

Article 11 Section 1 General

11.1 Under the authority and provisions of the General Statutes of North Carolina, Chapter 153A-121, 239.1., and local modifications thereto, a county may by ordinance, name or rename any road within the county and not within a city, and may assign or reassign street numbers for use on such a road.

11.1.1 These regulations shall apply to and govern each and every public or private road within the County of Pender outside of the jurisdiction of any incorporated municipality.

11.1.2 The Addressing Coordinator, or their assigned agent, shall be responsible for assigning a number for each addressable structure in Pender County, including the municipalities of St. Helena and Watha, and for the naming of public and private roads as directed by the provisions of this article. As conditions merit, such official numbers may be changed upon proper official notice to the property owner and public agencies.

11.1.3 In naming or renaming a road, a county may not:

- A. Change the name, if any, given to the road by the Board of Transportation unless the Board of Transportation agrees;
- B. Change the number assigned to the road by the Board of Transportation, but may give the road a name in addition to its number; or
- C. Give the road a name that is deceptively similar to the name of any other public road in the vicinity.

11.1.4 After naming or renaming a road, or assigning or reassigning street numbers on a road, a county shall cause notice of its action to be given to the local postmaster with jurisdiction over the road, to the Board of Transportation, and to any city within five miles of the road.

Article 11 Section 2 Purpose

11.2 The purpose of this article is to provide a uniform system of road naming and addressing along both public and private roads in order to facilitate the provision of adequate public safety and emergency response services. This article is designed to:

- A. Establish the procedures by which a road may be named and addressed or by which an existing name may be changed and readdressed.
- B. Establish and maintain an official map and listing of all roads in Pender County.
- C. Eliminate duplicate or phonetically similar road names in accordance with the National Emergency Number Association (NENA) road naming standards.
- D. Provide for the uniform marking of roads.
- E. Implement a systematic numbering system for all addressable structures within the geographic limits of Pender County as related to the Emergency 911 Telephone System.
- F. Establish procedures through which the implementation of Chapter 62A of the North Carolina General Statutes may be carried out.

Article 11 Section 3 Road Naming

11.3 The Pender County Addressing Coordinator or their designated agent is authorized to determine the need for new road names or road name changes within jurisdiction of Pender County for both private and public roads outside the corporate limits of any municipality within the county.

11.3.1 New Road Names. When a public or private road provides access to more than three (3) addressable structures or combinations thereof, regardless of the length of such road, a road name shall be assigned.

11.3.2 The property owners along such road shall provide a petition with the proposed road name to the Pender County Addressing Coordinator within thirty (30) days of written notice.

11.3.4 The proposed road name will be subject to review pursuant to the criteria set forth in this article.

11.3.5 If there is a unanimous decision among the property owners as to the name of the road and the submitted name satisfies the criteria established by this article, the Addressing Coordinator or their designated agent shall review the petition and approve the submitted name.

11.3.6 If a consensus among the property owners cannot be met, the Addressing Coordinator or their designated agent shall submit the name recommended by the majority of the property owners to the Pender County Board of Commissioners.

11.3.2 Road Name Changes. Any road officially named by the Pender County Board of Commissioners shall not be petitioned for a road name change unless:

- A. Evidence shows a mistake was made in the naming of the road in the form of deeds, plats, or maps.
- B. The road has been physically altered.
- C. By special direction from the Addressing Coordinator for a unique circumstance.

11.3.3 If a petition is made for a road name change, the petition must be signed by a majority of the property owners along the road in question with each such person's mailing address and telephone number listed. The petition shall identify one of the signatories as spokesman for the applicants. Because of the cost involved and the confusion generated during this process, the county will follow a basic policy of discouraging petitioned road name changes.

11.3.4 Criteria. The following criteria shall be used to formulate recommendations for road names or changes:

- A. When appropriate and feasible, commonly known informal road names shall be retained.
- B. The Addressing Coordinator or their designated agent should consider geographical, physical and historically significant factors regarding the road.
- C. U.S. and N.C. highways shall retain their numbers as their road names throughout the county.
- D. Offensive or distasteful road names shall not be used.
- E. Family names for road identification shall be permitted when there is a well-established non-conflicting history as to the particular family being the majority of the residents of the road.
- F. Roads with continuous alignments should have only one name.
- G. New road segments that are an extension or a continuous alignment of an existing road shall maintain the existing road name.
- H. Road names and/or numbers should only change when there is a substantial intersection, or at municipal boundaries.

