

**JACKSON COUNTY, NORTH CAROLINA
ADDRESSING AND ROAD NAMING
ORDINANCE**

ENACTMENT

This ordinance establishes a uniform system for addressing, and road naming, and for the enforcement thereof.

PREAMBLE

WHEREAS, in the opinion of the Jackson Board of Commissioners, a uniform system for addressing and road naming is required to promote the health, safety, and general welfare of the citizens of Jackson County, and

WHEREAS, the Jackson County Board of Commissioners are desirous that this approach reflect the County's emphasis upon minimizing problems of identification for emergency and other services, and

WHEREAS, all applicable requirements of the General Statutes of North Carolina have been met

NOW THEREFORE, BE IT ORDAINED BY THE COUNTY COMMISSIONERS OF JACKSON COUNTY, NORTH CAROLINA.

SECTION 10. AUTHORITY

The provisions of this ordinance are adopted under authority granted by the NC GS 153A-240.

SECTION 15. 911 ROAD NAMING BOARD

The 911 Road Naming Board will be appointed by the Jackson County Board of Commissioners. It will consist of the following: two (2) County Commissioners, two (2) Postmasters, and one (1) representative from Jackson County Emergency Services. The 911 Coordinator will be annex officio member. These appointments will be for a two (2) year term. The Board will be responsible for holding public hearings and approving road names submitted by the 911 Coordinator. They will be responsible for enforcing this ordinance and resolving any road name problems that cannot be settled by the 911 Coordinator. All road names approved by this board cannot be changed for a period of one (1) year. After this time a petition may be submitted to the 911 Road Naming Board through the 911 Coordinator to change a road name.

SECTION 20. PURPOSE AND INTENT

The purpose and intent of this ordinance is to provide a uniform system of addresses for all properties and buildings throughout the County’s jurisdiction in order to facilitate adequate public safety and decrease emergency response time.

SECTION 30. JURISDICTION

The jurisdiction of this ordinance includes the entire unincorporated geographic area of Jackson County and all municipalities.

SECTION 40. NUMBER SYSTEM

A Frontage Unit (standard interval in feet) shall be assigned for every 5.28 feet of ground whether improved property or vacant lot on every road/street within the entire geographical areas of Jackson County. Even numbers must always be on the right side and odd on the left side of the street/road.

SECTION 50. ROAD NAME SIGNS

Road name signs shall be acquired and eventually installed for unincorporated areas of Jackson County. Road name sign maintenance within municipalities will remain the responsibility of the municipality. The acquisition and installation of road name signs for private roads and private developments will be responsibility of the property owners on these roads.

SECTION 60. DEFINITIONS

For the purpose of this ordinance the following terms shall be defined as specified below. Unless specifically defined, words or phrases used in this ordinance shall be interpreted to give them the meaning they have in common usage and to give this ordinance the most reasonable application.

1. Frontage Unit:

A frontage unit is a standard interval in feet used to assign consecutive property numbers on a street or road. The standard frontage unit adopted for use throughout Jackson County is 5.28 feet.

2. Road:

A public or private one-way or two-way road for ingress and/or egress. Such roads may be of various types including frontage roads, rear access roads, roads with cul-de-sacs, and dead-end roads. This definition includes secondary roads, but does not include driveways.

3. Private Road:

Any road which is not maintained by the N.C. Department of Transportation and/or municipality through the use of public funds.

4. Official Road Name:

The road name list and the road name map on file with the Jackson County 911 Date Management System is hereby declared the official road names and map for Jackson County Roads, unless changed by action of the County Commissioners.

5. Road Address:

The combination of numbers and road names assigned to a particular location by the Jackson County 911 Coordinator, according to this ordinance, which uniquely identifies a particular location.

6. Driveways:

A private way, beginning at the property line of a lot abutting a public road, private road, easement or private right-of-way, giving access from that public road, private road, or private right-of-way, leading to a building, use or structure on that lot. A driveway may not serve more than a single lot unless it runs along a lot line shared by two lots and serves no more than 2 lots.

7. Building:

A structure having a roof supported by columns or walls for the shelter, support or enclosure of persons, animals, chattels, or equipment. When separated by division walls from the ground up without openings, each portion of such building may be deemed a separate building. For the purposes of this Ordinance, the term "Building" may also include other manmade structures.

8. Address Program Administrator:

The official of Jackson County charged with the administration of this article, including his authorized agent or delegate.

