

UNIFORM ROADWAY ADDRESSING SYSTEM ORDINANCE
Adopted Sept. 11th 2006

Section 1. Title.

This article may be cited and referred to as “The Franklin County Uniform Roadway Addressing, Street Naming and Project Identification Ordinance”.

Section 2. Purpose and Intent.

The Franklin County Board of Commissioners finds that the efficient and prompt provision of emergency services is essential to the health, safety and welfare of the citizens of Franklin County. The Board of Commissioners further finds that inadequate, duplicative and or incorrect address numbers and street names pose a real and substantial threat to the provision of such emergency services. In order to improve the provision of emergency services, the Board of Commissioners hereby creates the following system for uniformly assigning roadway names and property addresses within unincorporated Franklin County.

Section 3. Definitions.

For purposes of this article, the following definitions shall apply:

“Access” shall mean point of or means of entry.

“Department” shall mean the Franklin County Planning Department, or any successor to that department.

“Building” shall mean the dominant building or buildings on a parcel of land. “Principal building” shall not include accessory structures such as sheds, cabanas or garages (provided that any such garage is not used, in whole or in part, for residential, commercial, office or institutional purposes).

“Corner lots” (AKA lot, corner) shall mean a multiple frontage lot adjoining two streets at their intersection.

“Cul-de-sac” shall mean a street having only one connection to another street, and is terminated by a vehicular turn around. The maximum depth of a cul-de-sac shall be 600 feet, as measured from the intersection of the center line with the center line of the intersecting street to the back of curb of the cul-de-sac.

“Driveway” shall mean a roadway (or driveway) owned and maintained by a private entity and used for access and circulation internal to a property.

“Entrance way” shall mean the main access to the building or structure.

"Entrance roadway" shall mean the roadway from which access to a property or principle structure located upon said property is obtained.

"Gated communities" shall mean an enclave of homes with a unique identity, surrounded by walls, often with security guards, containing privately owned and maintained roadways under the management and responsibility of an established homeowner's association.

"Lot frontage" shall mean the shortest of any property line adjoining a street or, for lots requiring no street frontages, oriented toward a street. A property line adjoining a stub street shall not be considered as frontage unless it is proposed for access or is the only street frontage. Front yard requirements shall be measured from this property line. In situations where a multiple frontage lot has equal distance on street frontages, the director of the Planning Department shall determine the legal lot frontage.

"Private street" shall mean a roadway constructed to Franklin County Standards but owned and maintained by a private entity. Necessary easements for ingress and egress for police, fire, emergency vehicles and all operating utilities shall be provided.

"Public street" shall mean a roadway owned and maintained by the federal, state, or local government.

"Privately owned communities" See gated communities.

"Project" shall mean an organized undertaking to develop a property pursuant to a permit from Franklin County, issued pursuant to an approved plan found to be consistent with the rules, regulations and standards of State, Federal and local regulatory agencies.

"Roadway" shall mean and include, but not be limited to, any and all roads, drives, streets, highways, or routes (regardless of designation) for vehicular traffic in unincorporated Franklin County, whether public or private, accepted or unaccepted. "Roadway" shall not include private driveways that serve only one principal building.

Section 4. Address Numbers.

All residential, commercial, office, industrial and other tracts of land in unincorporated Franklin County on which a principal building is or will be located are required to be issued an address by the department or its successor department. Each such address shall be posted by the owner on or about the tract in accordance with the following guidelines:

- (a) Except as otherwise permitted in this subsection, all addresses shall contain (in addition to the roadway name) numbers only. Alphanumeric or lettered addresses shall not be permitted. Each address shall conform to the following rules:
 - (1) Multi-tenant or multi-occupant commercial, office or institutional developments shall have only one address and shall be assigned a building address for each principal building and individual suite or unit numbers by

the department. Once a systematic pattern of address has been established, it shall be maintained for the entire project. Alternatively, such commercial, office or institutional developments shall seek approval of names of internal streets within the development, in which case the department shall assign addresses on such internal streets. Multi-family residential developments (including apartments, townhouses and condominiums) shall have building addresses and/or letter for each principal building and numbers for each individual unit as approved by the department. Condominiums and/or town homes to be occupied by independent owners may be assigned individual addresses for each separate unit as long as said units are not stacked one over the other.

