

**CHAPTER 6
BUILDINGS AND BUILDING REGULATIONS**

**Article II
Numbering of Houses and Buildings and Road Naming**

Sec. 6-31 IN GENERAL

- (a) Title. The name of this ordinance is “An Ordinance to Assign and Regulate Road Names, House and Building Numbers in Orange County” and may be cited as the “Road Naming and Addressing Ordinance” or as Chapter 6, Article II of the Code of Ordinances of Orange County (hereinafter referred to as the “Ordinance”).
- (b) Authority. This Ordinance is hereby adopted under the authority and provisions of General Statutes of North Carolina Chapter 153A-238 and 153A-239.1(a) and 147-54.7, and the police powers of the county to protect the health, safety and welfare of its citizens.
- (c) Jurisdictional Coverage. All public and private roads in the unincorporated portions of the county are included within the jurisdiction of this ordinance, unless the municipalities within the County elect to be covered by the Ordinance. Every addressable structure within the County’s planning jurisdiction shall be included within the jurisdiction of this ordinance. The municipalities within the County may maintain any current or future road names in unincorporated areas included within their extraterritorial jurisdiction as they are approved and filed into public records.
- (d) Purpose and Intent. The purpose and intent of this article is to hereby amend the existing Chapter 6, Article II of the Code of Ordinances and establish a uniform system of addressing and numbering all houses and buildings within the jurisdiction of the county, and to establish a process for changing existing addresses, streets and road names so that street, road, and highway names are not duplicated in the county. The ordinance provides a method to correct inaccurate addresses, ensure that road name identification signs are placed at all road intersections, establish a procedure for reviewing road names and provide an enforcement mechanism to ensure compliance with the uniform system of addressing and numbering.. This amendment is necessary to facilitate the provision of adequate public safety and emergency services and to minimize the difficulty in locating properties and buildings for postal delivery, public service agencies, and the general public.
- (e) Delegation of Authority. The Orange County Board of County Commissioners hereby delegates the overall authority and responsibility for the addressing and naming of public and private roads, as directed by the provisions of this Ordinance, to the County Manager or his/her designee as the Address Administrator. This includes any authorized staff representative acting on behalf of the County Manager or his/her designee.

Sec. 6-32 DEFINITIONS

- (a) The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:
- (1) Address Administrator or Administrator. The official designated by the County Manager to administer this Article, including his/her authorized representatives.
 - (2) Addressable Structure. Any structure requiring the installation of a dedicated, permanent electrical meter or that serves as a utility route management location.
 - (3) Apartment Building. A single building comprised of three or more dwelling units used as rental property.
 - (4) Building. Any structure used or intended for supporting or sheltering any use or occupancy.
 - (5) Condominium. A building in which each individual unit is held in separate private ownership and all floor space, facilities and outdoor areas used in common by all tenants are owned, administered and maintained by a corporation created pursuant to the provisions of the appropriate statute.
 - (6) Developer. Any person undertaking any developments as defined in the Orange County Unified Development Ordinance.
 - (7) Driveway. A private way beginning at the property line of a lot abutting a public road, private road, easement or private right-of-way that will give access from public road, recorded easement, recorded private road or private right-of-way, and serves not more than two structures.
 - (8) Duplex Residence. A building that is divided into two dwelling units each of which has an independent entrance either directly or through a common vestibule.
 - (9) Habitable Structure. Any structure suitable for human habitation including, but not limited to, residential homes and commercial/industrial/institutional structures that consistently serve employees, customers, or students.
 - (10) Master Street Address Guide (MSAG). Consists of the road name, addresses and emergency providers for that range.
 - (11) Mobile Home / Manufactured Home. A structure, transportable in one or more sections, which in the traveling mode is 8 body feet (2438 body mm) or more in width or 40 body feet (12 192 body mm) or more in length, or, when erected on site, is 320 square feet (30 m2) or more, and which is built on a permanent chassis

and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air-conditioning and electrical systems contained therein.

