

# An Ordinance Regulating Addressing and Road Naming in Alamance County May 2011

## Article I - General

This ordinance shall be known and may be cited as the Road Naming and Addressing Ordinance of Alamance County, North Carolina and may be cited within this document as Ordinance.

### Section 1-1. Purpose and Intent

The purpose and intent of this ordinance is to hereby establish a uniform system of addressing and numbering all houses and buildings within the jurisdiction of the county, and to establish a process for changing existing addresses, streets and road names so that street, road, and highway names are not duplicated in the county. The ordinance provides a method to correct inaccurate addresses that will help to greatly improve emergency service response to all parts of the County.

Standard addressing rules will provide guidelines for assigning house numbers and street names. A standard database format for recording address information will simplify the maintenance, exchange, and interpretation of address information between governmental agencies and the community.

An additional purpose of this ordinance is to ensure that street name identification signs are placed at all street intersections and establishes a procedure for reviewing street names. This is necessary to facilitate public safety and emergency response service in locating properties and buildings for service to public.

### Section 1-2. Legal Authority

This ordinance is hereby adopted under the authority and provisions of General Statutes of North Carolina GS 153A-238 and G.S. 153A-239.1(a) and GS 147-54.7, and the Police Powers of the county to protect the health, safety and welfare of its citizens.

### Section 1-3. Jurisdictional Coverage

The provisions and regulations provided by this Ordinance shall apply within the ordinance-making jurisdiction of Alamance County. Application of this Ordinance within a municipal jurisdiction shall require a mutually-entered intergovernmental agreement between said municipality and the County of Alamance.

### Section 1-4. Definitions

The following words and phrases when used in this Ordinance shall have the meanings respectively ascribed to them in this Section:

- K. **Address Administrator (s):** The official or officials of Alamance County charged with the administration of this ordinance.
- L. **Building:** A structure having a roof supported by columns or walls for the shelter of persons, and for residential, business, institutional, or industrial use. When separated by division walls from the ground up without openings, each such enclosure shall be deemed a separate building. This includes designed structures that are used as a dwelling, with or without a permanent foundation, when connected to the required utilities, and includes the plumbing, heating, air conditioning, and electrical systems contained therein.

- M. **Driveways:** A private way or street beginning at the property line of a lot abutting a public street, private street, easement or private right-of-way that will give access from a public street, recorded easement, recorded private street or private right-of-way, and shall not serve more than two structures.
- N. **Street Address:** The combination of numbers and street names assigned by Alamance County that identifies a particular building or lot.
- O. **Public Street or Road:** Any street, street, highway, thoroughfare, or other way of passage that has been irrevocably dedicated to the public or in which the public has acquired rights by prescription without regard to whether it is open for travel.
- P. **Private Street or Road:** Any one-way or two-way street for ingress and/or egress not for use by the public that serves three or more structures.
- Q. **Developer:** Any person undertaking any development as defined in the Alamance County Subdivision Ordinance.
- R. **Multiple Dwelling Units:** (duplex apartment, apartment complexes, townhouses and condominium developments) A building used or capable of being used for residential purposes wherein more than two separate and distinct places of habitation exist.
- S. **SUBDIVISION STREET:** Any dedicated and accepted public right-of-way for vehicular traffic, or a private street, either of which were established pursuant to the Alamance County Subdivision Ordinance
- T. **Master Street Address Guide (MSAG):** Consists of the street name, addresses and emergency providers for that range. This lookup became the key step for Enhanced 9-1-

## Section 1-5. Administration

The Official Street Addressing and Road Naming Authority in the Alamance County, NC: The Alamance County Board of Commissioners hereby assigns overall authority and responsibility for addressing and naming of both public and private roads as directed by the provisions of this ordinance to the County Address Administrator. It shall be the duty of the Address Administrator and in accordance with the general direction of the Alamance County Commissioners and County Manager to prepare and maintain street address numbering maps of the entire County and, when a new building is built, or for any reason a number is required, to be issued. It shall be the duty of the Addressing Administrator from time to time, and upon request, to review street number assignments, resolve conflicts in address numbering, reassign numbers or propose any changes which, in his opinion, are necessary for the public safety, welfare and mail delivery. This includes any authorized staff representative acting on the Administrator's behalf, and hereby assigns overall authority and responsible for all activities necessary for the enforcement, interpretation and administration of this Ordinance to the Address Administrator. The Address Administrator(s) are assigned by the GIS and Planning Directors for Alamance County.

