

**ADDRESSING ORDINANCE
VANCE COUNTY, NORTH CAROLINA**

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ARTICLE I – GENERAL PROVISIONS

SECTION 101 – Title

This ordinance shall be known as the "Addressing and Road Naming Ordinance of Vance County, North Carolina," and may be referred to as the "Addressing Ordinance".

SECTION 102 – Purpose

The purpose of the this ordinance is to protect the safety and welfare of the general public through the orderly assignment of structure addresses to facilitate the location of and access to individual dwellings and businesses by emergency response personnel.

This ordinance shall establish a uniform system of road naming and re-naming along both public and private roadways to ensure road names are not phonetically or visually similar or duplicated. It also establishes a uniform system of addressing and numbering all houses and buildings while establishing a process for changing existing addresses and roadway names to improve emergency response to all parts of the County.

SECTION 103 – Authority

This ordinance is hereby adopted under the authority and provisions of General Statutes of North Carolina GS 153A-238 and 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 104 – Jurisdiction

The provisions and regulations provided by this Ordinance shall apply within the ordinance-making jurisdiction of Vance County. Enforcement of this Ordinance within a municipal jurisdiction shall require an intergovernmental agreement between said municipality and the County of Vance.

SECTION 105 – Application

It shall be unlawful for any person(s) without the written consent of Vance County to:

- A. Name or designate the name of any roadway subject to this Ordinance.
- B. Number or assign a number to any structure in violation of this Ordinance.
- C. Erect any roadway name sign, remove, deface, damage, or obscure any number or sign in the jurisdiction of this Ordinance.

SECTION 106 – Administration

The Vance County Board of Commissioners hereby assigns primary authority and responsibility for addressing of roadways as directed by the provisions of this ordinance to the Addressing Coordinator. In accordance with the general direction of the Vance County Commissioners, County Manager and County GIS Administrator, it shall be the duty of the Addressing Coordinator to prepare and maintain the address database for the entire County and to assign new addresses when a new building is built, or for any reason a number is required. It shall be the duty of the Addressing Coordinator from time to time, and upon request, to review roadway number assignments, resolve conflicts in address numbering, reassign numbers or propose any

changes which, in his/her opinion, are necessary for the public safety, welfare and mail delivery. This includes any authorized staff representative acting on the Coordinator's behalf, and hereby assigns primary responsibility for all activities necessary for the implementation, enforcement, interpretation and administration of this Ordinance to the Addressing Coordinator.

The County GIS Administrator shall maintain the database required for the implementation of the aforementioned maps. Requests or petitions for changing street names will be filed with the Addressing Coordinator who will then transmit such requests to the necessary departments for approval.

The Addressing Coordinator in addition to the other responsibilities set forth herein shall:

- A. Keep a record of the date, copy of the notation, and the address to which the new address was assigned.
- B. Ensure 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.
- C. Compile a database of fiscal addresses for each property or building in conjunction with the County Tax Department.
- D. Compile the Master Street Address Guide (MSAG) as required for the E911 Database.

Article II. Definitions

For the purposes of this Ordinance, certain terms of words used herein shall be defined as follows:

Addressing Coordinator -The employee of Vance County charged with the administration of this ordinance.

Building - Any structure having a roof supported by columns or by walls, and intended for shelter, housing or enclosure of persons, animals, chattels or equipment. For the purposes of this Ordinance, the term "building" may also include other man-made structures.

Driveway - A private way, beginning at the property line of a lot abutting a public road, private road, easement or private right-of-way, giving access from that public road, recorded easement, recorded private road or private right-of-way, and leading to a building or use of structure on that lot.

House Number - Number assigned to any house, residence, dwelling, business, warehouse, or other structure or property in a sequential manner.

Mailing Address – Designation assigned or used by the U.S. Postal Service for the purpose of delivery of the U.S. Mail. Mailing address may or may not be identical to property address.

