

HIGHLAND COUNTY ROAD NAMING AND STRUCTURE NUMBERING ORDINANCE

Introduction

In order to uniformly assign and maintain house numbers and provide for easy identification of those numbers for the purpose of promoting the health, safety and welfare of the citizens of the County of Highland, the County of Highland enacts its Uniform Road Naming and Structure Numbering Ordinance as follows:

1. Administration

- 1.1. This building and lot numbering system shall be administered by the Board of Supervisors or its designee who shall assign building numbers to all residential, commercial and industrial structures and lots in conformity with this ordinance.

2. Definitions as used in the Ordinance

- 2.1. *E-911 Addressing Coordinator* shall mean the Board of Supervisors of Highland County, or its designee.
- 2.2. *Display* shall mean the manner the house number is affixed to a structure or otherwise displayed when affixing to a structure is not adequate visually so that it is readily identifiable.
- 2.3. *Structure Number* shall mean the number assigned to consecutive intervals along a road pursuant to the Number Assignment Formula contained herein. The term *House Number* and *Building Number* shall be considered synonymous with Structure Number. A Structure Number shall be placed directly on a structure so that the number is visible from the road.
- 2.4. *Address Marker* shall mean the number that is displayed on a mailbox, gate post, fence, wood pole or post or other conspicuous location near the principal entrance to the property. An Address Marker shall be used in addition to the Structure Number when the Structure Number would not be visible from the public or private road or access area.
- 2.5. *Numbering Interval* shall mean the distance along a roadway covered by this ordinance of 5.28 feet, there being 1000 intervals per mile (5,280 feet).
- 2.6. *Point of Origin* shall mean the point at which a particular road begins its addressing sequence.
- 2.7. *Primary Structure* shall include, but not be limited to: residential building, manufactured home, commercial building, industrial building, office building, public building, church/place of worship, pay telephone, pump station, communication tower, utility tower, substation, or other structure that may require address identification to facilitate the timely response to an emergency situation.

3. Road Naming Requirements

- 3.1. *Public Road Naming Required.* All public roads in the County shall have a Board of Supervisors approved road name.
- 3.2. *Private Road Naming Required.* If three or more structures are located on a private road, un-named public or private right-of-way, the road shall be named. The E-911 Addressing Coordinator shall solicit and consider, but need not use, suggestions from property owners on the road. If one or more structures are located on a driveway or private right-of-way in excess of 2640' (.5 mile) in length, the road may be named. The E-911 Addressing Coordinator shall have sole discretion on naming the road. The E-911 Addressing Coordinator shall solicit and consider, but need not use, suggestions from property owners on the road
- 3.3. *Process and Guidelines for Approval of Road Names.*
 - 3.3.1. *Submission to County Required.* Anyone proposing a new name shall submit it to the E-911 Addressing Coordinator who shall coordinate the name for duplication and recordation. All new names of roads within the County shall be approved by the E-911 Addressing Coordinator.
 - 3.3.2. *Road Sign Required.* Once a name has been approved by the E-911 Addressing Coordinator, a County standard road name sign shall be installed by the County. New road signs shall be installed on private roads, either by the sub-divider at his expense or by an alternative procedure approved by the Board of Supervisors.
 - 3.3.3. The *E-911 Addressing Coordinator* may name any private road (regardless of the number of primary structures on the road) when there will clearly be three primary structures on the road in the near future.

4. Road Naming Guidelines

- 4.1. *General Guidelines.*
 - 4.1.1. Use names with historic or geographic value descriptive of the road.
 - 4.1.2. Use one or two syllable names.
 - 4.1.3. Limit names to a maximum of twenty-one characters.
 - 4.1.4. Avoid the use of uncommon name spellings or words that may have multiple common spellings.
 - 4.1.5. Assign only one name along a continuous roadway.
 - 4.1.6. Avoid the use of personal or family names, except in the case of local historic figures.
 - 4.1.7. Avoid the use of alphanumeric and numerical names.
- 4.2. *Historical Names.* Road name suggestions that reflect a local historical figure, place or event will most often be given preference for new road names. However, proper names of historical figures may be considered.
- 4.3. *Proper Names.* Proper names of current or former residents of an area will be the least acceptable naming method to be considered, unless the current or former resident's name is consistent with the historical names guideline, or if the name reflects a currently accepted local name for the road in question.
- 4.4. *Duplicate Road Names.* Duplicate or similar sounding road names shall not be accepted or allowed.

