

Upon motion of _____, and seconded by _____, the Surry County Board of Commissioners voted unanimously to approve The Road Addressing Ordinance introduced at the June 21, 2004 meeting.

ROAD ADDRESSING ORDINANCE SURRY COUNTY, NORTH CAROLINA

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ARTICLE I

Introductory Provisions

1.01 Purpose

The Purpose of the Surry County Road Addressing Ordinance is to protect the safety and welfare of the general public through the orderly assignment of addresses to facilitate the location of individual dwellings and businesses by emergency response personnel.

1.02 Enactment and Authority

There is hereby established and adopted a detailed, permanent, uniform, addressing system, pursuant to authority of Chapter 62A of the General Statutes of North Carolina. In addition, pursuant to authority provided in Chapter 153A, Article 12, General Statutes of North Carolina, empowers the County to name roads.

1.03 Short Title

This ordinance shall be known as the “Road Addressing Ordinance of Surry County, North Carolina”, and may be referred to as “Addressing Ordinance”, and the map referred to shall be identified by the title “Official Road Name and Structure Numbering Map, Surry County, North Carolina”, and may be known as the “Addressing Map”.

1.04 Territorial Jurisdiction

The Road Addressing Policies set forth in this ordinance shall be applicable for all of the unincorporated areas of the County.

1.05 Incorporated Areas

Any incorporated area within the county that is being provided radio/communications services by the County's Communications/E-911 Center, is requested to adhere to the Road Addressing Policies set forth in this ordinance, which may require the adoption of a compatible ordinance by its governing board.

ARTICLE II

Addressing Map

2.01 Official Road Name and Structure Numbering Map

The address-numbering map shall be entitled, "Official Road Name and Structure Numbering Map, Surry County, North Carolina". The effective date of said map shall be entered here June 21, 2004 upon completion of all of the aforementioned mapping, addressing, and data base development by ASI Landmark, Inc. Said map shall hereby be adopted as the Official Road Name and Structure Numbering Map of Surry County. All County addresses assigned shall be assigned in accordance with this map.

2.02 Maintenance and Storage

The Addressing map shall be kept on file in the Surry County Tax Department. This map may be maintained and updated in data processing storage systems.

ARTICLE III

3.01 Uniformity of the System

All roads that are officially designated on the Addressing Map whether public or private, shall be numbered uniformly and consecutively along the roadway centerline. Numbers shall be assigned along the entirety of all named thoroughfares.

3.02 Road Naming and Numbering Criteria

All roads, both public and private, shall be named, have road names signs installed, and all structures shall be numbered, if two or more addressable structures, including mobile homes, are located on and accessed by the road.

3.03 Numbering Method

A set of numbers consisting of a three, four, or five digit natural numbers called a structure number, shall be assigned at intervals of 21.12 feet along a roadway centerline. Ascending numbers moving away from the beginning point shall be assigned odd structure numbers on the left side of the road. Even numbers shall be assigned to structures on the right side of the road in a like manner.

3.04 Dead End Roads

All dead end roads and cul-de-sacs shall begin with ascending numbers at the open end, that being the end connecting to another road.

3.05 Numbers begin with 100, 200, 300, etc.

The first potentially assignable structure number (in the first 21.12 feet) on a given road shall be the number 100, 200, 300, etc., or the number currently assigned by a municipal numbering system.

ARTICLE IV

The Addressing System

4.01 Method of Assigning a Number

The Historic Court House, located in Dobson, North Carolina, serves as point of axis for the County's jurisdiction. Roads beginning within a municipality, and ending within the jurisdiction of the county, shall resume numbering where the municipality's numbers (if any) end. The address range shall increase to the nearest 100th number 200, 300, 400, etc., and shall be numbered uniformly and consecutively along the roadway centerline to the end of said road, or to the ending of said road that connects to another road.

Addressing shall start at the road, street, lane, etc., that is near the axis with odd numbers on the left side of the road, and even numbers on the right, ascending to the next intersection or end of road block range. There shall be a pair of numbers every 21.12 feet throughout the County, leaving room for future growth.

Where county boundaries adjoin on the same road, one set of numbers "running consecutively" shall be used. Addressing shall be coordinated between the counties to establish the addressing method used.

