

PAMLICO COUNTY
ROAD NAMING AND ADDRESSING ORDINANCE

WHEREAS a consistent and coherent building numbering system for Pamlico County is necessary for public safety purposes and to facilitate emergency services, to eliminate confusion for citizens and visitors to Pamlico County, to facilitate orderly and comprehensive mail delivery, and to establish a constant and permanent address for Pamlico County citizens.

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

ARTICLE 1

Title

This Ordinance shall be known and may be cited as the “Pamlico County Addressing Ordinance”.

ARTICLE 2

Purpose and Intent

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

ARTICLE 3

Definitions

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

1. Address Administrator: Shall mean the official of Pamlico County, charged with the administration of this ordinance, including his or her authorized agents or delegates.
2. Board of Commissioners: Shall mean the Pamlico County Board of Commissioners.
3. Building: Shall mean any 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.
4. County: Shall mean Pamlico County, a body politic and corporate of the State of North Carolina.
5. Driveways: Shall mean 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 (2) lots which face a named road.
6. Mobile Home Park: Shall mean that definition as identified in the Pamlico County Mobile Home Park Ordinance.

7. Planning Board: Shall mean the Pamlico County planning Board.
8. Private Road: Shall mean any road which serves three (3) or more Buildings and is not maintained by a governmental entity or agency through the use of public funds.
9. Public Road: Shall mean any road or street which is maintained by a governmental entity or agency through the use of public funds.
10. Road Address: Shall mean the combination of numbers and road name assigned by Pamlico County which uniquely identifies a particular Building or lot.
11. Subdivision: Shall mean that definition as identified in the Pamlico County Subdivision Ordinance.

ARTICLE 4
Road Names

- A. The road names on file with the Pamlico County Planning Department are hereby declared the official names of these roads, unless changed by action of the Board of Commissioners. The Address Administrator is hereby authorized to determine the need for road name changes and to recommend such changes to the Board of Commissioners.
- B. No new Public Roads shall be named without review and recommendation of the Address Administrator, the Planning Board and approval of the Board of Commissioners.
- C. No new Private Road names shall be recognized by this Ordinance without prior approval of the Address Administrator.
- D. The name of any new road or road being renamed whether it is public or private, shall not duplicate or be similar of any other road name already in existence. This shall not apply to the extension of any roads.
- E. New subdivision roads, whether public or private, shall be named when created through the subdivision approval process.
- F. The name of a Private Road shall be commonly known to the community. In the event there are two or more recommendations of names, County will recognize the name preferred by at least fifty-one percent (51%) of the property owners who adjoin the road.
- G. Property owners who want to rename a currently existing road name must submit a petition to the Address Administrator for verification. The Address Administrator will make recommendations to the Board of Commissioners after the following criteria have been met:
 1. \$25.00 fee for each road shall accompany any petition requesting that an existing road name be changed.
 2. The petition should include the existing road name, the proposed road name, and the signatures of at least seventy-five percent (75%) of those persons owning property which adjoin the road.

3. The Address Administrator shall request a public hearing date to be set by the Board of commissioners, which shall cause the same to be advertised pursuant to N.C.G.S. §153A-240.
4. In the event the Address Administrator and Board of Commissioners approve the request, the petitioners shall be required to reimburse the County for the cost of purchasing and erecting new signs, and removal of old signs.

ARTICLE 5

Administration and Applications

- A. The Address Administrator, or his designee, will be responsible for the interpretation and administration of this Ordinance, including, but not limited to:
 1. Assigning all numbers for properties and Buildings.
 2. Maintaining address records of each property and Building.
 3. Recommending any changes of existing addresses when necessary; to facilitate sequential Building numbers along a road.
 4. Designing individual unit addresses within any multiple housing units in conformity with this Ordinance.
 5. Assisting the public in complying with the requirements of this Ordinance.
 6. Any other activities necessary for the interpretation and administration of this Ordinance.
- B. Road address numbers will be assigned using the Pamlico County Addressing System listed in Appendix A.
- C. This Ordinance shall apply to all areas of the County not within a municipality, and in those municipalities which adopt this Ordinance or which request the County to enforce this Ordinance inside said municipality.

ARTICLE 6

Display of Road Address Numbers

- A. Road Address numbers must be clearly displayed so that the location can be easily identified from the road, in accordance with the following criteria:
 1. The official address number must be displayed on the front of a Building or at the entrance to a Building which is most clearly visible from the road during both day and night.
 2. If the 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, in a manner that clearly identifies the entrance to the Building.
 3. 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.
 4. 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 on 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.
 5. Numerals must be of a contrasting color to the background. Address numbers should be plain block numeric numbers and not in alpha print.
 6. On corner lots, the house number should face the street named in the address.

