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Section 15-1-1 Permit Required

A permit is required for all construction work in, or encroachments on public rights-of-way, sidewalks, curbs, bridges, pedestrian walks and bicycle paths owned or maintained by the Town of Clarkdale whether held by deed, easement, dedication or other claim of right. Construction work includes excavation, pavement cuts, or structural alterations such as sidewalks, curb cuts, or drainage structures. The permit shall be applied for on a form provided by the Public Works Department.

In the event of an actual emergency threatening public health and safety, encroachments, including excavation for necessary public utility repairs, are allowed without a permit provided a permit is applied for the next working day, all traffic control and safety devices necessary are used, and final repairs are not performed until authorized by the Town of Clarkdale.

Section 15-1-2 Permit Fee

Permit fees are due upon the issuance of a permit and will be in an amount set by a resolution of the Common Council.

Section 15-1-3 Bonding

The Town reserves the right to require a performance bond, in an amount determined by the Town Engineer.

Section 15-1-4 Minimum Standards

All work shall be performed in accordance with the Public Works Code as most recently adopted

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by the Town Council (see Section 15-2-2).

All work permitted will be guaranteed against defects in material and workmanship for one year from the date it is accepted by the Town of Clarkdale. Only rubber tired equipment shall be used on pavement, except that crawler equipment using street pads may be used with a permit from the Town. Cuts to paved roads shall be done with a pavement cutter. Cuts made to roads using a backhoe, trencher, or other similar equipment are specifically prohibited. Any repair shall restore the right-of-way to the same or better condition.

Section 15-1-5 Liability

The Permittee assumes all responsibility and liability for any damage to any property or injury to any person while using a public road caused by or arising out of the exercise of the permit and will hold the Town of Clarkdale harmless from any liability or responsibility for same. The Permittee shall and will provide and maintain at all times sufficient barriers, danger signals, lanterns and detours and shall and will take other such safety measures until satisfactory completion of work.

Section 15-1-6 Street Cuts in New Pavement

Permits will not be granted for roadway pavement cuts within city rights-of-way on any bituminous or concrete pavement structures that are overlaid after December 12, 1995, or are less than five (5) years of age, except as follows:

- A. As approved by the Town Public Works Department on a case by case basis upon demonstrating a hardship exists, and no reasonable alternative other than making the roadway pavement cut exists.
- B. In the event of an actual emergency threatening public health and safety.

Section 15-1-7 Variances

The Public Works Department or the Town Engineer is authorized to grant variances from the restrictions and conditions specified herein provided the public safety and welfare will be protected.

Section 15-1-8 Violations and Enforcement

(Revised 10/25/16; Resolution 1529; Ordinance 376; Effective 10/26/16)

In the event the conditions of a permit are violated or a permit is not obtained, the Town of Clarkdale may order that all work cease until the violation is corrected or a permit obtained. If

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the work is abandoned and not repaired to Town specifications, the Town may repair the work and recover the costs of repair from the Permittee responsible. In the event an obstruction of a public road occurs without a permit so as to cause an immediate public hazard, the Town may remove the obstruction and seek reimbursement of all costs involved from the responsible person. Any person commencing work without a permit shall be required to obtain a permit and shall pay twice the usual permit fee.

Section 15-1-9 Penalties (Revised 10/25/16; Resolution 1529; Ordinance 376; Effective 10/26/16)

Any violation of this Article shall be punishable under Article 1-8 of the Town Code; each 10 days that a violation continues shall be a separate violation punishable as described in Article 1-8.

Article 15-2 STANDARDS AND SPECIFICATIONS

- 15-2-1 Work Intended to Become Public Property
- 15-2-2 Work Not Intended to Become Public Property
- 15-2-3 Specifications and Details for Public Works Construction
- 15-2-4 Standards and Specifications for Street Classification
- 15-2-5 Priority of Public Works Code and Standard Specifications for Street Classification.

Section 15-2-1 Work Intended to Become Public Property

All improvements which are intended to become public property of the Town shall be constructed in accordance to the standards and specifications set forth in this article and shall be constructed according to the plans approved by the Town Engineer.

Section 15-2-2 Work Not Intended to Become Public Property

All improvements within public rights of way, not intended to become public property, must be constructed or maintained under the terms of a franchise agreement or other authorization. The location of such facilities, their installation and the restoration of the area after installation shall be done in accordance with the standards and specifications set forth in this article.

Section 15-2-3 Specifications and Details for Public Works Constructions

(Revised 10/25/16; Resolution 1529; Ordinance 376; Effective 10/26/16)

For each violation of the provisions of the Codes or Standards hereby adopted, any order made thereunder, or any detailed statement of specifications or plans submitted and approved thereunder, or any certificate or permit issued and from which no appeal has been taken, or such an order as

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affirmed or modified by the Building Official or by a court of competent jurisdiction, within the time fixed herein, shall be punishable under Article 1-8 the Town Code; each 10 days that a violation continues shall be a separate violation punishable as described in Article 1-8.

