

**ORDINANCE NO. 28**

**ADDRESSING ORDINANCE  
PERQUIMANS COUNTY, NORTH CAROLINA**

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## ARTICLE I

### Introductory Provisions

- 1.01 Purpose
- The Purpose of the Perquimans County addressing and road naming Ordinance is to protect the safety and welfare of the general public through the orderly assignment of addresses to facilitate the location of individual dwellings and businesses by emergency response personnel.
- 1.02 Enactment and Authority
- There is hereby established and adopted a detailed, permanent, uniform, addressing system, pursuant to authority of Chapter 62-A of the General Statutes of North Carolina. In addition, pursuant to authority provided in Chapter 153A, Article 12, General Statutes of North Carolina, empowers the County to name roads.
- 1.03 Short Title
- This Ordinance shall be known as the “Addressing and Road Naming Ordinance of Perquimans County, North Carolina,” and may be referred to as “Addressing Ordinance,” and the map referred to is identified by the title “Official Road Name and Structure Numbering Map, Perquimans County, North Carolina,” and may be known as the “Addressing Map.”
- 1.04 Territorial Jurisdiction
- The Road Naming and Addressing Policies set forth in this Ordinance shall be applicable for all of the unincorporated areas of the County.
- 1.05 Incorporated Areas
- Any incorporated area within the County that is being provided radio/communications services by the County’s Communications/E911 Center, is requested to adhere to the Road Naming and Addressing Policies set forth in this Ordinance, which may require the adoption of a compatible Ordinance by its governing board.

**ARTICLE II**  
**Addressing Map**

2.01 Official Road Name and Structure Numbering Map

The address number map shall be entitled, "Official Road Name and Structure Numbering Map, Perquimans County, North Carolina". The effective date of said map shall be entered here upon completion of all of the aforementioned mapping, addressing, and data base development by ASI, Analytical Surveys Incorporated. GTE Government Information Services. Said map shall hereby be adopted as the Official Road Name and Structure Numbering Map of Perquimans County. All County addresses assigned shall be assigned in accordance with this map.

2.02 Maintenance and Storage

The Addressing Map shall be kept on file in the County Planning Department. This map may be maintained and updated in data processing storage systems.

**ARTICLE III**

3.01 Uniformity of the System

All roads that are officially designated on the Addressing Map whether public or private, shall be numbered uniformly and consecutively along the roadway centerline. Numbers shall be assigned along the entirety of all named thoroughfares.

3.02 Road Naming and Number Criteria

All roads, both public and private, shall be named, have road name signs installed, and all structures shall be numbered, if two or more addressable structures, including mobile homes, are located on and accessed by the road.

3.03 Numbering Method

A set of numbers consisting of a three, four, or five digit natural number-called a structure number, shall be assigned at intervals of 50 feet along a roadway centerline. Odd structure numbers shall be assigned to the left side of the road by ascending numbers moving away from the origin point. Even structure numbers shall be assigned to the right side of the road in a like manner.

3.04 Dead End Roads

All dead end roads and cul-de-sacs shall begin with ascending numbers at the open end, that being the end connecting to another road.

3.05 Numbers Begin with 100, 200, 300, etc.

The first potentially assignable structure number (in the first 50 feet) of a given road shall be the number 100, 200, 300, etc., or the number currently assigned by a municipal numbering system.

**ARTICLE IV**

4.01 Method of Assigning a Number

An even and an odd number will be available for addressing for every 50 feet of road frontage throughout the County. There will be 5.28 even addresses and 5.28 odd addresses available for every 1/10 of a mile. Note that 5.28 is an increment of a mile (1 mile = 5280 feet).

4.02 Corner Lots

Structures on corner lots shall be assigned a structure number either from the road, which intersects, and addressable driveway to that structure, or from the road in which the main access or entrance to the structure is oriented. The number will be assigned using the method in Section 4.01 above and will be assigned in the manner, which is most logical.

