

CITY OF SAN LUIS

# ROADWAY NAMING AND ADDRESSING POLICY



NOVEMBER 2017



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## Chapter 1 – Introduction

### Section 1.1 Title and Scope.

The City of San Luis recognizes that a geographically precise and accurate addressing system is paramount to a quick emergency response and to the orderly development within the City. This policy establishes a methodical system for assigning roadway name designations and property addresses throughout the City of San Luis. This policy shall be known and may be cited as the Roadway Naming and Addressing Policy for City of San Luis, Arizona.

### Section 1.2 Purpose.

The purpose of this policy is to provide a standardized and expedient method of assigning roadway name designations and property addresses for all residential, commercial and industrial lots, parcels and/or tracts throughout the City of San Luis; and to assist in accurately pinpointing the location of properties, and Council's desire to protect the health, safety and welfare of the public, by enabling emergency services to quickly attend to urgent situations. Uniformity of addresses and roadway names will also assist delivery and maintenance services, as well as assisting tourists and visitors.

### Section 1.3 Goals and Objectives.

The primary goal of this policy is to provide emergency service agencies with a logical and predictable method of addressing property, so that emergency victims can be located with greatest efficiency. The secondary goals are as follows:

1. To improve the quality of life for residents of San Luis by providing a mechanism for efficient delivery of goods and services to residents and businesses.
2. To make it easier for residents, prospective residents and tourists to locate various facilities and businesses in San Luis.
3. Correcting addresses problems within current developments
4. Ongoing assigning of addresses to new developments

The policy objective is to provide and maintain a consistent and accurate roadway naming and addressing system.

## Section 1.4 Definitions.

For the purpose of this policy, the following words and phrases shall be interpreted or defined as follows:

1. **Address:** An address specifies a location by reference to its location on a roadway.
2. **Alignment:** A roadway which is parallel to the North- South or East-West addressing grid and does not deviate more than 150 ft. from its original alignment.
3. **Base Lines:** The reference point for designating North, South, East and West directions is established at the intersection of East Main Canal and County 24th Street. All roadway names shall have a directional suffix.
4. **Block Interval:** The hundred number intervals are 660 feet.
5. **Cul-De-Sac:** A permanent dead-end road that ends in a turn-around.
6. **Diagonal:** A roadway that extends in other than a North-South or East-West directions.
7. **Property Number:** A number assigned to property fronting a roadway.
8. **Reference Point:** The point of origin for reference. (see **Base Lines**)
9. **Roadway:** A general term for thoroughfares inclusive of all Streets, Avenues, Places, Lanes, Roads, Drives, Ways, Boulevards and Trails.
10. **Thoroughfare:** A place of passage from one location to another.

## Chapter 2 – Roadway Naming Policy

### Section 2.1 Roadways Requiring Names.

All roadways shall be given a designated name in accordance with this policy if it meets at least one of the following conditions:

1. If two or more dwelling units or business related buildings exist or are proposed to be constructed along the roadway or are served by the roadway; regardless if it is public or private roadway.
2. If the roadway is maintained by the City of San Luis or Yuma County.

### Section 2.2 Roadway Sign Requirements.

It shall be the developer's responsibility to provide and install roadway signs in accordance with City Standards.

In addition to the roadway names, roadway name signs shall identify the appropriate hundred block; the directional prefix shall be included on the roadway sign.

In the case of cul-de-sacs, the address range shall be identified and a unique marking will also be affixed to the sign, identifying the roadway is a "DEAD END". This marking will be affixed to indicate which direction is the "DEAD END".

### Section 2.3 Name Components.

There are three components that make up a roadway name. These components are the roadway name, roadway direction and roadway type.

**Roadway name.** The name identifies the stretch of roadway that the parcel/structure/occupancy is addressed from. Within the City of San Luis, all roadway names originate from subdivision plats or roadway name petitions approved by City Council.

**Roadway direction or prefix.** The directional prefix is used to describe the direction and orientation of roadways. All roadways must have a directional prefix, either: north, east, south or west. Its values are 'N', 'S', 'E', and 'W'. The directional prefix shall be included in the roadway sign.

**Roadway type or suffix.** The roadway type or suffix is used to describe the characteristics of a roadway. All roadways shall be assigned only one suffix and it shall be based on the type of roadway. Below are the most common roadway type definitions that are utilized within City of San Luis. Other suffixes not listed below may be considered at the discretion of the City.

1. **Avenue (Ave.):** A roadway running principally in a North-South direction and usually terminated at an East-West street the name will be used as the primary identification.
2. **Drive (Dr.):** A roadway running parallel to the avenues, oriented in a North-South direction. The name will be used as a secondary identification of the North-South Avenue System and terminating at an East-West street.
3. **Way (Way):** The roadway paralleling the North-South Avenue and Drive alignment. The name will be the third identifier after Avenue and Drive.
4. **Trail (Trl.):** The roadway paralleling the North-South Avenue and Way alignment. The name will be fourth identifier after Avenue, Drive, and Way.
5. **Street (St.):** A roadway running principally in an East-West direction and usually terminating at a North-South avenue. The name will be used as the primary identification.
6. **Place (Pl.):** The roadway parallel to the East-West Street and Lane alignment. The name will be secondary identification of the East-West Street and Lane alignment and terminate at the North-South avenue.
7. **Lane (Ln.):** the roadway parallel to the East-West Street and Place alignment. The name will be the third identifier following Street and Place.
8. **Road (Rd.):** The roadway parallel to the East-West Street and Lane alignment. The name will be the fourth identifier after Street, Place, and Lane.
9. **Court (Crt.):** Permanently closed roadway such as cul-de-sacs.

10. **Boulevard (Blvd.):** A major roadway divided by a landscaped center island.