Mobile Home - A portable manufactured housing unit designed for transportation on its own chassis and placement on a temporary or semi-permanent foundation having a measurement of 32 feet or more in length and 8 feet or more in width. As used in this Ordinance, mobile home also means a double-wide mobile home which is two or more portable manufactured housing units designed for transportation on their own chassis, which connect on site for placement on a temporary or semi-permanent foundation having a measurement of 32 feet or more in length and 8 feet or more in width.

Mobile Home Space - Any parcel of ground within a mobile home park designed for the exclusive use of one mobile home.

Mobile Home Park - Shall be the land leased or rented, being used or proposed to be used by mobile homes occupied for dwelling or sleeping purposes.

Multiple Housing Complex – Any structures built to include more than one dwelling unit under a single roof to include apartment buildings, condominiums, townhomes or any other similar construction.

Vance County Master Street Address Guide (MSAG) – A complete list for all Vance County roadways containing the names, addresses and emergency providers.

Private Mobile Home Park Road - Any street, roadway or driveway which serves two or more mobile homes for residential purposes, and which has not been dedicated to the public use.

Public Street – A street located on public right-of-way and which meets the total improvement requirements for a public street as set forth by the North Carolina Department of Transportation in its publication "Subdivision Roads – Minimum Construction Standards".

Private Street - A street not maintained by the North Carolina Department of Transportation which is not intended to become a public street but which shall be used for access to a particular site, group development or business.

Property Address - The assigned number and roadway name shall serve as the property address.

Roadway - Any road, street, drive, lane, cart way, tram way, 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.

State Road Number - The number assigned by the North Carolina Department of Transportation; also known as the SR number for secondary state maintained roads.

Street/Road Name - The official name of any roadway, designated by the Board of Commissioners or, in the case of public roads, by the North Carolina Department of Transportation.

Suffix - The identifier following a road name; avenue, boulevard, circle, court, drive, highway, lane, loop, parkway, place, point, road, run, square, street, terrace, trace, trail or way.

Travel Trailer - A vehicular portable structure less than 32 feet in length primarily designed as a temporary dwelling for travel, recreation or vacation uses.

Travel Trailer Park - A parcel of land designed and equipped to accommodate travel trailers.

Article III. Roadway Naming Procedures

SECTION 301. Names

The names of roadways currently in place and listed in the current Master Street Address Guide (MSAG) that are located within the jurisdiction of Vance County, shall be assigned/changed in accordance with 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 302. New Names

- A. No new roadways shall be named without review of the Addressing Coordinator. In the event a roadway name is denied, a written explanation as to why the name was denied will be provided.
- B. Any new name shall not be duplicative or be phonetically similar to any other name in the Vance County MSAG, including municipalities located within Vance County.
- C. Directional names cannot be part of any name (examples - WESTOVER RD or NORTHFIELD DR are not acceptable).
- D. Abbreviations in the name cannot be used except for the following; MT for Mount, ST for Saint.
- E. Name suffixes may not be used as part of a name (examples - DEER RUN DR or EAGLE WAY CT are not acceptable)
- F. Alternate spelling and homonyms (dear and deer) are not acceptable. Additionally, all names must use the common spelling as found in a standard dictionary.
- G. Names must not contain any punctuation or symbols. Only letters of the alphabet and blank spaces may be included in names.
- H. Names that are numbers must be expressed spelled out and not numeric (for example, Second Street is acceptable, not 2nd Street). State and federal highways numbered are not to be used as names.
- I. Roadways shall be required to be named when providing vehicular access to apartment complexes, mobile home parks, or two (2) or more parcels.

- J. Street names, not including the suffix, must be limited to a maximum of fifteen (15) characters.
- K. Only one name may be assigned along a continuous roadway. Where permanent breaks exist, a new name must be assigned to each segment. A permanent break may consist of but is not limited to a river, stream where continuous access is not available between the two (2) segments without using another street.
- L. The applicant for new roadway names shall be responsible for the sign costs as established by the County Fee Schedule. These fees, once paid, are non-refundable. Roadway signs shall be required at each intersection with another named roadway and shall be placed in accordance with the latest edition of the Manual of Uniform Traffic Control Devices for Streets and Highways.

