

CHAPTER 90: ADDRESSING AND ROAD NAMING

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ADDRESSING

§ 90.01 DEFINITIONS.

For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ADDRESS COORDINATOR. The official of the county charged with the administration of this subchapter, including any authorized agent(s) or delegate(s).

BUILDING. Any structure having a roof supported by columns or walls and intended for shelter, housing, or enclosure of persons, animals, chattels, or equipment. When separated by division walls from the ground up without openings, each portion of the building may be deemed a separate building. For the purpose of this subchapter, **BUILDING** may also include other manmade structures.

DRIVEWAY. Begins at the property line of a lot abutting a public road, private road, easement, or private right-of-way, and leads to a building, use, or structure on that lot. **A DRIVEWAY** only serves a single building, use, or structure.

FRONTAGE UNIT. A standard interval in feet used to assign consecutive property numbers on a street or road. The standard front unit adopted for use throughout the county is 5.28 feet. Even numbers shall always be on the right side and odd numbers on the left side of the street or road as numbers increase.

PRIVATE ROAD. A road not maintained by the State Department of Transportation which is not intended to become a public road but which shall be used for access to a particular site, group development, or business.

PUBLIC ROAD. Any road, street, highway, thoroughfare, or other way of passage that has been irrevocably dedicated to the public, or in regard to whether it is open for travel. This definition shall include any road located on a public right-of-way which either has been accepted for maintenance by the state or which has been dedicated for public travel by the recording of a plat of a subdivision with the County Register of Deeds Office.

ROADWAY. Any road, street, drive, land, cartway, tramway, easement, right-of-way, access area, thoroughfare, highway, boulevard, or any other corridor used for, or having the potential use as, a means of conveyance by a motor vehicle.

ROAD ADDRESS. The combination of numbers and road names assigned by the county which uniquely identifies a particular building or lot.
(Ord. Passed 2-10-94)

Addressing and Road Naming

§ 90.02 PURPOSE.

The purpose of this subchapter is to provide a comprehensive and uniform system of permanent road addresses for all properties and buildings throughout the county in order to facilitate provision of adequate public safety and emergency response services. It is further designed to benefit the United States Postal Service, local business owners, and individual citizens by minimizing difficulty in locating properties and buildings.

(Ord. passed 2-10-94)

§ 90.03 AUTHORITY.

This subchapter is adopted under the authority and provisions of G.S. §§ 153A-121, 153A-238, and 152A-239.1, and local modifications thereto.

(Ord. passed 2-10-94)

§ 90.04 DUTIES OF THE ADDRESSING OFFICE.

Under the authority set forth in § 90.03, the County Addressing Office, hereafter referred to as the **ADDRESSING OFFICE**, shall be responsible for assigning all numbers for properties and buildings as well as compiling a database of addresses of each property and building. It shall also recommend change of existing addresses when necessary to meet specifications established by this subchapter. When each building has been assigned its respective address, the Addressing Office, in cooperation with the United States Postal Service, shall notify the owners, occupants, or person in charge of the affected building, by letter, advising of the new address.

(Ord. passed 2-10-94)

§ 90.05 JURISDICTION.

This subchapter shall apply to all properties and buildings within the county which are located outside any incorporated municipality. Municipalities within the county may elect to allow this subchapter to be effective within their corporate limits.

(Ord. passed 2-10-94)

§ 90.06 NEW ADDRESS ASSIGNMENT.

The owner, occupant, or person in charge of any building in need of an address in the unincorporated area of the county shall apply to the Addressing Office. Addresses shall be assigned using 1000 numbers per road mile. Even numbers shall be on the right side and odd

numbers on the left side as numbers increase.
(Ord. passed 2-10-94) Penalty, see § 90.99

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§90.07 DISPLAY OF ADDRESS NUMBERS.

(A) Every owner of improved property shall purchase and display official address numbers so that they are visible from the road providing access to the property. The following criteria shall be used to properly display the number:

(1) The official address number must be displayed on the front of a building or at the entrance to a building which is most clearly visible from the road during both day and night.

(2) If a building is more than 75 feet from any road or is not visible from the road, the address number shall be displayed at the end of the driveway or easement nearest the road which provides access to the building. The number shall be attached to a fence, gate, mailbox, or the like adjacent to the road right-of-way.

(3) Numerals indicating the address number of a single-family dwelling shall be at least three inches in height and shall be posted and maintained so as to be legible from the road.