## Section 2.4 Potential Roadway Configurations.

### 1. Straight Roads.

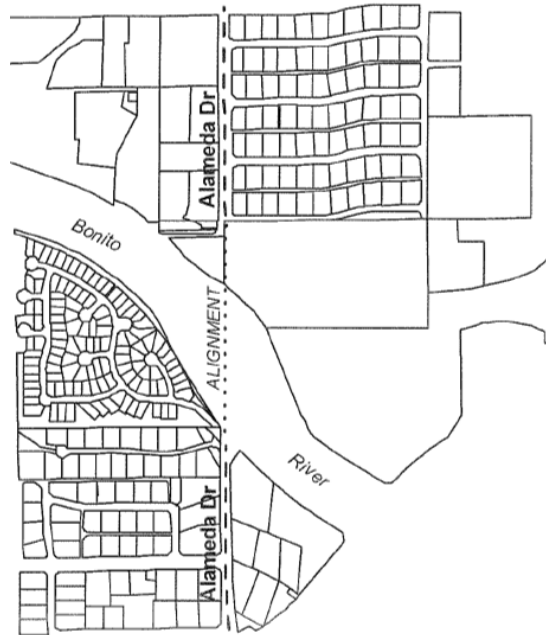
Any roadway that connects two adjoining roadways not in an extended alignment may receive separate name at an intersection (see figure 1-1).



NOT IN ALIGNMENT WITH OR AN EXTENSION OF ANY OTHER ROADWAY

FIGURE 1-1

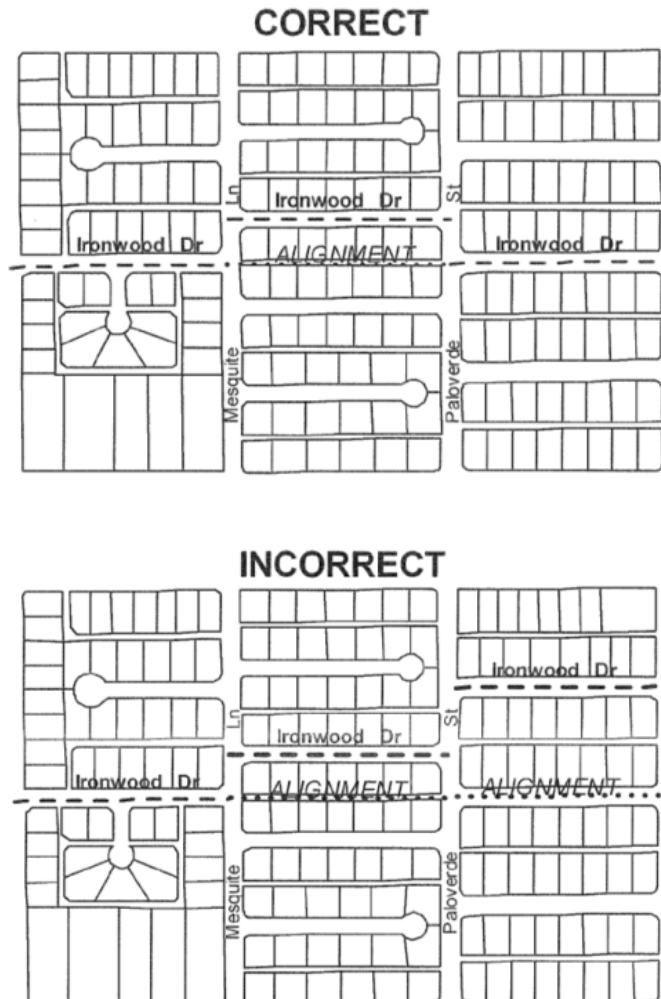
A newly developed roadway shall assume the name of the one with which it aligns. This shall hold true even if it is developed in an undeveloped area but on an extended line of an existing roadway at any distance or interrupted by natural or manmade barriers such as freeways, reservoirs, railroad tracks, mountains, etc. (see figure 1-2).



EXTENSION OF EXISTING ALIGNMENT

FIGURE 1-2

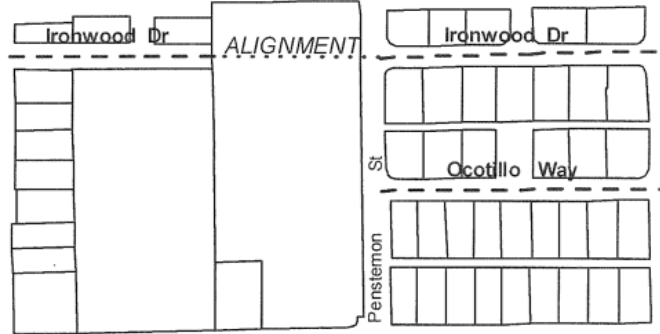
A proposed roadway may be offset in alignment by not more than one-half of a developed block in a north-south or east-west direction or 150 feet in any direction, and shall receive the name of the nearest roadway alignment; however, such offset may not progress in the same direction for subsequent segments, but rather must reverse direction to return to or toward the original alignment prior to establishing a new offset in either direction (see figure 1-3). Any roadway existing beyond the 150 feet or on-half of a developed block is considered out of alignment and will receive its own alignment and unique name.



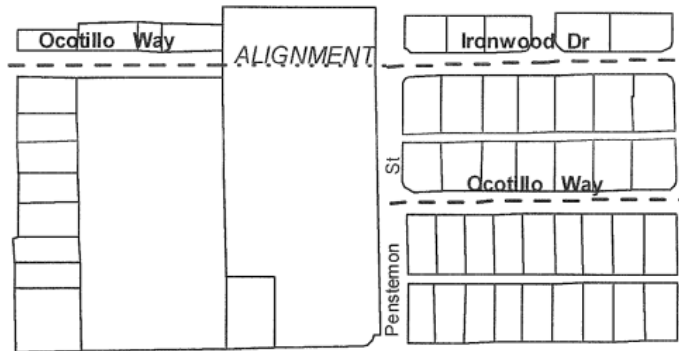
OFFSET ROADWAY RETURNING TO ALIGNMENT  
FIGURE 1-3

An existing roadway name will assume one alignment and may not be assigned to any other alignment (see figure 1-4).