4.03 Road Name of Address

The road name of an address shall be the name of the road from which the structure is numbered.

4.04 Requirements of Road Naming and Numbering

If development of a private road meets or exceeds the minimum structure regulations (Section 3.04), said road shall be named and numbered and structures readdressed according to the requirements herein.

4.05 Duplex and Multi-Family Dwellings

One structure number shall be assigned to each structure whose units share a common roof. Each unit within the structure shall be assigned a unit designator. Allowed unit designators include apartment numbers for apartments, and numbers for commercial buildings. The unit designator shall be a number, and shall not include alphabetic characters, except as stated in Section 4.06 of this Ordinance.

4.06 Assigning of Unit Designators

Residential unit designators shall be as follows: ground level floor numbers - #101, #102, #103 . . . second floor numbers - #201, #202, #203 . . . etc. All floor levels are to follow this scheme. Underground floor designator shall follow the same scheme with the exception of having a "U" for a prefix, for example #U101, #U102 . . . etc. This section specifically applies to multi-family dwellings.

4.07 Mobile Homes

Manufactured housing or mobile home shall be assigned individual street addresses according to the requirements herein, whether they are located on individual lots or in developed parks.

4.08 Recreational or Resort Communities

Resort communities or recreational developments that have established dwelling sites with electrical power hookups shall be assigned individual street addresses in accordance with the requirements herein.

**ARTICLE V**

**Posting Requirements for Structures**

5.01 Time Constraints

Within 90 days after written notification of the assignment of or change of a structure number, the owner of said structure shall post the assigned structure number in compliance with the requirements herein.

5.02 Number Specifications

All structure numbers shall be constructed of a durable material. The color shall contrast with the color scheme of the structure, and if mounted on glass, shall contrast with the background and be clearly visible.

The minimum number size for residential structures or units shall be four (4) inches in height. The minimum size for all other structure number shall be six (6) inches in height. In all cases, a number larger than the minimum size may be required where the minimum size does not provide adequate identification.

5.03 Posting Locations

All numerical identifications must be easily identifiable without obstruction of view.

Any dwelling or business located at more than 100 feet from the roadway and/or not clearly visible shall be required to have numerical posting at both the entrance or driveway and located in close proximity to the front door or entrance way.

A minimum of 5 feet in posting height will be required for all dwelling or business identification in close proximity to the entrance way.

The post height of 3 feet will be required for all entrances or private drives that require numerical posting. A mailbox will be suitable, as long as it is placed at the entrance way to the property.

5.04 Maintenance of Structure Numbers

Following the posting of the assigned number as required herein, the owner shall maintain the structure number at all times in compliance with the requirements of this

Article. Structure numbers and unit designators, as viewed from the road, shall not be obstructed from view.

## **ARTICLE VI**

### **Road Naming**

#### 6.01 Approval of Private Road Names

The County Planning Board shall have authority to approve private road names. Public road names shall be named by the Perquimans County Board of Commissioners in accordance with North Carolina G.S. 65-1535. The County Planning Director shall coordinate the name of all streets within the incorporated areas of the County with existing Ordinances of the municipality.

#### 6.02 Deceptively Similar Names

The County Planning Director shall maintain a database of existing road names, such that duplicate or “deceptively similar” road names are neither approved nor assigned.

#### 6.03 New Road Names

New road names that relate to the history, location, or scale of a project area, shall be given consideration.

#### 6.04 Desirable Names

Road names that are pleasant sounding, appropriate, easy to read, and add pride to home ownership, shall be promoted.

#### 6.05 Undesirable Names

The following kinds of names shall be avoided: numerical, alphabetical, similar in nature and complicated names. The County Planning Director is hereby given authority to refuse to accept any road name which in his opinion violates the spirit or the provisions of this Article.

#### 6.06 Suffixes

The following road name suffixes are allowed: Avenue (AVE), Boulevard (BLVD), Circle (CIR), Court (CT), Drive (DR), Highway (HWY), Lane (LN), Loop (LP), Parkway (PKWY), Place (PL), Road (RD), Street (ST), Trail (TRL), and Way.