SECTION 303. Application Process for New Roadway Names

The initial naming of new roadways shall be assigned upon the recordation of an approved subdivision plat in accordance with the Vance County Subdivision Ordinance. The following items shall be included on any map submitted for subdivision approval which creates a new roadway:

- A. The name proposed for each roadway identified on the map, and
- B. Completed Vance County Application for new road name

SECTION 304. Roadway Suffixes

The following name suffixes and their official abbreviations may be used in the naming of new roadways:

- AVE = Avenue - Any thoroughfare that is continuous and not limited to a single subdivision.
- BLVD = Boulevard - Roadway with a landscaped median dividing the roadway.
- CIR = Circle.
- CT = Court - Dead-end roadway or a roadway terminating in a cul-de-sac no longer than 600 feet.
- DR = Drive - For a curving, continuous thoroughfare.
- HWY = Highway - State, Interstate, or Federal Highway.
- LN = Lane - A minor roadway.
- LOOP = Loop - Roadway that loops around and terminated onto itself.
- PKWY = Parkway - Collector or arterial roadway with a raised median.
- PL = Place - Permanently dead-end roadway ending in a cul-de-sac, no longer than 660 feet.
- PT = Point - Roadway adjacent to a waterway.
- RD = Road - Any thoroughfare that is continuous and found mainly in the rural area of any county.
- RUN = Run - A straight roadway in an undeveloped area.
- SQ = Square - Central Square set up for centralized development.
- ST = Street - Any thoroughfare that is continuous and used mainly in city and town.
- TER = Terrace - Curvilinear roadway of less than a 1,000 feet.
- TRC = Trace - Small community roadway.
- TRL = Trail - Roadway serving as a collector for one or more local thoroughfares.

WAY = Way - A curvilinear roadway.

SECTION 305. Roadway Directionals

Roadway Directionals can be used with the approval of the Addressing Coordinator 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.

SECTION 306. Renaming Procedures and Requirements

- A. Property owners who want to have the name of a roadway changed shall submit a petition to the Addressing Coordinator. The petition shall comply with this ordinance and include the following:
 - 1. Existing roadway name.
 - 2. Proposed new name in accordance with this ordinance.
 - 3. Basis why the petitioner is requesting the change.
 - 4. List of all individuals owning property adjacent to the subject roadway or whose driveway abuts the subject roadway.
 - 5. Signatures from 75% of those individuals listed in item 4 above which must encompass 75% of the roadway frontage.

Upon receiving a completed petition, the Addressing Coordinator shall verify the information submitted in the petition and shall inform the County Manager of the pending petition and need for Board of Commissioners action pursuant to N.C.G.S. 153A 239.1 or its replacement, along with a recommendation of the petition.

- B. When renaming a roadway, the following should be taken into consideration:

1. The County may not change the name of any name given to a roadway by the Department of Transportation unless the Department of Transportation agrees to such changes.
2. Any number assigned to a roadway by Department of Transportation may not be changed, although a roadway name may be assigned in addition to its DOT Number.
3. Largest Impact - In most cases, the roadway 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.
4. Oldest Roadway - When renaming a roadway which conflicts with this Ordinance and between two roadways the impact will be equal, then the roadway that has been consistently signed for the longest period of time should retain the name.
5. Historical Significance - In some cases, the roadway with a name of historical significance should retain the disputed name.

SECTION 307. Notice of Roadway Name Assignment or Changes

Upon the assignment or re-assignment of any roadway name, the Addressing Coordinator shall give notice to all owners and occupants of the abutting property, to the local postmaster with jurisdiction over the roadway, to the Board of Transportation, and to any city within five miles of the roadway, and others as set forth in NCGS 153A-239.1(a). The Addressing Coordinator shall also provide notice to any utilities serving the area, and emergency services agencies serving Vance County.

SECTION 308. Installation of Roadway Signs

All road name sign blades shall be a minimum of six inch vertical dimension sign with a minimum of four inch letters. The “blades” shall be made of reflective green sheeting with the road name in reflective white letters on both sides. Developers of new major subdivisions as defined by the Vance County Subdivision Ordinance are permitted to propose and install a reflective blade with an alternative color as long as it contains white lettering and is approved by the Addressing Coordinator and the Vance County Planning Board.