11.3.5 When renaming a road consider the following:

- A. The road with a name of historical significance should have its name retained.
- B. The road with the most properties on it should retain its name.
- C. The road that has been named for the longest period of time shall retain its name.

11.3.6 A directional must be placed ahead of the road name and cannot be used as a suffix. If a “North” directional is used there must be a “South” directional. If an “East” directional is used there must be a “West” directional. The prefix “N” shall be used for North, the prefix “S” shall be used for South, the prefix “E” shall be used for East and the prefix “W” shall be used for West.

11.3.7 In the case of a double ended road, two different road names may be assigned or a directional prefix may be utilized indicating which direction that portion extends from the road of origin. A cardinal direction is recommended in the naming of a T intersection.

11.3.8 Prohibited Road Names. The Pender County Addressing Coordinator shall not recommend newly proposed road names which fall under the following categories:

- A. Numbers used as part of the name, unless the name is well known and there is a general acceptance.
- B. Names which are difficult to pronounce.
- C. Names which are less than 3 characters in total length or over 20 characters in total length, including spaces, but not including street type.
- D. Names which are duplicated in neighboring counties if the roads are in the same postal district, fire department/rescue district, or telephone exchange.
- E. Names which are similar to the name of an existing subdivision or landmark unless the road lies within that same subdivision.
- F. Duplicate, near duplicate (Ex. Apple Road and Apple Hill Road) or phonetically similar road names.
- G. Streets having the same name but different street types are considered duplicate names.
- H. Streets having the same name but different directionals are considered duplicate names unless they are in continuous alignment and are intersected by another road.
- I. Names that contain a street type or directional within the road name field.
- J. “EXT” is not to be used as a suffix when a road is extended. Instead, the name shall remain the same and the address range extended to accommodate the new section.

11.3.9 Street Suffixes:

Alley = Aly	Lane = Ln
Avenue = Av	Loop = Loop
Bay = Bay	Parkway = Pkwy
Bend = Bend	Path = Path
Boulevard = Blvd	Place = Pl
Branch = Br	Point = Pt
Cay = Cay	Ridge = Rdg
Center = Ctr	Road = Rd
Circle = Cir	Run = Run
Court = Ct	Spur = Spur
Cove = Cove	Station = Sta
Crest = Crst	Street = St
Crossing = Crsg	Terrace = Ter
Drive = Dr	Trace = Trc
Highway = Hwy	Trail = Tr
Hollow = Holw	Walk = Wk
Landing = Ldg	Way = Way

Article 11 Section 5 Subdivisions

11.5.1 For all subdivisions in which new roads are proposed, the following items must be submitted by the developer to the Pender County Addressing Coordinator at the preliminary review phase:

- A. A scaled map of the road layout with the proposed name identified on each road.
- B. An alphabetical list of the proposed road names **and subdivision name**. An alternate for each road name **and subdivision name** should also be submitted for review should the proposed name not comply with this article.
- C. A signature line labeled "Reviewed and Approved by the Addressing Coordinator."

11.5.2 The new subdivision name shall not duplicate or be phonetically similar to an existing road name or existing subdivision name.

11.5.3 The Addressing Coordinator will review the proposed road names for overall compliance with the Pender County Unified Development Ordinance. If a submitted road name(s) does not comply with this article, the Addressing Coordinator will contact the developer, explain the reasons for non-compliance, and request new names be submitted. Road names and **subdivision names** for new developments may be reserved for up to two years or through validation of the preliminary plat.

11.5.4 After preliminary approval, any road configuration change or any request to change an approved road name will require resubmission of the map and the road name list for review. The approved road names/**subdivision name** shall be identified on the final approved plan with a signature line labeled "Reviewed and Approved by the Addressing Coordinator" and a copy submitted by the developer to the Addressing Coordinator.

Article 11 Section 6 Numerical Addressing System

11.6.1 Numerical addressing will be assigned using the federal standard scale of 1000 numbers per mile, which calculates to an available number every 5.28 feet.

11.6.2 The range of addresses shall begin with the lowest number in the range being closest to the road of origin. As the numbers are increasing, even numbers will be assigned to structures located on the right side of the road and odd numbers will be assigned to structures located on the left side of the road.

