

**PENDER COUNTY
ADDRESSING AND DISPLAY ORDINANCE**

Article I Title, Purpose, and Responsibility

Section 101 Title

This ordinance shall be known as the Pender County 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 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 the federal standard scale of 1000 numbers per mile, which calculates to an available number every 5.28 feet. 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. All addresses should numerically balance on both sides of the road.

1. 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.

2. 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. Structures using the same driveway shall be addressed with the structure nearest the road of origin having the lower digit.
3. 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.
4. 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.
5. Addresses should not be assigned to structures that are simply accessory to the principal building.
6. 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.
7. 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.
8. Commercial development will be assigned structure numbers as well as suite numbers. Each individual building shall have a separate address. For multi-story development the number will reflect the floor number and suite number.
9. 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.

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 thirty (30) 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. Reflective numbers for nighttime identification are encouraged.

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 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.
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.

Section 206 Subdivisions

According to the U S Postal Service Reform Act a cluster box is required when there are eight (8) lots or more in a subdivision. The address shall be displayed on the structure in such a way that is clearly visible from the roadway. Additional requirements are as follows:

1. If the structure is less than 75 feet from the roadway the address shall be composed of numbers no less than 3 inches in height.
2. If the structure is more than 75 feet from the roadway the address shall be composed of numbers no less than 4 inches in height.
3. If the structure is more than 150 feet from the roadway the address shall be composed of numbers no less than 4 inches in height and displayed at the driveway entrance with a decorative post or placard.

Section 207 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 person who does not comply with this ordinance will be notified, by certified mail, and required to come into compliance within 30 days from the date of notification. 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 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.

AMENDED this 20th day of April, 2015.

David Williams, Chairman

Attest: _____
Randell Woodruff, Clerk to the Board