

**CHAPTER 1.      GENERAL**

- Article 1-01 HOW CODE DESIGNATED AND CITED
- Article 1-02 CONSTRUCTION OF ORDINANCES
- Article 1-03 DEFINITIONS
- Article 1-04 REFERENCE TO CHAPTERS, ARTICLES OR SECTIONS OR OTHER STATUTES AND REGULATIONS: CONFLICTING PROVISIONS
- Article 1-05 SECTION HEADINGS
- Article 1-06 EFFECT OF REPEAL
- Article 1-07 SEVERABILITY OF PARTS OF CODE
- Article 1-08 PENALTIES AND ENFORCEMENT
- Article 1-09 REPEAL OF EXISTING ORDINANCES
- Article 1-10 EFFECTIVE DATE OF CODE
- Article 1-11 OFFICIAL MAPS

GENERAL

*Article 1-01 HOW CODE DESIGNATED AND CITED*

1-01-010 How Code Designated and Cited.

1-01-010 How Code Designated and Cited.

The ordinances embraced in the following Chapters and Sections, including amendments and additions thereto, shall constitute and be designated "The Code of the Town of Prescott Valley, Arizona," and may be so cited. Such Code may also be cited as the "Prescott Valley Town Code."

(Ord. No. 8, Enacted, 06/28/79; Ord. No. 178, Rep&ReEn, 05/26/88)

*Article 1-02 CONSTRUCTION OF ORDINANCES*

1-02-010 Construction of Ordinances.

1-02-010 Construction of Ordinances.

The rules and the definitions set forth in this Chapter shall be observed in the construction of this Code and the ordinances of the Town unless such construction would be inconsistent with either the manifest intent of the Town Council or the context of this Code or the ordinances of the Town.

(Ord. No. 8, Enacted, 06/28/79; Ord. No. 178, Rep&ReEn, 05/26/88)

**Article 1-03 DEFINITIONS**

- 1-03-010 General Rule Regarding Definitions.
- 1-03-020 Acts by Agents.
- 1-03-030 Code.
- 1-03-040 Council.
- 1-03-050 Day.
- 1-03-060 Daytime, Nighttime.
- 1-03-070 Department, Board, Commission, Office, Officer or Employee.
- 1-03-080 Gender; Singular and Plural.
- 1-03-090 In the Town.
- 1-03-100 Joint Authority.
- 1-03-110 Month.
- 1-03-120 Oath.
- 1-03-130 Or, And.
- 1-03-140 Person.
- 1-03-150 Personal Property.
- 1-03-160 Preceding, Following.
- 1-03-170 Property.
- 1-03-180 Real Property.
- 1-03-190 Shall, May.
- 1-03-200 Shall Have Been.
- 1-03-210 Signature or Subscription by Mark.
- 1-03-220 State.
- 1-03-230 Tenant or Occupant.
- 1-03-240 Tenses.
- 1-03-250 Time--Computation.
- 1-03-260 Time--Reasonable.
- 1-03-270 Town.
- 1-03-280 Week.
- 1-03-290 Writing.
- 1-03-300 Year.

**1-03-010 General Rule Regarding Definitions.**

All words and phrases shall be construed and understood according to the common and approved usage of the language; but technical words and phrases and such others as may have acquired a peculiar and appropriate meaning in the law shall be construed and understood according to such peculiar and appropriate meaning.

(Ord. No. 8, Enacted, 06/28/79; Ord. No. 178, Rep&ReEn, 05/26/88)

**1-03-020 Acts by Agents.**

When this Code or an ordinance requires an act to be done which may by law as well be done by an agent as by the principal, such requirement shall be construed to include all such acts

when done by an authorized agent.

(Ord. No. 8, Enacted, 06/28/79; Ord. No. 178, Rep&ReEn, 05/26/88)

**1-03-030 Code.**

The words "the Code" or "this Code" shall mean "The Code of the Town of Prescott Valley, Arizona," unless the context indicates otherwise.

(Ord. No. 8, Enacted, 06/28/79; Ord. No. 178, Rep&ReEn, 05/26/88)

**1-03-040 Council.**

Whenever the word "Council" is used, it shall be construed to mean the Common Council of the Town of Prescott Valley, Arizona.

(Ord. No. 8, Enacted, 06/28/79; Ord. No. 178, Rep&ReEn, 05/26/88)

**1-03-050 Day.**

A "day" is the period of time between any midnight and the midnight following.

(Ord. No. 8, Enacted, 06/28/79; Ord. No. 178, Rep&ReEn, 05/26/88)

**1-03-060 Daytime, Nighttime.**

"Daytime" is the period of time between sunrise and sunset. "Nighttime" is the period of time between sunset and sunrise.

(Ord. No. 8, Enacted, 06/28/79; Ord. No. 178, Rep&ReEn, 05/26/88)

**1-03-070 Department, Board, Commission, Office, Officer or Employee.**

Whenever any "department, board, commission, office, officer or employee" is referred to, it shall mean a department, board, commission, office, officer or employee of the Town.

