

HOKE COUNTY RURAL ADDRESSING ORDINANCE

WHEREAS, *a consistent and coherent house and building numbering system for Hoke County is necessary for public safety purposes, to minimize confusion for citizens and visitors to Hoke County, to facilitate orderly and comprehensive mail delivery, and to establish a constant and permanent address for Hoke County citizens.*

NOW, THEREFORE BE IT RESOLVED, the Hoke County Board of Commissioners:

SECTION I. -PURPOSE AND INTENT

The purpose and intent of this Ordinance is to provide a uniform system of rural addresses for all properties and buildings throughout the County in order to facilitate provisions of adequate Public safety and emergency response services and to minimize difficulty in locating properties and buildings for public service agencies and general public.

SECTION II. - DEFINITIONS

The following words and phrases were used in this Ordinance shall have the meanings respectively ascribed to them in this section:

A. Address Administrator: The official of Hoke County designated by the County Administrator, charged with the administration of this article, including their authorized agent or delegate.

B. Building: *Any structure whether residential, commercial, industrial or institutional in nature in openings, each portion of such building may be deemed a separate building.*

C. Driveway: *A private way, beginning at the property line of a lot abutting a public or private road or other easement. A driveway may not serve more than a single lot unless it runs along a lot line shared by two (2) lots and serves no more than two (2) lots which face a main road*

D. Mobile Home Park: Shall mean and include site, lot, track, or parcel of land upon which one (1) or more mobile home/manufactured homes or traveler is parked, for the temporary or permanent use as living quarters of one (1) or more families.

E. Private Roads: *Any road which serves more than two (2) buildings and is not maintained by a governmental entity or agency through the use of public funds.*

F: Public Road: *Any road or street which is maintained by a government entity or agency through the use of public funds.*

G. Road Address: The combination of numbers and road names assigned by Hoke County which uniquely identifies a particular building or lot.

H. Subdivision: *All divisions of a tract or a parcel of land into two (2) or more lots, building sites or other divisions for the purpose of sale or building development (whether immediate or future) and includes all division if land involving the dedication of a new street or change in existing streets as outlined in G.S. 153A-335.*

SECTION III. - ROAD NAMES

A. The road names on file with the office of the Emergency Management 9-1-1 Coordinator are the official names of these roads, unless changed by action of the Hoke Board of Commissioners. The Address Administrator is hereby authorized to determine the need for road name changes and to recommend such changes to the Hoke County board of Commissioners. Unless there is a substantial documentable need for a change in an official road name, no changes will be made for a period of five (5) years following the date of adoption of this Ordinance.

B. All roads in Hoke County shall be identified by a sign showing the official name of that road.

C. Road name signs shall be uniform throughout the County in accordance with the following:

White with Green Background	-	<u>Public Roads</u>
White with Blue Background	-	<u>Private Roads</u>

D. All roads which meet the criteria for a private road shall be named using the procedures Listed in Appendix A.

SECTION IV.- ADMINISTRATION AND APPLICATION

A. The Address Administrator will be responsible for the interpretation of this Ordinance. Including:

1. Assigning all numbers for properties and buildings.
2. Maintaining address records of each property and building.
3. Recommending any changes necessary to facilitate sequential building numbers along a road
4. Designating individual unit addresses within any multiple housing units in conformity with this Ordinance.

B. Road Address number will be assigned using the Hoke County Addressing System listed in Appendix B.

C. This Ordinance shall apply in all areas' of Hoke County not within a municipality.

D. Assisting the public in complying with the requirements of this Ordinance.

E. NO Subdivision, mobile home park, other non-permanent dwelling unit park, may be recorded; constructed; or otherwise begin without first submitting plans showing layout of any proposed subdivision, mobile home park or other non-permanent dwelling park to the Address Administrator. The Address Administrator will review the plans to ensure adequate access to and from the proposed subdivision, or park and will assign address numbers for each proposed lot and ensure that other provisions of this Ordinance are complied with.

SECTION V:- DISPLAY OF ROAD ADDRESS NUMBERS

A. Road address numbers must be clearly displayed so that the location can be easily identified from the road.

1. The Official Address Number must be displayed on the front of the building or at the entrance to a building which is most clearly visible from the road during both day and night.