Further requests or petitions for changing street names will be filed with the Address Administrator(s) who will then transmit such requests to the necessary departments for approval. The Address Administrator(s) will prepare a recommendation to the County Board of Commissioners for each request within sixty (60) days of its filing. The County Commissioners shall schedule a time to hold a public hearing on the matter.

Pursuant to General Statutes of North Carolina GS 153A-238 and G.S. 153A-239.1(a), the County Commissioners shall at least 10 days before the day of the public hearing, cause notices of the time, place and subject matter of the hearing to be prominently posted at the county courthouse and in at least two public places in the township or townships where the said street is located, and shall publish a notice of such hearing in a newspaper of general circulation published in the county.

A. The Address Administrator(s) responsibilities are:

1. Assigning address numbers for houses and buildings of any kind within the jurisdiction of the county.

2. Keeping a record of the date, copy of the notation, and the address to which the new address was assigned.
3. Recommending change of existing addresses when necessary to facilitate house numbers along a street. (Houses and buildings will be numbered according to a lineal system in which all numbers are assigned consecutively from the beginning of a street along its length to its end without regard to how it integrates with the rest of the rural area.)
4. Designating individual unit addresses within the multiple housing units in conformity with this Ordinance. (Apartment Complexes and Mobile Home Parks).
5. Insuring that all streets which require naming have street identification signs, and that all signs are uniform in construction, that all signs are placed at proper locations and properly installed, and that all signs that are either destroyed or lost are reinstalled in a timely manner.
6. The Address Administrator(s) will compile a database of fiscal addresses for each property or building in conjunction with the County Tax Department.
7. The Address Administrator(s) will work in conjunction with E911 Coordinator to compile the Master Street Address Guide (MSAG) as required for E911 Database.
8. The Address Administrator(s) will be the agent assigned for all activities necessary for the interpretation and administration of this Ordinance.

## **Article II – New Street Naming**

### **Section 2-1. Street Names**

The names of streets currently in place and listed in the current Master Street Address Guide (MSAG) that are located within the jurisdiction of Alamance County, whether public or private shall not be changed by any methods except those set forth in this ordinance. A copy of this ordinance and a list of street names shall be forwarded to the Department of Transportation pursuant to G.S. 153A-239.1.

### **Section 2-2. New Street Names**

- A. No new public or private streets shall be named without review and approval of the Address Administrator(s). In the event a street name is denied, the Address Administrator(s) shall provide a written explanation as to why the name was denied. Denial of a street name may be appealed to the Alamance County Board of County Commissioners. Any appeal must be filed, in writing, with the Address Administrator(s) and will be placed on the next available meeting agenda.
- B. The name of any new street, whether it is public or private, shall not duplicate or be phonetically similar to any other street name in the entire county; including municipalities.
- C. Directional names cannot be part of any street or street name (example: WESTOVER RD or NORTHFIELD DR is not acceptable).
- D. Alternate spelling, and homonyms (dear and deer) are not acceptable. All street names must use the common spelling as found in a standard dictionary.