(Ord. No. 8, Enacted, 06/28/79; Ord. No. 178, Rep&ReEn, 05/26/88)

**1-03-080 Gender; Singular and Plural.**

Words of the masculine gender include the feminine; words in the singular number include the plural and words in the plural number include the singular.

GENERAL

(Ord. No. 8, Enacted, 06/28/79; Ord. No. 178, Rep&ReEn, 05/26/88)

**1-03-090 In the Town.**

The words "in the Town" or "within the Town" shall mean and include all territory over which the Town now has, or shall hereafter acquire, jurisdiction for the exercise of its police powers or other regulatory powers.

(Ord. No. 8, Enacted, 06/28/79; Ord. No. 178, Rep&ReEn, 05/26/88)

**1-03-100 Joint Authority.**

All words purporting to give a joint authority to three (3) or more Town officers or other persons shall be construed as giving such authority to a majority of such officers or other persons unless it shall be otherwise expressly declared in the law giving the authority.

(Ord. No. 8, Enacted, 06/28/79; Ord. No. 178, Rep&ReEn, 05/26/88)

**1-03-110 Month.**

The word "month" shall mean a calendar month.

(Ord. No. 8, Enacted, 06/28/79; Ord. No. 178, Rep&ReEn, 05/26/88)

**1-03-120 Oath.**

"Oath" includes affirmation or declaration.

(Ord. No. 8, Enacted, 06/28/79; Ord. No. 178, Rep&ReEn, 05/26/88)

**1-03-130 Or, And.**

"Or" may be read "and," and "and" may be read "or," if the sense requires it.

(Ord. No. 8, Enacted, 06/28/79; Ord. No. 178, Rep&ReEn, 05/26/88)

**1-03-140 Person.**

The word "person" shall extend and be applied to firms, corporations or voluntary associations, as well as to individuals, unless plainly inapplicable.

(Ord. No. 8, Enacted, 06/28/79; Ord. No. 178, Rep&ReEn, 05/26/88)

**1-03-150 Personal Property.**

"Personal property" includes every species of property, except real property as defined in this Article.

(Ord. No. 8, Enacted, 06/28/79; Ord. No. 178, Rep&ReEn, 05/26/88)

**1-03-160 Preceding, Following.**

The words "preceding" and "following" mean next before and next after, respectively.

(Ord. No. 8, Enacted, 06/28/79; Ord. No. 178, Rep&ReEn, 05/26/88)

**1-03-170 Property.**

The word "property" shall include real and personal property.

(Ord. No. 8, Enacted, 06/28/79; Ord. No. 178, Rep&ReEn, 05/26/88)

**1-03-180 Real Property.**

Real property shall include lands, tenements and hereditaments.

(Ord. No. 8, Enacted, 06/28/79; Ord. No. 178, Rep&ReEn, 05/26/88)

**1-03-190 Shall, May.**

"Shall" is mandatory and "may" is permissive.

(Ord. No. 8, Enacted, 06/28/79; Ord. No. 178, Rep&ReEn, 05/26/88)

**1-03-200 Shall Have Been.**

The words "shall have been" include past and future cases.

(Ord. No. 8, Enacted, 06/28/79; Ord. No. 178, Rep&ReEn, 05/26/88)

GENERAL

**1-03-210      Signature or Subscription by Mark.**

"Signature" or "subscription" includes a mark when the signer cannot write, such signer's or subscriber's name being written near the mark by a witness who writes his own name near the signer's or subscriber's name; but a signature or subscription by mark can be acknowledged or can serve as a signature or subscription to a sworn statement only when two (2) witnesses so sign their own names thereto.

(Ord. No. 8, Enacted, 06/28/79; Ord. No. 178, Rep&ReEn, 05/26/88)

**1-03-220      State.**

The words "the State" shall be construed to mean the State of Arizona.

(Ord. No. 8, Enacted, 06/28/79; Ord. No. 178, Rep&ReEn, 05/26/88)

**1-03-230      Tenant or Occupant.**

The word "tenant" or "occupant" applied to a building or land shall include any person holding a written or an oral lease or who occupies the whole or part of such building or land, either alone or with others.

(Ord. No. 8, Enacted, 06/28/79; Ord. No. 178, Rep&ReEn, 05/26/88)

**1-03-240      Tenses.**

The present tense includes the past and future tenses, and the future includes the present.

(Ord. No. 8, Enacted, 06/28/79; Ord. No. 178, Rep&ReEn, 05/26/88)

**1-03-250      Time--Computation.**

The time within which an act is to be done as provided in this Code or in any order issued pursuant to any ordinance, when expressed in days, shall be computed by excluding the first day and including the last, except that if the last day is a Sunday or holiday it shall be excluded; and when such time is expressed in hours, the whole of Sunday or a holiday, from midnight to midnight, shall be excluded.

(Ord. No. 8, Enacted, 06/28/79; Ord. No. 178, Rep&ReEn, 05/26/88)



**1-03-260 Time--Reasonable.**

In all cases where any Section of this Code shall require any act to be done in a reasonable time or reasonable notice to be given, such reasonable time or notice shall be deemed to mean such time only as may be necessary for the prompt performance of such duty or compliance with such notice.