4.02 Corner Lots

Structures on corner lots shall be assigned a structure number from the road in which the main access to the structure is oriented. The number shall be assigned using the method in section 4.01 above.

4.03 Road Name of Address

The road name for an address shall be the name of the road from which the structure is numbered.

4.04 Requirements for Road Naming and Numbering

If development of a private road meets or exceeds the minimum structure regulations (section 3.02), said road shall be named and numbered and structures readdressed according to the requirements herein.

4.05 Duplex and Multi-Family Dwellings

One structure number shall be assigned to each structure whose units share a common roof. Each unit within the structure shall be assigned a unit designator. Unit designators shall include apartment numbers for apartments, and suite numbers for commercial buildings. The unit designator shall be a numeric or alphabetic character. Condominiums are addressed in the same manner as single residential dwellings.

4.06 Assigning of Unit Designators

Residential and commercial unit designators shall be as follows: ground level floor numbers: #102, #103, #104 . . . second floor numbers: #202, #203, #204 . . . etc. All floor levels are to follow this scheme. Underground floor designators shall follow this scheme. Underground floor designators shall follow the same scheme with the exception of having a “U” for a prefix, for example #U101, #U102 . . . etc. This section specifically applies to multi-family dwellings.

4.07 Mobile Homes

Manufactured housing or mobile homes shall be assigned individual street addresses according to the requirements herein, whether they are located on individual lots or in developed parks.

4.08 Recreational or Resort Communities

Resort communities or recreational developments that have established sites with telephone service including wireless shall be assigned individual street addresses in accordance with the requirements herein.

ARTICLE V

Posting Requirements for Structures

5.01 Time Constraints

Within 90 days after written notification of the assignment of or change of a structure number, the owner of said property shall post the assigned structure number in compliance with the requirements herein.

5.02 Number Specifications

All structure numbers shall be constructed of a durable material. The color shall contrast with the color scheme of the structure, and if mounted on glass, shall contrast with the background and be clearly visible.

The minimum number size for residential structures or units shall be four (4) inches in height. The minimum size for all other structure numbers shall be six (6) inches in height. In all cases, a number larger than the minimum size may be required where the minimum size does not provide adequate identification. A mailbox is used for the sole purpose of delivering mail. A mailbox or mailbox post shall not serve as the designated address marker.

5.03 Posting Locations

All structure numbers shall be easily identifiable without obstruction of view.

Any dwelling or business located at more than 100 feet from the roadway and/or not clearly visible shall be required to have numerical posting at both the entrance of the driveway and located in close proximity to the front door or entranceway of said structure.

A minimum of 5 feet in posting height shall be required for all addressable structures for identification, and shall be located in close proximity to the entranceway.

The post height of 3 feet above ground shall be required for all entrances or private drives that require numerical posting. A 4x4 wooden post will be suitable. All numerical posting shall be installed on the same side of the road that the entranceway to the property is located.

5.04 Maintenance of Structure Numbers

Following the posting of the assigned number as required herein, the property owner shall maintain the structure number at all times in compliance with the requirements of this Article. Structure numbers and unit designators, as viewed from the road, shall not be obstructed from view.

ARTICLE VI

Road Naming

6.01 Approval of Private Road Names

Pursuant to authority provided in Chapter 153A, Article 12, General Statutes of North Carolina, empowers the County to name all roads, Public or Private. The Tax Department Addressing Committee shall coordinate the naming of all streets within the incorporated areas of the county with existing ordinances of the municipality.

All road names, Public or Private, that have been officially approved by the Surry County Board of Commissioners shall remain for a minimum of not less than five years. After which time, all applications (if applicable) shall comply with this ordinance.

6.02 Deceptively Similar Names

The Surry County Tax Department shall maintain a database of existing road names, such that duplicate or “deceptively similar” road names are neither approved nor assigned.

6.03 New Road Names

A change to an existing road name or the name of a new road may be accomplished by application to the Tax Department on a form prescribed by the Addressing Committee in accordance with rules set forth by that Committee.

New road names that relate to the history, location, or scale of a project area, shall be given consideration. Road names must be no more than fourteen (14) letters maximum including spaces and excluding road name suffixes such as Trl, Way, Rd, Ln etc. The road-naming petition must be returned within thirty (30) days. The Tax Department Addressing Committee shall choose a road name for petitions that are not returned in the designated time frame.