- (12) Multiple Dwelling Unit. A building used or capable of being used for residential purposes wherein more than two separate and distinct places of habitation exist.
- (13) Office Building. A single building comprised of three or more office units used as individual businesses.
- (14) Public Road. Any road, street, highway, thoroughfare, or other way of passage that has been irrevocable dedicated to the public or in which the public has acquired rights by prescription, without regard to whether it is open for travel.
- (15) Private Road. Any one-way or two-way road for ingress and/or egress not for use by the public that serves three or more structures.
- (16) Road of Origin. Each road shall have a road of origin. Generally, a road's origin will be the beginning point of the road as accessed from another road, from major to minor roads, and from proximity to the axis point. These road origins shall be established by the Addressing Administrator.
- (17) Single Family Residence. Shall mean any one family dwelling or portion thereof, including townhouses, that is used or designed or intended to be used for human habitation, for living, sleeping, cooking or eating purposes, or any combination thereof.
- (18) Strip Commercial Building. A single building with multiple accesses that is leased by square footage and allows interior businesses to vary in size.
- (19) Road Address. The combination of numbers and road names assigned by Orange County that identifies a particular building or lot.
- (20) Subdivision Road. Any dedicated and accepted public right-of-way for vehicular traffic, or a private road, either of which were established pursuant to the Orange County Unified Development Ordinance.
- (21) Townhouse. A single-family dwelling unit constructed in a group of three or more attached units in which each unit extends from the foundation to roof and with open space on at least two sides.

Ord. of 4-21-1987, § 2, eff. 4-21-1987; Amend. of 12-13-2011, eff. 12-13-2011

Sec. 6-33 ADDRESS ADMINISTRATOR RESPONSIBILITIES

- (a) Responsibilities. The Address Administrator shall be responsible for the interpretation and administration of this ordinance, including, but not limited to:
- (1) Maintaining a system and assigning all numbers for addressable structures;
 - (2) Approval of change of existing addresses when necessary to facilitate sequential house number assignments along existing roads;
 - (3) Establishment of interdepartmental infrastructure to insure continued operation of addressing system to meet the spirit and the intent of this ordinance;
 - (4) Notification to appropriate citizens, governments, agencies, and post offices as required by law; and
- (b) Clerical or Administrative Errors. The Address Administrator is authorized to correct such clerical or administrative errors that may from time to time occur in keeping with the overall plan and the intent of this ordinance and to approve alternate methods of displaying house numbers which meet the intent of this ordinance when strict adherence to these standards cannot be reasonably met.

Ord. of 4-21-1987, § 3, eff. 4-21-1987; Amend. of 12-13-2011, - eff. 12-13-2011

Sec. 6-34 ROAD NAMING

- (a) Roads located within the unincorporated areas of Orange County, whether public and private, shall not be named or renamed by any method except those set forth in this Article. All existing, proposed, or constructed public or private roads or driveways that provides, or will provide, access to three (3) or more habitable structures that are more than seventy-five feet from the main road shall have a street name and address range assigned.
- (b) Road Names
- (1) New Road Names.
 - a. No new public or private road shall be named without approval of the Address Administrator.
 - b. The name of any new road, whether it is public or private, shall not duplicate or be phonetically similar to any other road already named within Orange County. This subsection shall not apply to the extension of existing roads, which should whenever possible be given the same name.
 - c. New subdivision roads, whether public or private, shall be named prior to the approval of any proposed subdivision or plat.