(Ord. No. 8, Enacted, 06/28/79; Ord. No. 178, Rep&ReEn, 05/26/88)

**1-03-270 Town.**

Whenever the word "Town" is used, it shall be construed to mean the Town of Prescott Valley, Arizona.

(Ord. No. 8, Enacted, 06/28/79; Ord. No. 178, Rep&ReEn, 05/26/88)

**1-03-280 Week.**

A "week" consists of seven (7) consecutive days.

(Ord. No. 8, Enacted, 06/28/79; Ord. No. 178, Rep&ReEn, 05/26/88)

**1-03-290 Writing.**

"Writing" includes any form of recorded message capable of comprehension by ordinary visual means. Whenever any notice, report, statement or record is required or authorized by this Code, it shall be made in writing in the English language unless it is expressly provided otherwise.

(Ord. No. 8, Enacted, 06/28/79; Ord. No. 178, Rep&ReEn, 05/26/88)

**1-03-300 Year.**

The word "year" shall mean a calendar year, except where otherwise provided.

(Ord. No. 8, Enacted, 06/28/79; Ord. No. 178, Rep&ReEn, 05/26/88)

***Article 1-04 REFERENCE TO CHAPTERS, ARTICLES OR SECTIONS OR OTHER  
STATUTES AND REGULATIONS: CONFLICTING PROVISIONS***

- 1-04-010 Additional Rules of Construction.
- 1-04-020 References to this Code.
- 1-04-025 References to Statutes and Regulations.
- 1-04-030 Conflicting Provisions--Different Chapters.
- 1-04-040 Conflicting Provisions--Same Chapter.

**1-04-010 Additional Rules of Construction.**

In addition to the rules of construction specified in Articles 1-2 and 1-3, the rules set forth in this Article shall be observed in the construction of this Code.

(Ord. No. 8, Enacted, 06/28/79; Ord. No. 178, Rep&ReEn, 05/26/88)

**1-04-020 References to this Code.**

All references to Chapters, Articles or Sections are to the Chapters, Articles and Sections of this Code, including amendments and additions thereto, unless otherwise specified.

(Ord. No. 8, Enacted, 06/28/79; Ord. No. 178, Rep&ReEn, 05/26/88)

**1-04-025 References to Statutes and Regulations.**

All references in this Code to the Arizona Revised Statutes and other statutes and regulations include amendments and additions thereto unless otherwise specified.

(Ord. No. 614, Enacted, 02/10/05)

**1-04-030 Conflicting Provisions--Different Chapters.**

If the provisions of different Chapters of this Code conflict with or contravene each other, the provisions of each Chapter shall prevail as to all matters and questions growing out of the subject matter of such Chapter.

(Ord. No. 8, Enacted, 06/28/79; Ord. No. 178, Rep&ReEn, 05/26/88)

**1-04-040 Conflicting Provisions--Same Chapter.**

If conflicting provisions are found in different Sections of the same Chapter, the provisions of the Section which is last in numerical order shall prevail unless such construction is inconsistent with the meaning of such Chapter.

Prescott Valley, Arizona

(Ord. No. 8, Enacted, 06/28/79; Ord. No. 178, Rep&ReEn, 05/26/88)

*Article 1-05 SECTION HEADINGS*

1-05-010 Section Headings.

1-05-010 Section Headings.

Headings of the several Sections of this Code are intended as a convenience to indicate the contents of the Section and do not constitute part of the law.

(Ord. No. 8, Enacted, 06/28/79; Ord. No. 178, Rep&ReEn, 05/26/88)

*Article 1-06 EFFECT OF REPEAL*

1-06-010 Effect of Repeal.

1-06-010 Effect of Repeal.

When any ordinance repealing a former ordinance, clause or provision shall be itself repealed, such repeal shall not be construed to revive such former ordinance, clause or provision, unless it shall be expressly so provided. The repeal of an ordinance shall not affect any punishment or penalty incurred before the repeal took effect nor any suit, prosecution or proceeding pending at the time of the repeal, for any offense committed under the ordinance repealed.

(Ord. No. 8, Enacted, 06/28/79; Ord. No. 178, Rep&ReEn, 05/26/88)

GENERAL

*Article 1-07 SEVERABILITY OF PARTS OF CODE*

1-07-010 Severability of Parts of Code.

1-07-010 Severability of Parts of Code.

It is hereby declared to be the intention of the Council that the sections, paragraphs, sentences, clauses and phrases of this Code shall be severable, and, if any provision of this Code is held unconstitutional for any reason by a court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining provisions of the Code.

(Ord. No. 8, Enacted, 06/28/79; Ord. No. 178, Rep&ReEn, 05/26/88)

**Article 1-08 PENALTIES AND ENFORCEMENT**

- 1-08-010 Penalty.
- 1-08-020 Commencement of Civil Action - Citation.
- 1-08-030 Appearance; Payment by Mail.
- 1-08-040 Default Judgment; Collection of Judgments.
- 1-08-050 Rules of Procedure.
- 1-08-060 Non-exclusive Remedies.
- 1-08-070 Judicial Review.