6.04 Desirable Names

Road names that are pleasant sounding, appropriate, easy to read, and add pride to home ownership, shall be promoted.

6.05 Undesirable Names

The following kinds of names shall be avoided: numerical, alphabetical, similar in nature, person’s names and complicated names. The Tax Department Addressing Committee is hereby given authority to refuse to

accept any road name that in its opinion violates the spirit or the provisions of this article.

6.06 Suffixes

The following road name suffixes are allowed: Avenue (AVE), Boulevard (BLVD), Circle (CIR), Court (CT), Drive (DR), Highway (HWY), Lane (LN), Loop (LP), Parkway (PKWY), Place (PL), Road (RD), Street (ST), Trail (TRL), and Way.

Private roads shall be assigned the suffixes Trail, Lane, or Way. All other suffixes shall be reserved for public roads.

6.07 Road Segments

Each road shall bear the same name and uniform numbering along the entirety of the road. Segments of roads shall not be allowed to have different or separate names. The Tax Department Addressing Committee shall determine what constitutes a road or way, by reference to the Surry County Subdivision Ordinance, Surry County Zoning Ordinance, Manufactured Home and Manufactured Home Park Ordinance, Wireless Communication Ordinance, Surry County Mountain Ridge Ordinance, etc., and the Ordinance herein, where the provisions are higher and more restrictive than those imposed by any other applicable law or regulation, such higher or more restrictive provisions shall apply, as stated in section 11.01 of this Ordinance.

6.08 Offset Intersections and Split Routes

Split routes, also known as “dog-leg” off offset intersections, shall be treated as separate roads with different names and numbering to preserve the integrity and continuity of the numbering system.

6.09 Impasses

Impasses or sections of a road that are impassable shall be assigned different names and numbering to each portion of the road on either side of the impasse to preserve the integrity and continuity of the numbering system.

ARTICLE VII

Road Name Signs and Standards

7.01 Installation and Maintenance

All public and private road name signs required by the ordinance shall be installed and maintained by the Surry County Planning Department.

7.02 Sign Standards

Road name signs shall meet the following standards:

- (A) All road name sign blades shall be a minimum six-inch flat vertical dimension sign with a minimum of four inch engineer grade “C” font letters.
- (B) Road name signs or “blades” shall be made of a reflective green sheeting with the road name in reflective silver letters on both sides.

ARTICLE VIII

Administration

8.01 Ordinance Administrator and Responsibility

The Tax Department Addressing Committee shall be responsible for the administration of this ordinance, including but not limited to:

- (A) Developing general policies and procedures
- (B) Giving technical assistance
- (C) Preparing a progress report for The Surry County Board Commissioners
- (D) Maintaining addressing standards and assigning all numbers for addressable structures
- (E) Maintaining appropriate addressing records
- (F) Designating individual unit addresses within the multiple housing units in conformity with this ordinance
- (G) Approval of change of address schematic when needed to facilitate house number assignments along existing roads
- (H) Authorizing legal enforcement action as required by ordinance
- (I) Notification of citizens, governments, agencies and post offices, as required by law
- (J) Authorize to correct such clerical or administrative errors that may occur in keeping with the overall plan and intent of this ordinance and to approve alternate methods of displaying and /or assigning road addresses which meet the intent of this ordinance when strict adherence to these standards cannot be reasonably met.

8.02 Applications and Petitions

Shall be kept on file in the Surry County Tax Department.

8.03 Building Permits

No building permit shall be issued for any building or structure until the owner or developer has been issued a structure number with a corresponding road name from the Tax Department Addressing Technician.

8.04 Certificate of Occupancy

Final approval for a Certificate of Occupancy of any structure or building erected or repaired after the effective date of this ordinance shall be withheld until permanent and proper structure numbers have been posted in accordance with the requirements herein.

8.05 Fees

Fees and charges provided in the Surry County Road Addressing Ordinance for the filing of petitions, applications, the cost of hearings, variances, and maps shall be paid by the applicant under this ordinance at the time of application.

