

MOORE COUNTY ROAD NAME AND ADDRESSING ORDINANCE

WHEREAS, the Board of Commissioners for the County of Moore recognizes the benefit of a road naming and sign program; and

WHEREAS, the naming of roads outside of municipal limits in the County of Moore and the numbering of residential, commercial and industrial structures, and accessory buildings thereto, is essential for the operation of the enhanced 911 dispatch system in the County of Moore; and

WHEREAS, the Board of County Commissioners enacted the Moore County Road Name and Addressing Ordinance on June 19, 2000, which was revised on April 16, 2013. The Moore County Road Name and Addressing Ordinance repealed the previous Ordinance Establishing the Names of Road a Procedure for the Future Naming or Renaming of Roads and the Numbering of all Houses, Mobile Homes, Commercial and Industrial Buildings adopted on July 10, 1989.

NOW, THEREFORE BE IT ORDAINED by the Board of Commissioners of the County of Moore, as follows:

SECTION I. IN GENERAL

- A. Title. The name of this Ordinance is Moore County Road Name and Addressing Ordinance and may be cited as *An Ordinance Establishing the Names of Roads, A Procedure for the Future Naming or Renaming of Roads and the Numbering of All Houses, Mobile Homes, Commercial and Industrial Buildings* (hereinafter referred to as the "Ordinance").
- B. Authority. This Ordinance is hereby adopted under the authority and provisions of G.S. §§ 153A-238 and 153A-239.1(a) and 147-54.7, and the police powers of the County to protect the health, safety and welfare of its citizens.
- C. Jurisdictional Coverage. All public and private roads in the unincorporated portions of the County are included within the jurisdiction of this Ordinance, unless the municipalities within the County elect to be covered by the Ordinance. Every addressable structure within the unincorporated area in the county shall be included within the jurisdiction of this Ordinance.
- D. Purpose and Intent. The purpose and intent of this Ordinance is to hereby establish a uniform system of addressing and numbering all houses and buildings within the jurisdiction of the County and to establish a process for changing existing addresses, streets and road names so that street, road and highway names are not duplicated in the County. This Ordinance provides a method to correct inaccurate addresses, ensure that road name identification signs are placed at all road intersections, establish a procedure for reviewing road names and provide an enforcement mechanism to ensure compliance with the uniform system of addressing and numbering. This Ordinance is necessary to facilitate the provision of adequate public safety and emergency services and to minimize the difficulty in locating properties and buildings for postal delivery, public service agencies and the general public.
- E. Definitions. The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:
 1. **Address Administrator or Administrator**. The official designated by the County Manager to administer this Ordinance, including his/her authorized representatives.
 2. **Addressable Structure**. Any structure requiring the installation of a dedicated, permanent electrical meter or that serves as a utility route management location.

3. **Driveway**. A private way beginning at the property line of a lot abutting a public road, private road, easement or private right-of-way that will give access from public road, recorded easement, recorded private road or private right-of-way, and serves not more than two habitable structures.
4. **Habitable Structure**. Any structure that meets the minimum housing standards. Standards include but are not limited to the current North Carolina State Building Codes, National Electrical Code, and applicable ADA codes.
5. **Public/Private Road**. Any road, street, highway, thoroughfare or other way of passage that has been dedicated for ingress and/or egress that serves three or more habitable structures.
6. **Subdivision Road**. Any dedicated and accepted public right-of-way for vehicular traffic, or a private road, either of which were established pursuant to the Moore County subdivision regulations.

SECTION II. ADDRESS ADMINISTRATOR RESPONSIBILITIES

- A. **Responsibilities**. The Address Administrator shall be responsible for the administration of this Ordinance, including, but not limited to:
 1. Maintaining a system and assigning all numbers for addressable structures; and
 2. Approval of change of existing addresses when necessary to facilitate sequential house number assignments along existing roads; and
 3. Establishment of interdepartmental infrastructure to insure continued operation of addressing system to meet the spirit and the intent of this Ordinance; and
 4. Notification to appropriate citizens, governments, agencies, and post offices as required by law.
- B. **Clerical or Administrative Errors**. The Address Administrator is authorized to correct such clerical or administrative errors that may from time to time occur in keeping with the overall plan and the intent of this Ordinance and to approve alternate methods of displaying house numbers which meet the intent of this Ordinance when strict adherence to these standards cannot be reasonably met.
- C. That, pursuant to G.S. 153A-239.1, after naming or renaming a road or assigning or reassigning street numbers on a road the 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.

SECTION III. ROAD NAMING

Roads located within the unincorporated areas of Moore County, whether public and private, shall not be named or renamed by any method except those set forth in this Ordinance. All existing, proposed, or constructed public or private roads or driveways that provides access to three (3) or more habitable structures use the road for access from the main road shall have a street name and address range assigned.