**1-08-010 Penalty.**

- A. Whenever in this Code or in any ordinance of the Town any act is prohibited or is made or declared to be unlawful or an offense, or whenever in such Code or ordinance the doing of any act is required or the failure to do any act is declared to be unlawful, where no specific penalty is provided therefor, the violation of any such provision of this Code or any ordinance shall be a class 1 misdemeanor and shall be punished as class 1 misdemeanors in accordance with ARS §§13-707 and 13-802 (as amended from time to time). Where reference is made to a misdemeanor, but no class is specified, the violation shall be a class 1 misdemeanor and shall be punished as a class 1 misdemeanor in accordance with ARS §§13-707 and 13-802 (as amended from time to time). Where reference is made to a misdemeanor and a class is specified, the violation shall be punished for that class in accordance with ARS §§13-707 and 13-802 (as amended from time to time). Each day that any violation of this Code or of any ordinance continues shall constitute a separate offense, punishable as hereinabove described.
- B. Any violation of the provisions of this Code shall also constitute a civil offense, and any person who is served with a citation charging such violation and who admits, or is found responsible for such offense shall be liable to pay to the Town a civil sanction not to exceed two thousand five hundred dollars (\$2,500). Each day that a violation continues shall be a separate offense, except as otherwise provided, punishable as described herein.
- C. Any violation or failure to do or perform any act required by Articles 11-02, 11-03 and 11-04 of this Code constitutes a civil traffic violation. Civil traffic violations are subject to the provisions of Title 28, Chapter 5, Arizona Revised Statutes and amendments thereto.
- D. Payment of Costs of Confinement.
  - 1. Any person who is convicted of a misdemeanor criminal offense in the municipal court and who, as a consequence, is incarcerated in the Yavapai County jail may, as part of any sentence imposed by the municipal court, be required to reimburse the Town for the actual expenses incurred by the Town

GENERAL

by reason of such confinement; such expenses to be determined by the per diem amount which currently, at the time of sentencing, is being charged by Yavapai County for housing a prisoner.

2. No person shall be required to pay the fee established by this Subsection D who is found by the municipal court to be indigent.
3. In addition to any other remedies which may be allowed by law, the Town Attorney is authorized to institute any appropriate civil suit in a court of competent jurisdiction for recovery of the fee referred to hereinabove.

(Ord. No. 8, Enacted, 06/28/79; Ord. No. 178, Rep&ReEn, 05/26/88; Ord. No. 232, Amended, 07/12/90; Ord. No. 539, Amended, 02/27/03; Ord. No. 600, Amended, 07/22/04; Ord. No. 614, Amended, 02/10/05)

**1-08-020 Commencement of Civil Action - Citation.**

- A. **Issuance of Citation.** An action to hear and determine a civil offense may be commenced by the issuance and filing of a citation. The citation shall be in the form of or substantially similar to the uniform Arizona Traffic Ticket and Complaint Form and shall cite to the particular subsection of this Code applicable to the alleged violation. Each subsection of this Code cited in the complaint shall be deemed a separate offense. The citation shall contain the date and time of the alleged violation and shall direct the defendant to appear before the Hearing Officer at a specified time to enter a plea either admitting or denying the complaint. The citation will state that if the defendant fails to appear before the Hearing Officer on the date and time specified therein, a default judgment will be entered against the defendant and a civil sanction will be imposed.
- B. **Authority to Issue Citation.** Any peace officer, Code enforcement officer or other duly authorized agent of the Town who observes a violation of any provision of this Code is empowered to issue a citation. Prior to issuing a citation, the officer, official or agent may, in his discretion, issue a written notice of violation allowing the violator ten (10) days to remedy the violation. If the violation is not remedied in ten (10) days, a citation may be issued. Nothing in this Section shall require the issuance of a notice of violation prior to the commencement of civil or criminal violation proceedings.
- C. **Service of Citation.** The citation shall be served by delivering a copy to the defendant as follows:

The citation may be signed by the resident/occupant or owner of record with his/her promise to appear within thirty (30) days of the issuance of the citation. If the occupant or owner is unavailable at the time the violation is noted or refuses to sign the citation, service may be accomplished and will be deemed proper and complete by any of the following:

1. Upon the resident/occupant of the premises where the violation occurred by posting a copy of the citation on or about an entrance to the dwelling unit.



2. By hand delivering a copy of the citation to the owner of record or resident/occupant.
3. By certified or registered mail, return receipt requested. Service by mail is deemed complete upon deposit in the U.S. Mail.
4. In the same manner prescribed for alternative methods of service by the Arizona Rules of Civil Procedure.