It shall be unlawful for any person to establish or erect any road sign that does not comply with the standards set forth in this article and without receiving prior approval from the addressing coordinator. It shall be unlawful for any person to intentionally destroy, mar, or deface any county road name sign.

Article IV. Street Numbering and Address Assignment

SECTION 401.

The rules and guidelines in this section should be followed to facilitate the orderly assignment of addresses to properties. 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 address numbers - After a new roadway is approved, it must be assigned an address range and each individual property with a building, assigned numbers in accordance with the standards defined in this Ordinance. Addresses should not be assigned to structures that are simply accessory to another building or are insubstantial in nature.
- B. Street addressing process in Vance County, NC - Address block ranges will be assigned to roadways shown on approved preliminary plans. Individual physical addresses must be assigned to structures prior to approval of zoning permits as required by the Vance County Zoning Ordinance.

SECTION 402. Guidelines for Numbering and Renumbering Street Addresses

A. Assignment of Addresses for New Development

1. Address Ranges - All primary structures shall be assigned an address number that reflects the established addressing formula. No address range in Vance 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.
2. Addressing Interval – Primary structure addresses shall be assigned consecutively so that a new address is created ideally every 5.28 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 roadway that the structure fronts/faces at the approximate middle of the structure.
3. Even and odd numbering. Odd numbered addresses shall be assigned to the left in the direction of increase and even numbered addresses shall be assigned to the right in the direction of the increase.
4. Each unit within a multiple housing unit and mobile homes 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.
5. 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 roadway.
6. Addresses will be established as whole numbers and will not have fractions or decimals of a number.

7. Vacant properties shall, upon request, be assigned addresses during pre-development for location purposes only, but once zoning approval pursuant to the Vance County Zoning Ordinance occurs it may have to be readdressed based on the final layout or plan.

B. Renumbering/Readdressing a Roadway:

1. It shall be the duty of the Addressing Coordinator from time to time, and upon request, to review address numbers, identify conflicts in number assignment and make changes which, in their opinion, are necessary or as follows:
 - a. Due to conflicts with other addresses, or
 - b. Change in character or density of occupancy of any block, or
 - c. Lack of availability of additional numbers when the need arises, or
 - d. Addresses are determined to be out of sequence creating a potential public safety concern, or
 - e. In conjunction with the changing of a roadway name.
2. Upon the request of the Planning Director the Addressing Coordinator shall review the section of roadway or roadways requested by the Planning Director.
3. While undertaking any reviews, the Addressing Coordinator will take into consideration 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 roadway name reasonably could be perceived to jeopardize the public's health, safety, or general welfare by impeding timely emergency response, the Addressing Coordinator may make changes.
4. When renumbering/reassigning addresses along a roadway it shall be done in accordance with Section 402 A of this Ordinance.
5. The Addressing Coordinator shall provide notice to all affected property owners by certified mail, return receipt requested, to the current mailing address as listed with the Vance County Tax Office for the affected parcels of property. Each notice shall include:
 - a. The prior and new address assigned to the property.
 - b. Notice of right to appeal and appeal process.

SECTION 403. Posting of Street Address Numbers

The owner, occupant or agent of the primary structure shall place or cause to be placed and maintained upon each primary structure the numbers assigned under the addressing system as provided in this article. The following criteria must be used to properly display the number:

- A. The address numbers shall be placed on the primary structure within 30 days from the date of notification by the Addressing Coordinator after approval of such assignment as required by this Ordinance.