**CORRECT**



**INCORRECT**



CONSISTENT NAMING ALONG ALIGNMENT

FIGURE 1-4

A roadway that normally is on a straight North-South or East-West alignment but has a short segment on a diagonal for a distance not to exceed 660 feet will receive the same names as the original alignment provided it does not leave the original alignment by more than one –half of a developed block (see figure 1-5).



SHORT DIAGONAL ROADWAY SEGMENT

FIGURE 1-5

**2. Cul-de-Sacs.**

All cul-de-sacs that are not an extension of or an end of an existing alignment shall have a unique roadway name. When cul-de-sac exists or is constructed at the end of an existing roadway right-of-way or alignment, it will assume the name of that roadway (see figure 2-1).

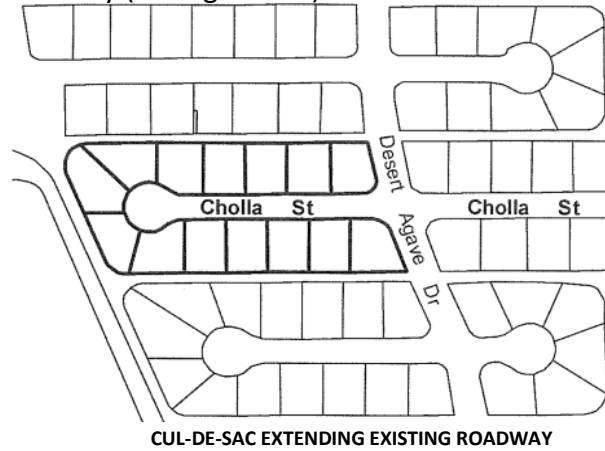
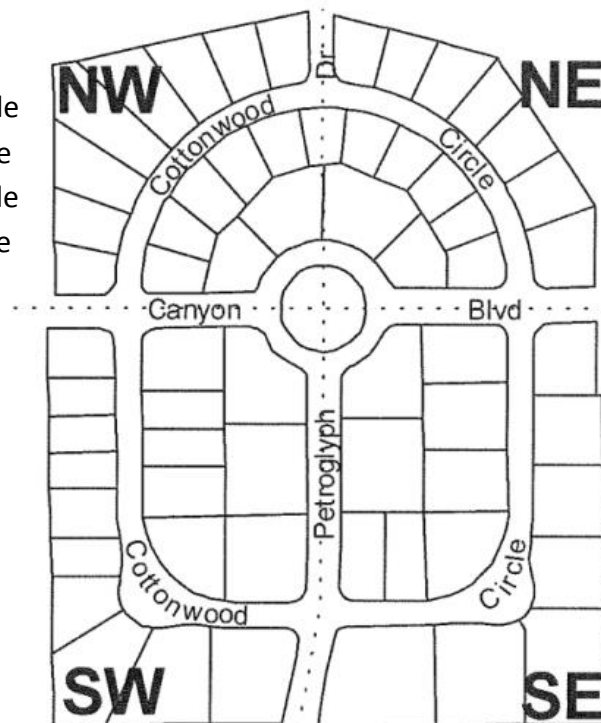


FIGURE 2-1

**3. Circle, Curved and Arc Roadways.**

When a subdivision of circular roadway is involved, in which an Arterial or Collector roadway penetrates through said subdivision (Split by north-south axis, and an east-west axis- See figure 3-1), then said circular roadway shall be named as follows:

- Northwest "Cottonwood" Circle
- Northeast "Cottonwood" Circle
- Southwest "Cottonwood" Circle
- Southeast "Cottonwood" Circle



CIRCULAR ROADWAY DIVIDED BY THROUGH ROADWAY

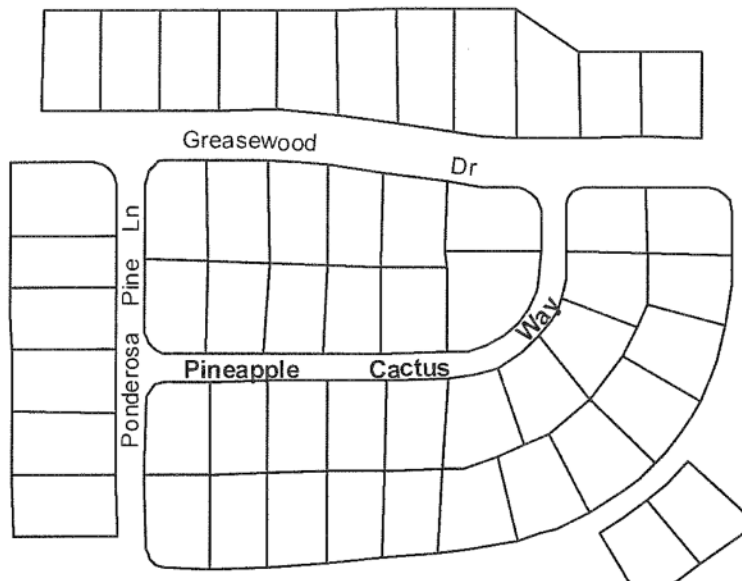
FIGURE 3-1

When a subdivision of circular roadways segmented into halves or quadrants is involved, in which no major arterial or collector penetrates or connects the quadrants through said subdivision, then said quadrant roadways will receive new names not to be duplicated in any other quadrant or the option above can be applied (see figure 3-2).