(Ord. No. 539, Enacted, 02/27/03)

**1-08-030 Appearance; Payment by Mail.**

- A. The defendant shall, within thirty (30) days of the issuance of the citation, appear in person before the Hearing Officer and shall either admit or deny the allegations contained in the citation. Or, the defendant may proceed as provided in Subsection B herein. If the defendant admits the allegations, the Hearing Officer shall immediately enter judgment against the defendant and shall impose the appropriate sanction. If the defendant denies the allegations contained in the citation, the Hearing Officer shall set a date for a hearing of the matter.
- B. The defendant may admit the allegations in the citation and pay the fine indicated by mailing the citation together with a check or money order made payable to the Town of Prescott Valley. If payment is not received by the appearance date indicated on the citation, a default judgment will be entered.
- C. Any defendant appearing before the Hearing Officer and denying the allegations as provided in Subsection A herein shall be deemed to have waived any objection to service of the citation, unless such objection is affirmatively raised by the defendant at the time of the first appearance in relation to the citation.

(Ord. No. 539, Enacted, 02/27/03)

**1-08-040 Default Judgment; Collection of Judgments.**

- A. In addition to any civil sanction imposed, the Hearing Officer shall assess a default fee of not less than fifty (\$50), unless another amount is specified in this Code, for:
  1. Each default judgment entered upon a failure of the defendant to appear for any civil violation unless such default judgment is set aside under Rule 23 of the Rules of Procedure in Civil Traffic Violation Cases; or
  2. A failure to pay any civil sanction imposed by the Hearing Officer.
- B. The Hearing Officer may waive all or part of the default fee if the Hearing Officer expressly finds that payment thereof would cause a financial hardship for the defendant.

GENERAL

- C. No judgment may be entered against a fictitiously identified defendant unless the citation is amended to reveal the true identity of the defendant who receives the citation.
- D. The Town may enforce collection of delinquent fines, fees and penalties as may be provided by law. Any judgment or civil sanction pursuant to this Article may be collected as any other civil judgment.

(Ord. No. 539, Enacted, 02/27/03)

**1-08-050 Rules of Procedure.**

The Arizona Rules of Procedure in Civil Traffic Violation Cases shall govern hearings, appeals, default by defendant and rules of evidence in all actions to hear and determine civil offenses except as modified by or inconsistent with the provisions of this Code.

(Ord. No. 539, Enacted, 02/27/03)

**1-08-060 Non-exclusive Remedies.**

- A. Nothing contained in this Article shall be construed to require the selection of an exclusive remedy for violations of this Code. In the event a defendant fails to comply with any civil enforcement action commenced under this Article, the Town may file a criminal charge against the defendant. Notwithstanding, a civil enforcement action shall not be a prerequisite to the filing of a criminal charge.
- B. Nothing contained in this Article shall be construed to preclude the Hearing Officer from, in addition to imposing civil sanctions, ordering the abatement of any violation pursuant to A.R.S. §9-499 and related Town Code provisions (all as amended).

(Ord. No. 539, Enacted, 02/27/03)

**1-08-070 Judicial Review.**

Judicial review of the final decisions of the Hearing Officer shall be in the Superior Court in and for Yavapai County pursuant to A.R.S. §12-124.

(Ord. No. 539, Enacted, 02/27/03)

***Article 1-09 REPEAL OF EXISTING ORDINANCES***

- 1-09-010 Effective Date of Repeal.
- 1-09-020 Ordinances Exempt from Repeal.

**1-09-010 Effective Date of Repeal.**

All ordinances of the Town, except those specifically exempted in this Article, now in force and effect are hereby repealed upon the effective date of Ordinance No. 178 adopting this Code, but all rights, duties and obligations created by said ordinances shall continue and exist in all respects as if this Code had not been adopted and enacted.

(Ord. No. 8, Enacted, 06/28/79; Ord. No. 178, Rep&ReEn, 05/26/88; Ord. No. 375, Amended, 12/28/95)

**1-09-020 Ordinances Exempt from Repeal.**

The adoption and enactment of this Code shall not be construed to repeal or in any way to modify or affect:

- A. Any special ordinance or ordinances regarding franchises, annexations, dedications or zoning.
- B. Any ordinance making an appropriation.
- C. Any ordinance affecting any bond issue or by which any bond issue may have been authorized.
- D. The running of the statute of limitations in force at the time this Code becomes effective.
- E. The continued existence and operation of any department, agency, commission or office heretofore legally established or held.
- F. Any bond of any public officer.
- G. Any taxes, fees, assessments or other charges incurred or imposed.
- H. Any ordinances authorizing, ratifying, confirming, approving or accepting any compact or contract with any other municipality, the State of Arizona or any county or subdivision thereof, or with the United States or any agency or instrumentality thereof.
- I. Any ordinance previously adopted which is not specifically superseded or amended by a provision of this Code.

(Ord. No. 8, Enacted, 06/28/79; Ord. No. 178, Rep&ReEn, 05/26/88)

GENERAL

*Article 1-10 EFFECTIVE DATE OF CODE*

1-10-010 Effective Date of Code.

1-10-010 Effective Date of Code.

Each and every section of this Code as herein contained and hereby enacted shall take effect and be in force on and after the effective date of Ordinance No. 178 adopting this Code, except that where a later effective date is provided it shall prevail.