- 4.5. *Road Type Guidelines for newly named roads.* Road type designations should be consistent with the road's functional classification, expected traffic use, width of right-of-way, and continuity. All road names shall have one of the following identified suffixes:
- 4.5.1. *Boulevard and Parkway.* A wide thoroughfare with a median reflecting the boulevard or parkway character implied in the name, usually with trees or shrubbery in the center island.
 - 4.5.2. *Court, Terrace, Cove.* A minor road, often a cul-de-sac, generally less than 500 feet long, and ending in a turnabout. Also, short horseshoe-shaped roads.
 - 4.5.3. *Drive.* A winding thoroughfare generally longer than 1,000 feet. A road that meanders and continues through to another road.
 - 4.5.4. *Highway, Bypass, Turnpike.* Designated state or federal primary road.
 - 4.5.5. *Interstate, Freeway, Expressway.* A road of the highest order with limited access.
 - 4.5.6. *Lane, Place.* A curving or dead-end road generally less than 1,000 feet or an uninterrupted road ending in a cul-de-sac.
 - 4.5.7. *Loop & Circle.* Circular or semicircular road. A circle can be a road that returns to itself. A loop can be a short drive that begins and ends in the same road. A circle is usually longer than a loop and can be a secondary road that begins and circles back to terminate on the same road.
 - 4.5.8. *Road, Street, Avenue, Crossing.* Minor local thoroughfare that is frequently used and carries heavy traffic. Can be considered a secondary facility connecting with a federal or state primary highway.
 - 4.5.9. *Way, Pathway, Trail, Trace, Path, Branch.* A dead-end road generally less than 1,000 feet long or a minor road that changes direction or begins and ends on the same thoroughfare.
- 4.6. *Memorial Road Names.* The County may designate a memorial road name for an existing road or road segment by making a request to the Commonwealth Transportation Board or by action of the General Assembly. The memorial name can be used with identifying road signs, official publications, etc. The memorial road name is in addition to the county assigned road name and will not replace the official County assigned and approved road name. Furthermore, the memorial road name will not be used in place of the official road name to establish and assign structure addresses.
- 4.7. *Road Name Changes.* Once the enhanced 911 System is fully implemented, the Board of Supervisors shall consider changing an approved road name upon receipt of a petition requesting the change and stating the proposed new name, provided that the petition is signed by at least sixty (60) percent of the real property owners along the affected road and contains a statement signed by the real property owners or an agent authorized by the real property owners that the requested change is in compliance with the provisions of this article. Petitioners requesting to change a road name shall be responsible for all costs incurred in the road name change. Payment of costs shall be received by the County prior to the official changing and use of the road name.

5. Road Origin Determination

- 5.1. *Baseline Roads.* U.S. Highway 220 and U.S. Highway 250 are the two baseline addressing roads in the county. The intersection of these two roads in Monterey is the focal point for the addressing.

- 5.2. *Road Direction Determination for Roads that do not cross Baseline Roads.* For roads that intersect, but do not cross one of the base line roads, the direction shall be from the intersection point toward the terminus of the road. For non-dead end roads that do not intersect one of the baseline roads, the road direction is determined by its predominant direction, South to North, or West to East. Roads that run predominantly in a South - North direction will originate at the southern most terminus of the road. Roads that run predominantly in a West – East direction will originate at the western most terminus of the road.
- 5.3. *Address Numbering Point of Origin.* Each road in Highland County shall have an address number origin. The first address for each road shall be 1 except in special cases as determined by the Highland County E-911 Coordinator. The determination for each road is based on the following criteria:
- 5.3.1. *Origin of roads intersecting with baseline roads.* The baseline intersection shall be the road origin.
 - 5.3.2. *Origin of non-dead roads.* A road’s address number origin shall be the southern or western most terminus.
 - 5.3.3. *Origin of Dead-end roads.* Roads that have a single dead-end will originate at the end that intersects another road. This origin will remain in effect even if the road is extended from the dead end to intersect another road in the future.
 - 5.3.4. *Roads that have two dead-ends.* Roads that form a “T” intersection with another road will originate at the end that is most consistent with the direction of the closest baseline road.
 - 5.3.5. *Loop Roads.* Loop roads, those that start and end on the same road, will originate at the intersection with the lowest address along the road where the loop intersects.
- 5.4. *Road Address Ranges.* Beginning from the point of origin, an address number range shall be assigned for each road segment. The address range shall consist of the following: From Right – To Right and From Left – To Left. The From Right shall designate the lowest assignable even address on the road segment. The To Right shall designate the highest assignable even address on the road segment. The From Left shall designate the lowest assignable odd address on the road segment. The To Left shall designate the highest assignable address on the road segment.