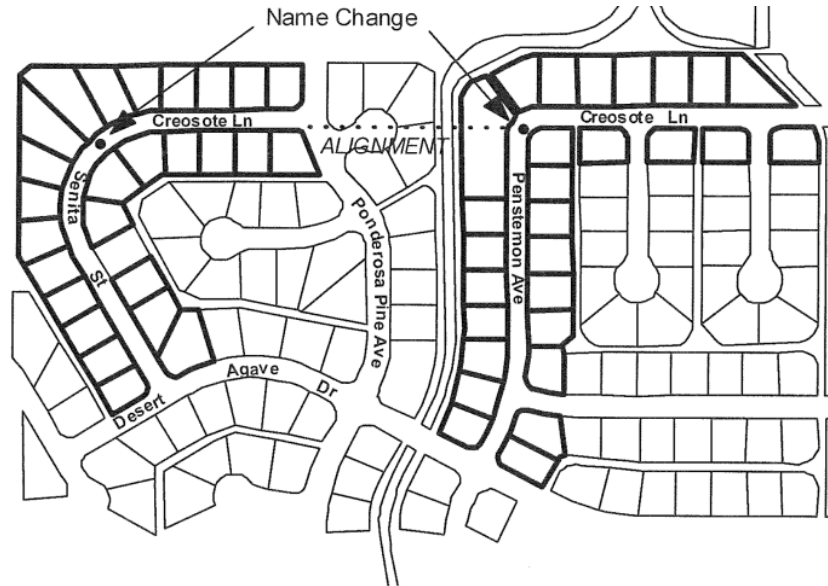
SEGMENTED CIRCULAR ROADWAY WITH NO THROUGH ROADWAY  
FIGURE 3-2

Where a roadway is involved that curves approximately 90 degrees, thereby changing its predominant direction but does not exceed 200 feet in length before intersecting with another roadway, then no new name shall be required (see figure 3-3).



ROADWAY WITH SHORT CURVED SEGMENT – NO NEW NAME  
FIGURE 3-3

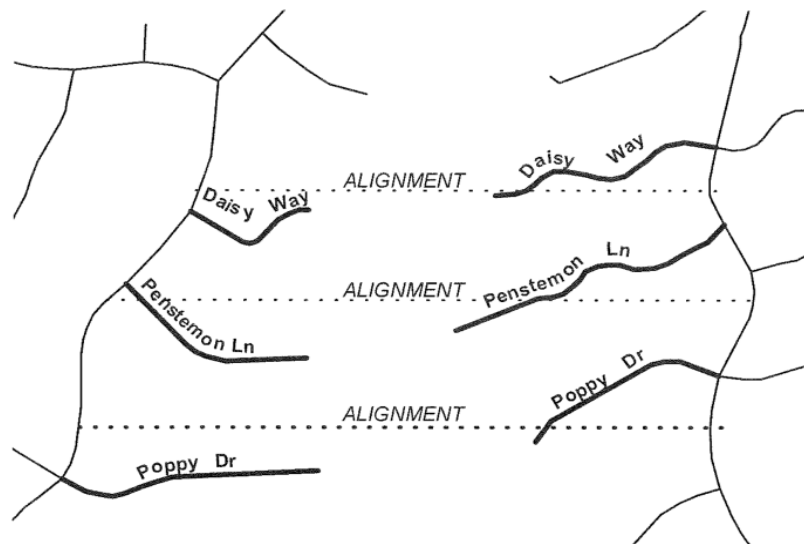
Where a roadway is involved that curves approximately 90 degrees, thereby changing its predominant direction a new name shall be required either at the curve's midpoint or if existing, at an intersecting roadway which is in close proximity to said curve (see figure 3-4).



POINTS OF ROADWAY NAME CHANGE ON A CURVE

FIGURE 3-4

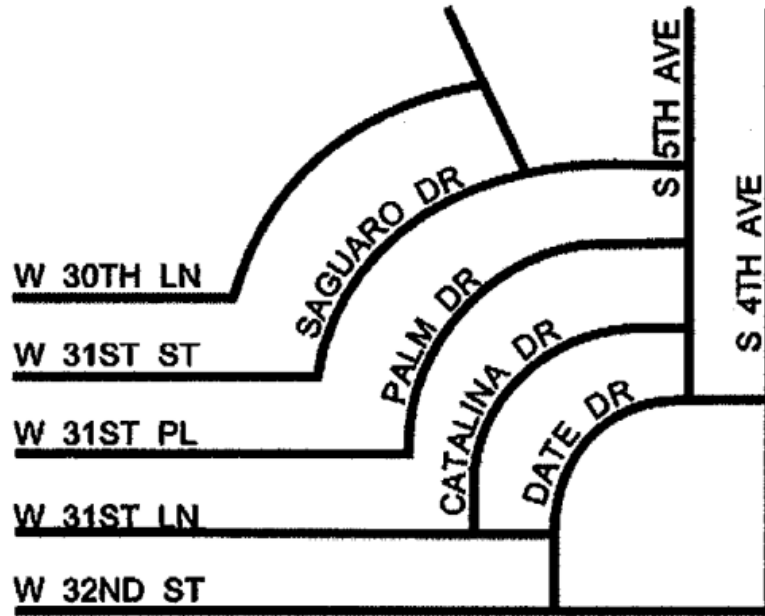
An arced roadway shall assume the name of an existing thoroughfare when in alignment with such. If no existing roadway exists, the arced roadway may be assigned a new name. Any later extension of such which is in alignment with said arced roadway shall assume its name (see figure 3-5).



CURVED ROADWAY WITHIN EXISTING ALIGNMENT

FIGURE 3-5

When a roadway follows the alignment of an arc segment and intersects with other existing roadway on both ends, the arced roadway shall be assigned a new name (see figure 3-6).

