

CHAPTER 18.16 - MASTER GRID AND PROPERTY NUMBERING SYSTEM

- Sec. 18.16.010 - Purpose.
- Sec. 18.16.020 - Legal Description of Property Not Affected.
- Sec. 18.16.030 - Base Lines.
- Sec. 18.16.040 - System Maps.
- Sec. 18.16.050 - Designation of Administrator.
- Sec. 18.16.060 - Assignment of Numbers.
- Sec. 18.16.070 - Names of Roads.
- Sec. 18.16.080 - Procedure for Approval of Name of Street.
- Sec. 18.16.090 - Display of Numbers.
- Sec. 18.16.100 - Penalty.

CHAPTER 18.16 - MASTER GRID AND PROPERTY NUMBERING SYSTEM**Sec. 18.16.010 - Purpose.**

The Board of Supervisors finds that the public interest, safety, welfare and convenience require the establishment of a numbering system of street and road addresses in a uniform plan for the County of Mendocino. For the accomplishment of this objective the Board hereby establishes a uniform numbering system of street and road addresses for the unincorporated areas of the County which shall be known as the Mendocino County Master Grid Numbering System (the "System").

Sec. 18.16.020 - Legal Description of Property Not Affected.

The adoption of the System shall in no way affect the legal description of property by lot and block numbers, by metes and bounds or by U.S. Government Survey.

Sec. 18.16.030 - Base Lines.

The following meridians have been established as base lines within Mendocino County: For all roads determined to have an east/west orientation, the base line is US Highway 101. For inland roads determined to have a north/south orientation, the base line is the Mendocino County courthouse, located in Ukiah. For coastal roads determined to have a north/south orientation, the base line is the mouth of the Navarro River, near the junction of State Highway 1 and State Highway 128. Determination of orientation and the application of the coastal addressing base line shall be at the discretion of the Address Coordinator.

Sec. 18.16.040 - System Maps.

The System shall consist of a map or maps, upon which map(s) the base lines shall be shown or designated and by index lines indicating the principal locations at which major units of the numbering system shall commence, and upon which shall be designated the numbers and location of numbers assigned to particular buildings and lands under the system. All sub-index maps constituting any part of such system shall be referenced thereon indicating that the said map(s) constitute a portion of the System. The format of the System may be modified or adapted as technology develops to allow for the most accurate and efficient use of the System.

- (A) Master Grid Index Map. The Master Grid Index Map shall show the general locations of areas now or hereafter gridded under this Chapter, and shall serve as an index to the Sub-Index Maps showing the detail of precisely numbered areas.
- (B) Sub-Index Grid Maps. Sub-Index Grid Maps shall show detail of precisely numbered areas.

Sec. 18.16.050 - Designation of Administrator.

The Planning and Building Services Director shall designate an Address Coordinator for the County of Mendocino. The System shall be continued, enforced, operated and maintained within the unincorporated areas of the County of Mendocino by the Address Coordinator, and property numbers assigned within such area shall be done in accordance with the System. The County Surveyor shall provide such technical assistance as may be requested by the Address Coordinator in carrying out the provisions of this section. It shall be the duty of the Address Coordinator to notify all persons of the number assigned to each location; the requirements of this Chapter that numbers be installed and maintained in such manner as to be visible from the street in front of each location or from the roadway or driveway leading to buildings removed a substantial distance from the public street or road upon which the subject site abuts. The Address Coordinator may issue to any

parcel owner in an unincorporated area of Mendocino County with a developed parcel upon request and without charge, a number in accordance with this Chapter. The Address Coordinator is responsible for maintaining the numbering and road naming system and shall keep a record of all numbers and names assigned under this Chapter. Said records shall be open for inspection by the public during regular business hours.

Sec. 18.16.060 - Assignment of Numbers.

- (A) Assignment. For the purposes of determining the address range of a road or street, the total length of the road in feet shall be divided by 5.28 to indicate the total number of addresses available for said road or street. The approximate straight-line distance between the end of the road connected to the most major access route and the appropriate base line shall be used to determine the beginning of the range. For purposes of determining the proper number for a particular location, the number assigned shall be proportioned to the distances between the numbers next adjacent to the location on either side of the base or index line(s) if no numbers have been previously established on adjoining properties. For purposes of determining whether a number shall be odd or even, it is determined that odd numbers shall be on the southerly and easterly side of the street or road and even numbers on the westerly and northerly side of the street or road. Alphanumeric designations may be used for attached structures with multiple entrances, i.e. duplexes, apartment buildings or office suites. Detached structures should not be given alphanumeric designations, and the use of fractions is not acceptable for any address designation. When possible, the Address Coordinator will refrain from assigning a number that is immediately next in sequence to the next adjacent number. In the event of no numbers being available the Department may, at its discretion, choose to readdress the affected area to better space the units or, if applicable, petition the Board of Supervisors to officially name an existing private access road allowing for the development and assignment of a new range of numbers. For the purposes of determining the appropriate road or street used for addressing, numbers may only be assigned to the last officially named road or street traveled to access the subject property. Unofficial, local or alternate names for roads or driveways may not be used in the assignment of addresses.
- (B) Correction and Adjustment. The established range of a road or the existing addresses along said road may be revised or corrected at the discretion of the Department. Priority is given to the concerns of emergency service agencies when said concerns involve errors, inaccuracies or confusion in the addressing system. Said concerns will be deemed urgent by the Department and the Address Coordinator will take appropriate action to achieve a resolution. The County shall have the right to alter or change any existing address in the unincorporated areas of the County if said address is found to be in conflict with any of the guidelines herein or as laid out in the Mendocino County Code.

