

CHAPTER 151: ROAD ADDRESSING

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GENERAL PROVISIONS

The purpose of this chapter 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.

(Ord. passed 6-21-2004)

§ 151.002 ENACTMENT AND AUTHORITY.

There is hereby established and adopted a detailed, permanent, uniform, addressing system, pursuant to authority of G.S. Ch. 62A. In addition, pursuant to authority provided in G.S. Ch. 153A, Art. 12, empowers the county to name roads.

(Ord. passed 6-21-2004)

§ 151.003 SHORT TITLE.

This chapter shall be known as the "Road Addressing Ordinance of Surry County, North Carolina", and may be referred to as the "Addressing Ordinance" or "this chapter", 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".

(Ord. passed 6-21-2004)

§ 151.004 TERRITORIAL JURISDICTION.

The road addressing policies set forth in this chapter shall be applicable for all of the unincorporated areas of the county.

(Ord. passed 6-21-2004)

§ 151.005 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 chapter, which may require the adoption of a compatible ordinance by its governing board.

(Ord. passed 6-21-2004)

§ 151.006 ADDRESSING MAP.

(A) 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 6-21-2004 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.

(B) 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.

(Ord. passed 6-21-2004)

§ 151.007 SCHEDULE OF FEES.

Any fees shall be as set by the county.

(Ord. passed 6-21-2004)

§ 151.008 LEGAL STATUS PROVISIONS; VIOLATIONS.

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

(B) 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 chapter.

(C) 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 chapter.

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

(Ord. passed 6-21-2004) Penalty, see § 151.999

§ 151.009 VARIANCE.

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 chapter when strict adherence to these standards cannot be reasonably met.

(Ord. passed 6-21-2004)

§ 151.010 DEFINITIONS OF SPECIFIC TERMS OR WORDS.

For the purpose of this chapter, 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 and 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. Includes any radio communications, transmissions, disservices patching 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. A 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 chapter, 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 his 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.

(Ord. passed 6-21-2004)

§ 151.011 CONFLICT WITH OTHER LAWS.

(A) 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.

(B) Where the provisions of this chapter are higher or more restrictive than those imposed by any other applicable law or regulation, such higher or more restrictive provisions shall apply.

(Ord. passed 6-21-2004)

§ 151.012 SEVERABILITY.

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

(Ord. passed 6-21-2004)

§ 151.013 EFFECTIVE DATE.

This chapter took effect and was in force from and after its adoption.

(Ord. passed 6-21-2004)

NUMBERING SYSTEM

§ 151.025 UNIFORMITY OF THE SYSTEM.

(A) All roads that are officially designated on the addressing map, whether public or private, shall be numbered uniformly and consecutively along the roadway centerline.

(B) Numbers shall be assigned along the entirety of all named thoroughfares.

(Ord. passed 6-21-2004)

§ 151.026 ROAD NAMING AND NUMBERING CRITERIA.

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

(B) Two structures sharing a driveway that are both clearly visible from the existing roadway are an exception and will not require a named road at the discretion of the Tax Department Addressing Committee. The second structure will be given the nearest consecutive number for that side of the road (for example 102 and 104 for even or 103 and 105 for odd).

(C) A road will not be named that already has one inhabited structure due to the addition of a structure, that will not be regularly inhabited or occupied which requires an address, (examples of such structures includes chicken houses, cell towers, farm buildings, outbuildings or any other similar structures).

(D) Any road, not designated by plat, shall be deleted and the road sign shall be removed if the Tax Department Addressing Committee determines there are no remaining addressable structures accessed by the road. Public roads meeting this criteria will only be deleted if they are no longer publicly maintained.

(Ord. passed 6-21-2004)

§ 151.027 NUMBERING METHOD.

(A) 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.

(B) 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.

(Ord. passed 6-21-2004)

§ 151.028 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.

(Ord. passed 6-21-2004)

§ 151.029 NUMBERS BEGIN WITH 100, 200, 300 AND THE LIKE.

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.

(Ord. passed 6-21-2004)

ADDRESSING SYSTEM

§ 151.040 METHOD OF ASSIGNING A NUMBER.

(A) 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.

(B) 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.

(C) 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.

(Ord. passed 6-21-2004)

§ 151.041 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 § 151.040 of this chapter.

(Ord. passed 6-21-2004)

§ 151.042 ROAD NAME OF ADDRESS.

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

(Ord. passed 6-21-2004)

§ 151.043 REQUIREMENTS FOR ROAD NAMING AND NUMBERING.

If development of a private road meets or exceeds the minimum structure regulations (§ 151.026 of this chapter), said road shall be named and numbered and structures readdressed according to the requirements herein.

(Ord. passed 6-21-2004)

§ 151.044 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.

(Ord. passed 6-21-2004)

§ 151.045 ASSIGNING OF UNIT DESIGNATORS.

(A) 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.

(B) This section specifically applies to multi-family dwellings.

(Ord. passed 6-21-2004)

§ 151.046 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.

(Ord. passed 6-21-2004)

§ 151.047 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.

(Ord. passed 6-21-2004)

POSTING REQUIREMENTS FOR STRUCTURES

§ 151.060 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.

(Ord. passed 6-21-2004)

§ 151.061 NUMBER SPECIFICATIONS.

(A) 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.

(B) (1) The minimum number size for residential structures or units shall be four inches in height. The minimum size for all other structure numbers shall be six inches in height.

(2) In all cases, a number larger than the minimum size may be required where the minimum size does not provide adequate identification.

(3) A mailbox is used for the sole purpose of delivering mail. A mailbox or mailbox post shall not serve as the designated address marker.

(Ord. passed 6-21-2004)

§ 151.062 POSTING LOCATIONS.