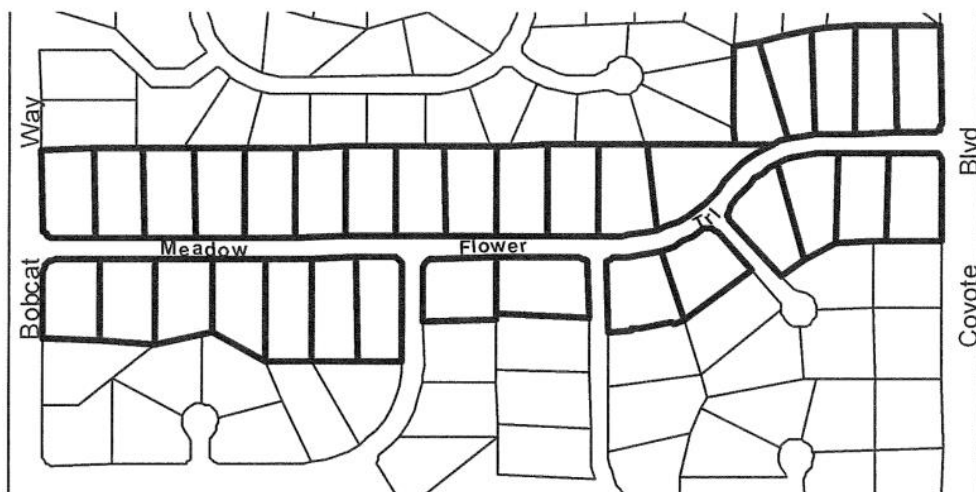


CURVED ROADWAY INTERSECTION WITH TWO DIFFERENT ROADWAYS

FIGURE 3-6

**4. Meandering Roadways.**

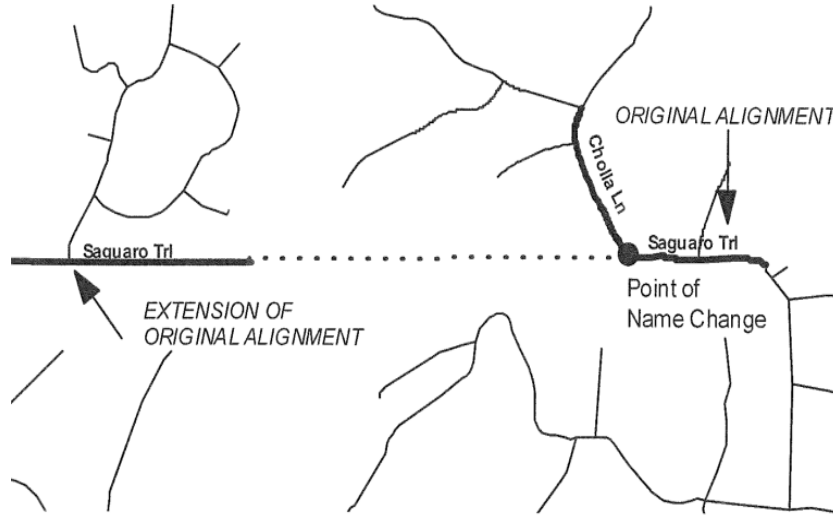
A roadway which leaves its alignment by not more than 150 feet shall retain the name of the original alignment (see figure 4-1).



CURVED ROADWAY- MINOR ALIGNMENT CHANGE

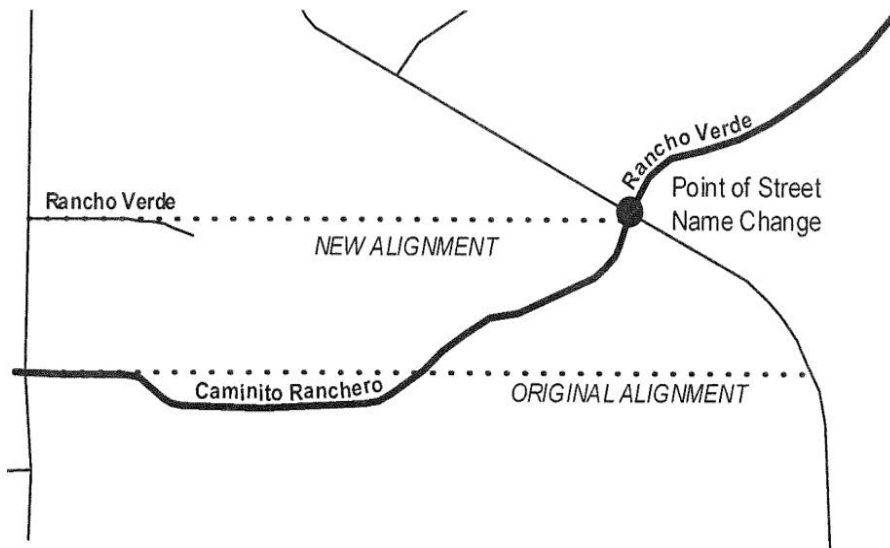
FIGURE 4-1

A roadway which leaves its alignment to assume a new alignment shall assume a new name at the point where it leaves its original alignment, if the original alignment could be extended at some later date (see figure 4-2).



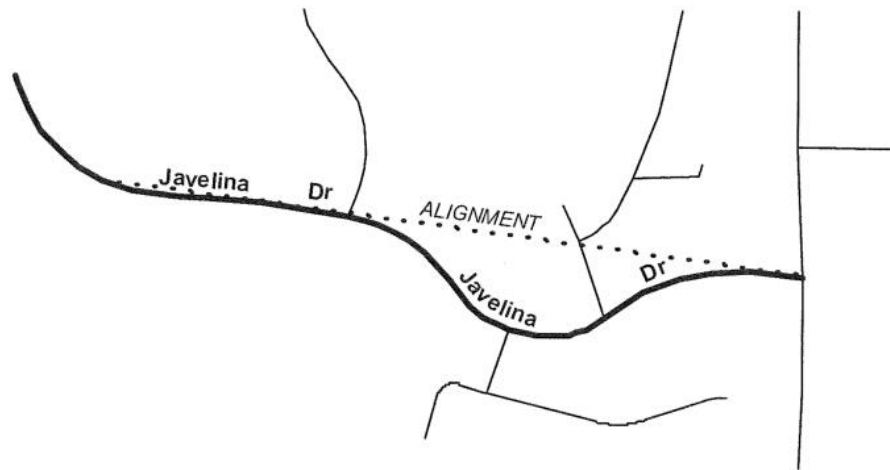
POINT OF NEW NAME FOR ROADWAY CHANGING ALIGNMENT  
FIGURE 4-2

A roadway which leaves its alignment to assume a new alignment shall assume a new name at the first intersection of its new alignment (see figure 4-3).