Section 15-2-4 Standards and Specifications for Street Classification

That Section 12-5-5 Street Classification of the Subdivision Regulations of the Town Code is hereby adopted as the Standard Specifications for Street Classification and made a part hereof as if fully set forth in this article.

Section 15-2-5 Priority of Public Works Code and Standard Specifications for Street Classification

The Town of Clarkdale shall not accept for ownership, or maintenance, any street which is not in conformance with the Public Works Code and the Standard Specifications for Street Classification, except when it is determined, by the Town Council, to be in the best interests of the Town of Clarkdale to accept, for ownership or maintenance, substandard streets.

Article 15-3 **RESERVED** (5-3-2 Deleted by Ordinance #268 on 8/24/04; 5-3-1 Deleted by Ordinance #301 on 5/10/2007)

Article 15-4 **Street Naming Standards & Addressing Procedures**
(Created by Ordinance #301, Resolution #1223 on 4/10/2007; Effective 5/10/2007)

Section 15-4-1	Purpose and Intent
Section 15-4-2	Applicability
Section 15-4-3	Severability
Section 15-4-4	Authority
Section 15-4-5	Enforcement
Section 15-4-6	Appeals
Section 15-4-7	Street Naming Standards
Section 15-4-8	Street Name Change Procedures
Section 15-4-9	Addressing Standards
Section 15-4-10	Street Name Sign Standards
Section 15-4-11	Definitions

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Section 15-4-1 Purpose and Intent

Town of Clarkdale establishes this Ordinance in order to provide for the uniform assignment of property numbers, to provide for the naming of new streets and renaming of old streets with conflicting or duplicate names in order to provide for efficient emergency services and provide for the safety of the residents of the Town of Clarkdale, providing for the enforcement of said Ordinance, and prescribing penalties for the violation thereof.

Section 15-4-2 Applicability

This Ordinance shall apply to all lands within the incorporated area of the Town.

Section 15-4-3 Severability

Should any article, section or regulation of this Ordinance be judicially declared unconstitutional or invalid, such decision shall not affect the validity of the Ordinance as a whole, or any portion thereof other than the article, section or regulation so declared to be unconstitutional or invalid.

Section 15-4-4 Authority

- A. Only the Community Development Department may assign, approve, or change an address.
- B. The Community Development Department shall be responsible for the administration of these standards and the maintenance of all maps and data related to addressing.
- C. The Community Development Department shall process applications for address assignments. The Community Development Department will not assign any temporary addresses to any properties outside the incorporated areas of the Town.

Section 15-4-5 Enforcement (Revised 10/25/16; Resolution 1529; Ordinance 376; Effective 10/26/16)

A violation of Article 15-4 shall be punishable under Article 1-8 of the code if the owner or occupant or person in charge of a house or building fails to comply with Section 15-4 within sixty (60) days of a request to replace or affix by the Community Development Department. For a first violation, the monetary penalty shall be not less than fifty dollars (\$50) and not more than six hundred dollars (\$600); for a second violation arising out of the same facts, the monetary penalty shall be not less than one hundred dollars (\$100) and not more than one thousand dollars (\$1,000).

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Section 15-4-6 Appeals

Any owner of property whose address has been changed by a decision of the Community Development Department may appeal to the Town Council within fifteen (15) days of the decision.

Section 15-4-7 Street Naming Standards

A. Selection of Street Names:

1. Names should be pleasant sounding, appropriate, easy to read (so that the public, and children in particular, can pronounce the name in an emergency situation), and should add to the pride of home ownership.
2. Street names shall not be duplicated; all new street names must be unique within the Town of Clarkdale. A street name is considered a duplicate if any of the following conditions exist:
 - a. A street has the same name as another street even if their suffix designations differ.
 - b. A street name sounds similar to the name of another street despite a difference in spelling.
3. Unacceptable New Street Names:
 - a. Numerical names (1st, 2nd, First, Second, etc.) or alphabet letters.
 - b. Names which may be considered offensive.
 - c. Complicated names that are generally difficult to pronounce or names with unconventional spelling.
 - d. Names which include words or syllables which might be confused with prefix or suffix designations (such as Northglen Drive or Circle Drive).
 - e. Proper names unless proven to have historical significance.
4. Naming and Street Configuration:
 - a. Cul-de-sacs shorter than two hundred feet (200') and providing access to five (5) or fewer lots should not be named and should assume the name of the intersecting through street. However, where there is a series of long and short cul-de-sacs, all should have separate names.