- (2) Renaming Roads.
- a. Renaming by Address Administrator. Road names may be changed by the Address Administrator when the road name is a duplicate of another road name within a designated postal area or within Orange County and interferes with the accurate dispatch of emergency service or postal delivery. In addition, a road name may be changed when one road has two commonly used names or where portions of what appears to be the same road has two or more names.
 - b. Renaming Request by Property Owners. Property owners who want to have the name of a public road changed for personal reasons must comply with subsections 6-34(b)(i), (ii) and (iii) below. Property owners who want to have the name of a private road changed for personal reasons must comply with subsections 6-34(b)(i) and (ii) only.
 - i. A petition should include the existing road name, the proposed road name, the reason why the person(s) are requesting the name change, and the signatures of 75% of those persons owning property addressed on the road in question. Owners of a single parcel addressed on the road in question shall have one vote. Owners of multiple parcels addressed on the road in question shall have only one vote.
 - ii. Name changes requests shall conform to Section 6-34(b)
 - iii. The name change request shall only be approved after a public hearing is held on the matter as provided in Sec. 6-36 and the Board of County Commissioners have approved the petition for a road name change. The Petitioners shall be required to pay to Orange County the cost of purchasing new signs and erecting them prior to the name change becoming effective.
- (3) Multifamily Dwelling, Apartment Complexes, Townhouses, and Condominium Development Road Names. A road with one name shall serve all multifamily dwelling complexes, including apartment complexes, townhouses and condominium developments, and other similar uses unless the administrator finds that, in the interest of the public safety, the naming of more than one street in or near the development is warranted.
- (4) Reserving a Road Name for a New Development. Road names for new developments may be reserved upon written request to the Address Administrator for up to one year. If the requirements to finalize the road name are not satisfied within one year from the date of approval, upon written request an extension of one year may be granted. If such extension is not received, the road name may no longer be reserved.

- (5) Limitation. In naming or renaming a public road, the county may not change the name of any road name designation provided by the North Carolina Board of Transportation or the Orange County Board of County Commissioners unless the respective body agrees to such change. Numbers assigned to a road by the North Carolina Board of Transportation shall not be changed; however, the Board of County Commissioners may name the road in addition to the number given to it by the North Carolina Board of Transportation.

(c) Content of Road Names

- (1) Road names must use common spelling found in a standard dictionary.
- (2) North, South, East and West are intended to be directional features of the address system and will be used only when necessary, such as for distinguishing regions of a continuous road traversing several municipalities. A directional word should not be contained within the name of a new road and shall be placed ahead of the road name. A street or road may have no more than one directional prefix.
- (3) Only letters of the alphabet and blank spaces should be included in a road name. Road names that are numbers (i.e. First Street) must be expressed using alphabetical characters and not numbers. Road names should not contain the following:
 - a. Symbols or punctuation;
 - b. Abbreviations of the main title of the street or road name;
 - c. Initials;
 - d. A single alphabetical character;
 - e. Words that begin with “old” or “new;”
 - f. Offensive words or language in accordance with G.S. 147-54.7; or
 - g. More than 20 letters including spaces.
- (4) All road names shall contain a road name suffix designation. Suffix designations of roads include, but are not limited to, the following terms: avenue, boulevard, court, circle, lane, parkway, place, road, street, trail or way. All street suffix designations may be abbreviated in compliance with National Emergency Number Association (NENA) Addressing Standards.

(d) Physical Standards for Road Name Signs

- (1) Signs for public or private roads or drives shall conform with the physical

standards set forth in the United States Department of Transportation's Manual on Uniform Traffic Control Devices (MUTCD).

Ord. of 4-21-1987, § 4, eff. 4-21-1987; Amend. of 12-13-2011, eff. 12-13-2011

Sec. 6-35 ADDRESSING

- (a) Use of assigned number required. No person may display or cause to be displayed on any house, building or box any number other than the number assigned by the Address Administrator.
- (b) Removal, obliteration and destruction prohibited. No person may remove, obliterate or destroy any number displayed in accordance with this Ordinance.
- (c) Road Address Number Assignment. The administrator shall assign house and building road address numbers in accordance with a system that adheres as closely as possible to the principles set forth in this section. However, matters of interpretation of the assignment of road address numbers shall be in the sound discretion of the address administrator.
- (d) Methodology. The methodology used to determine the assignment of house and building address numbers shall be:
 - (1) The County shall be divided by two axes. The north-south axis shall be NC 86 N (New Highway 86 from the Caswell County line to I-85, Old NC 86 from I-85 to its intersection with N.C. 54, and then continuing along Old Fayetteville Road to Jones Ferry Road and along Jones Ferry Road to the Chatham County Line). The east-west axis shall be St. Mary's Road (from the Durham County line to US 70) and a continuance of US 70 from that intersection westward to the Alamance County line.
 - (2) Directionality of the road of origin used to determine "right" and "left" shall be determined as one travels away from the intersection of the aforementioned axis.
 - (3) Addresses shall be assigned at either the federal standard of 5.82 feet or twenty feet intervals along the length of the road as determined by the Address Administrator. The intent of this practice is to ensure there are available addresses between addressable structures that can be assigned at a later date.
 - (4) The range of addresses shall begin with the lowest number in the range being closest to the road of origin with the numbers increasing as the distance from the road of origin increases. If the road to be addressed does not have an immediately discernable origin but connects two roads, the road closest to the intersection of the aforementioned axis shall be deemed the road of origin.