- E. Street names must not contain any punctuation or symbols. Only letters of the alphabet and blank spaces may be included in street names.
- F. Names that are numbers must be expressed as alphabet (spelled out) and not numeric (for example, Second Street is acceptable, not 2<sup>nd</sup> Street, because of the MSAG setting in E911 Database). State and federal highways numbered are not to be used as names.
- G. New subdivision streets, Apartment Complexes, and Mobile Home Parks whether public or private, shall be named when created through the subdivision process in accordance with those procedures outlined in the Alamance County Subdivision Ordinance. (Section 62, and Section 76)
- H. Private streets, shall be required to be named and structures addressed off of when they meet the minimum standard of serving at least three (3) households and having a length of 200ft or greater.
- I. Those people who live on private streets that do not meet these minimum standards may be addressed off the public street from which it intersects.
- J. This subsection shall not apply to the extension of existing streets, which should whenever possible be given the same name.
- K. "EXT" is not to be used as a suffix when a street is extended. Instead the name remains the same and the address range extended to accommodate the new section or street.
- L. Any roads or streets that make a directional change at an intersection of 90 degrees must have a unique name after each directional change.
- M. Abbreviations of the main title of the street or road name cannot be used except for the following streets (MT for Mount, ST for Saint, NC for North Carolina, I for Interstate, and US for United States.)
- N. A Street with one name shall serve all multifamily dwelling complexes, including apartment complexes, townhouses and condominium developments, and other similar uses unless the Address Administrator(s) finds that, in the interest of public safety, the naming of more than one street in or near the development is warranted.
- O. Street names must be limited to a maximum of twenty-one (21) characters to aid in keeping sign manufacturing costs to a minimum.
- P. Only one name may be assigned along a continuous roadway. Where permanent breaks in a street exist, a new name must be assigned to each segment. A permanent break may consist of but is not limited to a river, stream, and / or intersecting street where continuous access is not available between the two (2) segments without using another street.
- Q. The developer shall pay a fee to the county for required street name signs prior to final plat approval. The county will purchase and erect the street name signs in accordance with county policy. A fee will be assessed per intersection to cover the cost of materials and installation. This fee will be established in the annual county budget. Street name signs shall be erected at each street intersection where said streets having three or more lots are proposed for development. Road or Street signs shall be designed and erected in accordance with Alamance County Subdivision Ordinance. (Section 62 and Section 76). Street signs shall be erected on streets built to state standards and private streets approved in accordance with this Ordinance or Alamance County Subdivision Ordinance. (Section 62, 63,64 and Section 76).

**Section 2-3. Street Suffixes** - The following street name suffixes and their official abbreviations must be used in the naming of new roads and streets:

<b>AV = Avenue:</b> Any thoroughfare that is continuous and not limited to a single subdivision.	<b>PT = Point:</b> Street adjacent to a waterway.
<b>BLVD = Boulevard:</b> Street with a landscaped median dividing the roadway.	<b>RD = Road:</b> Any thoroughfare that is continuous and found mainly in the rural area of any county.
<b>CT = Court:</b> Permanently dead-end street or terminating in a cul-de-sac, not longer than 600 feet in length.	<b>RUN = Run:</b> A straight street in a undeveloped area.
<b>CIR = Circle:</b> Discouraged but allowed, at discretion of the Address Administrator(s).	<b>ST = Street:</b> Any thoroughfare that is continuous and used mainly in city and town.
<b>DR = Drive:</b> For a curving, continuous thoroughfare. Is the default suffix.	<b>SQ = Square:</b> Central Square set up for centralized development.
<b>HWY = Highway:</b> State, Interstate, or Federal Highway.	<b>TER = Terrace:</b> Curvilinear street of less than a 1,000 feet.
<b>LN = Lane:</b> A minor street.	<b>TRC = Trace:</b> Small community Street.
<b>LOOP = Loop:</b> Street that loops around and terminated onto itself.	<b>TR = Trail:</b> Street serving as a collector for one or more local thoroughfares.
<b>PKWY = Parkway:</b> Collector or arterial street with a raised median.	<b>WAY = Way:</b> a curvilinear street.
<b>PL = Place:</b> for a permanently dead-end street ending in a cul-de-sac, not longer than 660 feet in length.	

**Section 2-4. Street Directionals** - Street Directionals can be used with the approval of the Address Administrator(s) based on the following standards:

- A. Directions must be placed ahead of the street name in a separate field separate from the street name (for example, E SMITH ST).
- B. Directionals cannot be used as a suffix or placed after the street name.
- C. Directionals must be used in a complimenting set. If a North directional is used there must also be a South directional. If an East directional is used their must be a West directional.
- D. The prefix "N" (for North) shall be used for the northern portion of roadways having the same name.
- E. The prefix "S" (for South) shall be used for the southern portion of roadways having the same name.
- F. The prefix "E" (for East) shall be used for the eastern portion of roadways having the same name.
- G. The prefix "W" (for West) shall be used for the western portion of roadways having the same name.