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- b. A cul-de-sac may bear the same name as its intersecting through street with a different suffix designation without being considered a name duplication.
 - c. In peculiar circumstances where a road loops back on itself for a substantial length, the Community Development Department can make the determination in the public interest and safety to give a street two (2) different prefixes using a logical breaking point.
 - d. Major arterials and highways which change direction for a significant distance may change directional prefixes at the most logical and convenient break point.
 - e. Streets located on the same alignment in the same geographical region should bear the same name and directional prefix though they are not connected.
 - f. Road Extensions: Roads that are extensions of existing roads, streets or easements, either entirely within Clarkdale or originating in some adjacent jurisdiction, shall be named the same as the existing road. This does not include offset streets or streets with major direction changes.
 - g. The Town does not accept any liability for maintenance or signage by naming private roadways. Naming of private roads is done in the interest of public safety.
5. Suffix Designations:
- a. Appropriate street name suffixes include, but are not limited to, the following:
 - I. For a highway or major arterial street: Highway, Road, Boulevard, Avenue, Parkway.
 - II. For a local through street: Road, Drive, Lane, Way, Avenue, Street.
 - III. For a short street or cul-de-sac: Way, Court, Place, Circle.
 - b. Standard Abbreviations:

Avenue: Ave	Boulevard: Blvd	Circle: Cir	Court: Ct
Drive: Dr	Highway: Hwy	Lane: Ln	Parkway: Pkwy

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Place: Pl Road: Rd Street: St Way: Way
Cove: Cove Loop: Loop Pass: Pass Park: Park
Path: Path Plaza: Plz Terrace: Ter Trail: Trl

Section 15-4-8 Street name change procedures

A. Filing:

The Town of Clarkdale will only review and consider street name changes for the purposes of public safety, health, and welfare. Any person may file a request for a street name change by completing the appropriate forms and submitting them to the Community Development Department. This filing shall include a fee as adopted by the Council. Subject petition shall contain the signatures of at least fifty-one percent (51%) of the property owners adjacent to the street.

Accompanying the petition and fee shall be the following items:

1. A certified correct list of names and addresses of adjacent property owners, service and emergency organizations (i.e., fire, police, post office, etc.) that did not sign the petition to the best of the petitioner's knowledge.
2. A letter stating the reasons why the street name change is needed. (i.e., eliminate duplicate name, help improve emergency services to the area, how the request conforms to Section 15-4-7)
3. A vicinity map giving the location of the road that is the subject of the petition. The map shall include all surrounding parcels, all connecting streets and/or easements and be drawn at a standard scale with north point.
4. Old name and new name.
5. Description of the beginning and end of subject road.

B. Fees: The party requesting the street name change shall be responsible for paying all costs, including but not limited to all signs, materials and administrative fees.

C. Hearing:

Upon receipt of a petition for a street name change, the Community Development Department shall set a hearing date before the Town Council allowing adequate notice to the public. Notice of the hearing shall be by first-class mail to those persons whose names appear on the petition and list of non-signers at least two (2) weeks prior to the hearing date. In addition, notice of the hearing shall be published once in the local

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newspaper at least one (1) week prior to the hearing. Notices of the hearing shall be posted by the applicant at the beginning and the end of subject roadway and at intersections. At the hearing, the Town Council may grant the request by Resolution, deny the request, or hold the matter until a stated time and date for further consideration.

D. Protests:

Any person may appear in protest to the requested road name change at the hearing or submit written protests at least twenty-four (24) hours in advance of the hearing. Once a petition for road name change has been submitted, any person signing the petition may protest the action, but no signature(s) may be withdrawn.

E. Exceptions:

The Town Council may elect to initiate a roadway name change without filing a petition and waive any fee requirements or other portions of this process.

F. Roadway Name Map:

When road name changes are adopted by the Council they will automatically become part of the official road name map, which may be a singular document or combination of several maps using existing adopted zoning maps and address maps. Adoption of this Section of the Ordinance will effectuate the official road name map(s).

G. Effective Date:

A road name change shall become effective upon recordation of the Council Resolution, sixty (60) days after the date of Council approval unless a longer term is designated by the Council.

H. Street Name Signage Fees:

1. Upon adoption of a private street name, the street name petitioner shall be responsible for payment of the placement of the street name sign(s) at the intersection(s) where the Community Development Department designates along this street within sixty (60) days of the street being officially named.
2. All costs for signs, materials and administrative fees incurred during a street name change shall be paid for by the party that requests the street name change.