7. 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.
- 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. Appeals from the Address Administrator's review under Paragraph B above may be directed to the County Manager for submission to the Board of Commissioners. Each review request or appeal shall be in writing and addressed to the appropriate authority.

ARTICLE 7
Private Property & Public Data

During the period of addressing operations within the County, the Address Administrator, his designee or such contractor(s) as may be appointed by the County, shall have the right to enter upon, travel, measure, and inspect all private roadways and driveways to visit and record information about all inhabitable structures within the County for the purpose of determining, assigning, and notifying the inhabitants thereof of such assigned addresses.

ARTICLE 8
Procedures for New or Changed Address

When an owner or resident of any structure in the County receives notification of a new or changed address, that owner or resident shall promptly:

1. Sign the appropriate place on the form to acknowledge receipt of the notification;
2. Provide all information requested by the notification form by completing the brief questions on the notification form prior to mailing it back to the County;
3. Return the completed and signed return portion of the notification form to the address listed on the notification form.

ARTICLE 9
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 the address for each lot created or recorded.
- 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 Health Improvement or Sewer Inspection Permits shall be issued prior to an address being assigned by the Address Administrator.
- D. No person may display or cause to be displayed on any Building, any number other than the number assigned by the Address Administrator.

- E. No person may remove, obliterate, conceal, or destroy, any number or sign displayed in accordance with this Ordinance.
- F. Owners of Buildings already constructed will be asked to voluntarily comply with this Ordinance. Those owners of Buildings which do not comply with this Ordinance will be notified and requested to meet the requirements within sixty (60) days from the date of notification. A second notice will be issued after the sixty (60) days if the requirements have not been met. If the owner does not comply voluntarily with this Ordinance within thirty (30) days of receiving the second notice, enforcement action pursuant to Chapter 153A of the North Carolina General Statutes may be initiated.
- G. County will not be held responsible or liable from owners or occupants for personal injury or damage to Buildings or dwellings constructed which do not comply with this Ordinance.
- H. Enforcement under Paragraphs A, B and C of this Article shall not begin until thirty days after addressing of the County is completed by County or its agents.

ARTICLE 10
Effective Date

This Ordinance shall be effective at the date that it is passed and from that date until such time as the County chooses to amend or repeal it.

Passed this 15th day of November, 1993.

BY: s/s Johnnie Tripp, Chairman
PAMLICO COUNTY BOARD OF COMMISSIONERS

ATTEST: s/s William R. Rice, Clerk to the Board
PAMLICO COUNTY BOARD OF COMMISSIONERS

APPENDIX A

The Pamlico County addressing system is based upon a calculated street address which uses:

1. The measured distance along the roadway from an intersection or its origin to the property to be addressed; and
2. The orientation of the roadway in relation to the intersection of NC HWY 55 and NC HWY 306; and
3. The side of the roadway on which the property is situated.

NC HWY 55 and NC HWY 306 are considered the BASE LINES for county-wide addressing. The intersection of NC HWY 55 and NC HWY 306 is considered the point of origin for these BASE LINES. All addresses will be calculated upon distances as measured from this intersection. All assigned addresses on each roadway will start with lowest assigned numerical address at that end of the roadway which is the closest to the point of origin of the base lines. In the case of Dead-End-Roads the numbers will begin at the end of the road which intersects another named roadway.

All roads which cross either of the County base line roads the numbering will begin at the base line and progress upward away from the base line. Such roads will then also be designated with an east, west, north, or south prefix. For those which cross more than two base lines, the directional prefix will be based solely upon the north-south base line, NC HWY 306.

Individual addresses will be the product of the division of the measured distance along the roadway by the number 5.28 so that every address will reflect the mileage along the roadway. For example an address of 1600 will be located 1.6 miles along the roadway. Number will be assigned with at an interval of no less than 26.4 feet to insure adequate number progression. Numbers will be assigned on the left side of the roadway, as one would stand with their back towards the beginning point.

All inhabitable structures will be addressed. Structures which are obviously facing a named road will be addressed with respect to that roadway. Addresses will be assigned based upon the measured distance to the front door of the structure. Buildings which are more than 75 feet from the roadway will be addressed based upon the measured distance to the center of the driveway to the structure.

No letter characters will be used in assigning addresses except in the case of individual units situated within a multi-family structure. In such cases the entire multi-family structure shall have an individual numeric address assigned in accordance with this Ordinance.