

## Greene County Addressing Ordinance

WHEREAS, the Board of Commissioners for the County of Greene recognizes the benefit of a Road Naming Program and establishing a consistent and coherent addresses within the County, and

WHEREAS, the naming of roads outside of municipal limits in the County of Greene and the numbering of residential, commercial and industrial structures, and accessory buildings thereto, is essential for the operation of the enhanced 911 dispatch system in the County of Greene; and

WHEREAS, the Board of County Commissioners enacted the Greene County Road Name and Addressing Ordinance, also referred as the **Road Name Ordinance**, on May 6, 1996.

NOW, THEREFORE BE IT ORDAINED by the Board of Commissioners of the County of Greene, as follows:

### SECTION I. IN GENERAL

- A. **Title**. The name of this Ordinance is the **Greene County Addressing Ordinance** and may be cited as *An Ordinance for Procedure for Numbering of All Houses, Mobile Homes, Commercial and Industrial Buildings* and includes the future naming or renaming of roads as related for addressing purposes (hereinafter referred to as the "Ordinance").
- B. **Authority**. This Ordinance is hereby adopted under the authority and provisions of G.S. §§ 153A-121 and 153A-123 and 153A-238 and 153A-239.1(a) and 147-54.7, and the police powers of the County to protect the health, safety and welfare of its citizens.
- C. **Jurisdictional Coverage**. All public and private roads in the unincorporated portions of the County are included within the jurisdiction of this Ordinance, unless the municipalities within the County elect to be covered by the Ordinance. Every addressable structure within the unincorporated area in the county shall be included within the jurisdiction of this Ordinance.
- D. **Purpose and Intent**. The purpose and intent of this Ordinance is to hereby establish a uniform system and procedure of addressing and numbering all houses and buildings within the jurisdiction of the County and to establish a process for changing existing addresses, streets, and road names so that street, road, and highway names are not duplicated in the County. This Ordinance provides a method to correct inaccurate addresses, ensure that road name identification signs are placed at all road intersections, establish a procedure for reviewing road names and provide an enforcement mechanism to ensure compliance with the uniform system of addressing and numbering. This Ordinance is necessary to facilitate the provision of adequate public safety and emergency services and to minimize the difficulty in locating properties and buildings for postal delivery, public service agencies and the general public.
- E. **Definitions**. The following words, terms, and phrases, when used in this section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:
  1. **Address Administrator or Administrator**. The official designated by the County Manager to administer this Ordinance, including his/her authorized representatives.
  2. **Addressable Structure**. Any structure requiring the installation of a dedicated, permanent electrical meter or that serves as a utility route management location.

3. **Driveway**. A private way beginning at the property line of a lot abutting a public road, private road, easement, or private right-of-way that will give access from public road, recorded easement, recorded private road or private right-of-way, and serves not more than two habitable structures.
4. **Habitable Structure**. Any structure the meets the minimum housing standards. Standards include but are not limited to the current North Carolina State Building Codes, National Electrical Code, and applicable ADA codes.
5. **Public/Private Road**. Any road, street, highway, thoroughfare, or other way of passage that has been dedicated for ingress and/or egress that serves three or more habitable structures.
6. **Subdivision Road**. Any dedicated public right-of-way for vehicular traffic, or a private road, either of which were established pursuant to the Greene County subdivision regulations.

## **SECTION II. ADDRESS ADMINISTRATOR RESPONSIBILITIES**

- A. **Responsibilities**. The Address Administrator shall be responsible for the administration of this Ordinance, including, but not limited to:
  1. Maintaining a system and assigning all numbers for addressable structures; and
  2. Approval of change of existing addresses when necessary to facilitate sequential house number assignments along existing roads; and
  3. Establishment of interdepartmental infrastructure to insure continued operation of addressing system to meet the spirit and the intent of this Ordinance; and
  4. Notification to appropriate citizens, governments, agencies, and post offices as required by law.
- B. **Clerical or Administrative Errors**. The Address Administrator is authorized to correct such clerical or administrative errors that may from time to time occur in keeping with the overall plan and the intent of this Ordinance and to approve alternate methods of displaying house numbers which meet the intent of this Ordinance when strict adherence to these standards cannot be reasonably met.
- C. That, pursuant to G.S. 153A-239.1, after naming or renaming a road or assigning or reassigning street numbers on a road the County shall cause notice of its action to be given to the local postmaster with jurisdiction over the road, to the Board of Transportation, and to any city within five miles of the road.

