

**SAN JUAN COUNTY’S PROCESS FOR REQUESTING AND RECEIVING INPUT  
FROM PERSONS WITH DISABILITIES REGARDING  
ACCESSIBILITY OF SIDEWALKS**

San Juan County (“County”) is committed to making its pedestrian walkways and sidewalks accessible to everyone and therefore encourages persons to report issues related to the use and condition of County-controlled pedestrian walkways and sidewalks. If any person has concerns about the accessibility of a County sidewalk, it is requested the person notify Stewart Logan, San Juan County ADA Coordinator, by telephone at (505) 334-4514, or letter to ADA Coordinator, 100 S. Oliver, Aztec, NM 87410, or in person, or by email to: [slogan@sjcounty.net](mailto:slogan@sjcounty.net) to report such concern in as much detail as possible (see "Information Needed" below).

The ADA Coordinator will receive, record and track all such requests in writing. The County will make every effort to address the issue and take corrective action in a prompt manner as deemed appropriate by the County and as allowed by the budget. The County ADA Coordinator will advise the person of the County’s initial determination and evaluation and the timeframe for correcting the problem.

This Process will be posted on San Juan County’s homepage: [www.sjcounty.net](http://www.sjcounty.net). In addition, San Juan County will post legal notices in two newspapers of general circulation in San Juan County requesting the public to send concerns regarding San Juan County sidewalks to the San Juan County Public Works Department.

**Sidewalk Accessibility Issues and Information Needed**

If you want to report a sidewalk accessibility concern to the ADA Coordinator we ask you to provide the County with the following information: 1) The exact address or location of the problem; 2) a brief but detailed description of the problem (Ex: no curb-cut at a parking lot or entrance, sidewalk exceeds maximum slope of 1:12, curb cut lacks minimum 36" width, sidewalk cross-slope exceeds 1:50, etc.), 3) your name, organization name (if filing on behalf of someone), address and telephone number.

Approved:

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Kim J. Carpenter, CEO  
San Juan County, New Mexico

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Date