#### 6.07 Road Segments

Each road shall bear the same name and uniform numbering along the entirety of the road. Segments of roads shall not be allowed to have different or separate names. The Planning Director shall determine what constitutes a road or way.

#### 6.08 Offset Intersections and Split Routes

Split routes, also known as “dog-leg” or offset intersections, shall be treated as separate roads with different names and numbering to preserve the integrity and continuity of the number system.

#### 6.09 Impasses

Impasses or sections of a road that are impassable shall be assigned different names and numbering to each portion of the road on either side of the impasse to preserve the integrity and continuity of the numbering system.

## **ARTICLE VII**

### **Road Name Signs and Standards**

#### 7.01 Installation and Maintenance

All public and private road name signs required by the Ordinance shall be installed and maintained by the Perquimans County Planning Department.

#### 7.02 Sign Standards

Road name signs shall meet the following standards:

- (a) All road name sign blades shall be a minimum six inch vertical dimension sign with a minimum of four inch letters.
- (b) Road name signs or “blades” shall be made of a reflective green sheeting with the road name in reflective white letters on both sides.

**ARTICLE VIII**  
**Administration**

- 8.01 Ordinance Administrator and Responsibilities  
Shall be left open for future provisions.
- 8.02 Applications and Petitions  
Shall be left open for future provisions.
- 8.03 Building Permits  
No building permit shall be issued for any building or structure until the owner or developer has been issued a structure number with a corresponding road name from the Mapping Coordinator, Tax Department.
- 8.04 Certificate of Occupancy  
Final approval for a Certificate of Occupancy of any structure or building erected or repaired after the effective date of this Ordinance shall be withheld until permanent and proper structure numbers have been posted in accordance with the requirements herein.
- 8.05 Fees  
Fees and charges provided in the Perquimans County Addressing Ordinance for the filing of petitions, applications, the cost of hearings, variances and maps shall be paid by the applicant under this Ordinance at the time of application.
- 8.06 Reason for Denial  
If approval is denied, the Planning Director or his designee, shall provide an “in-kind” statement (oral or written) of his reasons for non-approval of a particular action (petition, variance, application, etc.).

**ARTICLE IX**  
**Amendments**

- 9.01 General  
The Board of County Commissioners may, from time to time, on its own motion or on petition, after public notice and a hearing, as provided by this Ordinance, amend, supplement, change, modify, or repeal the addressing regulations and assignments. No action shall be taken until the proposal has been submitted to the Perquimans County Planning Board for its recommendation. If no report has been received from the Planning Board within forty-five (45) days after submission of the proposal to the Secretary of the Planning Board, the Board of County Commissioners may proceed as though a favorable report has been received.
- 9.02 Public Notification  
Before adopting or amending this Ordinance, the Board of County Commissioners shall conduct a public hearing on the proposal. A notice of the public hearing shall be advertised once a week for two (2) successive calendar weeks in a newspaper having general circulation in the area. The notice shall be published for the first time not less than ten (10) days nor more than twenty-five (25) days before the appointed date of the meeting.
- 9.03 Letter of Notification  
Whenever there is a proposal for a change in the addressing system involving any portion of an address, the land owner of that parcel’s address as shown on the County tax listing and the land owners of all the parcels of land abutting that parcel of land as shown on the County tax listing, shall be mailed a notice of the proposed change in the addressing system. The notice shall be mailed by first class mail to

the last address listed of the land owners according to the County tax abstracts. The person or persons responsible for mailing such notices shall provide written notification to the Board of Commissioners attesting to the fulfillment of this task.

9.04 Protesting a Petition or Proposal of Amendment

No protest against any change in, or amendment to, the Addressing Ordinance, regulations, proposals, or the addressing system, shall be valid or effective unless it is in the form of a written petition. The petition shall bear the names and signatures of the opposing property owners and shall affirm and state the nature of protest to the proposal.

