

ADDRESS ASSIGNMENT MANUAL

Purpose and Authority

The purpose of this Manual is to provide for the consistent and orderly assignment of addresses to protect the safety of the general public by facilitating the finding of individual dwellings and businesses for the delivery of public and private goods and services. The Engineering Department is the only agency with authority to assign or modify addresses within the City of Hobbs and the surrounding Extra-Territorial area.

NOTE:

Any new habitable structure(s) shall be compliant with all federal, state and local rules and regulations.

ADDRESS SYSTEM

(A) Establishment of Grid System

Broadway Street is the base line used in numbering north/south direction. Turner Street, south of Permian Drive, and Fowler Street, north of Permian Drive are used in numbering east/west direction. Streets running north and south from Broadway Street shall be numbered starting with the 100 block. Streets running east and west from Turner/Fowler Street shall be numbered starting with the 100 block.

(B) Odd-Even Numbers

North/south addresses shall be as follows: EVEN on the east side of the street, and ODD on the west side of the street. East/west addresses shall be as follows: EVEN on the north side, and ODD on the south side of the street

(C) Vacant Parcels or Lots.

The City of Hobbs addresses habitable structures only. The municipality may issue a "Letter of temporary address" in order for a property owner to secure services for activities on the property other than public or private habitation.

(D) Corner Lots

The owner or developer shall be assigned the street address that accommodates the front entrance of the structure at the time of permit application.

(E) Street Address Assignment

(1) Primary Address: Each unit of property will be assigned a primary address.

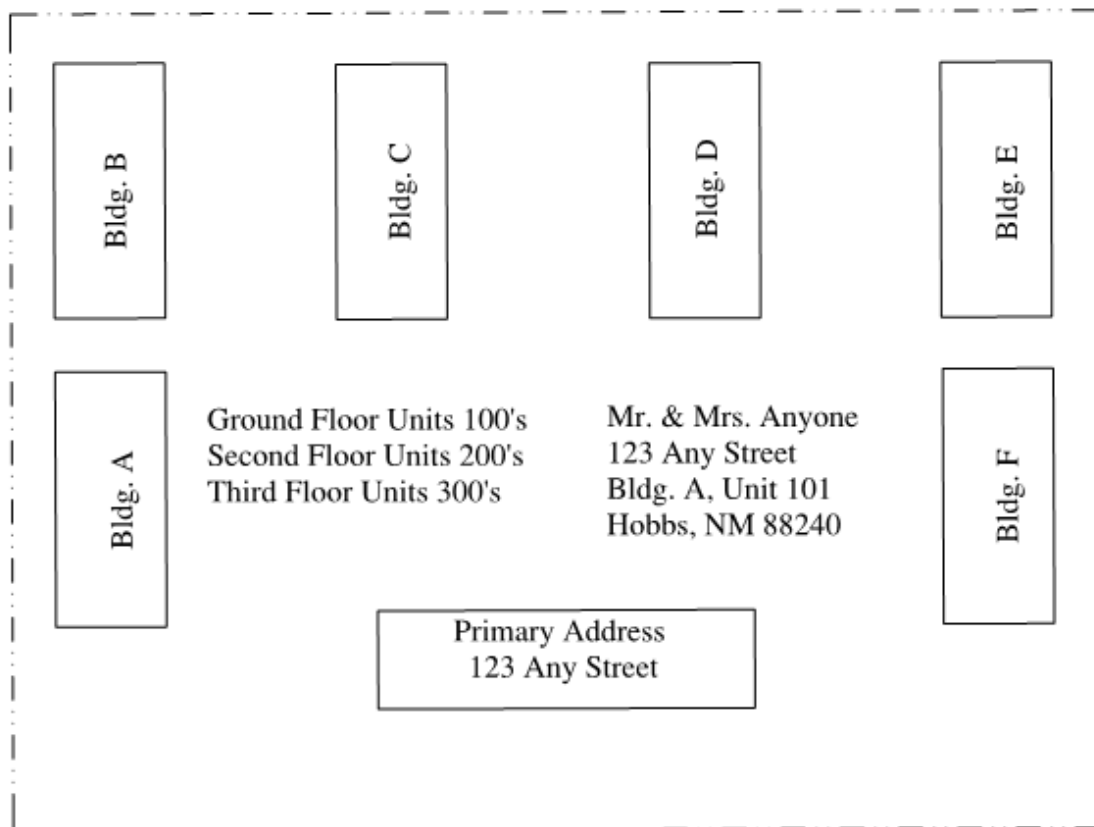
Primary addresses will consist of up to five numerals and will be determined by the block in which the property is located. Single family structures (attached or detached) and townhouses are assigned individual street numbers for each unit.

(2) Secondary Address:

Multiple addressable structures located within a single undivided property will be assigned secondary addresses from the primary enhanced 911 address.

(a) Multifamily Dwellings: Individual apartments within an Apartment Complex will be assigned secondary addresses. The secondary address will follow the primary address with a dash and will consist of a Building Letter and a unit number. An example would be "1621-Bldg. A Unit 101 Smith Street" with "1621" being the primary address and "Bldg. A Unit 101" being the secondary address.

Example



Thoroughfare

(b) Nonresidential Buildings: Office, commercial, and industrial buildings with more than one tenant are also assigned secondary addresses. The secondary address will be a suite number. The first unit on the first floor would be addressed "1621 Smith Street, Suite 101"; the first unit on the second floor would be addressed "1621 Smith Street, Suite 201"; etc.

(3) Timing: Approval of a final plat is required for single family developments before numbers are assigned. For all other developments, addresses are assigned following preliminary plat or site plan approval. **The Engineering Department shall be furnished with an approved plat or site plan on which to assign addresses.** The plat or site plan will be kept on file in the Engineering Department.