9. 911 Road Naming Board

The 911 Road Naming Board is a five-member board established to name unnamed roads in Jackson County and to resolve any requests for a road name that the 911 Coordinator may reject due to the use of proper names, duplication, or sound alike names. The board will consist of two County Commissioners, two Postmasters, and one member of Jackson County Emergency Services. The 911 Coordinator will be an ex officio member.

SECTION 70.

NAMING OR RENAMING A COUNTY ROAD

1. Request for new names and name changes must include a complete petition signed by at least 51% of the property owners along the affected road.
2. A petition to change an existing road name must include a fee to cover all associated costs.
3. There is no fee for requesting names for unnamed public or private roads, however the procedure is the same.
4. Petition applications may be obtained at the Emergency Management Office, 401 Grindstaff Cove Rd., Suite 211, Sylva, NC 28779.
5. Petitions for road name change as well as petitions for naming unnamed roads shall be considered as needed.
6. The 911 Coordinator will review requests to determine if all procedures are met, and to ascertain that the proposed name does not duplicate an existing name or does not have a sound alike name and also to ensure that the petition meets all other requirements of this ordinance.

SECTION 80.

REQUIREMENTS FOR NAMING AN UN-NAMED ROAD

1. Avoid Duplication—choose a unique name (Dogwood Lane and Dogwood Drive are considered to be duplicates). In the event that two roads in the County have the same name the road with the greater number of residences will be allowed to retain the name. Under no circumstances will duplicate road names be accepted when they are both in the same postal district and the same fire district.
2. Avoid Confusion—Do not select names that sound similar to other road names or subdivision names.
3. Use short names—they are easier to understand when spoken and will be cost efficient when purchasing road signs. Choose names with less than fifteen characters in total length including spaces, but not including suffixes.
4. Avoid Special Characters—do not use hyphens, apostrophes, periods, decimals or numbers.
5. Do not use North, South, East, or West.
6. Do not use Person or Proper Names. There are many people with the same first or last names which created confusion when trying to locate a particular road.
7. Do not use numbers as part of the name.

8. Do not select discriminatory names.

******* NOTE: All existing road names which were in use before the effective date of this ordinance will be “Grandfathered” into use except in the case of a road name duplication. After new addresses are delivered in each respective postal district, residents will have 14 days to petition the 911 office for a new road name in the event they are unhappy with the name which was assigned to their road. After the 14 days are up no appeals to change the road name will be accepted for one (1) year.**

SECTION 90. SUGGESTIONS FOR NAMING UNNAMED ROADS

1. Select names that have historical or geographical significance such as “Judaculla Rock”.
2. Select names of birds, fish, animals, plants, trees, or flowers that are indigenous to Western North Carolina.
3. When selecting a road name choose two (2) alternate names in case the primary name has already been selected or is already in use.

SECTION 100. NEW ROAD NAMES

The Jackson County 911 Coordinator is hereby authorized to prepare and present to the 911 Road Naming Board recommendations for the naming of all unnamed roads both public and private within the unincorporated area of Jackson County and is authorized to propose new names to eliminate duplications and sound alike road names. The 911 Coordinator will present to the 911 Road Naming Board all petitions received to change the names of existing roads or to name a previously unnamed road.

SECTION 110. ADDRESSING

1. All roads, both public and private, shall be named and addressed if three or more addressable structures, including mobile homes, are located on and accessed by them.
2. When each house or building has been assigned its respective address, the County 911 Coordinator, in cooperation with the U.S. Postal Service shall notify the owners, occupants, or agents of the affected house or building, by letter advising of their new address.

SECTION 120. DISPLAY OF ADDRESS NUMBERS

1. 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 100 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 four (4) inches in height and shall be posted and maintained so as to be legible from the road.
4. Numerals for multiple dwelling units and non-residential buildings shall be at least six (6) 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. Numerals must be of contrasting color to the background. It is preferable that these numbers be reflective to ensure better visibility at night.
6. Mobile home lots shall have sequential address numbers throughout the park. Each lot will have a separate address number assigned. The address number of each lot must be clearly displayed on the lot by being attached to a post near the mobile home and must be clearly visible from the road.
7. The address shall be placed on existing buildings within thirty (30) days from the date of the letter of notification.

SECTION 130. NEW ADDRESS ADJUSTMENTS

1. The owner or occupant or person in charge of any house building in need of an address in both the unincorporated area of Jackson County and all municipalities, shall apply through the Jackson County Emergency Management Office.
2. No building permit shall be issued for any principal building until the owner or occupant has procured from Emergency Management personnel the official address of the premises.
3. Final approval for a certificate of occupancy of any principal building erected or repaired after the effective date of this ordinance shall be withheld until a permanent and proper address has been displayed in accordance with the requirements outlined in this ordinance.
4. No certificate of completion will be issued for mobile home parks until address numbers are properly displayed for each lot within the park.
5. The record plat of any subdivision must show the address for each lot created or recorded. No building permit will be issued until an official house number has been assigned for a lot and no certificate of completion will be issued until address numbers are properly displayed.