(Ord. No. 8, Enacted, 06/28/79; Ord. No. 178, Rep&ReEn, 05/26/88; Ord. No. 375, Amended, 12/28/95)

**Article 1-11 OFFICIAL MAPS**

- 1-11-010 Official Town Maps.
- 1-11-020 Definitions.
- 1-11-030 Street Naming.
- 1-11-040 Street Name Standards.
- 1-11-050 Street Signs.
- 1-11-060 Street Name Changes.
- 1-11-070 Assignment of Addresses.
- 1-11-080 Address Numbers.
- 1-11-090 Address Display Standards.
- 1-11-100 Address Changes.

**1-11-010 Official Town Maps.**

- A. The following official Town maps shall be established and maintained:
1. A map or maps showing current corporate boundaries of the Town.
  2. A map or maps showing locations of currently designated "streets" within the Town and their current "street names", each as defined hereinafter.
  3. A map or maps showing the nature of the underlying title to designated streets (e.g. right-of-way easements, dedications held in trust for the public, fee title held by the Town, etc.).
  4. A map or maps showing currently platted or otherwise designated lots and parcels within the Town and their lot and unit numbers.
  5. A map or maps showing currently assigned "addresses" (as defined hereinafter) for buildings, lots or parcels.

Nothing herein shall preclude one or more of the above maps or groups of maps being combined into one (1) map or groups of maps.

- B. The Office of the Town Engineer or any staff Engineer (as designated from time to time by the Town Manager) shall be responsible for maintaining current each of the above official maps and disseminating the same as needed.

(Ord. No. 350, Enacted, 02/09/95)

**1-11-020 Definitions.**

Unless the context clearly indicates otherwise, the following definitions shall apply to this Article:

GENERAL

- A. "Address": a property location identification which includes a number, a directional prefix, a street name, and (where appropriate) a unit number.
- B. "Directional Prefix": a prefix assigned to a street based on its overall direction and its location within Yavapai County's Grid Street Addressing System (said prefix not generally being part of the street name but rather being used for addressing and other purposes).
- C. "Frontage": the direction a building faces.
- D. "Grid Street Addressing System": the grid street addressing system adopted by Yavapai County on December 15, 1980 (as modified from time to time by the County) whereby address numbers are assigned based on the distance of a building from an east/west or north/south baseline.
- E. "Private Driveway": an unnamed right-of-way (not located on publicly-owned land or land under public jurisdiction) which provides access to one or more buildings.
- F. "Street": streets as defined in Subsection 14-01-020(A) of Chapter 14 "SUBDIVISIONS" of this Code (as amended from time to time), as well as private access ways as defined in Subsection 14-01-020(A) of Chapter 14 "SUBDIVISIONS" of this Code (as amended from time to time).
- G. "Street Name": the official name of a street, including a name and suffix designation.
- H. "Suffix Designation": a descriptive qualifier at the end of a street name (e.g. road, drive, boulevard, etc.).
- I. "Unit Number": a number or letter within an address designating separate units (e.g. apartments, suites) in a building or complex assigned a single address.

(Ord. No. 49, Enacted, 01/22/81; Ord. No. 54, Amended, 06/25/81; Ord. No. 350, Rep&ReEn, 02/09/95; Ord. No. 375, Amended, 12/28/95)

**1-11-030 Street Naming.**

- A. Street Naming in New Subdivisions: the process for initially assigning street names to streets in new subdivisions is set forth in Section 14-03-080 of Chapter 14 "SUBDIVISIONS" of this Code (as amended from time to time).
- B. Other Street Naming: the method for initially assigning street names to streets established, extended or realigned by a process other than a subdivision plat process shall be -
  - 1. by reversionary plat, approved by vote of the Town Council and recorded in the Office of the Yavapai County Recorder, showing the prior street and street name as well as the new street configuration and street name;
  - 2. by plat of dedication, accepted by vote of the Town Council and recorded in

the Office of the Yavapai County Recorder, showing the new street configuration and street name; or

3. by resolution of the Town Council, recorded in the Office of the Yavapai County Recorder, generally showing the new street configuration and street name.

Except in cases of street extensions or realignments where an established street name is continuing to be used, a street name will only be assigned after the same has been reviewed and approved by the Building Department for compliance with the street name standards set forth hereinafter.

(Ord. No. 350, Enacted, 02/09/95)

#### **1-11-040 Street Name Standards.**

##### **A. Selection of Names:**

1. Street names should generally be pleasant sounding, appropriate for the community, and easily read and pronounced (for emergency purposes, taking into account possible involvement of children).
2. Street names in Prescott Valley should be unique when compared to other names within the telephone prefix areas which serve Prescott Valley (or within any other areas required for efficient "911" or other emergency communication service within the Town). Street names are generally not considered unique (a) where the names themselves are the same, even though the suffix designations differ, or (b) where the names are pronounced the same or have a similar sound, even though spellings differ.