In naming or renaming a public road, the County may not change the name of any road name designation provided by the North Carolina Board of Transportation or the Moore County Board of County Commissioners unless the respective body agrees to such change. Numbers assigned to a road by the North Carolina Board of Transportation shall not be changed. However, the Moore County Board of

County Commissioners may name the road in addition to the number given to it by the North Carolina Board of Transportation. G.S. 153A-239.1.a

Plats recorded at the Moore County Register of Deeds for the unincorporated area of the County of Moore with road names displayed are not official road names until approved by the process explained in this Ordinance.

A. New Road Naming.

1. No new roads outside of municipal limits in the County of Moore, whether a part of the State Secondary Road System or Private, shall be named without approval of the Moore County Board of County Commissioners.
2. The name of any new road, whether it is public or private, shall not duplicate or be phonetically similar to any other road already named within Moore County. This subsection shall not apply to the extension of existing roads, which should whenever possible be given the same name.
3. New subdivision roads, whether public or private, shall be named prior to the approval of any proposed subdivision or plat, including but not limited to apartment and condominium complexes. The approval of a subdivision plat by the Moore County Planning Department and/or the recordation of a plat at the Register of Deeds, will **not** guarantee that a road name is in compliance with this Ordinance, or that a road name will be approved by the Board of Commissioners. With regards to the initial assignment of subdivision road names, see Subsection D. below.
4. Property owner(s) who want to have a public or private road named for personal reasons must comply with items below:
 - i. A petition should include the proposed road name, the reason why the person(s) are requesting the name, and the signatures of 100% of those persons owning property adjacent to the road; and
 - ii. Name requests shall conform to this Ordinance; and
 - iii. The name request shall only be approved after a public hearing is held on the matter as provided in Section V and the Moore County Board of County Commissioners have approved the petition for a road name.

B. Renaming Roads.

1. Renaming by Address Administrator. Road names may be changed by the Address Administrator when the road name is a duplicate of another road name within a designated postal area or within Moore County and interferes with the accurate dispatch of emergency service or postal delivery. The renaming of any road must be approved by the Moore County Board of County Commissioners.
2. Renaming Request by Property Owners. Property owners who want to have the name of a public or private road changed for personal reasons must comply with items below:
 - i. A petition should include the existing road name, the proposed road name, the reason why the person(s) are requesting the name change, and the signatures of 100% of those persons owning property adjacent to the road; and
 - ii. Name changes requests shall conform to this Ordinance; and

- iii. The name change request shall only be approved after a public hearing is held on the matter as provided in Section V and the Moore County Board of County Commissioners have approved the petition for a road name change; and
- iv. A fee for each road shall accompany any petition requesting that an existing road name be changed. Refer to Moore County Budget Ordinance for the fee amount; and
- v. In the event that the Board of Commissioners approves the petition, the petitioners shall reimburse the County of Moore, in advance, for the cost of purchasing and installing the new signs.

C. Removing Roads.

1. Removing Road Names by Address Administrator. The Addressing Administrator may remove a road name previously approved by the Moore County Board of Commissioners if the road name was approved pursuant to a preliminary subdivision plat approved by the Moore County Planning Department Subdivision Review Board, the road does not exist, and the Subdivision Review Board's approval of the preliminary subdivision plat has expired. The removal must be approved by the Moore County Board of Commissioners.
2. Removing Request by Property Owners. Roads that currently serve not more than two habitable structures may be considered for the road name to be removed. Property owners who want to have the name of a road removed for personal reasons must comply with items below:
 - i. A petition should include the existing road name, the reason why the person(s) are requesting the removal, and the signatures of 100% of those persons owning property adjacent to the road; and
 - ii. The name removal request shall only be approved after a public hearing is held on the matter as provided in Section V and the Board of County Commissioners have approved the petition for a road name removal; and
 - iii. A fee for each road shall accompany any petition requesting that an existing road name be removed. Refer to Moore County Budget Ordinance for fee amount; and
 - iv. In the event that the Board of Commissioners approves the petition, the petitioners shall reimburse the County of Moore, in advance, for the cost of removing the existing road signs.

- D. Initial Assignment of Subdivision Road Names. Pursuant to NCGS 153A-239.1, road names may be initially assigned to new roads by recordation of an approved subdivision plat. Therefore, upon approval of a preliminary subdivision plat by the Moore County Planning Department Subdivision Review Board, recordation of the plat with the Moore County Register of Deeds, and a copy of the plat submitted to the Addressing Administrator, the Addressing Administrator will reserve any road name upon the plat that is not in use and that is in compliance with this Ordinance. Upon expiration of the Subdivision Review Board's approval of the preliminary subdivision plat, the Addressing Administrator will remove the reserved status of any unused road name and make it available for others to use. The initial assignment of a road name only serves to reserve the road name and does not require the approval of the Moore County Board of Commissioners; however, the road name must be approved by the Board of Commissioners prior to or during construction of the road.