SECTION 140. ORDINANCE ADMINSTRATOR

1. The 911 Coordinator is hereby designated Administrator of this Ordinance and shall have authority to verify, modify, or assign addresses and to enforce the requirements of this ordinance.
2. The Ordinance Administrator shall assign and maintain a record of all addresses for Jackson County.
3. The Ordinance Administrator shall maintain a database of existing road names, such that duplication and sound alike road names are neither assigned nor approved.

SECTION 150. AMENDMENTS

Petitions for amendment of this ordinance may be filed with the 911 Coordinator by any citizen of the County, any county department or agency.

SECTION 160. APPEALS

The provisions and requirements of this ordinance may be amended by the 911 Road Naming Board according to the following procedure:

No amendment shall become effective unless it has been proposed by or shall have been reviewed by the 911 Coordinator. The 911 Coordinator shall have 45 days in which to review the proposed amendment and to make recommendations to the Road Naming Board. If the 911 Coordinator fails to report within 45 days it shall be deemed to have approved the proposed amendment.

SECTION 170. VARIANCES AND EXCEPTIONS

The 911 Road Naming Board may issue variances and exceptions from the requirements of this ordinance such that would not be contrary to the public interest, or the spirit and intent of this ordinance, and where due to special conditions, a literal enforcement of the provisions of this ordinance would result in an unnecessary hardship. In granting a variance, the Road Naming Board may prescribe appropriate solutions as it deems necessary to preserve the intent of this ordinance. In granting a variance of exception to this ordinance the 911 Road Naming Board must determine the following:

1. Special conditions and circumstances exist which are peculiar to the road naming or addressing involved and which are not applicable to other roads, or addresses.
2. The literal interpretation of the provisions of this ordinance would deprive the applicant of rights commonly enjoyed by other citizens.
3. Special conditions and circumstances do not result from the actions of the applicant; and

4. Granting the variance requested will not confer on the applicant any special privilege that is denied by this ordinance to other citizens.

SECTION 180. APPEALS

The provisions of this ordinance shall be held to be minimum requirements adopted for the promotion of the public health, safety, and general welfare. Wherever the requirements of this ordinance differ with the requirements of any other adopted County, State or Federal regulations, the most restrictive or that imposing the highest standard shall govern.

SECTION 190. ENFORCEMENT

After the effective date of this Ordinance, any person, firm or agent thereof who intentionally violates this ordinance shall be guilty of a misdemeanor, for the conviction of which, the maximum penalty by law may be imposed. Each day's continuing violation is a separate and distinct offense. Owners or occupants of buildings already constructed which do not comply with this ordinance will be notified and requested to meet these requirements within 30 days from the date of the notification. A warning notice will be issued after 60 days if the requirements have not been met. If the owner or occupant does not comply voluntarily with this ordinance within 30 days of delivery of a warning notice by mail or by hand delivery to the building in violation, enforcement action pursuant to G.S. S153A-123 may be initiated.

SECTION 200. LIMITATION OF LIABILITY

The County, directors, officers and agents, are not liable for any damages in a civil action for injuries, death, or loss to persons or property incurred by any person as a result of any act or omission of any of its employees, directors, officers, or agents, except for willful or wanton misconduct, in connection with developing, adopting, implementing, maintaining, or operating any 911 system.

SECTION 210 SEPARABILITY

Should any section or provision of this ordinance be declared by the courts to be invalid for any reason, such declaration shall not affect the ordinance as a whole, or any part thereof other than the part so declared to be invalid.

SECTION 215. PREVIOUS ORDINANCES NULL AND VOID

This ordinance shall supersede and replace all Jackson County Addressing and Road Naming Ordinances or portions thereof previously adopted.

EFFECTIVE DATE

This ordinance shall become effective and be in full force from and after the _____ day of _____, 1996. Adopted by the Jackson Board of Commissioners this _____ day of _____, 1996.

Chairman,
Jackson County Board of Commissioners

ATTEST: Clerk to the Board

Chairman, Road Naming Board

Secretary to the Road Naming Board

Subscribed and sworn before me, this, the _____ day of _____,
19____.

NOTARY PUBLIC: _____
My Commission expires: _____