- (2) For non-single family residential properties, all principal buildings which are 50 feet or less from the edge of the roadway shall have affixed to the building the address number(s) directly over or on the main entrance door(s). Such address numbers shall be at least six inches and not more than 12 inches in height and shall be of a color which contrasts with the surrounding surface so as to be readily identifiable without obstruction from the edge of the roadway. Each building number shall be prominently displayed on each side of said building that is visible from the main access or parking area serving the project or complex in which the building is located. Such building number shall be at least 12 inches in height and shall be of a color which contrasts with the surrounding surface so as to be readily identifiable without obstruction from the edge of the roadway.
- (3) For non-single family residential properties, all principal buildings which are more than 50 feet from the edge of the roadway shall have affixed to the building or structure the address number(s) directly over or on the main entrance door(s). Such address numbers shall be at least eight inches and no more than 16 inches in height and shall be of a color that contrasts with the surrounding surface so as to be readily identifiable without obstruction from the edge of the roadway. Each building number shall be prominently displayed on each side of said building that is visible from the main access or parking area serving the project or complex in which the building is located. Such building number shall be at least 12 inches in height and shall be of a color which contrasts with the surrounding surface so as to be readily identifiable without obstruction from the edge of the roadway.
- (4) For all commercial, office, industrial or multi-family residential developments that contain multiple addresses and/or building numbers, the range of addresses and/or building numbers shall also be posted on the main sign or identification monument at the main entrance and shall be readily identifiable from the edge of the roadway. Directions to other buildings within such a development shall be clearly posted at each internal roadway intersection. For multi-family residential developments,

directional signs indicating the location of individual units shall be placed on each floor at the primary point of ingress and egress (e.g., at the elevator or main stairwell).

- (5) For all commercial, office, industrial or multi-family residential developments any entrance way or principal building that is not readily visible from the roadway, address numbers shall also be posted at the main entrance or driveway to the principal building. Such address numbers shall be at least six inches and not more than 12 inches in height and shall be of a color which contrasts with the surrounding surface so as to be readily identifiable without obstruction from the edge of the roadway.
- (6) For properties whose primary access is different from their lot frontage, address number shall be assigned and posted from the access point.
- (7) Each residential one- or two-family dwelling shall have its address number posted on a mailbox or addressing post located at or near the main entrance or vehicle access point to the property. Such address numbers shall have a minimum stroke height of three inches and shall be of a color that contrasts with the surrounding surface so as to be readily identifiable without obstruction from the edge of the roadway.
- (8) Notwithstanding any other provisions in this article, all properties shall be identified by a property number of a minimum size as identified in this section. All signs, including temporary signs and identification monuments on properties which have been assigned a property number (street number) shall display the numbers and/or letters with characters that are at least four inches tall for signs located along limited access, arterial and major collector streets, and three inches tall along minor collector and local streets.
- (9) If access to any principal building is by way of a roadway different from the principal building's address roadway, the address number shall be posted on the address roadway. In such cases, the address roadway and address number shall also be posted on each entrance roadway at the intersection of the access point and the entrance roadway.
- (10) Each roadway, including state and federal highways, shall contain address numbers that are consistently sequenced throughout its length.
- (11) Address numbers shall be assigned such that, traveling from lower address numbers to higher address numbers, odd-numbered addresses are on the right side of the roadway and even-numbered addresses are on the left side of the roadway.
- (12) Each property owner shall keep all address numbers in good repair and

shall not allow such numbers to be obscured as viewed from the roadway.

- (13) The property owner shall have the responsibility of ensuring compliance with the requirements of this section, regardless of whether the premises are leased or owner-occupied.

Section 5. Subdivisions and Other New Developments.

- (a) All project names for and roadway names and addresses within subdivisions and other new land development shall be reviewed and approved by the department during the land disturbance permit (“LDP”) approval process. Prior to the release of a LDP, all street names must be approved for use within the subdivision. Once a project name has been approved, it shall not be changed without written permission by the director of the department. For continuity, the LDP number assigned to the project, regardless of the project name used at the time of submittal, must appear on the face of all referenced documents, including, but not limited to, all LDP drawings, studies, plans and plats.
- (b) A temporary sign bearing the name of the project and the approved LDP number shall be installed within 24-hours of the beginning of any activity on the subject property, clearly visible in both directions from the main thoroughfare serving as access to the project. This sign must be updated within 24-hours should there be any change of the name approved by the director of the department and shall be maintained until a permanent identification sign or monument is installed.
- (c) Each application for a land disturbance permit for a residential multi-family district development shall include a concept plan identifying all proposed roadways with the proposed names for said roadways. Any subsequent request for roadway name or address changes by the subdivider or developer will require submission of a new preliminary plat (or concept plan, as applicable) for review by the department.
- (d) Once an LDP is approved, no lot number, street name or address shall be changed by the re-recording of a plat without the prior expressed written consent of the department. No application for a permit on said lot thus affected will be considered until approved by the department. Each request submitted for the re-recording of a plat shall be charged a processing fee as established by the Board of Commissioners.

