

# 2014 UPDATED YOLO COUNTY CODE

## Title 8 LAND DEVELOPMENT

### CHAPTER 13: ADDRESSING SYSTEM

#### **Sec. 8-13.101 Purpose**

This article is adopted to provide a Countywide comprehensive address numbering system to enable emergency vehicles from fire, sheriff, and ambulance services to respond quickly to calls and to facilitate postal and other delivery service. A positive identification system that eliminates error and confusion and aids prompt response is deemed to be in the public interest and necessary to protect the public health, general welfare, and safety of the citizens of the County.

#### **Sec. 8-13.102 System description and maps**

- (a) The Yolo County Master Address Numbering System shall consist of index lines corresponding to the Township Section Line System within the County. The northwest corner of Section 4, T12N, R5W shall be designated as the point of origin of the Yolo County Master Address Numbering System and is hereby assigned the North-South grid reference number 1000 and the East-West grid reference number 4000. One thousand numbers shall be allocated sequentially for each Sectional increment to the east and south from the point of origin.
- (b) The Yolo County Master Address Numbering System shall be delineated on a series of maps at a scale of one (1) inch equals 1,600 feet. The maps shall show the grid index system and the address numbers assigned. Maps at a scale other than one (1) inch equals 1,600 feet may be substituted in areas requiring greater precision or graphic clarity. Copies of said maps shall be kept at the offices of the Planning, Public Works and Environmental Services Department.

#### **Sec. 8-13.103 Administration**

The system shall be implemented within the unincorporated areas of the County by the Planning Director and supersedes any system used prior to its implementation. Private road sign installation and fee reception shall be accomplished by the Director of Planning, Public Works and Environmental Services pursuant to the provisions of this chapter. Technical assistance and information shall be mutually exchanged among all County departments as may be required in carrying out the provisions of this chapter. Funds, if any, collected from fees pursuant to this chapter shall be maintained by the Planning, Public Works and Environmental Services Department.

#### **Sec. 8-13.104 Assignment of numbers**

- (a) The Planning Director shall determine and assign all address numbers to single-family dwellings, duplex residences, properties, and business establishments and issue the

same to property owners and occupants without charge in accordance with the provisions of this chapter. A record of all numbers assigned pursuant to this chapter shall be maintained by the Planning Director and open for inspection by the public during business hours.

- (b) Multiple units within a residential, industrial, or commercial building or complex shall be identified with a sequential numerical suffix and shall be classified as apartment, suite, unit, or other classification as determined to be appropriate by the Planning Director. There shall be no duplications of identifiers within any building or complex.
- (c) An address number for a particular location shall be assigned to the principal access based on the incremental distance between index grid lines as determined by the Planning Director.
- (d) Odd numbers shall be assigned to the westerly and northerly sides of all roads and even numbers assigned to the easterly and southerly sides of all roads.
- (e) The predominant direction of curvilinear and diagonal roads and applicable index increments shall be determined by the Planning Director.

### **Sec. 8-13.105 Display of numbers**

- (a) Upon receipt of the address number from the Planning Director, the owner of the property or building shall cause the number to be displayed upon the building or land in such a manner as to be visible from the road upon which the land or building fronts, and shall remove or obscure from public view any old or obsolete number not in accordance with the system.
- (b) In areas where buildings and/or property front roads where mail delivery is provided, the number and street name shall be displayed upon mailboxes or receptacles designed for receipt of mail.
- (c) Where residences and/or properties front upon roads not receiving mail delivery, the number and road name upon which the building and/or property fronts shall be displayed upon mailboxes or receptacles at the intersection of the frontage road and the road where mail delivery is provided.
- (d) Where residences and/or properties are not clearly visible from the road, access identification other than mailboxes shall be on four (4) inch by four (4) inch wood posts, metal stakes, or equivalent markers elevated at least three (3) feet for clear visibility and rapid directional identification.
- (e) Residence and/or building address numbers shall be conspicuous to ensure positive identification and placed at front doors, on lamp posts, near garage doors, at driveway entrances, or other areas of similar proximity and visibility.
- (f) All address numbers shall be a minimum height of four (4) inches for residential structures and six (6) inches for commercial structures, of reflective and/or a color contrasting with the surface where placed.

- (g) Before final inspection can be completed on new construction, including additions and alterations, the building address and any unit addresses assigned by the Planning Director shall be posted in accordance to minimum standards.