- (5) For all new roads, addresses shall be assigned along roads with odd numbers on the left and even numbers on the right.
 - (6) Address ranges for new roads in a subdivision will begin with either even or odd integers but not both. If a right turn must be taken to enter the subdivision from the road of origin, all address ranges will begin with an even integer. If a left turn must be taken to enter the subdivision from the road of origin, all address ranges shall begin with an odd integer.
 - (7) Numbers shall run in an ascending order from east to west on streets to the west of the north-south axis. Numbers, likewise, shall run in an ascending order from west to east on streets to the east of the north south base line. Numbers shall run in an ascending order from south to north on streets to the north of the east-west axis. Numbers, likewise, shall run in an ascending order from north to south on streets to the south of the east-west axis.
 - (8) All dead-end streets shall begin numbers at the open end, no matter which compass direction they follow.
 - (9) Streets with both ends opening from the same direction shall begin numbering on the end closest to the axis.
 - (10) Streets which do not run north-south or east-west shall begin numbering at the end closest to the axis.
 - (11) Streets which connect to both axes shall begin numbering on the end stemming from the north-south axis.
 - (12) Each block shall begin a new series, for example, 101, 201, 301.
 - (13) Any irreconcilable conflicts between the provisions of subsections 6-35(d)(1) through (6) and subsections 6-35(d)(7) through (12) shall be resolved by giving priority to the provisions of subsections 6-35(d)(1) through (6).
- (e) Display of Road Address Numbers. Once assigned, road address numbers must be clearly displayed so the location can be easily identified from the road.
- (1) Subject to Section 6-35(e)(2) 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 street or road during both day and night.
 - (2) If a building is more than seventy-five feet from any road, the address number shall be displayed at the end of the driveway or easement nearest the road, which provides access to the building.

- (3) Numerals indicating the address number of a single-family dwelling shall be at least three inches in height and shall be posted and maintained so as to be legible from the road from both directions of travel.
 - (4) Numerals for buildings with multiple dwelling units and nonresidential buildings shall be at least six 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) Mobile home lots shall have address numbers assigned to each lot throughout the park. The address number of each lot must be clearly displayed on the lot so as to be legible from the road rather than mounted on the mobile home unit.
 - (6) All numerals must be made of durable, clearly visible material and must contrast with the color of the background.
 - (7) The Address Administrator shall have the right to authorize and approve alternate methods of displaying house numbers, which meet the intent of this article when strict adherence of these standards cannot reasonably be met.
- (f) Address Corrections. The Address Administrator is authorized to correct any errors in a numeric address or street range. This includes:
- (1) Addresses that are out of sequence with other addresses on the same road;
 - (2) Addresses that are not inside the range of values assigned to the street of origin;
 - (3) Address ranges assigned to street segments that are not sequential or are out of sequence with preceding or succeeding segments of the same street.

The Address Administrator shall provide written notice to the owner in accordance with Sec. 6-37 of this ordinance which shall include the reason for the error, the new numeric address, and that the address change will be effective sixty (60) days from receipt of the notice. A resident who does not display the new address after the effective date shall be in violation of this Ordinance.

Ord. of 4-21-1987, § 5, eff. 4-21-1987; Amend. of 12-13-2011, eff. 12-13-2011

Sec. 6-36 PUBLIC HEARING AND NOTICE REQUIRED

- (a) Naming or Renaming Public Roads. Prior to naming or renaming a road, the Address Administrator shall request a public hearing date be set by the Orange County Board of County Commissioners and provide notice in accordance with G.S. 153A-239.1(a), except an initial name for a new road that has been approved by the address administrator may be assigned without a public hearing if recorded in the Register of Deeds Office on an approved subdivision plat.