Section 6. Exceptions.

When the director of the department finds that adherence to the address numbering standards, set forth in this article would pose a threat to public safety, deviations from the standard address numbering policies and procedures may be allowed.

Section 7. Project Names.

No new project names may be recorded, used or posted unless and until approved by the department. Duplication of project names is prohibited. The use of a project name that is a homonym, sounds like or may otherwise be confused with a project name that is already in use within the Franklin County Emergency Services Territory is prohibited.

Section 8. Roadway Names.

No new roadway name may be posted or used in an address unless and until approved by the department or in accordance with land use regulations, where applicable.

- (a) Roadway names must be reserved for use prior to the release of the land disturbance permit.
- (b) Roadway names, once approved, shall be held in reservation for use by the owner/developer for a period not to exceed thirty-six (36) months.

Section 9. Standards for Roadway Names.

- (a) Duplication of roadway names is prohibited. No roadway name shall contain a number (e.g., 5th Street), and, except for suffixes, there shall be no punctuation or abbreviation allowed in any roadway name.
- (b) The use of the same roadway name that is already in use within the Franklin County Emergency Services Territory is prohibited.
- (c) Except to the extent that the department assigns a quadrant designation for inclusion in an address (e.g., "S.W."), the use of directions or compass points in roadway names is prohibited.
- (d) The use of a roadway name that is a homonym, sounds like or may otherwise be confused with a roadway name that is already in use within the Franklin County Emergency Services Territory is prohibited. Duplicate names with different suffixes should be limited within the same project whenever possible, subject to the review and approval of the department.
- (e) Each roadway, regardless of length, shall have only one name designation throughout its length. Each new roadway that is in alignment with an existing roadway shall bear the same name as said existing roadway.
- (f) No roadway name, including spaces between words and suffix, may be more than 12 letters in length, unless approved by the department.
- (g) To the greatest extent feasible, roadways that cross into other jurisdictions shall be named and addressed consistently with the names and addresses assigned by

such other jurisdictions.

- (h) Street signs, including street name signs, must be installed before any building permits are issued within a development, except that a bond may be offered to cover the costs of the signage, with an additional ten percent for administrative fees, and temporary signs erected to release building permits. Permanent signs must be installed prior to the release of any certificate of occupancy within the development.

Section 10. Private Roadway Naming.

The following procedures and regulations are established for the mandatory and voluntary naming of private roadways, easements and drives.

- (a) A private roadway, easement or drive serving residential properties shall be required to be named and addressed if there are more than two principal buildings that are not part of a single tract of land which derive access from such private roadway, easement or drive.
- (b) If a private roadway, easement or drive requires naming pursuant to subsection (a), above, a petition, containing the signatures of at least 90 percent of the owners of all real property along such private roadway, easement or drive, must be submitted to the department. In addition to a request for approval, the petition shall include the proposed name for the private roadway, easement or drive that is acceptable to the petitioners. The proposed name shall conform to the other requirements of this article. The petition shall be accompanied by a general location map and the land lot(s), district, and section within which such private roadway, easement or drive is located.
- (c) Upon approval of a name for the private roadway, easement or drive, and prior to the issuance of any building permits or additional permits the petitioners, shall cause a roadway sign in conformance with this Article, to be erected and maintained at each intersection of such private roadway, easement or drive and any adjacent Franklin County or state right-of-way. Maintenance of such roadway signs and private roadways, easements or drives shall be the responsibility of the owners of the real property situated along such private roadways, easements or drives; Franklin County shall have no responsibility for the erection and/or maintenance of these items.
- (d) In the event that the owners of the real property situated along a private roadway, easement or drive that requires a name, as set forth above, fail to initiate, respond to or participate in the naming procedure set forth above, the department, after due notice and a minimum 30-day grace period, shall recommend to the Board of Commissioners for adoption a name and address numbers for the private roadway, easement or drive and all real property located thereon. The property owners along such private roadway, easement or drive shall be responsible for the

erection and maintenance of roadway signs, as set forth in subsection (3), above.

