

AN ORDINANCE ESTABLISHING POLICIES AND PROCEDURES FOR ADDRESSING ALL PUBLIC AND PRIVATE ROADS IN THE COUNTY

SECTION 1. INTRODUCTION & PURPOSE

Under the provisions of North Carolina General Statute 153A-240, Montgomery County may by ordinance name and assign or reassign street numbers on any public or private road located within the county and not within a city.

In accordance with this statutory authority, the Montgomery County Board of Commissioners desires to provide a uniform system of road addresses for all properties and buildings located within county governmental jurisdiction in order to facilitate the provision of adequate public safety and emergency response services and to minimize difficulty in locating properties and buildings for postal delivery, public service agencies, and the general public.

This ordinance shall establish the procedures for addressing all existing roads and structures and for maintaining a system to provide addresses for newly constructed properties and roads, road sign maintenance, and displaying assigned numbers. In order to provide continuity with established Montgomery County road naming procedures, the Board of County Commissioners hereby delegates the responsibility for official adoption of street addresses and the conduct of required public hearings to the Montgomery County 911 Addressing Department.

SECTION 2. DEFINITIONS

- A. **Public Road:** A road open to public travel and maintained by the NC Department of Transportation as part of the State maintenance system.
- B. **Private Road:** Roads open to public travel serving three or more residents or addressable structures in separate ownership. A private road may not be part of the State maintenance system.
- C. **Addressable Structure:** A structure having a roof supported by columns or walls for the shelter, support, or enclosure of persons or equipment contained as part of commercial business operation. For the purpose of this addressing ordinance the term "addressable structure" may also include other man-made facilities in keeping with the intent of the ordinance.
- D. **Address Number:** Street number, house number, building number or other similar designation assigned to any given location.
- E. **Master Street Address Guide:** MSAG is a database in which all assigned numbers and road name information is stored.

SECTION 3. ADMINISTRATION & APPLICATION

The Montgomery County 911 Addressing Department shall be responsible for the administration of this ordinance, including, but not limited to:

- A. Maintaining system, assigning all numbers for addressable structures;
- B. Maintaining appropriate address records;
- C. Approval of change of address when necessary to facilitate house number assignments along existing roads;
- D. Authorize legal enforcement action as required by ordinance;
- E. Responsible for the appropriate notification of citizens, governments, agencies, and post offices, as required by law;
- F. Responsible for the maintenance of the road signs outside the city limits;
- G. Approve alternate methods of displaying house numbers, which meet the intent of this ordinance when strict adherence to these standards cannot be reasonably met.

SECTION 4. LEGAL PROCEDURE FOR ESTABLISHMENT OF ADDRESSES

- A. Pursuant to G.S. 152A-240 and special legislation references as House Bill 63, no street numbers shall be changed or assigned until the Montgomery County Addressing Department has held public hearing on the matter. At least ten (10) days before the end of the hearing, the 911 Addressing Coordinator shall cause notice of the time, place, and address ranges to be considered at the hearing to be posted at the County Courthouse and in at least two public places in the townships or townships where the address is to be assigned and shall publish a notice of such hearing in at least one newspaper of general circulation. The Coordinator shall also cause notice of such action to be given the local postmaster with jurisdiction over the road, the Department of Transportation when required, and to any city within five (5) miles of the road. Each resident shall also be notified by the county of the new address.
- B. New property addresses shall be established and issued at the time of application for a building permit through the county central permit offices. No certificate of compliance shall be issued until the address number is properly displayed in accordance with this ordinance.

SECTION 5. COUNTY ADDRESS PROCEDURES

To facilitate continued uniformity in the county addressing system, the following system shall be used:

- A. Each and every addressable structure shall be assigned a physical address.
- B. The north, south dividing axis for the county shall be NC Hwy 134 N and SR 1005 Pekin Rd south. The east, west axis shall be NC Hwy 24/27.
- C. The addressing is based on a 12.5' scheme using a Distance Measuring Instrument from the beginning of a road to the end. The odd numbers being on the left and the even numbers on the right.