## **SECTION III. ROAD NAMING**

Roads located within the unincorporated areas of Greene County, whether public and private, shall not be named or renamed by any method except those found in the Greene County Road Name Ordinance, adopted May 6, 1996.

All existing, proposed, or constructed public or private roads or driveways that provides access to three (3) or more habitable structures that use the road for access from the main road shall have a street name and address range assigned.

The naming of these roads that have met the requirements will be named by following the guidelines of Greene County Road Naming Ordinance, except as follows:

**The Address Administrator will have the authority to assign road names to private roads for addressing purposes only when a drive or road meets the standards outlined above in this section and does not fall under the definition of a subdivision road.**

#### **SECTION IV. ADDRESSING**

- A. **Use of assigned number required.** No person may display or cause to be displayed on any house, building, or box any number other than the number assigned by the Address Administrator.
- B. **Removal, obliteration, and destruction prohibited.** No person may remove, obliterate, or destroy any number displayed in accordance with this Ordinance.
- C. **Road Address Number Assignment.** The administrator shall assign house and building road address numbers in accordance with a system that adheres as closely as possible to the principles set forth in this section.
- D. **Methodology.** The methodology used to determine the assignment of house and building address numbers shall be:
  - 1. Addresses shall be assigned at **5.28** feet intervals along the length of the road. The intent of this practice is to ensure there are available addresses between addressable structures that can be assigned at a later date; and
  - 2. The range of addresses shall begin with the lowest number in the range being closest to the road of origin with the numbers increasing as the distance from the road of origin increases. Future range of addresses on any new roads created shall begin with 10 and increase with direction of road. The direction of roads shall be determined by using a point of origin being the Greene County Court House. Address numbers will increase as the road travels further from the point of origin.
  - 3. The addresses will be numbered from the beginning point of the road, assign addresses as odd numbers to the left and even numbers to the right, based upon the driveway. Address numbers shall be whole integers. Fractions or decimal numbers will not be used. In any case that requires multiple use of one number, letters will be added, i.e. 101A, 101B.
- E. **Apartment and Condominium Complexes**
  - 1. The Address Administrator shall assign apartment complexes a number to each building. Numbers are then assigned to individual apartments.
  - 2. Streets within the complex shall be named.
- F. **Display of Road Address Numbers.** Once assigned, road address numbers must be clearly displayed so the location can be easily identified from the road the property is addressed from.
  - 1. The official address number must be displayed on the front of the addressable structure or at the entrance to the addressable structure which ever is most visible from the road. All numerical identifications must be easily identifiable without obstruction of view.
  - 2. If your structure is 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 or driveway

and located in close proximity to the front door or entranceway. A post height of three (3) feet will be required for all entrances or private drives that requires numerical posting. A mailbox will be suitable as long as it is placed at the entranceway to the property and have numbers meeting the requirements of this ordinance.

3. The minimum number size for residential structures or units shall be three (3) 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.
  4. All structure numbers shall be constructed of a **durable reflective 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.
  5. **Applicability to Existing Structures;** owners or occupants of buildings already constructed will be required to comply with this ordinance within **ninety (90)** days of approval by the Greene County Board of Commissioners.
- G. **Address Corrections**. The Address Administrator is authorized to correct any errors in a numeric address or street range. This includes:
1. Addresses that are out of sequence with other addresses on the same road; and
  2. Addresses that are not inside the range of values assigned to the street of origin; and
  3. Address ranges assigned to street segments that are not sequential or are out of sequence with preceding or succeeding segments of the same street; and
  4. Area where no addresses were left for vacant lot(s); and
  5. Street name change approved by Greene County Board of Commissioners; and
  6. Person unknowingly displaying the wrong address; and
  7. Change from rural route and box number to urban street address number.

The Address Administrator shall provide written notice to the owner of the property in violation of this Ordinance which shall include the reason for the error, the new numeric address and that the address change will be effective thirty (30) days from receipt of the notice. A resident who does not display the new address after the effective date shall be in violation of this Ordinance.

