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POLK COUNTY BOARD OF COMMISSIONERS

ORDINANCE

ADOPTED MARCH 5, 2018

# An Ordinance Regulating Addressing and Road Naming or Re-naming in Polk County, North Carolina

[HISTORY: Adopted by the Board of Commissioners of Polk County on 3-9-1995, Book 228, Page 1705; amended 03-05-2018]

## Section 1. Title

This ordinance shall be known and may be cited as the “Property Address Ordinance for the County of Polk, North Carolina.”

## Section 2. Purpose

- A. The purpose of this ordinance is to provide a uniform street naming and property numbering system along streets/roads in Polk County in order to facilitate provision of adequate public safety and emergency response services.
- B. This ordinance is further designed to eliminate duplicate similar street names, to provide for the uniform marking of streets and to provide for the assignment of physical addresses.
- C. It is further designed to establish an official listing of all streets in Polk County and to establish the procedures by which a street may be name or by which an existing name may be changed.

## Section 3. Statutory authority

This ordinance is adopted under the authority and provisions of N.C.G.S 153A-239.1 and local modifications thereto.

## Section 4. Jurisdiction

This ordinance and the regulations and the procedures contained herein shall apply to and govern each and every lot, parcel or tract of land and improvement thereon within the County of Polk outside of the jurisdiction of any incorporated municipality. This ordinance shall also apply to any municipality upon specific request of governing body of the municipality and consent of the Polk County Board of Commissioners through an interlocal agreement pursuant to N.C.G.S. Chapter 160A, Article 20.

## Section 5. Definitions and word usage

1. Addressable Property – Any property for which a address number may be assigned.
2. Addressable Structure – Any structure requiring the installation of a dedicated, permanent electrical meter or that serves as a utility route management location.
3. House Number – Number assigned to any addressable structure in a sequential manner.
4. Initial Property Address - The property address number and street name given at the issuance of a building permit or upon request of a property owner if no official property address exists. The Initial Property Address is subject to change, dependent on the outcome of the public hearing, and may or may not be identical to the Official Property Address.
5. Mailing Address – The address used by the United States Postal Service (USPS) for the purpose of delivery of the United States Mail. The mailing address may or may not be identical to the property address.
6. Official Property Address - The property number and street name on an existing street OR the property number and street name assigned after a public hearing by the Board of Commissioners.

7. Property Address Administrator- The official designated by the County Manager to administer and enforce this ordinance, duties may be designated to their staff.
8. Property Number -- E911 number assigned to any addressable property.
9. State Road Number -- A number assigned by the North Carolina Department of Transportation, also known as the "SR number" for secondary state-maintained roads.
10. Street -- Any public or private road, street drive, lane, cart-way, tramway, easement, right-of-way, access area, thoroughfare, highway, boulevard or any other corridor accessible by emergency vehicles.
11. Street Name -- The official name of any street designated by the Board of Commissioners.

**Section 6. List of official street names**

- A. The Property Address Administrator shall maintain a listing of all street names in Polk County and shall serve as a clearinghouse for all information regarding the names of streets in Polk County.
- B. Any additions to such list are made through the procedure for approval of new subdivisions, planned unit developments, manufactured home parks, campground resorts or through other land development regulations.
- C. Amendments to the list of official street names shall be made pursuant to Section 8.1.
- D. The Property Address Administrator shall collaborate with the County's Geographic Information System (GIS) Technician to ensure the GIS data layer on the official map is exhibiting the approved names and locations of all streets in Polk County.

**Section 7. Signage**

- A. All streets in areas of the County's jurisdiction pursuant to Section 4 of this ordinance shall be identified by a sign showing the official name and state road number (if applicable). Polk County will only erect signs in the right-of-way.
- B. All county installed street signs shall have a green background with white lettering.
- C. All street signs shall have lettering size and reflectivity values that meet the Manual on Uniform Traffic Control Devices for Streets and Highways specifications. Privately installed street signs shall be approved by the Property Addressing Administrator as meeting the Manual on Uniform Traffic Control Devices for Streets and Highway specifications.