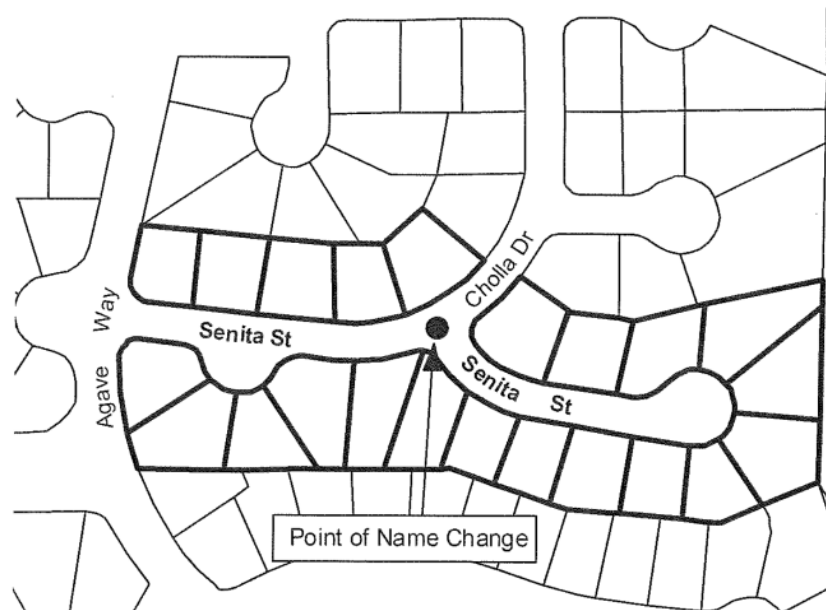
CURVED ROADWAY ASSUMING NEW ALIGNMENT AND NEW NAME  
FIGURE 4-3

A roadway which leaves its alignment and returns again shall retain the name of the original alignment (see figure 4-4).



MEANDERING ROADWAY RETURNING TO ORIGINAL ALIGNMENT  
FIGURE 4-4

A roadway which leaves its basic alignment by more than one block, never to return to its original alignment, shall assume a new name at the point where it leaves its alignment. An intersecting roadway which assumes the same alignment may assume the original roadway's name (see figure 4-5).



INTERSECTING ROADWAY ASSUMING ALIGNMENT AND NAME  
FIGURE 4-5

A major roadway which leaves its original alignment and returns again, even if the variation is several blocks, shall retain the same name (see figure 4-6).

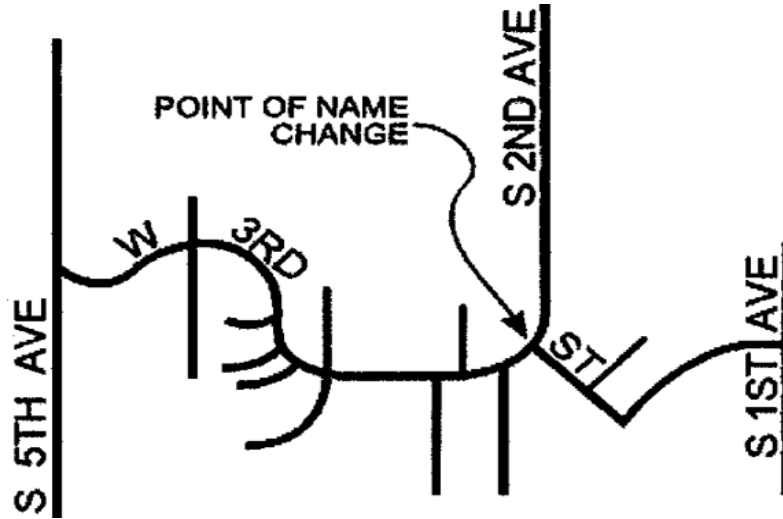


FIGURE 4-6

If a diagonal roadway is less than 45 degrees from a North-South line shall be designated as an Avenue. If it is more than 45 degrees, it shall be designated as a Street (see figure 4-7).

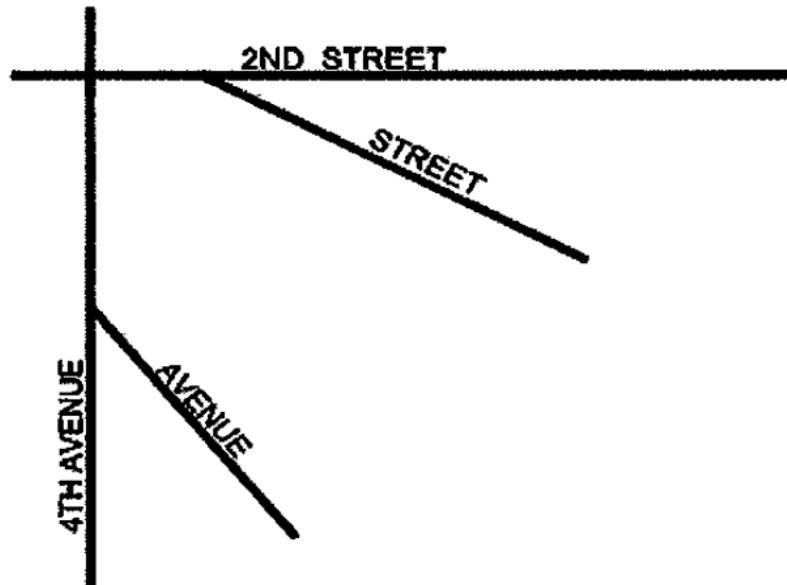


FIGURE 4-7

**5. Roadway Direction Change.**

When a roadway changes direction radically, or by 90 degrees, it will assume the proper name of that new alignment or take a new name if an alignment or extended alignment does not exist. (See figure 5-1).