Section 11. Changing of Existing Roadway Names and Addresses.

- (a) In any instance where the Franklin County Board of Commissioners, upon recommendation of the director of the department, determines that an existing road name may pose or poses a threat to the public health, safety or welfare, the board of commissioners on its own motion may change such roadway name after notice is given and a public hearing is held.
 - (1) Notice of the proposed change and hearing date shall be given at least 15 days, but no more than 45 days, prior to the scheduled date of the board of commissioners hearing on the proposed change.
 - (2) The director of the department shall post a sign at approximately one mile intervals throughout the length of the roadway for which a name change is proposed and shall give notice by regular mail to the owners (according to the tax records of Franklin County) of each property which bears an address on the roadway for which a name change is proposed.
 - (3) Such signs and notices shall contain the time, date, place and purpose of the hearing, as well as a statement of the beginning and ending points of the segment of the roadway for which the name change is proposed. Notice shall not be considered inadequate if the signs are removed or mail is not delivered.
 - (4) If the name change is approved by the Board of Commissioners, the effective date of the change shall be no less than 30 or no more than 60 days following the date of such decision.
- (b) Where the Franklin County Board of Commissioners, upon recommendation from the director of the department, determines that the existing address numbering on a particular roadway may pose or poses a threat to the public health, safety or welfare, the board of commissioners may change such address numbering after notice.
 - (1) Notice of the change shall be given by regular mail to the owners (according to the tax records of Franklin County) of each property that bears an address on the roadway for which an address numbering change will occur.
 - (2) Such notice shall contain the existing full address, the new address, the reason for the change, and the effective date of the change.
 - (3) The effective date of the change shall be no less than 30 or no more than 60 days following the date on which the decision is rendered by the Board

of Commissioners. Notice shall not be considered inadequate if mail is not delivered.

- (c) When no more than ten percent of the existing addresses along a public or private roadway are deemed to pose a threat or potential threat to the public health, safety or welfare, the director of the department may approve the change of such address numbering after notice is given by regular mail to the owners (according to the tax records of Franklin County) of each property that bears an address on the roadway for which an address numbering change will occur.
 - (1) Such notice shall contain the existing full address, the new address, the reason for the change, and the effective date of the change.
 - (2) These changes shall be considered effective at the time of the approval by the director, and shall be presented for ratification to the Board of Commissioners at the next regularly scheduled meeting.
 - (3) The effective date shall be no less than 30 or no more than 60 days following the date on which the decision is ratified by the Board of Commissioners. Notice shall not be considered inadequate if mail is not delivered.
- (d) No name of any commercial, office, industrial or residential development or subdivision shall be changed, unless a request for such a change is first submitted to and approved by the department. In determining the acceptability of such a name change, the department shall seek to avoid confusion from similarly named developments.
- (e) All property owners subject to a road name or numbering change shall be responsible for taking all steps necessary to conform to the requirements of this Article, including without limitation, posting of address numbers in compliance with Section 4 of this Article.

Section 12. Roadway and Thoroughfare Designation Suffixes.

Any suffix accepted within the standards of the United States Postal Service, reflected in part in the lists provided by the National Emergency Number Association (NENA), shall be acceptable for naming roadways and thoroughfares within Franklin County. The following are examples of the most commonly used permitted suffixes in the naming of private and public roadways:

- (a) Avenue (to be abbreviated "Ave")
- (b) Bend (to be abbreviated "Bnd")
- (c) Boulevard (to be abbreviated "Blvd")

- (d) Circle (to be abbreviated “Cir”)
- (e) Court (to be abbreviated “Ct”)
- (f) Cove (to be abbreviated “Cv”)
- (g) Drive (to be abbreviated “Dr”)
- (h) Grove (to be abbreviated “Grv”)
- (i) Hall (no abbreviation)
- (j) Highway (to be abbreviated “Hwy”)
- (k) Hill (to be abbreviated “Hl”)
- (l) Lane (to be abbreviated “Ln”)
- (m) Loop (no abbreviation)
- (n) Parkway (to be abbreviated “PkwY”)
- (o) Pass (no abbreviation)
- (p) Place (to be abbreviated “Pl”)
- (q) Point (to be abbreviated “Pt”)
- (r) Ridge (to be abbreviated “Rdg”)
- (s) Road (to be abbreviated “Rd”)
- (t) Square (to be abbreviated “Sq”)
- (u) Street (to be abbreviated “St”)
- (v) Terrace (to be abbreviated “Ter”)
- (w) Trace (to be abbreviated “Trce”)
- (x) Trail (to be abbreviated “Trl”)
- (y) View (to be abbreviated “Vw”)
- (z) Walk (no abbreviation)

- (aa) Way (no abbreviation)

Section 13. Street Signs.