**Section 8. Initial street naming and property numbering procedures**

- A. Under the authority and provisions of N.C.G.S. 153A-239.1 and local modifications thereto, a County may by ordinance name any street within the County and not within a city and may assign or reassign street numbers for use on such a street. In naming a street, the County may not:
  - (1) Change the name, if any, given to the street by the North Carolina Board of Transportation without its concurrence.
  - (2) Change the identification number assigned to the street by the Board of Transportation.
  - (3) Give the street a name that is deceptively similar to the name of any other street in the County.
- B. The County shall not name a street or assign or reassign street numbers on a street until it has held a public hearing on the matter, except as provided in Section 12. At least 10 days before the day of the hearing, the Board of Commissioners shall cause notice of the time, place and subject matter of the hearing to be prominently posted at the County Courthouse, in at least two public

- places in the township or townships where the street is located, and shall publish a notice of such hearing in at least one newspaper of general circulation published in the County.
- C. After naming a street, or assigning or reassigning street numbers on a street, the Polk County Property Address Administrator shall cause notice of the Board's action to be given to the local postmaster with jurisdiction over the street, to the Board of Transportation, to any city within five miles of the street and to the following Polk County agencies: the Sheriff's Department, Emergency Medical Services, Emergency Management, and the Fire Department (including volunteer, and mutual aid departments) responsible for responding to the new street.
  - D. The Polk County Property Address Administrator is authorized to determine the need for street names and name changes, and to recommend such additions or changes to the County Commissioners for streets outside the corporate limits of any municipality within the County. If the Property Address Administrator determines that a street not previously named under this Ordinance needs a street name, a suggested street name will be proposed to the property owners giving them the opportunity to accept the proposed name or to select a different street name that meets the requirements set forth in this ordinance to be presented to the Board of Commissioners. If either no response or a response representing less than one hundred percent (100%) of the property owners is received within 30 days, the Property Address Administrator has the authority to post that street, and present the street name proposed to the Board of Commissioners for a public hearing. If there is a favorable response by the property owners of one hundred percent (100%) for any particular approved street name, then the Property Addressing Administrator will post that street and present that proposed street name to the Board of Commissioners for the public hearing.
  - E. A street name shall be assigned to any street which provides primary access to three or more addressable structures, regardless of the length of such street.
  - F. As a matter of general policy, even numbers shall be assigned to properties on the right side of a street and odd numbers shall be assigned on the left side of a street.
  - G. In order to allow for future development, the following general policy shall apply: one property address shall be assigned at an interval of 50 feet.
  - H. Property addresses for corner lot properties normally shall be determined by where the driveway entrance meets the street. Property owners may request an address based on how their structure faces. These requests will be dealt with on a case by case basis. Property addresses for driveways that begin on one street and end on another street will be assigned by whatever street the front of the house faces.
  - I. One physical address will be assigned to each addressable structure or property. Addressable properties that have multiple residences or multiple businesses contained in one building will be assigned one physical address per building with the secondary address being assigned to the property owner. Town homes normally will be given a physical address to each unit. All designated lots within mobile home parks and campground resorts, whether vacant or occupied, shall be assigned a lot number and clearly marked with the lot number. Assignment of addresses to properties and structures not covered above will be assigned on a case by case basis.
  - J. All assigned physical addresses will be assigned in accordance with standards that have been set forth by the Nation Emergency Number Association (NENA).

**Section 8.1. Renaming streets previously named under the Ordinance**

- A. The County may rename a street previously named under this Ordinance upon showing of any one of the following numbered options:
  - (1) A majority of the Board of Commissioners find such renaming to be in the interest of the County to provide adequate public safety and emergency response services;
  - (2) At least one year has passed since the initial naming of the street or any public hearing of a request to rename the street before the Board of Commissioners, and all of the property owners with a current assigned property address that would be changed by the renaming of the street have executed an application for renaming and
    - a. All agree on the new name to be assigned to the street; and,
    - b. The new name is otherwise acceptable under this Ordinance,and a majority of the Board of Commissioners finds that such renaming is not contrary to the County's interest.
- B. The County shall not name or rename a street or assign or reassign street numbers on a street until it has given notice and held a public hearing on the matter in the manner as stated in Section 8, above.

**Section 9. Prohibited street names**

The Polk County Property Address Administrator may not recommend to the Board of Commissioners proposed street names which fall under the following categories:

- A. Street names which have numbers as part of the name.
- B. Street names which are difficult to pronounce, utilize unconventional spelling, or offensive in nature, as determined by the Property Address Administrator.
- C. Street names which are over 18 characters in total length, including spaces, but not including suffixes.
- D. Street names should not closely approximate phonetically the name of any street within the County, irrespective of a differing suffix. Street names that is deceptively similar to the name of any other street in the County. Unless in common or widespread use, these names may not include the prefix "New" or "Old" before street names which are already in use in the County.

**Section 10. Posting of numbers; interior spaces excluded**

- A. This ordinance requires that the property owner of any residence, industry, business or other structure post property address numbers for the health, safety and general welfare of the citizens of Polk County.
- B. Property addressing includes the assignment of street numbers to residences, businesses, other addressable structures and addressable properties within the areas of the County's jurisdiction pursuant to Section 4 of this ordinance. It shall not include the assignment of numbers to interior offices, rooms in houses, buildings and other structures.