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

(B) 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.

(C) A minimum of five feet in posting height shall be required for all addressable structures for identification and shall be located in close proximity to the entranceway.

(D) The post height of three feet above ground shall be required for all entrances or private drives that require numerical posting. A four-by-four 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.

(Ord. passed 6-21-2004)

§ 151.063 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 subchapter. Structure numbers and unit designators, as viewed from the road, shall not be obstructed from view.

(Ord. passed 6-21-2004)

ROAD NAMING

§ 151.075 APPROVAL OF PRIVATE ROAD NAMES.

(A) Pursuant to authority provided in G.S. Ch. 153A, Art. 12, empowers the county to name all roads, public or private.

(B) 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.

(C) 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 chapter.

(Ord. passed 6-21-2004)

§ 151.076 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.

(Ord. passed 6-21-2004)

§ 151.077 NEW ROAD NAMES.

(A) 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 Tax Department Addressing Committee in accordance with rules set forth by that Committee.

(B) 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 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 30 days. The Tax Department Addressing Committee shall choose a road name for petitions that are not returned in the designated time frame.

(Ord. passed 6-21-2004)

§ 151.078 DESIRABLE NAMES.

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

(Ord. passed 6-21-2004)

§ 151.079 UNDESIRABLE NAMES.

(A) The following kinds of names shall be avoided: numerical, alphabetical, similar in nature and complicated names.

(B) 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 subchapter.

(Ord. passed 6-21-2004)

§ 151.080 SUFFIXES.

(A) 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.

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

(Ord. passed 6-21-2004)

§ 151.081 ROAD SEGMENTS.

(A) 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.

(B) The Tax Department Addressing Committee shall determine what constitutes a road or way, by reference to Chs. 152, 153 and 154 of this code of ordinances and this chapter, 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 § 151.008(A) of this chapter.

(Ord. passed 6-21-2004)

§ 151.082 OFFSET INTERSECTIONS AND SPLIT ROUTES.

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

(Ord. passed 6-21-2004)

§ 151.083 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.

(Ord. passed 6-21-2004)

ROAD NAME SIGNS AND STANDARDS

§ 151.095 INSTALLATION AND MAINTENANCE.

All public and private road name signs required by this chapter shall be installed and maintained by the Surry County Public Works Department.

(Ord. passed 6-21-2004)

§ 151.096 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.

(Ord. passed 6-21-2004)

ADMINISTRATION

§ 151.110 ORDINANCE ADMINISTRATOR AND RESPONSIBILITIES.

The Tax Department Addressing Committee shall be responsible for the administration of this chapter, 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 chapter;
- (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; and
- (J) Authorize to correct such clerical or administrative errors that may occur in keeping with the overall plan and intent of this chapter and to approve alternate methods of displaying and/or assigning road addresses which meet the intent of this chapter when strict adherence to these standards cannot be reasonably met.

(Ord. passed 6-21-2004)

§ 151.111 APPLICATIONS AND PETITIONS.

Applications and petitions shall be kept on file in the Surry County Tax Department. Address applications will only be processed if the landowner on the address application is the same landowner as reflected on the current recorded deed in the Surry County Register of Deeds. Address applications may only be signed by the current landowner or their contractor.

(Ord. passed 6-21-2004)

§ 151.112 BUILDING PERMITS.

A building permit shall be issued using the current tax parcel number. The final valid address will only be assigned by the Land Records/Addressing Technician in the Surry County Tax Department at the time that the certificate of occupancy is issued.

(Ord. passed 6-21-2004)

§ 151.113 CERTIFICATE OF OCCUPANCY.

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

(Ord. passed 6-21-2004)

§ 151.114 FEES.

(A) Fees and charges provided herein for the filing of petitions, applications, the cost of hearings, variances and maps shall be paid by the applicant under this chapter at the time of application.

(B) 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 Ch. 155 of this code of ordinances.

(Ord. passed 6-21-2004)

§ 151.115 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.).

(Ord. passed 6-21-2004)

AMENDMENTS

§ 151.130 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 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 days or more than 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.

(Ord. passed 6-21-2004)

§ 151.131 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.

(Ord. passed 6-21-2004)

§ 151.132 PROPOSAL OF AMENDMENT.

(A) A proposal of amendment shall include the following:

(1) The applicant's name and address in full;

(2) 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; and

(3) 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.

(B) All proposed amendments to this chapter shall be submitted to the Tax Administrator for review and recommendation. The Tax Administrator shall have 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.

(C) A public hearing shall be held by the Board of County Commissioners before the adoption of any proposed amendments to this chapter. If the Board of County Commissioners denies any application for the change of a portion or matter of this chapter, 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 months from the date of such previous denial.

(D) 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 of the fee shall be refunded.

(Ord. passed 6-21-2004)

§ 151.133 PROTEST OF AN AMENDMENT.

No protest against any change in, or amendment to, this chapter, 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 §§ 151.110 through 151.115 of this chapter.

(Ord. passed 6-21-2004)

§ 151.999 PENALTY.

(A) (1) Violation of this chapter is a misdemeanor as provided by G.S. § 14-4 and may be punished as provided therein.

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

(a) Initial notification of violation, in writing by first class mail 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 shall be issued; and

(d) Each day the violation continues shall constitute a separate violation of this chapter.

(B) Notification of violation shall:

(1) Be issued by the Tax Administrator or his or her designee;

(2) Be in writing, first class mail notice directed to the name and address of the owner of the property; and

(3) Must set forth the action necessary for the offender to be in compliance with this chapter.

(C) Violation of § 151.008 of this chapter shall be punishable by maximum fines of up to \$50 for each violation.

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

(Ord. passed 6-21-2004)