## **SECTION V. PROCEDURES AND REQUIREMENTS FOR NEW ADDRESS**

- A. Any person needing a new address assigned to a lot is required to complete the the County **Address Request Application**. This application can be acquired at the Greene County GIS/Addressing Office. Application must be made in person to ensure correct location of address.
- B. **Requirements**
  1. A copy of the recorded deed **must** accompany the Address Request Application.
  2. All splits of land **must** have a recorded Parcel ID Number.
  3. Applicants **must** indicate where the structure is going to be located by placing markers on the lot.
  4. Applicant **must** also indicate which road the structure will face.
  5. Applicant **must** also indicate location of driveway that connects to road.
  6. Subdivisions may take up to 3 weeks or longer depending on the complexity of it.

## **SECTION VI. PUBLIC HEARING AND NOTICE REQUIRED**

- A. **Adoption of Ordinance.** Prior to adopting an Ordinance to establish a procedure to assign or reassign street numbers on a road, the Greene County Board of Commissioners shall provide notice and hold a public hearing in accordance with G.S. 153A-239.1(a).

## SECTION VII. VIOLATIONS

- A. Upon discovery of a condition in violation of this Ordinance, the **Emergency Management Director** shall provide a written notice and description of the violation to the owner or occupant specifying that, the condition must be brought to compliance of this Ordinance within thirty (30) days.
- B. If the owner or occupant fails to bring the condition described in the notice to compliance of this Ordinance within thirty (30) days of receiving written notice of violation, the owner, occupant, or other responsible entity or party shall be in violation of this Ordinance.
- C. Means of notice deemed sufficient and proper include but are not limited to registered or certified mail sent to the last known address of an owner or occupant as ascertained from Greene County tax records, posting on the front door of an addressable structure, or hand-delivery to an occupant of legal age found at the addressable structure.
- D. Written notice of violation and citations pursuant to this section shall be deemed delivered and properly served upon depositing said notice and/or citation into a receptacle of the United States Postal Service, posting on the front door of the offending addressable structure, or hand-delivery to an occupant of legal age found at the offending addressable structure.

## SECTION VIII. ENFORCEMENT

- A. If an owner, occupant, or other responsible party or entity does not bring the violating condition or conditions into compliance with this Ordinance after proper written notice (Section VII.A) and thirty (**30**) days from delivery (as defined in Section VII.D) have elapsed, the County Attorney may enforce this Ordinance by any one or more of the remedies in law or in equity authorized by G.S. § 153A-123.
- B. **No Certificate of Occupancy** shall be issued by the Greene County Inspection Department until a road address number has been issued by the Addressing Administrator and the road address number is properly displayed.

## SECTION IX. PENALTIES

- A. After the effective date of this Ordinance, any person, firm, or agent thereof who intentionally, purposely, or knowingly violates or causes violation of any provision of this Ordinance shall be guilty of a Class 3 misdemeanor pursuant to G.S. § 14-4(a), upon conviction of which, the maximum penalty by law may be imposed.
- B. In addition to criminal penalties provided by G.S. §§ 153A-123, 14-4, violation of any provision of this Ordinance shall also subject the owner or occupant to a civil penalty in the amount of fifty dollars (**\$50.00**) for each violation, to be recovered by the County in a civil action in the nature of a debt. Each day's continuing violation is a separate and distinct offense.

- C. Where a person, firm, corporation, or other entity is found guilty of removing, destroying, and/or defacing a road sign, the person, firm, corporation, or other entity shall reimburse the County of Greene for all replacement costs associated with replacing said road sign(s).

#### **SECTION X. APPEALS**

The provisions of this Ordinance shall be held to be minimum requirements adopted for the promotion of the public health, safety, and general welfare. Wherever the requirements of this Ordinance vary from the requirements any other adopted County, State, or Federal regulations, the most restrictive or that imposing the highest standard shall govern.

#### **SECTION XI. PREVIOUS ORDINANCES NULL AND VOID**

This Ordinance shall supersede and replace all Greene County Addressing Ordinances or portions thereof previously adopted.

#### **SECTION XII. AMENDMENT**

- A. The Greene County Board of Commissioners may from time-to-time amend the terms of this Ordinance.
- B. No amendment shall be adopted by the Greene County Board of Commissioners until it has held a public hearing on the amendment. Notice of the public hearing shall be published in a newspaper of general circulation in Greene County at least once a week for two (2) consecutive weeks prior to the hearing. The first publication shall not be less than ten (10) days nor more than twenty-five (25) days before the date of the hearing.

#### **SECTION XIII. SEPARABILITY**

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

#### **SECTION XIV. EFFECTIVE DATE**

This Ordinance shall be effective on the 18th day of August, 2014.