(G) Posting of Addresses

Posting of addresses by the property owner, including any required instructional signage, shall be in accordance with Chapter 15.12.030 (Size and placement of numbers) of the City Code and included as Appendix A in this Manual. Arabic numerals (not spelled-out numbers) shall be used.

(H) Change of Existing Address

In assigning a new address, as few existing addresses as possible will be changed. There shall be a processing fee for address changes not initiated by the City.

(1) Reasons for Change

Existing addresses may be changed for just cause. Examples of just cause are:

- (a) Street frontage where no addresses were left for vacant lot(s);
- (b) Street name change approved by the City;
- (c) Person unknowingly using the wrong address;
- (d) Rural route and box number being changed to urban street address; and
- (e) Present street address series incorrect or misleading.

(2) Notification

The Engineering Department will notify all affected local government departments, utility service companies, and the U.S. Postal Service of any new assignment of or change in street address.

STREET/PRIVATE ACCESS NAMES

Public street, private roadways and private driveway names may not duplicated or be so similar that it is reasonable to conclude that the names will cause confusion, except for

one short intersecting cul-de-sac. Streets that will be in alignment must bear the same name, except for street segments separated by a major thoroughfare.

STREET NAME PREFIX AND SUFFIX

(A) Prefixes

(1) North and South: These prefixes shall only be used for the northern and southern portions of roadways that cross Broadway.

(2) East and West: These prefixes shall only be used for the eastern and western portions of roadways that cross Turner.

(B) Suffixes

(1) Street: This suffix shall be used for dedicated roadways maintained by the municipality.

(3) Private Roadways shall use one of the following suffixes; Drive, Trail, or Lane, and shall be maintained by the fee simple property owner(s) in a condition allowing adequate access for emergency response vehicles.

(4) Private Driveways shall use the suffix Way and shall only be named and mapped for private driveways in excess of 800' feet from a dedicated public right-of-way.

STREET NAME ASSIGNMENT

(A) New Streets (New Developments)

(1) The developer shall submit names for new public streets proposed to be dedicated to the local governing authority via the Subdivision process, Municipal Code Chapter 16.

(2) The Engineering Department and the Planning Board shall approve all street names.

(3) Notification

(a) The final approved Subdivision shall be recorded with Lea County.

(b) The Engineering Department will notify all affected local government departments, utility service companies, and the U.S. Postal Service.

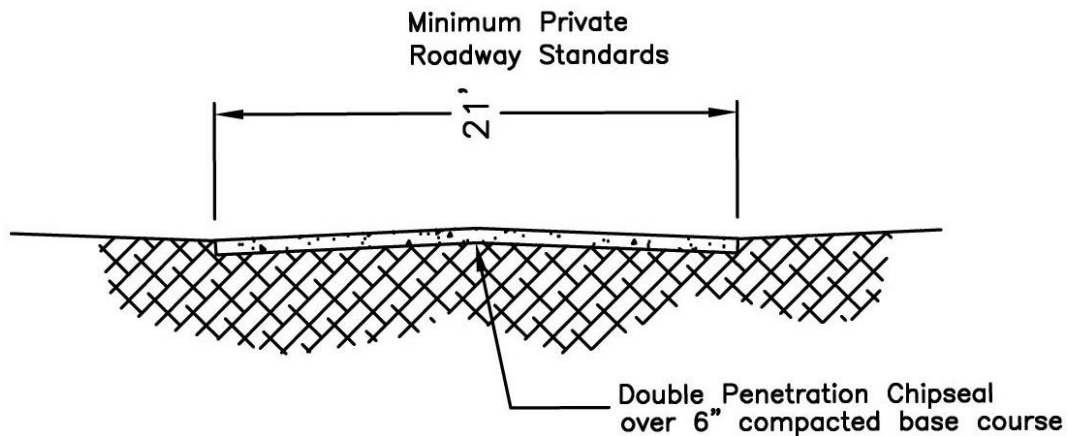
(B) Un-Named Private Roadways and Private Driveways (within Municipal Boundaries)

(1) An address cannot be assigned to a structure occupying a lot or parcel not adjoining a dedicated public right-of-way, unless such structure is adjoining an approved and named all-weather access private roadway built to the approved standards (see below) or engineer certified.

(2) A single habitable structure, within municipal boundaries, occupying a lot or parcel adjoining a public right-of-way receiving a primary permanent address must provide a private driveway built to the approved standards with a minimum width of 21' and extending no less than 25' for residential and 50' for commercial from the public right-

of-way. Approved standards for a single habitable structure addressed via a private roadway is 21' minimum width for 1-way and 27' minimum width for 2-way, 6" compacted base course with a 2% positive crown chip seal capable of supporting 75,000 pounds (see 1-way example below).

(3) A second habitable structure occupying a lot or parcel within the municipal boundaries adjoining a public right-of-way receiving a secondary address must be accessed from an all-weather access private roadway fully contained within the lot or parcel and built to the approved standards (see below).



(C) Address assignment procedures **within the ETJ.**

- (1) A primary permanent address shall be assigned to a habitable structure occupying a lot or parcel adjoining a dedicated public right-of-way or a County maintained roadway **upon receipt of an approved Lea County Driveway Permit.**
- (2) An address request for a **second habitable structure** located on a lot or parcel adjoining a public right-of-way or a County maintained roadway must **provide approved documentation from the following Lea County Departments; Road, Environmental, Flood Plain and Fire Marshall.**

(3) Neither a new primary permanent address nor a new secondary address shall be issued for a lot or parcel accessible only from a private roadway within the ETJ until such private roadway is compliant with the Lea County ETJ Roadway design standards and approved by the Lea County Engineer.