2. *If a building is more than seventy-five (75) feet from any road, the address number shall be displayed at the end of the driveway nearest the road which provides access to the building.*
 3. *Numerals indicating the address number of a single-family dwelling shall be at least four (4) inches in height and shall be posted and maintained so as to be legible from the road*
 4. *Numbers for multiple dwelling units and non-residential buildings shall be at least four(4) inches in height and shall be placed on the front of the building facing the road or on the end of the building nearest the road.*
 5. *Numerals shall be of a contrasting color to the background*
 6. *Mobile home and other non-permanent dwelling unit lots shall have sequential address numbers throughout the park. Each lot will have a separate address number assigned. The address number of each lot must be clearly displayed on the lot so as to be legible from the road rather than maintained on the mobile home unit.*
- B. The Address Administrator will have the authority to authorize and approve alternate methods of displaying road address numbers which meet the intent of this Ordinance when strict adherence to these standards cannot be reasonably met.*
- C. The Postal Service will adopt the new house numbering system addressed. If mail is delivered to the home, the new address will be the mailing address. If mail is received at a post office, the new address will not affect the mailing address and will only be used to locate the residence in an emergency.*

1. *The address number must be displayed on both sides of the mail box.*
2. *Each address should have a mail box unless mail is received at the Post Office.*

SECTION VI. - ENFORCEMENT

- A. NO building permit shall be issued until an official road address number has been assigned for a lot. The record plat of any subdivision must show address for each lot created or recorded; as required by section IV. Paragraph E.*
- B. NO Certificate of Completion or Certificate of Occupancy will be issued by the Building Inspection Department until the road address numbers are properly displayed*
- C. NO person may display or cause to be displayed on any building any number other than the number assigned by the Address Administrator.*
- D. NO person may remove, obliterate, conceal or destroy any number or sign displayed in accordance with this Ordinance.*
- E. Owners or occupants of buildings already constructed which do not comply with this Ordinance will be notified and requested to meet these requirements within thirty (30) days from the date of the notification. A warning notice will be issued after thirty (30) days if the requirements have not been met. If the owner or occupant does not comply voluntarily with this Ordinance within thirty (30) days of the delivery of a warning notice by certified mail or hand delivered to the building in violation, enforcement action, pursuant to G. S.. 153A.-123, may be initiated.*

SECTION VII - EFFECTIVE DATE

This Ordinance shall take effect and be in force on

May 3, 1999

HOKE COUNTY BOARD OF COMMISSIONERS

JAMES LEACH, CHAIRMAN

LINDA REVELS, CLERK

APPEND IX A

PRIVATE ROAD NAMING GUIDELINES

As part of Hoke County's Comprehensive Emergency E9-1-1 Telecommunications System, all private roads will provide roads will be identified and addressed.

In order to have a systematic process to facilitate the Private Road naming, the following guidelines are to be followed:

1. A private road shall be defined as any road, lane, drive, etc. which serves more than two (2) structures (Other than farm storage buildings) not facing a state-maintained road or highway.
2. That the property owner (8) submits three (3) proposed names for their private road, in the form of a petition, to the Address Administrator. The petition will indicate location of the road, contact person, telephone number, etc.
3. That the petition must indicate the number of property owners on the private road in question and that a majority of the property owners must be in agreement with the proposal.
4. That these petitions be examined and compared with the existing road names to ensure that no road names are duplicated.
5. Every effort will be made to name the road by one (1) of the three (3) proposed names, but in the event that all of the proposals are already being used, the contact person will be notified and others proposed names requested.
6. Once the road name is approved, the County will notify the contact person of the sign (s) Of which property owner (s) will be required 'to pay the total cost.
7. Once the road name is approved, the County will notify the contact person of the total cost of the sign (s), of which property owner (s) will be required to pay the total cost.
8. The County will order and have the sign (s) installed.
9. The signs for private roads will have six (6) inch blades, blue background with white letters Installed on standard poles.
10. The monies collected from the property owner (5) will be used to pay for these signs and will be transferred to the appropriate line item.

APPENDIX B

HOKE COUNTY ADDRESSING SYSTEM

Hoke County uses an equal interval system in its approach to assigning road address numbers to building within the County. This requires the selection of two (2) intersecting baselines, one (1) running in an East-West direction and one (1) running in a North-South direction. A frontage interval of 5.28 feet is then used to assign a progression of road address numbers to buildings and properties. Working out from these lines in any direction along a continuous road with this system will easily convert to distance from the beginning point (i.e., 1600 #'s equals 1.6 miles).

The base lines selected for Hoke County are the Raeford City Limits. All roads address numbers will begin at the end of the road closest to the nearest base line; or in case of a dead end road, at its intersection with another named road. For continuous roads which cross a base line, they will be addressed with respect to East - West - North- South of that line.

All buildings will be addresses relative to their position on a named road. Houses which are obviously facing a named road will be addressed with the number which falls closest to the front door of that building. Buildings, which are situated more than seventy-five (75) feet off a named road, will be addressed where their driveway intersects the named road (if the house is not visible From the road. use driveway).

Road address numbers will be assigned every 5.28 feet from the beginning point on that road. Numbers on the right side of the road. Numbers will be assigned, even numbers on right side of the road, odd numbers on the left side of the road, as one would stand with their back towards the beginning point.

Effective Date: 05/03/99