Applicants, developers, surveyors, etc., or the applicant's representatives, shall pay the cost of road name signage blades, post and caps, including bolts, and lock nuts, as stated within the County's Subdivision Ordinance, Manufactured Home and Manufactured Home Park Ordinance, etc.

8.06 Reason for Denial

If the Tax Administrator or the Tax Administrator's designee denies approval, the Tax Administrator shall provide a written statement of the reasons for non-approval of a particular action (petition, variance, application, etc.).

ARTICLE IX

Amendments

9.01 Public Notification Requirements

These regulations may be amended or revised from time to time by the Board of County Commissioners. The Board shall cause notice of public hearing which shall be advertised once a week for two (2) successive calendar weeks in a newspaper having general circulation in the area. The notice shall be published for the first time not less than ten (10) days or more than twenty-five (25) days before the appointed date of the hearing. In computing such period, the day of publication is not to be included but the day of the hearing shall be included.

9.02 Letter of Notification

Whenever there is a proposal for a change in the addressing system involving any portion of an address, the land owner of that parcel's address as shown on the County tax listing shall be mailed a notice of the proposed change in the addressing system. The notice shall be mailed by first class mail to the last address listed of the landowners according to the County tax abstracts.

9.03 Proposal of Amendment

A proposal of amendment shall include the following:

- (A) The applicant's name and address in full.
- (B) In the case of a text amendment, it shall set forth the new text to be added and the existing text to be deleted and any other text changes that will have to be made as a result of the effect on the remaining articles, sections, definitions, diagrams or attachments.
- (C) If the proposed amendment will change the Addressing Map, a copy of the Addressing Map shall be marked to indicate the impact of the proposed amendment to the existing map and shall be presented with the application for amendment.

All proposed amendments to the addressing ordinance shall be submitted to the Tax Administrator for review and recommendation. The Tax Administrator shall have forty-five (45) days to submit its report. If the

Tax Administrator fails to submit its report within the above period, it shall be deemed to have approved the proposed amendment.

A public hearing shall be held by the Board of County Commissioners before the adoption of any proposed amendments to the Addressing Ordinance. If the Board of County Commissioners denies any application for the change of a portion or matter of the Addressing Ordinance, it shall not thereafter accept any other application for the same change involving that portion or matter of the ordinance until the expiration of six (6) months from the date of such previous denial.

Before any action shall be taken concerning an amendment request, the party or parties proposing or recommending said amendment shall deposit the required fee with the Tax Department at the time the petition is filed to cover publication and other miscellaneous costs for said change. Under no condition shall said fee or any part thereof be refunded for failure of said amendment to be adopted. However, in the event an application is withdrawn prior to the time it is ordered advertised for hearing by the Tax Administrator, three-fourths (3/4) of the fee shall be refunded.

9.04 Protest of an Amendment

No protest against any change in, or amendment to, the Addressing Ordinance, regulations, proposals, or the addressing system, shall be valid or effective unless it is in the form of a written petition. The petition shall bear the names and signatures of the opposing property owners and shall affirm and state the nature of protest to the proposal. All petitions shall be submitted to the Tax Administrator, and shall be processed as stated in Article VIII, and Article IX of this ordinance.

ARTICLE X

Schedule of Fees

Shall be left open for future provisions

ARTICLE XI

Legal Status Provisions

It shall be unlawful for any person to use or display a different address or portion thereof except as provided by this ordinance or the "Official Road Name and Structure Numbering Map, Surry County, North Carolina".

It shall be unlawful for any person to name or designate the name of any private road, street, drive, easement, right-of-way, access area or any other thoroughfare, except as provided by this ordinance.

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 ordinance.

It shall be unlawful for any person to intentionally destroy, mar, or deface any county road name sign.

ARTICLE XII

Violations and Enforcement

10.01 Posting Structure Numbers

Violation of this ordinance is a misdemeanor as provided by N.C. General Statute 14-4 and may be punished as provided therein.

Civil penalties may be imposed in accordance with the following procedure:

- (A) Initial notification of violation, in writing by first class main return receipt, to last known address of the person to be notified.
- (B) If not corrected within ten days, a warning citation shall be issued.
- (C) If not corrected within seven days of issuance of a warning citation, a second citation including a fine of \$50.00 shall be issued.
- (D) Each day the violation continues shall constitute a separate violation of this ordinance.