9.05 Application for Amendment

Applications for an amendment to the Addressing Ordinance shall be filed with the Planning Director at least ten (10) days prior to the date on which it is to be filed with Planning Board. The Planning Director shall be responsible for presenting the application to the Board of County Commissioners. Each application shall be signed, be in a duplicated form, and shall contain the following:

- (a) The applicant's name and address in full.
- (b) In the case of a text amendment, it shall set forth the new text to be added and the existing text to be deleted and any other text changes that will have to be made as a result of the effect on the remaining articles, sections, definitions, diagrams or attachments.
- (c) If the proposed amendment will change the Addressing Map a copy of the Addressing Map shall be marked to indicate the impact of the proposed amendment to the existing map and shall be presented with application for amendment.

All proposed amendments to the Addressing Ordinance shall be submitted to the Planning Board for review and recommendation. The Planning Board shall have forty-five (45) days to submit its report. If the Planning Board fails to submit its report within the above period, it shall be deemed to have approved the proposed amendment.

A public hearing shall be held by the Board of County Commissioners before the adoption of any proposed amendments to the Addressing Ordinance. When the Board of County Commissioners shall have denied any application for the change of a portion or matter of the Addressing Ordinance, it shall not thereafter accept any other application of the same change involving that portion or matter of the Ordinance until the expiration of six (6) months from the date of such previous denial.

Before any action shall be taken on an amendment request, the party or parties proposing or recommending said amendment shall deposit the required fee with the Planning Director at the time the petition is filed to cover publication and other miscellaneous cost of said change. Under no condition shall said fee or any part thereof be refunded for failure of said amendment to be adopted. However, in the event an application is withdrawn prior to the time it is ordered advertised for hearing by the Planning Director, three-fourths (3/4) of the fee shall be refunded.

**ARTICLE X**

**Schedule of Fees**

Shall be left open for future provisions.

**ARTICLE XI**

**Legal Status Provision**

It shall be unlawful for any person to use or display a different address or portion thereof except as provided by this Ordinance or the "Official Road Name and Structure Numbering Map, Perquimans County, North Carolina."

It shall be unlawful for any person to name or designate the name of any private road, street, drive, cartway, easement, right-of-way, access area or any other thoroughfare, except as provided by this Ordinance.

It shall be unlawful for any person to establish or erect any road sign that does not comply with the standards set forth in this Ordinance.

It shall be unlawful for any person to intentionally destroy, mar, or deface any County road name sign.

## **ARTICLE XII**

### **Violations and Enforcement**

#### 12.01 Posting Structure Numbers

Violation of this Ordinance is a misdemeanor as provided by N.C. General Statute 14-4 and may be punished as provided therein.

Civil penalties may be imposed in accordance with the following procedure:

- (a) Initial notification of violation, in writing by first class mail return receipt, to last known address of the person to be notified.
- (b) If not corrected within ten days, a warning citation may be issued.
- (c) If not corrected within seven days of issuance of a warning citation a second citation including a fine of \$25 may be issued.
- (d) Each day the violation continues shall constitute a separate violation of this Ordinance.

#### 12.02 Notification of Violation

Shall:

- (a) Be issued by the Planning Director or his designee
- (b) Be in writing, certified mail notice directed to the name and address of the owner of the structure, and,
- (c) Must set forth the action necessary for the offender to be in compliance with this Ordinance.

#### 12.03 Road Name Signs

Violation of Article XI of this Ordinance shall be punishable by maximum fines of up to \$25 for each violation.

#### 12.04 Legal Prosecution

Nothing herein contained shall prevent the County of Perquimans from taking other such lawful actions as is necessary to prevent or remedy any violation.

