

# ADDRESSING ORDINANCE

An ordinance to establish a uniform street naming and property numbering system for Union County; and to provide methods for implementing said system and for the enforcement thereof.

Be it ordained by Union County Council

## Section 1- Findings

The Union County Council has determined the need for a uniform system of addressing and road naming.

## Section 2- Preamble

There is hereby established a uniform system for street naming and for numbering property and structures on all roads, streets and public ways in Union County. All structures shall be numbered in accordance with the provisions set forth herein. The regulations set forth herein shall apply only to those roads both public and private, which are or will be located within Union County.

## Section 3- Road Names and Addresses

The purpose of this ordinance is to provide a system of unique road names and addresses which is essential to the successful implementation of the E-911 Emergency Services System and is, therefore, essential to the efficient and effective provision of such services as police, fire and emergency medical services. The E-911 Coordinator shall develop and maintain a uniform system of road naming and addressing and maintain the addressing database and road inventory.

## Section 4- Duplication of Road Names

New or existing road names will not be allowed if they duplicate county roads or municipal streets within or outside zip code areas.

## Section 5- Uniform Numbering System

All numbers will begin with 100 with even numbers on the right and odd numbers on the left. A number will be assigned for every forty (40) feet of frontage along the street or road. All numbers will be assigned by the E-911 Coordinator. All numbers shall be block letters not less than four (4) inches in height.

## Section 6- Placement of Numbers

- A. All numbers shall be conspicuously placed immediately above, on or beside the appropriate door so that the number is clearly visible from the street. In cases where the building is situated more than fifty (50) feet from the street or road the building number shall be placed near the walk or driveway of common entrance to the building or mailbox post if the mailbox is on the same side as the building. If the mailbox is on the opposite side of the street, a post shall be placed on the side the number is assigned to display the number so as to be clearly visible from the street or road from each direction.
- B. The owner, occupant or agent of each building or house or other structure assigned a number under the uniform numbering system provided in this ordinance shall place or cause to be placed said number on the house, building or other structure within thirty (30) days after receiving notification of the proper number assignment.
- C. Cost and installation of the number shall be paid for by the property owner or occupant. All numbers shall be made of durable clearly visible material and shall contrast with the color of the house, building or other structure.
- D. It shall be unlawful for any person to alter, deface or take down a number placed on any property in accordance with this ordinance except for repair or replacement of such number. If the number has to be removed for the purpose of repair or remodeling, the number shall be displayed in a temporary place until the construction is complete and placed in the proper location.

Section 7- New Roads and Subdivisions

- A. Each new subdivision plat shall be submitted to the E-911 Coordinator for approval. The plat will include street names which will be reviewed by the E-911 Coordinator to eliminate any duplication of road or street names.
- B. Each new road or street name shall be approved by the E-911 Coordinator.
- C. Private roads or private driveways will be named and numbered if they provide access to two or more residences.
- D. This ordinance shall apply to all future development.
- E. No building permit shall be issued until the correct number is assigned to the structure.
- F. Written notification of the proper address of each structure shall be given to the owner, occupant or agent.

Section 8- Mobile Home Parks

All mobile home parks shall be named and a street sign will mark the entrance to the park. Each lot in the mobile home park shall be numbered in numerical order with even numbers on the right and odd numbers on the left. All numbers will be approved by the E-911 Coordinator. Each mobile home park will have one address. The address shall be posted at the entrance to the park and each lot number shall be posted.

Section 9- Malls and Shopping Centers

Each mall or shopping center will have one number assigned to the mall or shopping center. Each business will be designated a suite and have a letter starting with the letter A and be lettered from left to right facing the mall or shopping center.

Section 10- Apartment Complexes

Each apartment complex shall have one address. Each building in the complex shall be lettered and each apartment in the building shall have a number.

Section 11- Penalties

Any person who violates any of the provisions of this ordinance shall be guilty of a misdemeanor and shall be subject to a fine not exceeding two hundred (\$200.00) dollars or to imprisonment for a term not exceeding thirty (30) days. Each day, which such violation continues; shall constitute a separate offense.

Section 12- Effective Date

This ordinance shall take effect upon the date of its adoption.

**Adopted this 9<sup>th</sup> day of April, 1991.**

Union County Council  
M. Dale Robinson, Chairman  
John E. Farr, Vice-Chairman  
Charles E. Kendrick, District 1  
Dora T. Martin, District 2  
Steven E. Ramsey, District 3  
Roger D. Wade, District 5  
States E. Gregory, District 6

Attest:  
Linda G. Jolly  
Clerk to Council

First Reading 1/9/91  
Second Reading 2/12/91  
Third Reading 4/9/91