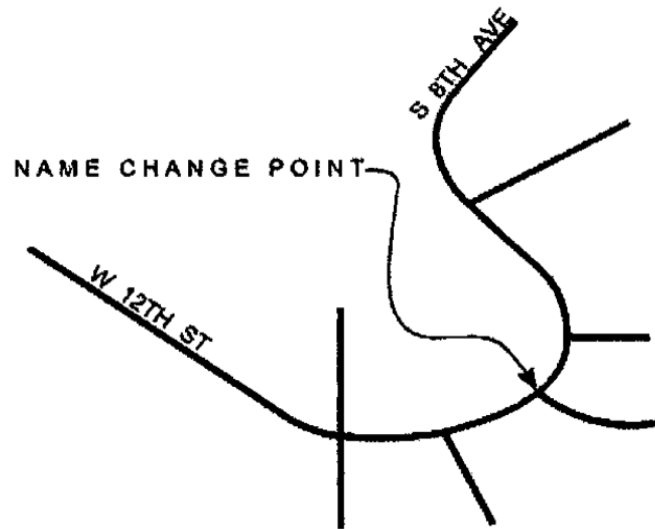


FIGURE 5-1

**6. Roadways within the Alignment of Existing Roadways.**

When two potential roadways are within the alignment of an existing roadway, the one that is most nearly in alignment takes precedence, and the latter receives a new name.

## Section 2.5 Roadway Naming Criteria.

1. Once a name is used, it shall not be used for any other roadway or alignment.
2. Once a name is assigned to any alignment, it shall not change anywhere along the extension of that alignment.
3. Names that are the same, or are pronounced the same (homonyms) or similarly, with different spellings, shall be used only once; e.g. Saguaro or Sahuaro; See or Sea; Stacy or Stacey; Beach or Beech; Smith or Smythe; Ellis or Alice; Allen or Alan.
4. Names for roadways in a subdivision shall have a common theme (i.e., flowers, states), as a means of general identification.

5. A roadway name should be appropriate and easy to read so that children can use the name in an emergency situation, and should add to community pride by promoting local heritage, history and traditions and reflect local geography and character.
6. Special characters in road names such as hyphens, apostrophes or dashes shall not be used.
7. Directionals as roadway names (e.g. East Street, North Lane, West Drive, South Avenue) shall not be used.
8. Roadway types must be avoided as part of the roadway name. For example, a roadway named Winding Lane Drive is confusing since Lane and Drive are both roadway types.
9. Roadway names should be limited to no more than ten characters (i.e. Sidewinder Avenue, Buena Vista Drive, Escape Away Street).
10. Names which maybe offensive (slang, double meaning, etc.) shall be avoided.
11. Articles (the, a, an) shall not be used to begin roadway names.
12. Roadway names cannot contain initials, abbreviations, or single letters.

## **Section 2.6           Municipal Annexation of Roadways**

When the City annexes an existing roadway, the City may change the name of the annexed roadway to conform to the guidelines outlined herein.

## **Section 2.7           Naming New Roadways.**

New roadways will be named during the subdivision process. The developer shall propose the naming of all roadways within a new subdivision at the time of filing the preliminary plat. The City of San Luis will review all subdivisions for conformance with this roadway naming policy and to ensure roadway name alignments are correct and, discontinuous roadways are named properly. Roadway names(s) become final upon recording of the final plat.

## **Chapter 3 – Addressing Policy**

### **Section 3.1 Grid System.**

Base lines are established at the East Main Canal for North-South address assignments and at County 24<sup>th</sup> Street and the East Main Canal for East-West Street.

Roadways parallel to County 24<sup>th</sup> Street shall be called Streets. All Streets have an east-west alignment. Where required, Place, Lane, and Road, shall be used as a filler between Streets, in that order. Street, Place, Lane, and Road, shall follow the roadway numbers, i.e. 21<sup>st</sup> Street, 21<sup>st</sup> Place, 21<sup>st</sup> Lane, 21<sup>st</sup> Road.

Roadways parallel to the East Main Canal shall be called Avenues. All Avenues have a north-south alignment. Where required, Drive, Way, and Trail shall be used as a filler between Avenues, in that order.

Avenues east of 10<sup>th</sup> Avenue shall be consecutively numbered in 4-per mile intervals following the pre-existing configuration (i.e. 14<sup>th</sup> Avenue, 18<sup>th</sup> Avenue).

The increment for assigning property numbers between East-West roadways (Streets) shall be 660 feet. Each 660 feet or one eighth of a mile shall contain 100 numbers for a total of 800 numbers per mile.

### **Section 3.2 General Address Assignment Criteria.**

1. All development plans, except mobile home or recreational vehicle park plans, will be submitted to the Planning & Zoning Department for address assignment. Once assigned, numbers may not be arbitrarily changed by the Postal Service, developers, utilities or departments of the county. Any desired change shall be submitted in writing to the Planning & Zoning Department. When a change is approved, the Planning & Zoning Department will notify all agencies and utilities involved in the serving the area.
2. Mobile home or recreational vehicle park owners or their representative shall submit a plan of the park complete with space numbers, and private interior roadway names to the Planning and Zoning Department for review and approval.

3. For proposed developments involving subdivision of property, property numbers shall not be assigned until a final subdivision plat has been recorded with the Yuma County Recorder.
4. Property numbers shall be assigned in accordance with the incremental numbering system prescribed in Chapter 1 of this policy.
5. Each individually owned lot or parcel fronting on a roadway shall be assigned only one address.
6. Odd numbers shall be assigned to the South and East side of roadways.
7. Even numbers shall be assigned to the North and West side of roadways.
8. Half numbers shall not be assigned, only whole numbers.
9. Properties will not be addressed on frontage which has a non-access easement across the full width of the frontage.
10. Property numbers shall be posted on the property using numbers of sufficient size and posted in such a manner as to be legible and visible, both day and night, from the roadway fronting the property.
11. Properties which have not previously been assigned an address will have an address assigned in accordance with the policies set forth in this document, provided there is a dwelling or commercial structure on the property. Notification will be sent to affected property owners advising them of these changes.
12. Properties currently using an address which does not conform to these policies will be reassigned a conforming address.
13. Roadways with a suffix other than Street, Place, Lane, Road & Avenue, Drive, Way, and Trail, will be reassigned a conforming roadway suffix.
14. There are two (2) basic situations for assigning property numbers:

1. Property having one building on the site. A lot or parcel with either a single or multiple tenant building will have only one address.
  2. Property having more than one building on the site: such as Planned Unit Developments, industrial or commercial centers, apartment and townhouse projects and recreational vehicle or mobile home parks with interior roadways (whether dedicated or undedicated) will be issued *one* address for the project on the dedicated roadway upon which the project fronts. Each individual space, unit, suite, etc., will be assigned an identifying number in addition to the address.
15. Any deviation from these policies must be requested in writing and submitted to the Planning & Zoning Department for review and approval.

