

CHAPTER 90: ADDRESSING AND ROAD NAMING

Section

General Provisions

- 90.01 Definitions
- 90.02 Purposes
- 90.03 Authority
- 90.04 Jurisdiction
- 90.05 Duties of the Addressing Office
- 90.06 General provisions
- 90.07 Penalty

Addressing

- 90.10 New address assignment
- 90.11 Display of address numbers
- 90.12 Enforcement

Road Naming

- 90.20 Public Hearing required for naming or renaming roads
- 90.21 Road naming procedures for private roads
- 90.22 Notice of action for all roads
- 90.23 Mobile home parks, condominiums, planned unit developments, apartments, public housing developments, and travel trailer parks
- 90.24 Prohibited road names
- 90.25 Road signs
- 90.100 Effective Date and Revision of Original Ordinance

(Ord. passed 9-3-92; Am. Ord passed 9-5-2023)

General Provisions

§ 90.01 DEFINITIONS.

For the purpose of this chapter, 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 chapter, 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 chapter, **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 frontage unit is 5.28 feet. Even numbers will be on the right side and odd numbers on the left side of a street as numbers increase.

PRIVATE ROAD. A road not maintained by the State Department of Transportation or a municipality which is 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 which the public has acquired rights by prescription, without regard to whether it is open for travel. For the purposes of this chapter, any road dedicated to public travel by the recording of a plat of subdivision shall be classified as a public road, regardless of its maintenance status.

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 divisions 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.

SUFFIX. The following may 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 9-5-23)

§ 90.02 PURPOSES.

This chapter shall provide a comprehensive and uniform system of permanent road addresses for all properties and buildings throughout the county. Another purpose is to eliminate duplicate or phonetically similar road names so that emergency response services, US mail and other delivery services are efficiently routed. Under the authority of this chapter the county shall establish and maintain an official map and listing of all roads in the county and establish the procedure for naming and renaming roads.

(Ord. passed 9-3-92; Am. Ord passed 9-5-23)

§ 90.03 AUTHORITY.

This chapter is adopted under the authority and provisions of G.S. §§ 153A-121, 153A-238, and 153A-239.1.

(Ord. passed 9-3-92; Am. Ord. passed 2-10-94; Am. Ord passed 9-5-23)

§ 90.04 JURISDICTION.

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

(Ord. passed 9-3-92; Am. Ord passed 9-5-23)

§ 90.05 DUTIES OF THE ADDRESSING OFFICE.

The **ADDRESSING OFFICE**, shall be responsible for assigning all numbers for properties and buildings and compiling a database of addresses for each property and building. It shall also recommend changes of existing addresses when necessary to meet specifications established by this chapter. 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.

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 emergency service response (911). 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; Am. Ord. passed 2-10-94; Am. Ord passed 9-5-23)

§ 90.06 GENERAL PROVISIONS.

- (A) If any provisions are inconsistent with other county ordinances, the provisions of this chapter shall control.
- (B) Where notice is required pursuant to this chapter, 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 9-3-92; Am. Ord passed 9-5-23)

§ 90.07 PENALTY.

Any violation of §§ 90.10, 90.11, 90.12 or 90.23 are subject to the civil remedies as set forth in G.S. § 153A-123. Nothing herein contained shall prevent the county from taking any other lawful action to prevent or remedy any violation.

(Ord. passed 9-3-92; Am. Ord. passed 2-10-94; Am. Ord passed 9-5-23)

ADDRESSING**§ 90.10 NEW ADDRESS ASSIGNMENT.**

The owner, occupant, or person in charge of any building in need of an address shall apply to the Addressing Office, which shall assign an appropriate number or numbers using Frontage Units (one digit per 5.28 feet), with modifications as necessary for multiple-addressee situations.

(Ord. Passed 9-3-92; Am. Ord. passed 2-10-94; Am. Ord passed 9-5-23)) Penalty, see § 90.07

§ 90.11 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 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 of 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 § 90.11(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 § 90.05.

(B) The Address Coordinator shall have the authority to authorize and approve alternate methods of displaying address numbers which meet the intent of § 90.11 when strict adherence to these standards cannot reasonably be met. Penalty, see § 90.07

(Ord. passed 9-3-92; Am. Ord. passed 2-10-94; Am. Ord passed 9-5-23)

§ 90.12 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. If, after 60 days from the notification letter, the requirements have not been met, then a Notice of Violation shall be issued and sent by registered or certified mail. If the owner or occupant does not comply voluntarily with this subchapter within 30 days after delivery of the Notice of Violation, then 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 9-3-92; Am. Ord passed 2-10-94; Am. Ord. passed 7-19-21; Am. Ord passed 9-5-23)

ROAD NAMING

§ 90.20 PUBLIC HEARING REQUIRED FOR NAMING OR RENAMING 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.

Pursuant to G.S. §153A-239.1, the Board of Commissioners shall not name or rename a 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 a newspaper of general circulation published in the county.

(Ord. passed 9-3-92; Am. Ord. passed 7-19-21; Am. Ord. passed 9-5-23)

§ 90.21 ROAD NAMING PROCEDURES FOR PRIVATE ROADS.

- (A) For private roads which have no name on file with the Addressing Office, that office shall first determine if at least 65% of land owners adjacent to the road are in agreement for a particular name. In the event of such agreement and upon the recommendation of the Addressing Office, the County Board of Commissioners shall have the option of declaring the newly selected name to be the official road name after the public hearing described in this chapter.
- (B) For private roads which have no name on file with the Addressing Office, and where there is no agreement by at least 65% of adjacent land owners as to a particular name, the Addressing Office shall make a name recommendation to the County Board of Commissioners which will have the public hearing described herein and then determine the name.
- (C) Names may be initially assigned to new roads by recordation of an approved subdivision plat so long as the plat has been reviewed by the Addressing Office to verify that the chosen names are available, without following the other procedures of this Chapter.

(Ord. passed 9-3-92; Am. Ord. passed 7-19-21; Am. Ord. passed 9-5-23)

§ 90.22 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 three 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.
- (C) Citizens may request the Board of Commissioners to change the name of a road by following the procedures of 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 steps are taken:
 - (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 road name, and the signatures of at least 65% of those persons owning property adjacent to the road.
 - (3) The Address Coordinator shall cause the request to be advertised pursuant to G.S. § 153A-239.1.
 - (4) If the Board of County Commissioners approve the request, the petitioners shall be required, prior to installation, to pay the county for the cost of purchasing new signs and erecting them.
- (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; Am. Ord passed 9-5-23)

§ 90.23 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 § 90.07

§ 90.24 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 road in the county (or within a municipality), including a phonetic similarity. This shall prohibit road names that have only a different suffix from a pre-existing name, but shall not prohibit similar names being used in different municipalities.
- (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 that are similar to the name of an existing subdivision unless the road lies within that same subdivision.
- (E) Road names that are deemed by the Addressing Office in its sole discretion to be vulgar, derogatory, defamatory, or insulting. The judgment of the Addressing Office on this issue may be reviewed and altered by the Board of Commissioners in the actions taken to approve the road name.

(Ord. passed 9-3-92; Am. Ord passed 9-5-23)

§ 90.25 ROAD SIGNS.

- (A) All public roadways 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 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 approve an alternative specification.

(Ord. passed 9-3-92; Am. Ord. passed 9-5-23) Penalty, see § 90.07

§ 90.100 EFFECTIVE DATE AND REVISION OF ORIGINAL ORDINANCE

This revised ordinance revises and supplants the ordinance in Chapter 90 originally adopted September 3, 1992, and all subsequent amendments, and shall be effective on and after September 5, 2023.