Sec. 18.16.070 - Names of Roads.

Any private road, street or way established, or any of the same offered in dedication for public use or any private street or roadway established shall be named in accordance with this Chapter. All streets, roads, and ways shall be known by the same name for the entire length.

- (A) Private Road Name Petitions. A private road may be officially named or renamed via a petition that includes a map showing location, alignment, access, proposed road name and parcel numbers, as well as signatures of 75% of the property owners whose parcel is serviced by the private road proposed to be affected. There must be a minimum of four (4) dwellings and/or business establishments serviced by the proposed road. The Address Coordinator shall study a private road name to assure that the recommended road name does not duplicate or sound like any existing road name within the various regions of the County. If the road name does not duplicate or sound like any existing road name, the Address Coordinator shall forward the completed petition and accompanying map to the Board of Supervisors.
- (B) Minimum Number of Developed Lots Served. The County may require a street name of every access that serves at least four (4) dwellings and/or business establishments, except in mobile home parks, shopping centers and apartment type developments. In these cases, street names will not be permitted.
- (C) County-Initiated Road Naming or Renaming. The County shall have the right to name or rename all county roads, private roads, accesses and easements within the unincorporated areas of Mendocino County.
- (D) Signs. All officially named private roads shall be identified by a posted road sign. Signs shall conform to the location and design requirements as listed in the County of Mendocino Road and Development Standards document, standard numbers RS20 and RS21, or comply with the requirements of the California Department of Forestry and/or Local Fire Agency, where those standards are more restrictive. Creating, installing and maintaining said sign shall be solely the responsibility of the property owners served by the road.

Sec. 18.16.080 - Procedure for Approval of Name of Street.

- (A) No street or road shall be deemed officially named except upon approval of the Board of Supervisors by minute order or resolution.
- (B) Procedure for Private Road Name Petitions. The Address Coordinator shall provide, to the owners of land adjoining a street or road that is subject to a road name petition, thirty (30) days notice of the meeting date of which the Board of Supervisors will consider the petition. Said notice shall state that any person objecting to the name proposed may file an objection in writing with the Address Coordinator or the Board of Supervisors up to and including the date of the meeting of the Board of Supervisors. If any person objects to the name proposed to be assigned in advance of the scheduled meeting date, the Address Coordinator shall discuss the matter with the proponents and all who so object in writing and shall attempt to resolve the differences. If a resolution of differences is not forthcoming, the Address Coordinator shall present the matter to the Board of Supervisors, stating the various names proposed.
- (C) Procedure for County-Initiated Road Naming or Renaming. The Address Coordinator shall provide notice to the owners of land adjoining a street or road which the County desires to name or rename. Such notice shall include the proposed name of the street or road and shall provide thirty (30) days to file an objection with the Address Coordinator. If any person so objects, the Address Coordinator shall discuss the matter with all who object in writing and shall attempt to resolve the differences. If a resolution of differences is not forthcoming, the Address Coordinator shall provide thirty (30) days notice to the owners that the County intends to present the matter to the Board of Supervisors at a meeting date certain. Persons may file an objection in writing to the Address Coordinator or the Board of Supervisors up to and including the date of the meeting of the Board of Supervisors.

Sec. 18.16.090 - Display of Numbers.

The Address Coordinator shall give notice to the owners of land or buildings which are assigned or reassigned numbers under this system, which notice shall contain the new number or number reassigned to a particular building or parcel of land, and the date on which the new number shall become effective. Within thirty (30) days of such effective date of notice of number assigned or reassigned, the occupant/s or owner/s of the property or buildings shall cause the number to be displayed upon the building or land in such manner as to be visible from the street or road upon which the land or building fronts, and shall remove or obscure from public view any old or previous number not in accordance with the System, provided that in areas where buildings are removed considerable distance from any public street or road or where rural free delivery of mail is provided, the number may be displayed upon receptacles designed for the delivery of mail. Address identification shall be plainly legible and visible from the street or road fronting the property. Where access is by means of a private road and the address identification cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the address. Size of letters, numbers, and symbols for street and road signs shall be a minimum 4 inch letter height, .5 inch stroke, reflectorized, contrasting with the background color of the sign. Address markings shall be in conformance with Title 14 of the California Code of Regulations, Division 1.5, Chapter 7, Subchapter 2 SRA Fire Safe Regulations, or any successor or replacement regulations or statute.

Sec. 18.16.100 - Penalty.

Any person, firm, partnership, co-partnership or corporation, whether as principal, agent or employee failing or refusing to display a proper number after notice of such has been given in accordance with Section 18.16.090 of this Chapter, or willfully displaying or permitting to be displayed any improper number after aforesaid notice shall be guilty of a misdemeanor, and upon conviction thereof shall be punishable by a fine of not more than One Hundred Dollars (\$100.00) or by imprisonment in the County Jail of Mendocino, for a term not exceeding thirty (30) days, or by both such fine and imprisonment.