- D. All ranges shall begin with 100 and the range will change to the next hundred range if it intersects with another recognized roadway.
- E. Where the road begins in a town and moves into the county the numbers previously assigned by the town shall be used as a guide point.
- F. Any structure requiring a number shall be assigned the number, which is perpendicular to the front entrance. The "front entrance" is defined as the private drive leading to the structure. If the structure does not have a front drive, the front entrance is the front accessory to the structure.
- G. If a private drive exists with 3 or more structures on it shall be given the option to name the private road and shall be assigned numbers off the private drive.
- H. Any person applying for a building permit or other permit for improvement of or on a lot or parcel of land must first obtain an address number for each lot or parcel of land and the assigned address shall appear on all applications and documentation relating to such improvement.

SECTION 6. ROAD SIGN MAINTENANCE

- A. Montgomery County 911 Addressing Department shall be responsible for the maintenance of the road signs outside the city municipal limits. When a loss of a sign or damage is reported, Montgomery County shall provide the necessary repairs and replacement for road signs. Personnel will make periodic checks of intersection signs for damage or removal.
- B. Signs within town limits will be maintained by the towns.
- C. Where two private roads intersect, i.e. subdivisions, it is the responsibility of the property developer to initially erect the post and sign.

SECTION 7. ENFORCEMENT & STANDARDS

- A. Within sixty (60) days after written notice by Montgomery County of the assignment of or change of an address number, the owner of such property shall be required to post the number so assigned in accordance with the standards listed below:
 - 1. All buildings shall clearly display a road address number. The owner and occupant of each building is required to clearly display a road address number on each building so that the location can be identified easily from the road.
 - 2. The official address number must be displayed on the front of a building or at the entrance to a building, which is most clearly visible from the street or road during both day and night.
 - 3. Where a building or house is 50 feet or more from a public street or road on which it fronts or the lot on which the building is located is landscaped such that numbers cannot be seen from the street or road the assigned number shall also be posted at the end of the driveway or easement nearest the road which provides access to the building.
 - 4. Where a structure is on a navigational waterway the official address number must be displayed on the structure so that it is visible from the water, also.

5. Numerals indicating the address number of a single family dwelling shall be at least four (4) inches in height and shall be posted as to be legible from the road.
6. Numerals for multiple dwelling units and nonresidential buildings shall be at least five (5) inches in height.
7. Address numbers shall be in a contrasting color to the color scheme of the house or building or mobile home so that it is clearly visible and shall be maintained in a clearly visible manner. Reflective numbers are desirable but not required.
8. Following the posting of the assigned number as required, the owner or occupant shall maintain such house or building number at all times in compliance with the above referenced standards. Address numbers shall not be obstructed from view by shrubs or vegetation as viewed from the public road.
9. Where new construction has been approved, owners shall display temporarily or permanently their assigned address numbers prior to the performance of any construction inspection. Upon completion of construction, no Certificate of Occupancy shall be issued until the assigned address is permanently displayed in accordance with the provisions of this ordinance.
10. Manufactured home parks shall erect a sign at the entrance to the park displaying the name of the park and the assigned street address.

B. If the owner or occupant does not comply voluntarily ordinance within thirty days (30) days of delivery of a warning notice by certified mail or by hand delivery of notice to the building in violation, the Montgomery County Attorney is authorized to begin legal enforcement action pursuant to G.S. 153A-123. The violation of the terms of this ordinance shall be punishable by the sentence authorized by G.S. 14-4. Any person violating any provision of this ordinance shall be subject to a civil penalty in the amount of \$25.00 per violation. This ordinance may also be enforced by appropriate equitable remedy issued by a court of competent jurisdiction, including, but not limited to, issuance of mandatory or prohibitory injunctions and orders of abatement. Each day of continuing violation of the terms of this ordinance shall constitute a separate and distinct offense.

SECTION 8. EFFECTIVE DATE

This ordinance shall become effective as of June 8, 1999. The provisions of this ordinance shall be implemented on a phased countywide basis as established through the public hearing process.

Adopted this the 8th Day of June 1999.



Sally M. Morris

Morris, Clerk to the Board

R. C. Bostic

R. C. Bostic, Chairman
Montgomery County Board of Commissioners