(4) Numerals for multiple dwelling units and non-residential buildings shall be at least four inches in height and shall be placed on the front of the building facing the road or on the end of the building nearest the road. Individual units shall be required to display unit numbers at least three inches in height on the front door or immediately adjacent to the door.

(5) Numerals must be contrasting color to the background and shall be plain block numeric numbers, not alpha print. It is recommended that these numbers be reflective to ensure better visibility at night.

(6) Mobile home lots shall have sequential address numbers throughout the park. Each lot shall have a separate address number assigned. The address number of each lot must be clearly displayed on the lot by being attached to the mobile home or on the electrical utility box for each lot when the lot is vacant, consistent with § 90.07 (A)(1) above. When the mobile home lot is owned by the occupant, the owner/occupant is responsible for the posting and

maintenance of the address number. When the lot is leased or rented, the landlord shall be responsible for the posting and maintenance of the address number, in accordance with this section.

(7) The address shall be placed on existing buildings within 30 days from the date of the mailing of the letter of notification required under §90.04.

(B) The Address Coordinator shall have the authority to authorize and approve alternate methods of displaying address numbers which meet the intent of §90.07 when strict adherence to these standards cannot reasonably be met.

(Ord. passed 2-10-94) Penalty, see §90.99

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§ 90.08 ENFORCEMENT.

(A) Owners or occupants of buildings already constructed which do not comply with this subchapter shall be notified and instructed to meet the requirements of this subchapter within 60 days from the date of mailing of the notification. A warning notice shall be issued by registered or certified mail after the 60 days if the requirements have not been met. If the owner or occupant does not comply voluntarily with this subchapter within 30 days of receiving delivery of a warning notice by registered or certified mail or by hand delivery, enforcement action pursuant to G.S. § 153A-123 may be initiated.

(B) Final approval for a certificate of occupancy of any principal building erected or repaired after the effective date of this subchapter shall be withheld until a permanent and proper address has been displayed in accordance with the requirements outlined in this subchapter.

(C) No certificate of completion will be issued for mobile home parks until address numbers are properly displayed for each lot within the park.

(Ord. passed 2-10-94)

§ 90.09 LEGAL PROVISIONS.

(A) This subchapter may be amended by the County Board of Commissioners.

(B) Insofar as the provisions are inconsistent with the provisions of any other law except a provision of state or federal law, the provisions of this subchapter shall control.

(C) Where notice is required pursuant to this subchapter, the county shall be deemed to have complied with its duties of notification by depositing such notice in the United States Postal Service system, addressed to such address as appears upon the tax listing records of the County Tax Assessor's office for such property owner.
(Ord. passed 2-10-94)

§ 90.10 PUBLIC HEARING REQUIRED.

Pursuant to G.S. § 153A-239.1, the Board of Commissioners shall not assign or reassign street numbers until it has held a public hearing on the matter. At least ten days before the day of the hearing, the Board of Commissioners shall cause notice of the time, place, and subject matter of the hearing to be prominently posted at the County Courthouse, in at least two public places in the township or townships where the street is located, and shall publish a notice of the hearing in at least one newspaper of general circulation published in the county.

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ROAD NAMING

§ 90.20 DEFINITIONS.

For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ADDRESS COORDINATOR. The official of the county charged with the administration of this subchapter, including any authorized agents or delegates.

BUILDING. Any structure having a roof supported by columns or walls and intended for shelter, housing, or enclosure of persons, animals, chattels, or equipment. When separated by division walls from the ground up without openings, each portion of the building may be deemed a separate building. For the purpose of this subchapter, **BUILDING** may also include other manmade structures.

DRIVEWAY. Begins at the property line of a lot abutting a public road, private road, easement, or private right-of-way, and leading to a building, use, or structure on that lot. **A DRIVEWAY** only serves a single building, use, or structure.

PRIVATE ROAD. A road not maintained by the State Department of Transportation which is not intended to become a public road but which shall be used for access to a particular site, group development, or business.

PUBLIC ROAD. Any road, street, highway, thoroughfare, or other way of passage that has been irrevocably dedicated to the public, or in regard to whether it is open for travel. This definition shall include any road located on a public right-of-way which either has been accepted for maintenance by the state or which has been dedicated for public travel by the recording of a plat of a subdivision with the County Register of Deeds Office.