10.02 Notification of Violation

Shall:

- (A) be issued by the Tax Administrator or its designee
- (B) be in writing, first class mail notice directed to the name and address of the owner of the property, and,
- (C) must set forth the action necessary for the offender to be in compliance with this ordinance.

10.03 Road Name Signs

Violation of Article XI of this ordinance shall be punishable by maximum fines of up to \$50.00 for each violation.

10.04 Legal Prosecution

Nothing herein contained shall prevent the County of Surry from taking other such lawful actions as is necessary to prevent or remedy any violation.

ARTICLE XIII

10.05 Variances

The Tax Department Addressing Committee will have the right to authorize and approve alternative methods of displaying addressing numbers which meet the intent of this ordinance when strict adherence to these standards cannot be reasonably met.

ARTICLE XIV

Definitions of Specific Terms or Words

For the purpose of this ordinance, certain terms or words used herein shall be interpreted as follows:

- Avenue (AVE) a major road that runs generally in an east/west direction.
- Boulevard (BLVD) an unusually wide street typically in residential areas; often with central, dividing median.

Circle	(CIR) a short road that begins at the returns to the same road.
Court	(CT) a dead end right of way often ending as a cul-de-sac.
Drive	(DR) a curving secondary road.
Highways	(HWY) a designated state or federal highway.
Interstate	(I-#) a thoroughfare of the highest order and federally designated as an Interstate.
Lane	(LN) a short private road that branches off of another road
Loop	(LP) a short road that starts and ends on the same street or road.
Ordinance Administrator	The Surry County Tax Administrator or such other County official as may be designated by the County Commissioners.
Parkway	(PKWY) a special scenic route or park drive.
Place	(PL) a cul-de-sac or permanent dead end road.
Private Road	Any road which is not maintained by a governmental entity or agency through the use of public funds. Road name suffixes for private roads include: Trail, Lane, and Way.
Public Road	Any road which is maintained by a governmental entity or agency through the use of public funds.
Radio/Communications Services	Includes any radio communications, transmissions, dispatching or future Enhanced 911 communications that may involve police, emergency, fire, or rescue operations, but are not limited to these aforesaid operations.
Road	(RD) a well-traveled secondary road often connecting with a U.S. or state primary highway.
Street	(ST) a major road that runs generally in a north/south direction.
Street Address	An unique identifier for each addressable structure within the County. The minimum adequate street address shall be defined as the assigned structure number and the officially adopted road name. Where required by this ordinance, the street address shall also include the assigned unit designator.
Structure	Any building, whether residential, commercial, industrial, or institutional in nature and use, under its own roof system.
Structure Number	The numerical portion of the street address, as assigned by the Addressing Technician or her designee, in accordance with the Official Road Name and Structure Numbering Map of Surry County, N.C.

Thoroughfare	A general all inclusive term for: roads-public or private, street, drive, easement, right-of-way, or any other word or words that means a way of access.
Trail	(Trl) A short private road that branches off another road.
Unit Designator	The portion of the street address used to distinguish individual units within the same structure.
Way	(Way) A short private road that branches off another road.

ARTICLE XV

Closing Provisions

11.01 Conflict with other Law Enactment and Authority

All other ordinances or parts of ordinances not specifically in conflict herewith are hereby continued in force and effect, but all such ordinances or parts of ordinances in conflict herewith are hereby repealed. Where the provisions of this ordinance are higher or more restrictive than those imposed by any other applicable law or regulation, such higher or more restrictive provisions shall apply.

11.02 Separability

Should any section, subsection, sentence, clause, phrase provision of this ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, such decision shall not affect the validity of the ordinance in its entirety or of any part thereof other than that so declared to be unconstitutional or invalid.

ARTICLE XVI

Effective Date

This ordinance shall take effect and be in force from and after its adoption. Duly adopted by the Board of County Commissioners, Surry County, North Carolina, this the 21 day of June, 2004 .

September 7, 2005

RE: Variance from Article VII (Sign Standards), Section 7.02.

The Rockford Historical District road name sign blades shall be a minimum eight-inch flat vertical dimension sign with a minimum of four inch engineer grade "C" font letters. The road name signs or "blades" shall be made of reflective brown sheeting with the road name in reflective white letters on both sides.