### Article III – Renaming Streets

**Section 3-1. Renaming Streets** - Official Street Renaming Process in the Alamance County's Unincorporated Section. Existing street names may be changed for just cause. Examples of just cause are:

**E. Voluntary Public Petition to Change Street Name** - Property owners who want to have the name of a public or private street changed must submit a petition to the Address Administrator(s) for verification. In addition to complying with Section 2.2 of this Ordinance the street name must comply with GS 147-54.7. The Address Administrator(s) will make recommendations to the Alamance County Board of Commissioners after the following additional criteria have been met.

1. A petition should include the existing street name, the proposed street name, and the reasons why the person(s) are requesting the change, the signatures of 75% of those persons owning property adjacent to the street, and 75% of street frontage.
2. In renaming streets, no requests will be considered that is a duplicate or phonetically similar to any existing street name already established by this Ordinance, any subsequent ordinances, amendments thereto or within a municipality, city or town located in Alamance County, irrespective of the use of a suffix such as street, drive, place, court, etc.
3. The Address Administrator(s) shall request a public hearing date be set by the Alamance County Board of Commissioners and cause the same to be advertised pursuant to G.S. 153A-239.1(a).
4. Upon approval of the petitioned street name, by the Address Administrator(s) and Board of Commissioners, the petitioners shall pay to Alamance County the cost of purchasing the new signs and erecting them.

**F. Government Initiated Street Name Change to Secure the Public's Health, Safety and General Welfare** - In the event an existing street name has jeopardized the public's health, safety, or general welfare by impeding timely emergency response, or in the event an existing street name reasonably could be perceived to jeopardize the public's health, safety, or general welfare by impeding timely emergency response.

**Section 3-2. Street Renaming Guidelines & Limitations** - When having to rename one of the streets with similar names consider the following circumstances:

- A. In naming or renaming a public street, the county may not change the name, of any street name given to a street by the Board of Transportation unless the Board of Transportation agrees to such changes. The Address Administrator(s) and Board of Commissioners shall not change any number assigned to a street by the Board of Transportation. The Address Administrator(s) and Board of Commissioners may give the street a name in addition to its DOT Number.
- B. Largest Impact - In most cases, the street with the larger number of homes, dwellings, or commercial structures along the roadway should have priority and retain the name in order to minimize the number of people affected.
- C. Oldest Street - When renaming either of the two streets will have an equal impact, the street that has been consistently signed for the longest period of time should retain the name.
- D. Historical Significance - In some cases, the street with a name of historical significance should retain the disputed name.

### **Section 3-3. Notice**

The Address Administrator(s) shall give notice following naming, or renaming of a public or private street, assigning or reassigning street addresses on a public or private street(s), to the local Postal Service, to any major utilities serving the addressed area, to any emergency services agency such as police, sheriff, fire departments and ambulance service with jurisdiction over the addressed area. A copy of the newly assigned addresses will be forwarded to the Alamance County School System, to the Board of Transportation, and to any city within five miles of the street.

## Article IV – Street Numbering and Address Assignment

### Section 4-1. Application

**Introduction** - The rules and guidelines in this section are designed to facilitate the proper assignment of addresses to properties for every possible addressing scenario that occurs in Alamance County. Properties and structures must be assigned addresses in a logical, easy to understand manner in order to help citizens and emergency personnel quickly locate people, places and events.

- A. **When to assign addresses numbers** - When the proper governing body has approved a new street, it must be assigned an address range and each individual property, habitable, and/or substantial structure assigned numbers in accordance with the standards defined in this document. Addresses should not be assigned to structures that are simply accessory to another building or insubstantial in nature.
  