11.6.3 All addresses should numerically balance on both sides of the road.

11.6.4 It is the policy of Pender County to assign addresses when the footing inspection has been approved or when there is a final site plan approval. The only deviation of this policy is when the structure is located in an approved subdivision where addresses have previously been assigned.

11.6.5 Subdivisions and/or individual lots with up to 100 feet of road frontage may be assigned preliminary addresses following map recordation. Final addresses will not be assigned until compliance with Section 11.6.4 has been demonstrated.

11.6.6 Addresses will be assigned to the front door of the structure. Structures that are situated more than two hundred (200) feet from a named road will be addressed where the driveway intersects the road. If the structure is not visible from any distance off the road the address will be assigned at the driveway.

11.6.7 Structures using the same driveway shall be addressed with the structure nearest the road of origin having the lower digit.

11.6.8 Structures whose vehicular access is via an alley shall be assigned addresses from the alley side of the structure.

11.6.9 In the event a portion of a roadway that has been addressed using the 5.28 numbering scheme is spot annexed into a municipality, the current numbering scheme shall be maintained.

11.6.10 Corner lots will be assigned an address from the road on which the structure faces. An address can be assigned from the side road location in situations where the front of the building is obscured or difficult to distinguish.

11.6.11 Addresses should not be assigned to structures that are simply accessory to the principal building.

11.6.12 Garage apartments shall be given a new address. If there are no addresses available then a unit letter may be assigned (ex. 503A) as a last resort.

11.6.13 Duplexes and apartments will be assigned structure numbers as well as unit numbers for secondary locators. For multi-story development the number will reflect the floor number and unit number.

11.6.14 Townhouses/Condominiums shall be assigned individual addresses for each unit.

11.6.15 Commercial development will be assigned one address per building as well as suite numbers for secondary location indicators. Each individual building shall have a separate address. For multi-story development the number will reflect the floor number and suite number.

11.6.16 Each mobile home within a mobile home park shall be assigned a primary 911 address. A mobile home park owner may assign lot numbers but the lot numbers shall not be used as the physical address.

Article 11 Section 7 Compliance

11.7 The Building Inspector shall not issue a Certificate of Compliance or a Certificate of Occupancy until the new structure complies in full with the requirements of this article.

11.7.1 The owner of any existing structure, mobile home park, or complex shall be required to comply with this article within thirty (30) days of written notification by the Pender County Addressing Coordinator, or their agent.

Article 11 Section 8 Size, Color, Maintenance & Location

11.8 The standard minimum size of a number for a typical residential or nonresidential structure shall be three (3) inches in height.

11.8.1 The standard minimum size of a number for a large residential or nonresidential structure such as an apartment, townhouse, condominium complex or a commercial or industrial complex shall be six (6) inches in height. Minimum sizes larger than the standard shall be required in any situation where the standard size would not provide necessary identification deemed appropriate by the 911 Addressing Coordinator or their assigned agent.

11.8.2 The color of the numbers placed on a structure or pedestal shall be in contrast to the color scheme of the structure or pedestal so that the number is clearly visible. Reflective numbers for nighttime identification are encouraged.

11.8.3 Every structure shall be posted with the official assigned number in at least one location in conformance with this article and as follows:

- A. The location of the numbers shall be maintained within a three (3) foot perimeter of the structure entrance. For apartment, townhouse, condominium, commercial or industrial complexes, the numbers shall be

located in the approximate center of the building or on the end of the building so that they are clearly visible from the road. Each individual unit must also be posted with the assigned unit number/suite number, letter or combination thereof. In the event the structure is located in such a manner that the assigned number is not visible, additional posting of the numbers shall be required at the driveway entrance or access to the structure.

- B. All commercial or industrial buildings that have a rear or side door that is used for deliveries, public entry purposes, or as a required exit, shall be posted with the official assigned number at such doors.
- C. In a “pocket neighborhood” the numbers shall be displayed on the rear of the structure and the front of the structure facing the common green space.

11.8.4 The Addressing Coordinator will have the right to authorize and approve alternate methods of displaying property numbers which meet the intent of this article when strict adherence to the standards herein set forth cannot reasonably be met.

11.8.5 Following the posting of the assigned number, as required, the owner or occupant shall at all times maintain such house or building number in compliance with the above standards. Building numbers shall not be obstructed from view.