##### **B. Selection of Suffix Designations:**

1. Suffix designations for highways, major streets, or arterials shall generally be -
  - a. Avenue (Av)
  - b. Boulevard (Bl)
  - c. Highway (Hw)
  - d. Parkway (Pw); or
  - e. Road (Rd).
2. Suffix designations for collectors, local streets, or frontage roads shall generally be -
  - a. Drive (Dr)
  - b. Lane (Ln)

GENERAL

- c. Loop (Lp)
  - d. Road (Rd)
  - e. Street (St); or
  - f. Trail (Tr).
3. Suffix designations for shorter streets or unique streets shall generally be -
- a. Circle (Cr)
  - b. Court (Ct)
  - c. Cove (Cv)
  - d. Pass (Pa)
  - e. Path (Pt)
  - f. Place (Pl)
  - g. Plaza (Pz)
  - h. Terrace (Te); or
  - i. Way (Wy).
- C. Length of Street Names: Street names (including suffix designations) shall be limited to spacing consistent with a 42-inch street sign (typically 15-17 letters plus suffix designation).
- D. Special Circumstances:
- 1. "Cul-de-sacs" shorter than two hundred (200) feet and providing access to five (5) or fewer lots should generally not be named but should assume the name of the intersecting through-street. However, where there are a series of cul-de-sacs off of the same through-street, all should generally be assigned separate street names.
  - 2. "Cul-de-sacs" may be assigned the same name as the intersecting through-street (with a different suffix designation), without being considered a name duplication for purposes of Subparagraph 1-11-040(A)(2) above.
  - 3. Diagonal streets or streets which change direction or loop back onto themselves (or other streets) should be given one (1) directional prefix based on such streets' overall orientation in context with surrounding streets. [Note that streets would change directional prefixes only where they cross a baseline of the Grid Street Addressing System. Thus, highways, major streets or arterials



which change direction for a significant distance would still change directional prefixes only where they cross an "0" point in the Grid Street Addressing System.]

4. Streets located on the same alignment in the same geographical region should bear the same street name and directional prefix (even though not connected).
5. The naming of private access ways may be done solely in the interest of public safety. However, such naming does not obligate the Town in any way to install or maintain signs therefore or to maintain such streets. The Town expressly does not accept any liability related to the existence, location or condition of such signs or the design or condition of such streets.

(Ord. No. 350, Enacted, 02/09/95)

**1-11-050 Street Signs.**

- A. Street signs conforming to the standards set forth hereinafter shall be installed at the intersection of all streets (and at such other locations as may be determined to be necessary from time to time by the Town Engineer or his/her designee).
- B. All street signs shall conform to the following standards at installation:
  1. The horizontal sign length shall not exceed forty-two (42) inches.
  2. Signs shall be extruded aluminum, six (6) inches in vertical width, with a .090 web thickness and a .250 flange thickness.
  3. Sign letters shall be a minimum of four (4) inches high for names and two (2) inches high for suffix designations (and directional prefixes if used), and shall be reflectorized.
  4. The sign legend and background shall be of contrasting colors, namely a white message on a green background [Manual on Uniform Traffic Control Devices (MUTCD)].
  5. Sign letters shall be either heat activated 3M\*2290 (or equivalent), or pressure activated 3M\*3290 (or equivalent). Normally a type "C" letter should be used, but a type "B" letter may be used if necessary to fit the name on the sign.
  6. Sign backing material shall be engineer's grade 3M\*2277 (or equivalent).
- B. Street signs installed by non-Town personnel shall first be approved by the Town Engineer or his/her designee for conformance with these standards. The Engineer or his/her designee may authorize placement of street name signs on top of other traffic control signs.

(Ord. No. 350, Enacted, 02/09/95)

GENERAL

1-11-060 Street Name Changes.

- A. Once established, street names may only be changed through one (1) of the following methods:
1. Reversionary plat, approved by vote of the Town Council and recorded in the Office of the Yavapai County Recorder, showing the prior street name and the new street name; or
  2. Resolution of the Town Council, recorded in the Office of the Yavapai County Recorder, showing the prior street name and the new street name.
- B. Street name changes may be initiated in any of the following ways:
1. By any person (including Town staff on behalf of the Town), as part of a reversionary plat application;
  2. By Town staff requesting a Resolution of the Town Council; or
  3. By any person filing a petition with the Building Department requesting action by Resolution of the Council, and paying a fee of two hundred fifty dollars (\$250.00). Said petition shall include the following:
    - a. A legal description of the street or portion thereof proposed for street name change (including a map thereof).
    - b. The prior street name and the proposed new street name.
    - c. A narrative explanation of the reasons for changing the street name (e.g. elimination of duplication, improvement of emergency services, enhancement of neighborhood values, etc.).
    - d. Signatures of more than fifty percent (50%) of the persons owning real property immediately adjacent to the portion of street proposed for name change (said signatures complying with the standards and procedures established by case law and statute for the collection of signatures on annexation petitions pursuant to ARS §9-471).
    - e. A certified list of the names and addresses of the persons owning immediately adjacent real property, as well as the current addresses of emergency services organizations that generally respond to those properties (i.e. police, ambulance, and fire organizations).
- C. Street name changes that are not pursued through a reversionary plat process require a public hearing before the Town Council (after due notice). Notice shall normally include mailing the date, time, location, and subject of the hearing by first-class mail (postage prepaid) to (1) the listed persons owning real property immediately adjacent to the portion of street proposed for name change, (2) the listed emergency services organizations, and (3) the U.S. Postal Service (local

office), at least fourteen (14) calendar days prior to the public hearing date. In addition, notice shall normally include publishing the same information once in the Daily Courier and posting the information at each end of the portion of street proposed for name change (and at any intersections in between), at least seven (7) calendar days prior to the public hearing date.