- B. **Street Addressing Process in the Alamance County, NC:** Address block ranges will be assigned to streets shown on approved preliminary plans. Individual physical addresses must be assigned to lots and/or structures prior to approval of final plan and/or the recording of final plat, and a copy of the final plat (preferred as an electronic file (AutoCAD or GIS File)) must be submitted to the Address Administrator(s).

### Section 4-2. Basic guidelines to follow when numbering/addressing streets:

- A. **Address Ranges:** All required structures shall be assigned up to a five-digit number. No address range in Alamance County shall conflict with another address range in a contiguous locality. For those rare duplicate street names in the county, the address range will be different for each street. The range will be assigned consecutively for all duplicate street names; however, the numbering of the second street will have a break of a minimum of one thousand (1,000) addresses.
  
- B. **Addressing Interval:** Structure numbers shall be assigned consecutively so that a new address is created ideally every 25 linear feet. Addresses will be assigned at the point of access (driveway) or to a structure point along the front of the structure. If the driveway enters from the side or rear of the property, the structure shall be addressed on the street that it fronts at the approximate middle of the structure.
  
- C. **Even and odd numbering.** Even numbered addresses shall be assigned to the left in the direction of increase and odd-numbered addresses shall be assigned to the right in the direction of the increase.
  
- D. **Each mobile home within Mobile Home Parks** shall be assigned a primary 911 address. Addresses shall be assigned from internal drives, using even and odd addressing. A Mobile Home Park owner may assign lot numbers, but the lot number shall not be used in the address of the lot.
  
- E. **Addresses in Sequential Order.** All addresses need to be in sequential numeric order, always increasing from the point of origin, and should numerically balance on both sides of the street.
  
- F. **Addresses will be established as whole numbers and will not have fractions or decimals of a number.**
  
- G. **Vacant Properties** shall, upon request, be assigned addresses pre-development for location purposes only, but once development occurs may have to be readdressed based on the final layout or plan.

**Section 4-3. When a Street Must Be Renumbered - Official Street Renumbering Process in the Alamance County's Unincorporated Section.**

**Introduction** - It shall be the duty of the Address Administrator(s) from time to time, and upon request, to review street number assignments, resolve conflicts in numbers assignment reassign numbers or propose any changes which, in their opinion, are necessary. When due to conflicts, change in character or amount of occupancy of any block, and it becomes necessary to assign and reassign numbers within that block, it is the authority and responsibility of Address Administrator(s) to assign approved numbers to the owners and tenants of each building involved. The Address Administrator(s) will then notify the local postmaster having jurisdiction over that area of the address change.

1. **Administration** - When renumbering a street it shall be renumbered in accordance to the numbering rules in this document and in anticipation of possible future changes. Individual numbers can be changed by the Address Administrator(s) and do not have to go through the process of a public hearing. When renumbering whole or large sections of streets the Address Administrator(s) notifies all adjacent property owners of the proposed street numbering change. A public hearing is then scheduled to discuss the proposed street numbering. At least 10 days before the hearing, a notice of the subject matter shall be posted in the county courthouse, and in the local newspaper for general circulation within the county.
2. **Basic Guidelines to Follow When Renumbering a Street** -Existing addresses may be changed for just cause. Examples of just cause are:
  - A. Government Initiated Address Reassignment To Secure the Public's Health, Safety and General Welfare. In the event an existing Address has jeopardized the public's health, safety, or general welfare by impeding timely emergency response, or in the event an existing street name reasonably could be perceived to jeopardize the public's health, safety, or general welfare by impeding timely emergency response.
  - B. Area where no addresses were left for vacant lot(s) or new development.
  - C. If the Street Name has officially been changed.

