

**PENDER COUNTY
PROPERTY ADDRESSING AND DISPLAY ORDINANCE**

Article I Title, Purpose, and Responsibility

Section 101 Title

This ordinance shall be known as the Pender County Property Addressing and Display Ordinance.

Section 102 Purpose

This ordinance is adopted for the purposes of:

1. Implementing a systematic numbering system for all addressable structures within the geographic limits of Pender County as related to the Emergency 911 Telephone System; and
2. Establishing procedures through which the implementation of Chapter 62A of the North Carolina General Statutes may be carried out; and
3. Establishing procedures through which these purposes can be fulfilled.

Section 103 Responsibilities

The ~~Pender County~~ 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*. As conditions merit, such official numbers may be changed upon proper official notice to the property owner and public agencies.

Article II Compliance and Standards

Section 201 Numerical Addressing

Numerical addressing will be assigned using a scale of 1000 numbers per mile, which calculates to an available number every 5.28 feet. 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. *All addresses should numerically balance on both sides of the road.* ~~In subdivisions where the majority of lots measure less than one acre in area and the restrictive covenants prohibit lot division, the block style of addressing may be utilized. Should lot division occur, the entire road would be subject to renumbering.~~

1. *It is the policy of Pender County to assign addresses when the footing inspection has been approved or when there is 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.*

2. *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.*
3. *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.*
4. *Addresses should not be assigned to structures that are simply accessory to another building.*
5. *Garage apartments should be given a new address. If there are no addresses available then a unit letter may be assigned (ex. 503A) as a last resort.*
6. *Duplexes and multi-family residential development will be assigned structure numbers as well as unit numbers. For multi-story development the number will reflect the floor number and unit number.*
7. *Commercial development will be assigned structure numbers as well as suite numbers. For multi-story development the number will reflect the floor number and suite number.*

Section 202 Compliance

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 ordinance.

The owner of any existing structure, mobile home park, or complex shall be required to comply with this ordinance within ninety (90) days of written notification by the Pender County Addressing Coordinator, or their agent.

Section 203 Size

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

Section 204 Color

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.

Section 205 Locations

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

1. The location of the numbers shall be maintained within a three (3) foot perimeter of an entrance whereby they are visible and readable from the road on which it fronts. 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.
2. 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.
3. Lots or sites within a mobile home park shall be marked in a uniform manner within the park by placement at or near the individual mobile home on a pedestal or post not less than 3 feet nor greater than 5 feet above ground level containing the assigned number of the individual lot. If an individual mailbox is placed at the mobile home lot/site, the number may be displayed thereon.
4. It shall be a violation of this ordinance to post incorrect or unassigned numbers on any structure.

Section 206 Maintenance

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 III Exceptions

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

Article IV Violation

It shall be unlawful for:

1. Any owner or occupant to fail to post the official assigned number in accordance with Section 205 of this ordinance.
2. Any person to assign a number to any structure without written approval of Pender County.

Article IV Penalty and Enforcement

Section 401 Civil Remedies

Any violation of this ordinance may be subject to civil remedies as set forth in North Carolina General Statute 153A-123. This ordinance shall be enforceable by citation, injunction and restraining order. Any person violating the provisions of this ordinance 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.

Section 402 Enforcement

Any sworn officer, including but not limited to, Law Enforcement and Code Enforcement, or the Addressing Coordinator or his designated agent is responsible for the enforcement of this ordinance and is authorized to issue civil citations in the name of the county for violations. Civil penalties must be paid within twenty (20) working days after a citation has been issued.

Article V Effective Date

This ordinance shall be in full force and effective upon approval by the Pender County Board of Commissioners.

ADOPTED this 19th day of August, 2002.

AMENDED this 17th day of August, 2009.

Jimmy Tate, Chairman

Attest: _____
Rick Benton, Clerk to the Board