ROADWAY. Any road, street, drive, land, cartway, tramway, easement, right-of-way, access area, thoroughfare, highway, boulevard, or any other corridor used for, or having the potential use as, a means of conveyance by a motor vehicle.

ROAD ADDRESS. The combination of numbers and road names assigned by the county which uniquely identifies a particular building or lot.

STATE ROAD NUMBER. A number assigned by the State Department of Transportation; also known as the SR number for secondary state maintained roads.

SUBDIVISION. All divisions of a tract or parcel of land into two or more lots, building sites, or other division for the purpose of sale or building development (whether immediate or future) and includes all divisions of land involving the dedication of a new road or a change in existing roads.

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SUFFIX. The following shall be used after a roadway name: avenue, boulevard, circle, court, cove, drive, estate, gardens, heights, highway, lake, lane, loop, park, place, plaza, point, ridge, road, square, street, terrace, trace, trail, village or way.
(Ord. passed 9-3-92; Am. Ord. passed 6-5-95)

§ 90.21 PURPOSE.

The purpose of this subchapter is to eliminate duplicate or phonetically similar road names, and to provide for the uniform marking of roads in order to facilitate provision of adequate public safety and emergency response services. It is further designed to establish an official map and listing of all roads in the county, and to establish the procedure by which a road may be named or by which an existing name may be changed.
(Ord. passed 9-3-92)

§ 90.22 AUTHORITY.

This subchapter is adopted under the authority and provisions of the G.S. §§ 153A-121, 153A-238, and 153A-239.1, and local modifications thereto.
(Ord. passed 9-3-92)

§ 90.23 DUTIES OF THE ADDRESSING OFFICE.

Under the authority set forth in §90.22, the County Addressing Office, hereafter referred to as the **ADDRESSING OFFICE**, shall develop and maintain a list of all road names in the county as well as maintain Official County Map Booklets exhibiting the approved names and location of all roads in the county for 911 Emergency Vehicles. It shall also serve as a clearinghouse for all information regarding the names and location of roadways in the county.
(Ord. passed 9-3-92)

§90.24 JURISDICTION.

This subchapter shall apply to all roads within the county which are located outside any incorporated municipality. Municipalities within the county may elect to allow this subchapter to be effective within their corporate limits.
(Ord. passed 9-3-92)

§90.25 ROAD NAMING PROCEDURES FOR PUBLIC ROADS.

The Addressing Office, in consultation with the Emergency Operations Coordinator, Fire Departments, and any other office or agency it deems necessary, is authorized to recommend new road names and name changes to the County Board of Commissioners for public roads outside the corporate limits of any municipality within the county. The Board of Commissioners

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shall not name or re-name a public road until it has held a public hearing on the matter. At least ten days before the day of the hearing, the Board of Commissioners shall cause notice of the time, place, and subject matter of the hearing to be prominently posted at the County Courthouse, in at least two public places in the township or townships where the road is located, and shall publish a notice of the hearing in at least one newspaper of general circulation published in the county.
(Ord. passed 9-3-92)

§ 90.26 ROAD NAMING PROCEDURES FOR PRIVATE ROADS.

(A) In the event that there are private roads which have no name on file with the Addressing Office, that department shall first determine if at least 65% of land owners adjacent to the road are in agreement as to a particular name. In the event of such agreement the Addressing Office shall have the option of declaring the newly selected name to be the official road name and it shall be placed on file in accordance with the provisions of §90.23 above. Each parcel of land will count as one vote towards the 65%, and a parcel owned by 2 or more persons shall be allowed only one vote. (Am. Ord. Passed 01-06-2014)

(B) In the event that there are private roads which have no name on file with the Addressing Office, and in the event that an agreement has not been reached by at least 65% of adjacent land owners as to a particular name, that department shall make a name recommendation to the County Board of Commissioners who will make the final decision on the official name.

§ 90.27 NOTICE OF ACTION FOR ALL ROADS.

(A) A road name shall be assigned to any public or private road, or roadway which provides access to two or more residences, businesses, industries, or combination thereof, regardless of the length of the road.

(B) The Addressing Office is authorized to determine the need for road names and name changes and to recommend such additions or changes to the County Commissioners for both private and public roads outside the corporate limits of any municipality within the county.

(C) In addition, citizens may request the Board of Commissioners to change the name of a road as described in this section. Property owners who want to have the name of a road changed must submit a petition (form to be provided by the Addressing Office) to the Address Coordinator for verification. The Address Coordinator will make recommendations to the County Board of Commissioners after the following criteria have been met:

(1) A \$75 fee for each road, to cover legal advertisement, shall accompany any petition requesting that an existing road name be changed.