- (a) Each roadway intersection shall have a minimum of one street sign indicating the names of each roadway.
- (b) At each intersection of an arterial or major collector roadway and another roadway, the required sign(s) may also include numbering indicating addresses on the arterial or major collector roadway in the vicinity *of* the intersection.
- (c) Public streets shall be identified by a sign bearing white retro-reflective letters and a green retro-reflective background.
- (d) Private streets shall be identified by a sign bearing white retro-reflective letters and a blue retro-reflective background.

Section 14 Administration and Enforcement.

- (a) This article shall be administered and enforced by the Franklin County Planning Department, with the assistance of the Franklin County Road Department and any other emergency services departments.
- (b) The director of the Planning Department and the heads of all such other departments specified in subparagraph (a), and their representatives, shall have the right to periodically inspect property within Franklin County for compliance with this article. If, through inspection, it is determined that a particular property is not in compliance with any provision of this Article, the director of the Planning Department shall notify the owner (according to the tax records of Franklin County) of the property by regular mail of such violation and shall further give the owner a reasonable time (not less than 120 days) within which to cause the property to be brought into compliance with this Article. In the event that such compliance is not effected within the time period set forth in the above notice, the owner shall be deemed in violation of this Article and subject to citation. If any person other than the owner removes or damages an address number that is otherwise in compliance with this article without the permission of the property owner, or if any person removes or damages any public or private street sign, said person shall be deemed to have violated this Article and subject to citation.
- (c) The director of the Planning Department and the heads of all such other departments specified in subparagraph (a), and their representatives, shall have the power to conduct such investigations as they may deem reasonably necessary to carry out duties as prescribed in this article, and for this purpose shall have the power to enter at reasonable times upon any property, public or private, for the

purposes of investigation and inspecting such property for compliance with any or all provisions of this article.

- (d) No person shall refuse entry or access to any authorized representative or agent of Franklin County who requests entry for the purposes of investigation and inspection and who presents appropriate credentials, nor shall any person obstruct, hamper, or interfere with such representative or agent while he or she is in the process of carrying out his or her official duties.
- (e) Notwithstanding the contents of this article, the director may establish additional procedures or requirements as may be deemed necessary when to do so is determined to be in the best interest of the community and the provision of the general safety and welfare of the public.

Section 15. Appeals.

Unless otherwise stated, all appeals to the standards as established herein shall be subject to the review and approval of the director of the Planning Department. The director may confer with the other departments as specified in Section 14(a) for consideration of the ramification such a waiver may have upon public safety.

Section 16. Penalties.

- (a) *Stop work orders.* Upon notice from the director of the department, work that is being done on any subdivision, new development or other project (1) contrary to the provisions of this article, (2) without having first obtained approved roadway names and addresses from Franklin County, or (3) not in compliance with such approved roadways or addresses shall be immediately stopped. Such notice shall (1) be in writing, (2) shall be given to the owner of the property, his or her authorized agent, or the person or persons in charge of the activity on the property, and (3) shall state the conditions under which work may be resumed.
- (b) *Violations.* For purposes of enforcing the provisions of this article, upon citation, the Magistrate Court of Franklin County, and any other court of competent jurisdiction hearing cases brought as violations of the provisions of this Article, shall be authorized to impose penalties or fines not to exceed \$1,000.00 for each violation. Each day during which a violation exists shall constitute a separate violation.
- (c) *Lien power.* In the event a property owner fails or refuses to correct a violation of this Article within the time set forth in the written notice provided for in this Article, Franklin County shall be entitled to take such remedial action as it deems necessary to ensure compliance, whereupon the property owner shall reimburse Franklin County for any cost or expense associated with such compliance efforts. In the event that the property owner fails or refuses to make such reimbursement, Franklin County shall be entitled to place a lien on the property to secure payment

and reimbursement for such costs and expenses.

- (d) *Citation power.* Franklin County enforcement officers and any other individual designated by the Board of Commissioners are hereby authorized to issue citations or summons or both, charging violations under this Article, returnable to the Magistrate Court of Franklin County or to any other court of competent jurisdiction.