### **Section 3.3 Procedure for Assigning Project Addresses:**

1. One (1) master address shall be assigned for the project on the dedicated roadway upon which the MAIN entrance fronts.
2. Numbers shall be assigned as follows: Start at the master addressed entrance, commence numbering on the right, continuing consecutively to the last building:  
  
For fewer than 99 units/floor, single story: 1-99.  
For fewer than 99 units/floor, multi-story: 101-199, 201-299, etc.  
For more than 99 units, single story, 1001-1999.  
For more than 99 units, multi-story, 1001-1999, 2001-2999, etc.
3. The assigned group of numbers, unique to each building, shall be clearly displayed, as a directory, for each building within a development, when Section 3.1 above is utilized.
4. Where it is more feasible/desirable, in a development having multiple buildings (with one or more floors or levels), individual building numbers may be assigned, subject to review and approval by the Zoning Administrator.

**Section 3.4 Internal Project Numbering:**

When a lot or parcel has more than one tenant-unit (apartment, suite, space, etc.) the following numbering assignment will be use:

1. Single building, single story:  
property address and unit 1 thru-99
  
2. Single building, multi-story:  
property address and:  
Unit 101 thru- 199 in 1<sup>st</sup> Floor.  
Unit 201 thru- 299 in 2<sup>nd</sup> Floor.  
Unit 301 thru- 399 in 3<sup>rd</sup> Floor.
  
3. Multiple buildings, multi-story:  
property address, plus building number, plus:
  - a. Unit 101 thru-199 in 1<sup>st</sup> Floor.
  - b. Unit 201 thru- 299 in 2<sup>nd</sup> Floor.
  - c. Unit 301 thru- 399 in 3<sup>rd</sup> Floor.

## Chapter 4 – Renaming Existing Roadways

### Section 4.1 Applicability.

This Chapter applies only to the renaming of roadways. All other action regarding the naming of roadways are governed by Chapter 1 through 3 of this policy. The City Council may, by resolution, change the name of any roadway within the City if the roadway name is identical or similar to another roadway name in the City of San Luis, if one continuous roadway is known by more than one name, if a roadway is different from the official name is in common use, for commemorative purposes, or for other just cause. When a roadway name is changed, it cannot be renamed for a period of 10 years.

### Section 4.2 Eligibility Criteria For Commemorative Renaming.

A dedicated, public roadway may be proposed for commemorative renaming:

1. To honor an event that had a major, positive impact on the history or culture of the San Luis area, and/or the State of Arizona, and/or the United States of America, or,
2. To honor a person who was killed while in honorable service to our community, state, or nation, or,
3. To honor a person who has been deceased for at least 12 years, and meets any one of more of the following criteria:
  - a. a president
  - b. a signer of the Declaration of Independence or delegate of the Constitutional Convention of the United States.
  - c. a resident or native of Yuma County who has been awarded the Congressional Medal of Honor.
  - d. A resident, native, settler, or explorer of Yuma County who has had a major, positive impact on the history or culture of the Yuma area or the State of Arizona.
  - e. A person who has had a major, positive impact on the history or culture of the United States.
  - f. A person who has made a major, positive impact on the advancement of the principles of democracy, whether or not such person has been a resident of the United States.

4. Proposed roadway names may not duplicate or sound like another existing roadway name within the City or nearby County area, as determined by the City of San Luis, and should not exceed then (10) characters. The proposed renaming shall be for the full contiguous roadway length or at least one mile.

### **Section 4.3 Application.**

A roadway name change may be initiated for public roadways by an individual, group, or organization.

1. An application for a roadway renaming shall require the following information:
  - a) a completed application form provided by the City;
  - b) a petition signed by at least 67 percent (2/3) of the property owners directly abutting the roadway proposed for commemorative renaming;
  - c) a fee as determined by the City application schedule; and
  - d) a written narrative (not exceeding two pages) supporting the roadway name change.
2. For the purpose of determining the sufficiency of the percentage of persons owning property and providing notice to, the number of persons owning property shall be as shown on the last assessment of the property by the county assessor. If a person owns multiple parcels of property, such owner shall be deemed as one owner for the purpose of this section.

### **Section 4.4 Approval Process.**

1. The Planning and Zoning Commission shall hold a public hearing to review the application for roadway renaming within ninety (90) days of a complete application submittal, fee, narrative and certification of the petition.
2. All property owners abutting the roadway proposed for commemorative renaming shall be notified of the meeting at least fifteen (15) days prior to the meeting.

3. The Planning & Zoning Commission shall forward a recommendation of approval, denial, or modification of the request to the City Council.
4. The City Council may then vote to approve, disapprove, or modify the proposed application.
5. If approved, the City Council shall pass a resolution adopting the new roadway name. If an existing roadway name that was named by ordinance needs to be changed, established procedures will be followed to repeal the ordinance prior to adoption of the new roadway name.

#### **Section 4.5 Notification of Name Change.**

The City of San Luis will notify the affected property owners, delivery and utility companies, Yuma County, the San Luis Public Safety Answering Point (PSAP) for 9-1-1, City of San Luis Fire and Police Departments of all roadway name changes.

Internally, Public Works Department will be informed to ensure that the roadway signs are replaced within a reasonable period of time.