(2) The petition should include the existing road name, the proposed new road name, and the signatures of the owners of at least 90% of the properties adjacent to the road. Each parcel of land will count as one vote towards the 90%, and a parcel owned by 2 or more persons shall be allowed only one vote. (Am. Ord. Passed 01-06-2014)

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(3) The Address Coordinator shall cause the request to be advertised pursuant to G.S. § 153A-239.1

(4) In the event the Address Coordinator and the Board of County Commissioners approve the request, the petitioners shall be required to pay a fee of \$250.00 to cover the administrative costs and to purchase a new street sign. (Am. Ord. Passed 01-06-2014)

(5) Road names that have historical meaning and personal road names in memory of someone will not be allowed to be changed. (Am. Ord. Passed 01-06-2014)

(D) After naming or renaming a road the Addressing Office shall cause notice of its action to be given to the Postmaster(s) with jurisdiction over the road, to the State Department of Transportation (in the case of public roads), to any city within five miles of the road, and to the following agencies: County 911 Director, Fire Department(s) with jurisdiction over the road, Land Records Office, and School Board.

(Ord. passed 9-3-92)

§90.28 MOBILE HOME PARKS, CONDOMINIUMS, PLANNED UNIT DEVELOPMENTS, APARTMENTS, PUBLIC HOUSING DEVELOPMENTS, AND TRAVEL TRAILER PARKS.

Where county records are incomplete, the owners of existing mobile home parks, condominiums, apartments, public housing developments and travel trailer parks shall, upon request of the Addressing Office, submit a legible and accurate map of their development, including but not limited to the location, name, and width of each roadway. Each lot or building within the development must also be identified.

(Ord. passed 9-3-92) Penalty, see § 90.99

§90.29 PROHIBITED ROAD NAMES.

The Addressing Office may disapprove newly proposed street names which fall under the following categories:

- (A) Road names that are duplicated or deceptively similar to the name of any other public or private road in the same postal and/or fire district, including a phonetic similarity. This shall include road names that have a different suffix. (Ex: Pine Road and Pine Lane; Beech Lane and Peach Drive)
 - (B) Road names which have numbers as part of the name.
 - (C) Road names which are over fifteen characters in total length, including spaces, but not including suffixes.
 - (D) Road names with initials. (Am. Ord. Passed 01-06-2014)
 - (E) Road names with special characters such as hyphens, apostrophes or dashes. (Am. Ord. Passed 01-06-2014)
 - (F) Road names that are found to be vulgar, rude or offensive. Words that are difficult to spell or pronounce are prohibited. (Am. Ord. Passed 01-06-2014)
 - (G) Road names that are similar to the name of an existing subdivision unless the road lies within the same subdivision.
- (Ord. passed 9-3-92)

§90.30 ROAD SIGNS.

(A) All public roadways in unincorporated parts of the county shall be identified by a sign meeting the current state Department of Transportation sign specifications. These road signs shall be placed at intersections and shall identify intersecting roads.

(B) All private roadways in unincorporated parts of the county shall be identified by a sign showing the official name. These signs shall be placed at intersections and shall meet the current state Department of Transportation sign specifications, unless the County Board of Commissioners give their written consent.

(Ord. passed 9-3-92) Penalty, see § 90.99

§90.31 AMENDMENTS.

This subchapter may be amended further by the County Board of Commissioners.

(Ord. passed 9-3-92)

§90.99 PENALTY.

(A) Any violation of §§ 90.01 through 90.09 may be subject to civil remedies as set forth in G.S. § 153A-123. Nothing herein contained shall prevent the county from taking such other lawful action as is necessary to prevent or remedy any violation (Ord. passed 2-20-94)

(B) Any person who shall violate any provision of §§ 90.20 through 90.30 or destroy, mar, remove, or deface any street sign shall be charged with Class 3 misdemeanor and upon conviction be subject to fine not to exceed \$50 or by imprisonment of not more than 30 days, as provided by G.S. §14-4(a). Nothing herein contained shall prevent the county from taking such other lawful action as is necessary to prevent or remedy any violation. Any violation of §§ 90.20 through 90.30 may be subject to civil remedies as set forth in G.S. § 153-1-123.

(Ord. passed 9-3-92)