- (b) Adoption of Ordinance. Prior to adopting an ordinance to establish a procedure to assign or reassign street numbers on the road, the Board of County Commissioners shall provide notice and hold a public hearing in accordance with G.S. 153A-239.1(a).
- (c) Notice. After naming or renaming a public or private road, or assigning or reassigning street numbers on a public or private road, the Address Administrator shall provide notice to be given to the local postmaster with jurisdiction over the road, to the North Carolina Board of Transportation and any city within five miles of the road.

Ord. of 4-21-1987, § 6, eff. 4-21-1987; Amend. of 12-13-2011, eff. 12-13-2011

Sec. 6-37 PENALTY

- (a) Structures Requiring a Certificate of Occupancy. The certificate of occupancy for any structure erected, repaired or modified after the effective date of this Ordinance shall be withheld by the Orange County Building and Inspections Department until the address is posted correctly on the structure as outlined in this Ordinance.
- (b) Existing Structures. If an addressable structure is not in compliance with this Ordinance, the Administrator shall provide a written notice of violation to an owner or occupant, of legal age, that the building is not in compliance with this Ordinance specifying that within sixty (60) days the addressable structure must be brought into compliance.
 - (1) If the owner or occupant of an addressable structure fails to bring the addressable structure into compliance within sixty (60) days of receiving written notice of violation the owner or occupant shall be in violation of this Ordinance.
 - (2) Means of notice deemed sufficient and proper include but are not limited to registered or certified mail sent to the last known address of an owner or occupant as ascertained from the County's tax listing, posting on the front door of the building, or hand delivery to an occupant of legal age found at the addressable structure.
 - (3) Written notice of violation and citations pursuant to this section shall be deemed delivered and properly served upon: depositing said notice and/or citation into a receptacle of the United States Postal Service; posting on the front door of the addressable structure; or hand delivery to an occupant of legal age found at the addressable structure.
- (c) Penalties. If an owner or occupant does not bring an addressable structure into compliance with this Ordinance after proper notice and sixty days (60) has elapsed, the County Attorney may enforce this article by any one or more of the remedies authorized by G.S. 153A-123, save and except no criminal penalties shall accrue to any owner or occupant as a result of a violation of this Ordinance. The violation of any provision of this Ordinance shall subject the owner or occupant to a civil penalty in the amount of \$50

to be recovered by the County in a civil action in the nature of a debt. If, at the expiration of the sixty (60) day notice period the owner or occupant has not complied with the provisions of this Ordinance the Administrator shall issue a citation and civil penalty as set out herein. If the owner or occupant does not correct the violation and pay the penalty within 14 days after being cited for a violation of the Ordinance the owner or occupant shall be deemed to have committed a separate violation of this Ordinance and the Administrator shall issue another citation and penalty. Thereafter, every seven day period the building remains non-compliant shall constitute a separate violation and the Administrator shall issue a citation and penalty for each such violation. Payment of the civil penalty imposed pursuant to this subsection does not relieve a person of their liability for any other fees, fines or other penalties imposed under this Ordinance.

- (d) The Owner or Occupant may appeal the citation and civil penalty within 10 days of receipt of the citation or civil penalty to the County Manager who shall have the authority to hear and settle disputes related to violations of this Ordinance.

Ord. of 4-21-1987, § 7, eff. 4-21-1987; Amend. of 12-13-2011, eff. 01-01-2013

Sec. 6-38 SEVERABILITY

If any provision of this Ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, such provision shall be deemed a separate, independent provision and such holding shall not affect the validity of any other provision hereof, and to that end, the provisions of this Ordinance are declared to be severable.

Ord. of 4-21-1987, § 8, eff. 4-21-1987; Amend. of 12-13-2011, eff. 12-13-2011

Sec. 6-39 EFFECTIVE DATE

This Ordinance shall be effective upon adoption save and except Section 6-37, which shall be effective on the 1st day of January 2013.

Ord. of 4-21-1987, § 9, eff. 4-21-1987; Amend. of 12-13-2011, eff. 12-13-2011

Adopted by the Orange County Board of Commissioners this 13th day of December, 2011.

By:

Attest:

Bernadette Pelissier, Chair
Orange County Board of Commissioners

Donna Baker, Clerk to the Board