters or suite numbers shall be used after the number for further identification.
  - b. Apartment. Designation for individual units within an apartment complex.
  - b. Unit. Designation for individual units within a residential or commercial condominium complex or business complex.
  - c. Space. Designation for individual units within a mobile home, recreational vehicle, cabin or moorage development.
  - d. Accessory structures. Accessory structures (as defined in the Zoning Ordinance) shall not be assigned an address.
7. Display. Visible addresses are required by the California Fire Code, Section 901.4.4. Approved numbers or addresses shall be provided for all new and existing buildings in such a position as to be plainly visible and legible from the street or road fronting the property. Addresses shall comply with this standard, unless an alternate means or method has been approved by the authority having jurisdiction. The display of the assigned number shall meet the following standards:
  - a. All address numbers shall be a minimum height of four (4) inches with a minimum one-half inch stroke, constructed of a durable material, and of a color that is contrasting to the background color. EXAMPLE: White trim with black numbers.
  - b. Numbers shall be permanently affixed on a structure in clear view, unobstructed by trees or shrubs.
  - c. Address numbers shall be displayed at each driveway entrance, and visible from both directions of travel along the road (either displayed on the adjacent mailbox or

- posted on a marker). The numbers may also be located in areas that are easily visible from the road such as above or adjacent to the front door or garage door.
- d. All multi-family, multi-industrial, and multi-commercial occupancies shall identify individual units with numbers that are a minimum height of six (6) inches, affixed to the unit's front entrance door or immediately adjacent to it. All buildings with rear-door access shall identify that unit as stated above.
  - e. Where multiple addresses are required at a single driveway, all the addresses shall be shown on a single post.
  - f. All buildings with two or more units shall identify utility meters according to the unit being served. Numbers shall be a minimum of one (1) inch in height and be permanently affixed.
  - g. Mailbox. Individual mailboxes at the site shall be marked with the address using minimum one (1) inch high numbers and letters.
  - h. Maintenance. The owner shall maintain the displayed address to continue compliance with the above sections.

#### **ROAD NAMES.**

**Purpose:** This section established standards for the naming/renaming of roads and the location of required signage. All roads shall have an official road name as set forth in this title for public health and safety. Driveways or courts giving access to three or more buildings must be given a separate street name.

**Road Name Index:** The Office of Emergency Services (OES) shall maintain a Road Name Index to identify all official road names within the unincorporated portions of the county

**Road Names Required:** A road name shall be required for all unnamed roads that provide vehicular access to more than one lot of record or to one lot of record with more than two buildings or three or more dwelling units. Road naming shall occur either prior to a land division map being recorded, prior to issuance of a building permit, or in conjunction with an application and petition from property owners located on the road.

In the event a new name is appropriate for rights-of-way where buildings or dwelling units have pre-existing addresses, the Office of Emergency Services will provide a street naming and addressing recommendation to the property owners based on these guidelines. Owners of developed property shall be given **30** days to suggest up

to five (5) alternate names for the street. If there is a consensus among property owners, and the name is otherwise consistent with these guidelines, the street shall be so named. In the absence of a consensus, or if the selected name(s) are inconsistent with these guidelines, then the Office of Emergency Services shall select a new street name. In the event that the property owners decline the recommendation to name the right-of-way, the Office of Emergency Services shall assign addresses based on the most compatible match with the existing addressing pattern.

Road Names shall be based on the following criteria:

1. Duplicate Road Names. Road names shall not duplicate another road name used elsewhere in the unincorporated areas of the county or in an incorporated city. Similar sounding names are considered duplicate regardless of spelling.
2. Language. Road names in either English or a foreign language shall be grammatically correct and easy to pronounce and spell and shall not include the use of slang or profanity. The translations of non-English street names should be reviewed to ensure that offensive or derogatory names are avoided.
3. Road Name Length. Road names shall not be greater than **18** characters in length, to fit on a **36** inch sign blade.
4. Road names shall not cause confusion with existing road names.
5. Road names that are geographically misleading shall be avoided.
6. Continuity. A road having a continuous alignment shall bear the same name, except in the following situations:
  - a. If an otherwise continuous road is interrupted by a drainage channel, freeway, railroad or other major physical obstruction with no planned connection, the segments should have different names.
  - b. Roads intersecting one another, or forming a deflection angle of greater than ninety degrees, should have different names.

7. Extensions. Road extensions shall bear the same name as the existing road.
8. Future Connections. Roads or portions of roads to be connected in the future into a continuous alignment shall bear the same name.
9. Prefixes. Prefixes such as north and south, east and west, upper and lower, etc., should be avoided.
10. Loop Streets. Loop streets will usually be called "Circle".
11. Cul-de-sacs. A cul-de-sac road having a maximum length of five hundred feet (500') may use "court" as a suffix. Roads exceeding five hundred feet (500') in length shall use a different suffix. Further, a cul-de-sac street may bear the same name as the street it intersects, providing that the suffix is "court" (usual) or "place" (e.g. a cul-de-sac opening on *Oak Street* may be called *Oak Court* or *Oak Place*).

Renaming of Roads: Changes to existing names may be initiated when a public safety agency finds there is a threat to public safety and transmits written documentation to the Office of Emergency Services (e.g. unable to locate in an actual emergency, likely to be unable to locate, inconsistent or duplicative naming or numbering, etc).

1. Whenever it is determined that the existing name of any county highway should be changed, the Emergency Services Administrator shall hold a public hearing on the proposed name consistent with the provisions of § 971 of the California Streets and Highways Code. For these purposes, a "county highway" is a road that has been adopted into the County road network pursuant to law, or a private road open to public travel or made available for access by public safety personnel.
2. Nothing contained herein shall prevent the County from renaming a road, public or private, when it is deemed in the public's safety to do so.
3. Owners of developed property affected by a proposed street name change will be given 30 days to suggest up to five (5) alternate names for the street. If there is a consensus among property owners, and the name is otherwise consistent with these guidelines, the street shall be so named. In the absence of a consensus, or if the selected name(s) are inconsistent with

these guidelines, then the Office of Emergency Services shall select a new street name.

4. Street addresses will be assigned for a newly named road. Street addresses may be revised after a road name change to correct sequential or even/odd inconsistencies.
5. For roads requiring a road name change where existing addresses do not conform to the provisions of this section, such addresses may be accepted if the sequence is in logical order and the addresses are approved by OES.

Appeals: The Office of Emergency Services (OES) shall appropriately coordinate resolution of disputes related to any procedure set forth in this section. If the street naming/address change was initiated by the Office of Emergency Services, County Fire, or the County Fire Marshal, the appeal will be heard by an Administrative Hearing Officer. Appeals of all other addressing/naming decisions are heard by the County Fire Marshal.

General Provisions: The following provisions shall apply:

1. For the purpose of naming and addressing, private roads subject to public travel are included under the jurisdiction of the County.
2. The Office of Emergency Services has final authority to change addresses in the interest of public safety subject to the appeal provisions contained herein.