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Section 15-4-9 Addressing Standards

A. Address Numbers:

1. Address numbers shall be assigned with even numbers on the north side of east-west streets and the west side of north-south streets, and with odd numbers on the south side of east-west streets and the east side of north-south streets.
2. An address shall be complete and official only if it contains all of the following elements:
 - a. Number (plus a unit number, if necessary. Fractions or alphabetical letters shall not be included in an address number).
 - b. Directional Prefix (only when necessary).
 - c. Street Name (as shown on address maps and recognized by the Addressing Official).

B. Frontage:

1. Address numbers shall be assigned to properties at their point of frontage on a named street. A building on a corner lot shall be assigned an address on the street the driveway accesses. A building on a large parcel shall be assigned an address for the point at which its private driveway meets a named street.
2. Where two (2) or more separate businesses or residences are contained in one (1) building or complex, a single address shall be assigned to that building or complex, and unit numbers (e.g., Suite 1, Apt. 1, etc.) shall be assigned to each door by the property owner. Private clustered housing developments with no more than two (2) points of vehicular access, including manufactured home or RV parks may likewise be assigned a single address with unit numbers provided by the property owner.

C Display Standards:

1. Address numbers shall be located so as to be legible from the street on which the address is assigned.
2. Numbers must be legibly marked and contrast with any background material.

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3. Address numbers shall be a minimum of 4 inches high.
4. Where a building or its numbers are not clearly visible from the street on which it is addressed, its address number shall be posted at the point at which the private driveway intersects with the road fronting the property as required by the 2003 International Property Maintenance Code, as adopted by the Town
5. Where unit/suite numbering/lettering is necessary, the property owner is responsible for posting unit/suite numbers/letters in an appropriate location within sixty (60) days of passage of this Ordinance or within sixty (60) days of notice to comply.
6. It shall be the duty of the owner of a building to post the correct address number of that building in accordance with those standards within sixty (60) days of adoption of this Ordinance.
7. Any incorrect address number shall be removed and replaced with the correct number by the property owner within sixty (60) days of notification of the correct address by the Addressing Official.

Section 15-4-10 Street Name Sign Standards

A. All street name signs for dedicated streets and private streets shall conform to the following standards:

1. Length of sign not to exceed forty-two inches (42")
2. Sign blade to be six inches (6") wide, extruded aluminum with a .090 web thickness and a .250 flange thickness.
3. Sign letters shall be reflectorized.
4. Legend and background shall be contrasting color and shall have a white message on a green background for Town maintained roadways or a black message on a white background for private roadways.
5. Four inches (4") shall be the minimum letter height for names. Font shall be heavy KC.
6. Two inches (2") letter height to be used for suffix designations (and directional prefixes, if used).

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7. Conventional abbreviations are acceptable EXCEPT for the street name itself.
 8. Letters used shall be either heat activated 3M#2277 or equivalent, or pressure activated 3M#3290 or equivalent. Normally a type “C” letter should be used. However, a type “B” letter may be used if necessary to get the name on the sign.
 9. Sign backing material shall be engineer’s grade 3M#2277 or equivalent.
 10. All signs placed on public road right-of-way shall be approved by the Public Works Director.
 11. Any deviations from these standards shall be approved by the Public Works Director.
- B. Length of street names shall be limited to spacing consistent with a forty-two inch (42”) sign, approximately fifteen to seventeen (15-17) letters depending upon the suffix used, i.e., St., Ave., etc.

Section 15-4-11 Definitions

For the purposes of this Article, the following terms are defined as follows:

Address: A property location identification including the following elements: Number, Directional Prefix, Street Name, (Unit Number, if applicable).

Baseline: A north-south or east-west line used as a zero starting point for address numbers in a grid system.

Dedicated Street: A named or unnamed roadway located on land that is publicly owned and reserved for public access (a.k.a. public dedicated right-of-way).

Directional Prefix: A prefix assigned to a street based on its overall direction and its location within a grid system. The directional prefix is not part of the street name, but for addressing and 9-1-1 purposes.

Frontage: The direction a building faces, or the point at which a private driveway meets a named roadway.

Grid System: Addressing system whereby address numbers are assigned based on distance from a baseline.

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Origin: The point at which the north-south and east-west baselines meet in a grid system.

Pre-existing Addressing System: An addressing system for an area, in use prior to adoption of this Ordinance, which remains the official addressing system for that area as determined by the Addressing Official.

Private Driveway: An unnamed roadway not located on publicly owned land, or land under public jurisdiction, providing access to one or more buildings. Also, a private street is not owned by a public entity.

Street Name: The official name of a roadway including a name and a suffix designation.

Suffix Designation: A descriptive qualifier at the end of a street name.

Unit Number: A number affixed to an address number indicating a separate unit (apartment, suite, etc.) within a building or complex that is assigned a single address.