- B. The numbers shall be conspicuously placed immediately above, on, or at the side of the proper door of each primary structure addressed so that the number can be seen plainly from the roadway on which the address is based and shall be a minimum of four (4) inches in height. Whenever any primary structure is more than one hundred twenty (120) feet from the roadway which the address is based upon, and the number is not clearly discernible from the roadway right of way, or vision of the primary structure from the roadways is otherwise obscured, the number assigned shall be placed on a sign (minimum of six inches (6) x eighteen inches (18) attached near the walk, driveway or common entrance to such primary structure. It shall be affixed upon a gatepost, fence, post or other appropriate place so as to be easily discernible, and to clearly identify the entrance to a property. Alternatively, numbers can be posted on an individual US mailbox or US mailbox stand/post for the building if:
1. The US mailbox is distant and separate from any other US mailbox so as to eliminate confusion as to specific ownership, and;
 2. The US mailbox is located along the roadway on which the address is based, and is adjacent to the driveway or access to the primary structure, and;
 3. The address numbers are affixed to the US mailbox or US mailbox post/stand in such a manner as to be visible and readable from any and/or all directions from the roadway which it fronts, and;
 4. The address numbers on the US mailbox or US mailbox post/stand are no less than three (3) inches in height.

Numbers painted or stenciled on the curb shall not be a lawful substitute for the display of address numbers prescribed by this section.

- C. Numbers for multiple dwelling units and nonresidential buildings shall be at least six (6) inches in height and shall be placed on the primary structure so as to be easily and readily seen facing the roadway nearest the street in which the building is accessed.
- D. All numbers must be made of a durable, clearly visible material and must contrast with the color of the house, building, or other structure. Numbers must also be reflective for night time identification.
- E. Address numbers should be plain block numeric numbers and not in alpha print or any type of script writing.
- F. The Addressing Coordinator shall be authorized to approve alternate methods of displaying the address numbers on primary structures that meet the intent of this Ordinance.

SECTION 404. Notice of Final Address Change

After all rights to appeal a notice of address change pursuant to this ordinance have expired or been heard, the Addressing Coordinator shall give notice to the owners and occupants of all

affected addresses, the local Postal Service, to any major utilities serving the addressed area, to any emergency services agencies such as police, sheriff, fire departments and ambulance service with jurisdiction over the addressed area.

Article V. Violations and Enforcement

- A. Owners of real property upon which primary structures are 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, by the Addressing Coordinator, 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.
- B. No building permit shall be issued unless an official address number has been assigned for a lot.
- C. The certificate of occupancy for any structure erected, repaired or modified after the effective date of this Ordinance shall be withheld by the Planning and Development Department until the address is posted on the structure as outlined in this Ordinance.
- D. Any violation of the provisions of this Ordinance not specifically addressed in Article V. A., shall be guilty of a misdemeanor and shall be subject to a fine of not more than fifty dollars (\$50) or imprisonment of not more than thirty (30) days, as provided by North Carolina General Statutes 14-4C. Violations of this Ordinance may also be subject to further civil remedies as set forth in North Carolina General Statute 153A-123.

Article VI. Appeals

Appeals of proposed street renaming/renumbering, individual addressing number changes or denial of a street name request must be filed with the Address Coordinator, in writing, within thirty (30) days of written notification of required owner action. In the event of a denial by the Address Coordinator(s), individuals affected by proposed changes or denials may file appeal to the Vance County Board of Commissioners. This final appeal must be filed in writing within 30 days of the denial with the Address Coordinator(s) and will be placed on the next available Board of County Commissioner meeting agenda.

Article VII. Amendments

The provisions of this ordinance may from time to time be amended, supplemented, changed, modified, or repealed by the Board of Commissioners. The Vance County Board of Commissioners may also authorize a variance from these regulations when in its opinion the interests of the public would best be served by such variance.

Article VIII. Closing Provisions

Section 801. Severability

Should any section or provision of this Ordinance be declared by the courts to be unconstitutional or invalid, such decisions shall not affect the validity of the Ordinance as a whole, or any part thereof other than the part so declared to be unconstitutional or invalid.

Section 802. Conflict with Other Laws

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

Article IX. Effective Date and Adoption

This ordinance shall take effect and be in force from and after its adoption.

Duly adopted by the Board of County Commissioners, Vance County, North Carolina, this the 6th day of May, 2019.

Archie B. Taylor, Jr., Chairman
Vance County Board of Commissioners

Kelly H. Grissom
Clerk to the Board