6. Criteria for Assignment of Structure Numbers

- 6.1. *Official Road Name Required.* Structure numbers shall not be assigned along any public road or private road whose name has not been approved by the Highland County Board of Supervisors.
- 6.2. *Numbering Interval.* The interval is a distance along a roadway of 5.28 feet, or 1000 intervals per mile (5,280 feet), which provides for one even and one odd address every 5.28 feet.
- 6.3. *Odd and even numbers.* Even numbers shall be placed on the right side of the road and odd numbers will be placed on the left side of the road from the point of origin to the point of destination of each road. The numbers assigned shall increase consecutively by an increment of two (2) for each interval, (one odd, one even) thereby creating an odd/even available address for each increment.
- 6.4. *Building and Structure Numbers.* Structures shall be assigned numbers based on the location of the structure access on the official road. Consideration may be given by the

E-911 Addressing Coordinator to the assignment of addresses based on where the structure fronts the road.

- 6.5. *Common access.* Where two residences or other structures are served by a common driveway or a private right of way that does not meet the criteria for a road name under 3.2. *Private Road Naming Required*, address numbers shall be assigned to each structure based on the location of the common access to the official road and incremented in keeping with the numbering sequence set forth in this ordinance.
- 6.6. *Structures That Front Two or More Roads.* For structures that front two or more roads, a number should be assigned from the official road where primary driveway access point exists. Should there be driveway access from both roads; the structure shall be addressed from the road that the front entrance faces. Dual addresses shall be avoided.
- 6.7. *Dead end and cul-de-sac.* On dead end roads and cul-de-sac roads, numbers will begin at the point of origin of the road and run towards the dead end or turnaround area.
- 6.8. *Numbering On Circle Roads And Horseshoe Shaped Roads.* Structures along circle roads, loop roads and horseshoe shaped roads shall be numbered in consecutive order, pursuant to the procedure for calculating proper house numbers with the even numbers on the outside of the circle and the odd numbers on the inside of the circle.
- 6.9. *Multi-unit Structures With Separate External Access.* Unique structure numbers shall be assigned to each entrance of a multi-unit structure with separate external accesses. Structure numbers shall be assigned in increments to each entrance based on the location of the common access to the official road.
- 6.10. *Multi-unit Structures With Common External Access.* A single structure number will be assigned to each structure entrance based on the location of the structure access to the official road. Each internal unit shall be designated as suite 1,2, etc.
- 6.11. *Pre-numbered Recorded Subdivision Plats.* Single-family residential subdivision plats of record *may* be pre-numbered by the *E-911 Addressing Coordinator*.

7. Assignment, Display and Placement of Official Structure Numbers

- 7.1. *Assignment of New Numbers.* Structure numbers shall be assigned to each new structure upon submission of a building permit application. No certificate of occupancy shall be issued for any primary structure until the *E-911 Addressing Coordinator* has supplied the official structure numbers to the Building Inspections Department. Temporary structure numbers, including road name, shall be displayed by the building permit applicant on the site during the construction phases.
- 7.2. *Display of Structure Number or Address Marker.* Each property owner shall be required to display and maintain a structure number or address marker that identifies the *primary structure* located on the property. Property and business owners shall be responsible for obtaining, installing and maintaining a structure number or address marker that is consistent with this ordinance.
- 7.3. *Construction of Structure Number or Address Marker:* The following minimum specifications apply to construction of the Structure Number or Address Marker:
 - 7.3.1 The numbers shall be placed on a background of contrasting color (light on dark or dark on light). The numbers shall be large enough (three-inch minimum) to be readable from the road.