- D. Protests to a proposed street name change submitted in writing to the Town Clerk at least twenty-four (24) hours prior to any public hearing thereon shall be submitted to and considered by the Town Council at said hearing prior to final action being taken on the name change.
- E. The Town Council may initiate and pursue a street name change process that varies from the above-described procedure if, under the particular circumstances, equivalent notice and opportunity to be heard has been given to affected property owners, service organizations, and the Postal Service prior to final action being taken by the Council by resolution.

(Ord. No. 350, Enacted, 02/09/95)

#### **1-11-070 Assignment of Addresses.**

- A. Address Assignments in New Subdivisions: the process for initially assigning addresses to proposed lots, parcels and/or buildings in new subdivisions is set forth in §14-03-080 of Chapter 14 "SUBDIVISIONS" of this Code (as amended from time to time).
- B. Other Address Assignments: lots, parcels and/or buildings not involved in a subdivision plat process shall be assigned addresses by the Building Official or his/her designee at the time building permits related thereto are issued.

(Ord. No. 49, Enacted, 01/22/81; Ord. No. 54, Amended, 06/25/81; Ord. No. 350, Rep&ReEn, 02/09/95)

#### **1-11-080 Address Numbers.**

- A. The system by which addresses are assigned in Prescott Valley shall be based upon the Grid Street Addressing System adopted by Yavapai County on December 15, 1980 (currently set forth in Appendix F, Section 121 of the Yavapai County Zoning Ordinance, and as amended from time to time in the future by the County).
- B. Addresses shall contain -
  - 1. A number denoting the distance from the appropriate baseline (including a unit number where appropriate). Fractions shall generally not be included in address numbers.
  - 2. A directional prefix indicating the direction of the street and the location of the lot, parcel and/or building within the grid system.
  - 3. A street name.

GENERAL

- C. Addresses shall be assigned to lots, parcels and/or buildings at their point of frontage on a named street. Buildings on corner lots or parcels shall be assigned an address at their point of frontage on the street facing their front elevation (regardless of which street is accessed by the driveway). However, other large lots or parcels (or buildings thereon) may be assigned an address on the street accessed by the driveway, at the point of access.
- D. Where two (2) or more separate businesses or residences are contained in one (1) building, a single address shall be assigned to that building or complex and unit numbers or letters shall be assigned to each door thereof by the property owner. Private clustered housing developments with no more than two (2) points of vehicular access (including mobile/manufactured home or recreational vehicle parks) may likewise be assigned a single address with unit numbers provided by the property owner.

(Ord. No. 49, Enacted, 01/22/81; Ord. No. 54, Amended, 06/25/81; Ord. No. 350, Rep&ReEn, 02/09/95)

**1-11-090 Address Display Standards.**

- A. Addresses shall be displayed at all times on all buildings in Prescott Valley, without regard to actual occupancy [with the exception of accessory buildings as defined in Subsection 13-02-010(B) of this Code (as amended from time to time)]. No certificate of occupancy shall be issued for a building pursuant to the Town of Prescott Valley Administrative Code (as adopted and amended from time to time) unless the appropriate address is displayed thereon.
- B. The standards for displaying addresses on buildings are set forth in Subsection 7-02-050(A) of this Code [currently amending §501 of the 2003 International Building Code (IBC)], as amended from time to time.

(Ord. No. 49, Enacted, 01/22/81; Ord. No. 54, Amended, 06/25/81; Ord. No. 350, Rep&ReEn, 02/09/95; Ord. No. 590, Amended, 03/25/04)

**1-11-100 Address Changes.**

- A. Once assigned, addresses may only be changed through one of the following methods:
  - 1. Reversionary plat, approved by vote of the Town Council and recorded in the Office of the Yavapai County Recorder, showing the prior address of a lot, parcel and/or building and the new address;
  - 2. Resolution of the Town Council, recorded in the Office of the Yavapai County Recorder, showing the prior address of a lot, parcel and/or building and the new address [done in conjunction with the procedures for street name changes set forth in Subsection 1-11-060(B) above]; or
  - 3. Administrative action of the Building Official or his/her designee (in writing,

Prescott Valley, Arizona

acknowledged and recorded in the Office of the Yavapai County Recorder), but only to correct individual address assignments or to adjust the addresses of a small number of lots, parcels and/or buildings to better correspond to the Grid Street Addressing System.

(Ord. No. 49, Enacted, 01/22/81; Ord. No. 54, Amended, 06/25/81; Ord. No. 350, Rep&ReEn, 02/09/95)