**Section 4-4. Display of Street Address Numbers** - The owner, occupant or agent of the affected house or building shall place or cause to be placed upon each house or building the numbers assigned under the addressing system as provided in this article. The following criteria must be used to properly display the number:

- I. The cost of the number shall be paid for by the property owner and may be procured either from the local fire departments at the unit price for the same, or from any other source. Such number or numbers shall be placed on existing buildings within 30 days from the date of notification.
- J. The numbers shall be conspicuously placed immediately above, on, or at the side of the proper door of each building so that the number can be seen plainly from the street on which the number is based. Whenever any building is situated or is more than seventy-five (75) feet from the street front, and the number is not clearly discernible from the street line, or vision of the building from the streets is otherwise obscured, the number assigned shall be placed on a sign (minimum of 24 inches (2') x 24 inches (2')) attached near the walk, driveway or common entrance to such buildings, and affixed upon the gatepost, fence, post or other appropriate place so as to be easily discernible, and clearly identifies the entrance to a property. Numbers painted or stenciled on the curb shall not be a lawful substitute for the display of address numbers prescribed by this section.
- K. Address numbers must be a minimum of three (3) inches in height for residential uses and shall be placed on the front of the building facing the street or on the end of the building nearest the street so as to be visible from the street on which the property fronts.

- L. Numbers for multiple dwelling units and nonresidential buildings shall be at least six (6) inches in height and shall be placed on the front of the building facing the street or on the end of the building nearest the street in which the building is accessed.
- M. All numbers must be made of a durable, clearly visible material and must contrast with the color of the house, building, or other structure. Reflective numbers for nighttime identification are strongly recommended.
- N. When a property, (House or Buildings) is built on a corner lot. The address shall be assigned, from the street that the building faces. (Front of the house)
- O. Address numbers should be plain block numeric numbers and not in alpha print or any type of script writing.
- P. The Address Administrator(s) or the Alamance County Board of Commissioners will have the right to authorize and approve alternate methods of displaying house numbers on existing and new structures that meet the intent of this Ordinance.

## **Article V – Enforcement**

### **Section 5-1. Enforcement**

- G. The certificate of occupancy for any structure erected, repaired or modified after the effective date of this Ordinance shall be withheld by the Alamance County Building Inspections Department until the address is posted on the structure as outlined in this Ordinance.
- H. Owners of buildings already constructed will be required to comply with this ordinance. Those person(s) who do not comply with this ordinance will be notified and requested to meet the requirements within 30 days from the date of notification. If the owner does not comply voluntarily with this Ordinance within 30 days of receiving delivery of the notice by registered or certified mail or by hand delivery, enforcement action pursuant to G.S. 153A-123 may be initiated. A fine of twenty-five dollars (\$25.00) shall be imposed on the property owner for each day that the address is not posted.
- I. No person may remove, obliterate, conceal, or destroy any number or sign displayed in accordance with this ordinance.
- J. The provisions of this ordinance may from time to time be amended, supplemented, changed, modified, or repealed by the Board of Commissioners.
- K. Should any section or provision of this ordinance be declared by the courts to be invalid for any reason, such declaration shall not affect the ordinance as a whole, or any part thereof other than the part so declared invalid.
- L. The Alamance County Board of Commissioners, upon review and recommendation of the Address Administrator(s), may authorize a variance from these regulations when in its opinion the interests of the public would best be served by such variance.

**ARTICLE VI - LIABILITY**

**Section 6-1. Liability**

Alamance County, its officers, agents or employees, together with any person following their instructions in rendering services, are not liable for civil damages as a result of an act or omission under this Ordinance, including but not limited to, developing, adopting, operating, or implementing an addressing system or plan. Alamance County will not be held responsible or liable from owners or occupants for personal injury or damage to buildings or dwellings constructed which do not comply with this ordinance.

**ARTICLE VII - PROVISIONS SEVERABLE**

**Section 7-1 Provisions Severable**

All provisions in other Ordinances for Alamance County in conflict with this Ordinance are hereby repealed. If any provisions of this Ordinance or the application thereof to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of the Ordinance which can be given effect without the invalid provision or application and to this end, the provisions of this Ordinance are severable.

**ARTICLE VIII - Effective Date**

This Ordinance hereby rescinds and replaces any prior Addressing and Road Naming Ordinance adopted by Alamance County. This Ordinance shall take effect on the first day following final reading and adoption.

**Section 8-1. Adoption date**

The Alamance County Board of Commissioners hereby adopts this ordinance,

Adopted this the \_\_\_\_ day of \_\_\_\_\_, 2011.

ALAMANCE COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

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Commissioner