**Section 11. Authority of Board of Commissioners**

The Polk County Board of Commissioners is hereby authorized to assign property addresses on streets which are not presently numbered and to readdress streets which are not numbered in accordance with Section 8, after a public hearing, with the proper notices required by Section 8. The Property Address

Administrator shall have the discretion to determine the property addresses to be posted, published and submitted to the Board of Commissioners for a public hearing.

**Section 12. Subdivisions and Manufactured Home Parks and Campground Resorts with proposed new streets.**

A. For all subdivisions and manufactured home parks which are developed in conformance with the Polk County Land Development Code, and in which new streets are proposed, the following items must be submitted to the Property Address Administrator for approval before any property can be subdivided and recorded or permit issued:

- (1) Utilizing current Geographic Information System (GIS) technology, provide a compatible electronic file of the overall tract illustrating street layout.
- (2) The name proposed for each street identified on the map.
- (3) If an electronic version is unavailable, provide a scaled map of the overall tract illustrating street layout and names.

B. The Property Address Administrator will review the proposed street names for duplication and for overall compliance with the street naming policy.

C. The approved street names shall be included in the final plat submitted for recordation.

**Section 13 Display of numbers**

All property address numbers shall be clearly displayed on the addressable structure, or in the case of an addressable property without an addressable structure, be displayed at the end of the driveway nearest the street which provides access to the property, and be a contrasting color from their background so that the location can be easily identified from the street.

- A. It shall be the duty of the property owner to properly display the number which has been assigned by the Board of Commissioners
- B. The property address number must be displayed by the main entrance to the building or on the street end of the building nearest the street so that it is most clearly visible from the street.
- C. If an addressable structure is more than 75 feet from the center line of the street to which the addressable structure fronts or if the addressable structure is not visible from the street, the property address number shall also be displayed at the end of the driveway nearest the street which provides access to the building. Such display should be at least six inches above driveway level with the numbers facing the street.
- D. All property address numbers shall be displayed numerically. Numbers may be displayed in script as long as numeric numbers are also properly mounted. When two or more numbers shall not exceed half the height of the previous numeral. Numbers shall not be positioned vertically.
- E. Single family dwelling numerals shall be at least four inches in height and shall be posted and maintained so as to be legible from the street.
- F. Numerals for multiple dwelling units (i.e. apartment buildings, condominiums) and nonresidential buildings (factory's, business's) shall be at least six inches in height and shall be placed on the front of the building facing the street or on the end of the building nearest the street.
- G. All designated lots within a Manufactured Home Park or a Campground Resort, whether vacant or occupied, shall be clearly marked with the assigned property address.
- H. Numerals placed on mailboxes for United States Postal Service identification shall not be a substitute for the property address.

- I. No Certificate of Occupancy shall be issued until an Official Property Address been received from the Property Address Administrator and is properly posted as stated in this section.

**Section 14. Fees**

There shall be a fee of \$100 for filing an application to re-name a street or to assign or re-assign a property address. If approved, the applicant shall pay the county the cost of the new signage plus installation.

**Section 15. Prohibited Acts**

It shall be unlawful for any person(s) to:

- A. Name or designate the name of any street in the areas of the County's jurisdiction pursuant to Section 4 of this ordinance without compliance with this ordinance.
- B. Erect any street sign on any street in the areas of the County's jurisdiction pursuant to Section 4 of this ordinance without compliance with this ordinance.
- C. Erect any street sign on any street in the areas of the County's jurisdiction pursuant to Section 4 of this ordinance, which does not meet the current County sign specifications.
- D. Remove, deface, damage or obscure a street sign in the jurisdiction of this ordinance.
- E. Number or assign a number to any addressable structure without compliance with this ordinance.

**Section 15. Amendments**

This ordinance may be amended from time to time by the Polk County Board of Commissioners, as specified under Board policy for amending County ordinances.

**Section 16. Conflict with other provisions**


Insofar as the provisions of this ordinance are consistent with the provisions or any other local laws, the provisions of this ordinance shall control. Insofar as the provisions of this ordinance are inconsistent with the provisions of any state or federal law, the state or federal law shall control.

**Section 17. Effective Date**

This ordinance shall take effect upon the date of its adoption by the Polk County Board of Commissioners.

Adopted this 5<sup>th</sup> day of March, 2018.

Polk County Board of Commissioners

  
\_\_\_\_\_  
Jake Johnson, Chairman

Attest:

  
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Ange' High  
Clerk to the Board

