

## **Section 121. Road Naming and Addressing**

*(Adopted 3/21/95)*

### **A. Purpose and Intent**

The purpose and intent of this ordinance is to provide a uniform system of addresses throughout the City's jurisdiction in order to minimize difficulty in locating properties and buildings for public service agencies and the general public.

### **B. Definitions**

For the purposes of this ordinance, the following words and phrases shall have the meanings respectively ascribed to them:

1. **Building:** any roofed or walled structure whether residential, commercial, industrial, or institutional in nature and use. When a structure is divided by division walls from the ground up without openings, each portion of such building may be deemed a separate building.
2. **Driveway:** a private way, beginning at the property line of a lot abutting a public or private road or other easement.
3. **Road Address:** the combination of numbers and road names assigned by the Planning Department which uniquely identifies the location of a particular building, lot or parcel.
4. **Road:** a public or private one-way or two-way road for ingress and/or egress.
5. **Subdivision:** shall mean that definition as identified in the Jacksonville Subdivision Ordinance.

### **C. Road Names**

1. The road names on file with the North Carolina Department of Transportation and the City of Jacksonville Planning Department are hereby declared the official name of these roads, unless changed by action of the City Council in accordance with policies adopted by the City Council. The Planning Department is hereby authorized to determine the need for road name changes and to recommend such changes to the Jacksonville City Council.
2. No new private road names shall be recognized by this ordinance without prior approval of the Planning Department.
3. The name of any new road or road being named whether it is public or private, shall not duplicate or be similar to any other road name already in existence. This shall not apply to the extension of any roads.
4. New subdivision roads, whether private or public, shall be named when created through the subdivision approval process.

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5. Road name signs shall be uniform throughout the City in accordance with approval of local standards and policies.

### **D. Administration and Application**

1. The Planning Department shall be responsible for the administration of this ordinance, including but not limited to:
  - a. Assigning all numbers for properties and buildings.
  - b. Maintaining address records of each property and building.
  - c. Recommending change of existing addresses when necessary to facilitate sequential building numbers along a road.
  - d. Designating individual units within multiple housing units in conformity with this ordinance.
  - e. Coordinating system changes and adjustments with emergency service organizations and agencies.
  - f. Assisting the public in complying with the requirements of this ordinance.

### **E. Display of Road Address Numbers**

1. Road address numbers must be clearly displayed so that the location can be identified easily from the road.
  - a. The official address number must be displayed on the front of a building or at the entrance to a building whichever is more clearly visible from the road during both day and night.
  - b. Numerals indicating the address number of a single family dwelling shall be at least three (3) inches in height and shall be posted and maintained so as to be legible from the road.
  - c. Numerals for multiple dwelling units and non-residential buildings shall be at least six (6) inches in height and shall be placed on the front of the building facing the road or the end of the building nearest the road. Individual units shall be required to display unit numbers at least three (3) inches in height on the front door or immediately adjacent to the door.

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- d. Should the structure be too far from the public vehicular area for the numerals to be seen, the property owner shall also display an additional set of numerals legible for vehicles traveling at the prevailing speed on the roadway. Such numbers shall be located where the main driveway to the building intersects the nearest public or private street.
  - e. Numerals must be of contrasting color to the background.
2. The Planning Department in conjunction with the Police Department and Fire Department will have the authority to authorize and approve methods of displaying road address numbers which meet the intent of this ordinance when strict adherence to these standards cannot be reasonably met.

### **F. Enforcement**

1. It shall be unlawful for any person or corporation to remove or deface a street address which is displayed in accordance with this ordinance. It shall also be unlawful to allow an incorrect street address to remain on a building.
2. No building permit shall be issued until an official building number has been assigned for a lot.
3. No certificate of occupancy shall be released until a building number is displayed in accordance with this ordinance.
4. Any violation of this section shall be subject to the enforcement provisions of this ordinance. Each day's continuing violation shall be a separate and distinct offense.

### **Sections 122-123. Reserved**