## **ARTICLE XIII**

### **Appeals and Requests for Variance**

Road naming appeals and appeals for signage variance, shall adhere to the procedures below:

#### 13.01 First Appeal or Request for Variance

- (a) Be in writing, directed to the Planning Board.
- (b) Be dated and describe the reasons for the appeal.
- (c) Appeals shall clearly state that all property owners along said road are aware that any road name sign posting variance may hinder emergency response personnel in their efforts to locate a particular address.
- (d) Contain the signature of all the property owners along said road.

#### 13.02 Second Appeal

- (a) Be in writing, directed to the Board of County Commissioners.

#### 13.03 Appeals for Decision of the Board

- (a) The decision of the Board of County Commissioners shall be final.

## ARTICLE XIV

### Definitions of Specific Terms or Words

For the purpose of this Ordinance, certain terms or words used herein shall be interpreted as follows:

Avenue	(AVE) a major road that runs generally in an east/west direction.
Boulevard	(BLVD) an unusually wide street typically in residential areas; often with central, dividing median.
Circle	(CIR) a short road that begins at the returns to the same road.
Court	(CT) a dead end right of way often ending as a cul-de-sac.
Drive	(DR) a curving secondary road.
Highway	(HWY) a designated state or federal highway.
Interstate	(I-#) a thoroughfare of the highest order and federally designated as an Interstate.
Lane	(LN) a short private road that branches off of another road and ends or connects to another secondary road.
Loop	(LP) a short road that starts and ends on the same street or road.
Ordinance Administrator	The Perquimans County Economic Development and Planning Director or such other County official as may be designated by the County Commissioners
Parkway	(PKWY) a special scenic route or park drive.
Place	(PL) a cul-de-sac or permanent dead end road.
Private Road	Any road which is not maintained by a governmental entity or agency through the use of public funds. Road name suffixes for private roads include: Trail, Lane and Way.
Public Road	Any road which is maintained by a governmental entity or agency through the use of public funds.
Radio/Communications Services	Includes any radio communications, transmissions, dispatching or future Enhanced 911 communications that may involve police, emergency, fire, or rescue operations, but are not limited to these aforesaid operations.
Road	(RD) a well-traveled secondary road often connecting with a U.S. or State primary highway.
Street	(ST) a major road that runs generally in a north/south direction.
Street address	An unique identifier for each addressable structure within the County. The minimum adequate street address shall be defined as the assigned structure number and the officially adopted road name. Where required by this Ordinance, the street address shall also include the assigned unit designator.
Structure	Any building, whether residential, commercial, industrial, or institutional in nature and use.
Structure number	The numerical portion of the street address, as assigned by the Planning Director or his designee, in accordance with the Official Road Name and Structure Numbering Map of Perquimans County, N.C.
Thoroughfare - #	A general all inclusive term for: roads-public or private, street, drive, cartway, easement, right-of-way, or any other word or words that means a way of access.
Trail	(Trl) a local, private road that serves as a connector for larger roads.

Unit designator                      The portion of the street address used to distinguish individual units within the same structure.

Way                                      (Way) a minor private road that begins and ends on the same road.

**ARTICLE XV**  
**Closing Provisions**

15.01      Conflict with Other Laws

All other Ordinances or parts of Ordinance not specifically in conflict herewith are hereby continued in force and effect, but all such Ordinances or parts of Ordinances in conflict herewith are hereby repealed. Where the provisions of this Ordinance are higher or more restrictive than those imposed by any other applicable law or regulation, such higher or more restrictive provisions shall apply.

15.02      Severability

Should any section, subsection, sentence, clause, phrase provision of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, such decision shall not affect the validity of the Ordinance in its entirety or of any part thereof other than that so declared to be unconstitutional or invalid.

**ARTICLE XVI**  
**Effective Date**

This Ordinance shall take effect and be in force from and after its adoption. Duly adopted by the Board of County Commissioners, Perquimans County, North Carolina, this the 5<sup>TH</sup> day of JUNE, 2000.

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M. Shirley Wiggins, Chairman  
Perquimans County Board of Commissioners

ATTESTED:

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Mary P. Hunnicutt, Clerk to the Board