- 7.4. *Placement of Structure Number or Address Marker.* The structure number or address marker shall be installed as follows:
- 7.4.1. Structure numbers shall be affixed to the structure in a place visible from the public or private road or access area. Whenever possible, the number shall be displayed near a light source to improve visibility at night.
 - 7.4.2. If the primary structure is shared with another person who has a separate entrance, and each entrance has been assigned an individual address number, then each individual should display his number near his doorway. Both numbers should be displayed in a place visible from the public or private road access as described above.
 - 7.4.3. If a structure number would not be visible from the public or private road or access area, then in addition to the structure number an address marker shall be displayed on a mailbox, gate post, fence, wood post or pole (preferably 4" x 4") or other conspicuous location near the principal entrance to the property, and in a manner as to be legible from both directions along the road on which the property is located.
 - 7.4.4. If a mailbox is used to display the address marker and is not located on the public or private road from which the number has been assigned, the entire address (number and road name) shall be shown on the mailbox to avoid confusion.
 - 7.4.5. On corner lots the number must be displayed to face the street which is part of the address or as specified above.
 - 7.4.6. Address markers shall be installed outside of the Virginia Department of Transportation's maintained right-of-way, but ideally no more than three feet inside the property line.
 - 7.4.7. When more than one structure requires the placement of an address marker at a shared access point, the markers shall be installed with the lowest number closest to the right-of-way line and subsequent numbers placed in a co-linear fashion.
- 7.5. *Removal of Other Numbers.* It shall be the duty of the property owner or property manager, upon affixing the structure number or address marker, to remove any different number which might be mistaken for or confused with, the number assigned to that property by the E-911 Addressing Coordinator.

8. Road Signs

- 8.1. *Road Sign Installation.* All named public and private roads in the County shall be identified with a sign approved by the E-911 Addressing Coordinator.
- 8.2. The County shall provide and erect a road sign when the County initiates the naming of a road.
- 8.3. The County shall install and maintain road signs for all named public and private roads, as funds are available. The County shall replace, as funds become available, road signs needed to comply with the Ordinance.
- 8.4. In cases of subdivision, the subdivider shall provide and erect a road sign of a design approved by the County for every road intersection planned in any subdivision.
- 8.5. *Road Sign Specifications.* The following general specifications apply to all road signs:
 - 8.5.1. 9" blade, variable length, High intensity reflective road name signs.
 - 8.5.2. 6" name and 3" road type lettering on .125 gauge flat aluminum.

- 8.5.3. Green reflective background with white cut out lettering for public roads and brown reflective background with white lettering cut out for private roads.
- 8.5.4. A bare 4"x9" attachment area on the sign, with 4 pre-drilled mounting holes.
- 8.5.5. Sign shall be mounted on a 4"x4" pressure treated unpainted wood pole.
- 8.6. *Sign Maintenance.* The residents along a private road shall be responsible for notifying the County of missing or damaged road signs. The County shall have the authority to install new signs as required along both public and private roads.

9. Modifications, Applicability and Enforcement

- 9.1. *Modification and Adjustments.* The E-911 Addressing Coordinator shall have the authority to make minor adjustments and modifications to ensure a logical and efficient road address system.
- 9.2. *Applicability.* The provisions of this Ordinance shall be applicable in all areas of Highland County.
- 9.3. *Violations.* Whenever the E-911 Addressing Coordinator has reason to believe there has been or there exists a violation of this Ordinance, the County shall give written notice of such violation to the person or organization failing to comply, and order said person or organization to take corrective measures within thirty (30) calendar days from the date of notification. If such person fails to comply with the duly issued order, the County shall initiate necessary actions to terminate the violation through criminal or civil measures. Any violation of this ordinance shall constitute a Class 4 misdemeanor. Subsequent to the thirty (30) day period following notification of violation, each day of the violation shall constitute a separate violation.
- 9.4. *Effective Date.* This Ordinance shall be effective immediately upon its adoption by the Board of Supervisors.