## **Sec. 8-13.106 Names of roads**

- (a) The following process applies to naming of County roads:
  - (1) Any County road may be officially named or the official name may be changed by the Board of Supervisors upon petition of sixty (60) percent of the property owners whose property is serviced by the County road proposed to be affected, upon recommendation by the Planning Director, or upon resolution of intention by the Board of Supervisors.
  - (2) The Board of Supervisors may refer the proposed County road name to the Planning Commission for report and recommendation. The petition, recommendation, or resolution shall be set for hearing and notice posted at a conspicuous place along the County road to be affected. Such posting is to be made at least ten (10) days before the hearing. At the hearing or continued hearing, the Board shall hear and consider all name proposals for such County road, and upon the adoption or change thereof shall make an order in its minutes officially designating the name for said County road. Thereafter, such County road shall be known by the name so designated.
  - (3) Upon motion of the Board and without any resolution, hearing, or notice, any County road which has not been officially named by the Board of Supervisors shall be named by an order duly made and entered on the minutes of the Board. Thereafter the road shall be known by the name thus designated.
- (b) The following process applies to naming of private roads:
  - (1) Private road names shall be assigned to every access road that serves four (4) or more dwellings and/or business establishments or combination thereof, except in shopping centers, apartment-type developments, and other multiuse developments as may be determined by the Planning Director.
  - (2) When naming or renaming private roads, the Planning Director shall contact one property owner on the road, access road, or easement to circulate a petition for selecting a name. If within thirty (30) days a new name has not been submitted to the Planning Director, the County shall have the right to select a name or new name for the road, access road, or easement.
  - (3) Any private road within the unincorporated area of the County may be officially named or the existing name be changed by the Board of Supervisors upon petition of sixty (60) percent of the property owners whose property is serviced by the private road proposed to be affected, upon recommendation by the Planning Director or upon a resolution of intention by the Board of Supervisors. The Board of Supervisors may refer the proposed private road name to the Planning Commission for report and recommendation. The petition shall be set for hearing and notice posted at a conspicuous place along the private road proposed to be affected. Such posting is to be made at least ten (10) days before the hearing. At the hearing or continued hearing, the Board shall hear and consider all name proposals for such private roads, and upon the adoption or change thereof shall

make an order in its minutes officially designating the name for the private road. Thereafter such private road shall be known by the name so designated.

### **Sec. 8-13.107 Road naming requirements**

- (a) Road name selections shall be made on the basis of appropriateness and shall not exceed a length of seventeen (17) letters.
- (b) Each road shall be known by the same name for its entire length, and where roads change directions by an angle greater than ninety (90) degrees, each directional segment shall be known by a different name, unless and except for those roads deemed by the Director of Planning as meandering.
- (c) An alphabetical list of all City streets and County road names in the County shall be established and known as the Yolo County Master Road Index. The list shall be compiled and maintained by the Planning Director. To provide future road names which are easily understood in verbal and written communications, new road names shall not be approved which have a similar spelling or sound to names in the Yolo County Master Road Index or do not conform to the specifications of this article.
- (d) Road naming exceptions may be granted where general naming integrity is otherwise preserved and name confusion is not likely to result.

### **Sec. 8-13.108 Road signs**

- (a) Private road signs shall be identical in design to that of public road signs except the background color shall be brown for private road signs.
- (b) The fee for private road signs, including the installation thereof, shall be determined by the Board by resolution. All signs shall be installed by the County Planning, Public Works and Environmental Services Department.
- (c) Signs shall be required as a condition of approval for all private roads created through the subdivision process. A fee as established by the Board of Supervisors by resolution shall be imposed for each sign required.

### **Sec. 8-13.109 Penalties and appeals**

- (a) Any person, firm, or corporation, whether as principal, agent, employee, or otherwise, failing to comply with the provisions of this article shall be guilty of an infraction, and upon conviction thereof, shall be punishable by a fine of not more than Three Hundred (\$300.00) Dollars.
- (b) Any individual whose property is affected by the implementation of this article and who is dissatisfied with implementation as it applies to his/her property may submit a written request for hearing by the Planning Commission to the Planning Director. Such request must be received by the Director or postmarked no later than fifteen (15) days after the Director sent the individual notice of the Planning Director's action. The appeal shall be governed by the procedures set forth in Section 8-2.225 of Chapter 2 of this Title.