Article 11 Section 9 Subdivisions

11.9 The address shall be displayed on the structure in such a way that is clearly visible from the roadway. Additional requirements are as follows:

- A. If the structure is less than 75 feet from the roadway the address shall be composed of numbers no less than three (3) inches in height.
- B. If the structure is more than 75 feet from the roadway the address shall be composed of numbers no less than four (4) inches in height.
- C. If the structure is more than 150 feet from the roadway the address shall be composed of numbers no less than four (4) inches in height and displayed at the driveway entrance with a decorative post or placard.
- D. According to the U S Postal Service Reform Act a cluster box is required when there are eight (8) or more lots in a subdivision.
- E. When the structure is accessed by an alleyway the address will be assigned from that access.

Article 11 Section 10 Official List, Official Map, and Identification

11.10.1 Road Name List and Map. The Pender County Planning and Community Development Department shall maintain a listing of all official road names in Pender County as well as maintain an official street centerline database exhibiting the approved names and location of all roads in Pender County.

11.10.2 Identification. A sign showing the official name and state road number shall identify all public roads in the unincorporated areas of Pender County. These road signs shall be placed at all intersections.

11.10.3 A sign showing the official name shall identify all private roads in the unincorporated areas of Pender County. These road signs shall be placed at all intersections.

11.10.4 Every road sign shall comply with the following criteria:

- A. The sign blade shall be constructed of aluminum with green sheeting, 6 inches in width, and extruded edges.
- B. The lettering shall be upper case, 4 inches in height, at least ½ inch in stroke, and shall be made of white reflective material.

- C. The street type and state road lettering shall be upper case, 2 inches in height, at least ¼ inch in stroke, and shall be made of white reflective material.
- D. The post shall be constructed of U-shaped galvanized steel measuring 12 feet in height.
- E. The post shall be firmly anchored with the sign blade approximately 8 feet above ground.

11.10.5 Developers of subdivisions shall be responsible for the initial street signs. The sign blade must meet the criteria as set forth in this article.

11.10.6 Developers of subdivisions may utilize decorative posts and brackets only if the road will not be petitioned for addition to the state highway system. In the event the sign is stolen or damaged, the developer or Homeowners Association shall be responsible for replacing the posts and brackets.

11.10.7 Sign installers shall work with the North Carolina Department of Transportation and the various utility companies as to the particular location of the sign. If the road is private in nature, the sign must be installed within the right-of-way or easement of said road and be clearly visible.

Article 11 Section 11 Installation and Maintenance

11.11.1 Installation. The Pender County Public Works Department shall be responsible for the provisions of installation of road signs, except in the case of subdivisions with proposed new roads wherein the developer in that case shall be responsible for the installation of said signs.

11.11.2 Maintenance. The Pender County Public Works Department shall be responsible for repair and replacement of road signs.

Article 11 Section 12 Violations, Penalties & Enforcement

11.12.1 It shall be unlawful for any person(s) to:

- A. Erect any road sign with an unofficial name or a name that is substantially similar to any public road or private road in the unincorporated areas in Pender County.
- B. Remove, deface, damage, or obscure a road sign in the jurisdiction of this article.
- C. Erect any road sign that does not meet the Pender County sign specifications.
- D. Number or assign a number to any structure without the written approval of Pender County.
- E. Fail to post the official assigned number in accordance with this article.

11.12.2 Any person who does not comply with this article will be notified, by certified mail, to meet the requirements within 30 days from the date of notification.

11.12.3 Any person violating provisions in this article shall be guilty of a misdemeanor and shall be subject to a fine of not more than fifty dollars (\$50) dollars or imprisonment of not more than thirty (30) days as provided by North Carolina General Statute 14-4. Each day shall constitute a separate violation and shall be punishable as a separate offense.

11.12.4 Enforcement - Any person who does not comply with this article will be notified, by certified mail, and required to come into compliance within 30 days from the date of notification.

11.12.5 Any violation of this article may be subject to civil remedies as set forth in North Carolina General Statute 153A-123C.

11.12.6 This article shall be enforceable by citation, injunction and restraining order. Any person violating the provisions of this article shall be subject to a civil penalty for each violation in the amount of fifty dollars (\$50). Each day of violation shall constitute a separate and distinct offense.