E. Content of Road Names

1. No road shall be named that duplicates the name of an existing road. No road shall be phonetically similar to all existing road names. Municipalities are strongly encouraged to notify the County of Moore IT Department - GIS Division when naming or renaming a road.
2. No road shall be named that duplicates the name of an existing road across county lines in which are in the same US Postal District.
3. Road names must use common spelling found in a standard dictionary, i.e. Webster's Dictionary, current edition.
4. North, South, East and West are intended to be directional features of the address system and will be used only when necessary, such as for distinguishing regions of a continuous road traversing several municipalities. A directional word should not be contained within the name of a new road and shall be placed ahead of the road name. A street or road may have no more than one directional prefix.
5. Only letters of the alphabet and blank spaces should be included in a road name. Road names that are numbers (i.e. First Street) must be expressed using alphabetical characters and not numbers. Road names should not contain the following:
 - Symbols or punctuation; or
 - Abbreviations of the main title of the street or road name; or
 - Initials; or
 - A single alphabetical character; or
 - Words that begin with "old" or "new"; or
 - Offensive words or language in accordance with G.S. 147-54.7; or
 - More than 24 letters including spaces.
6. All road names shall contain one road name suffix designation. Double suffixes within a road name will be denied.

Suffix designations of roads include, but are not limited to, the following terms: Avenue (AVE), Boulevard (BLVD), Circle (CIR), Court (CT), Drive (DR), Highway (HWY), Lane (LN), Loop (LOOP), Place (PL), Road (RD), Square (SQ), Street (ST), Trail (TRL), or Way (WAY). All street suffix designations may be abbreviated in compliance with United States Postal Service (USPS) Publication 28, Appendix C – Street Abbreviations.

7. The County of Moore has the right to deny any road name that, in the sole opinion of the County, is inappropriate or would interfere with public safety and emergency services.

F. Physical Standards for Road Name Signs

1. Signs for public or private roads or drives shall conform to the physical standards set forth in the United States Department of Transportation's Manual on Uniform Traffic Control Devices (MUTCD).
2. Identifying street markers should be located at each intersection of roads throughout the County of Moore, except for those areas lying within the corporate limits of Aberdeen, Cameron, Candor, Carthage, Foxfire, Pinebluff, Pinehurst, Robbins, Southern Pines, Taylortown, Vass and Whispering Pines and private subdivisions desiring to erect and maintain their own street sign system.

SECTION IV. ADDRESSING

- A. Use of assigned number required. No person may display or cause to be displayed on any house, building or box any number other than the number assigned by the Address Administrator.
- B. Removal, obliteration and destruction prohibited. No person may remove, obliterate or destroy any number displayed in accordance with this Ordinance.
- C. Road Address Number Assignment. The administrator shall assign house and building road address numbers in accordance with a system that adheres as closely as possible to the principles set forth in this section.
- D. Methodology. The methodology used to determine the assignment of house and building address numbers shall be:
1. Addresses shall be assigned at ten (10) feet intervals along the length of the road. The intent of this practice is to ensure there are available addresses between addressable structures that can be assigned at a later date; and
 2. The range of addresses shall begin with the lowest number in the range being closest to the road of origin with the numbers increasing as the distance from the road of origin increases. If the road to be addressed does not have an immediately discernible origin but connects two roads, the road closest to the intersection of the aforementioned axis shall be deemed the road of origin.
 3. The addresses will be numbered from the beginning point of the road, assign addresses as odd numbers to the left and even numbers to the right, based upon the driveway.
- E. Apartment and Condominium Complexes
1. The Address Administrator shall assign apartment complexes a number to each building. Numbers are then assigned to individual apartments.
 2. Streets within the complex shall be named.
- F. Display of Road Address Numbers. Once assigned, road address numbers must be clearly displayed so the location can be easily identified from the road.
1. Residential properties guidelines are located 2012 North Carolina Residential Code, Section R319, Site Address, R319.1 Address numbers.
 2. Commercial properties guidelines are located 2012 North Carolina Fire Code, Section 505, Premises Identification, 505.1 Address identification. .
- G. Address Corrections. The Address Administrator is authorized to correct any errors in a numeric address or street range. This includes:
1. Addresses that are out of sequence with other addresses on the same road; and
 2. Addresses that are not inside the range of values assigned to the street of origin; and
 3. Address ranges assigned to street segments that are not sequential or are out of sequence with preceding or succeeding segments of the same street; and
 4. Area where no addresses were left for vacant lot(s); and
 5. Street name change approved by Moore County Board of Commissioners; and
 6. Person unknowingly displaying the wrong address; and
 7. Change from rural route and box number to urban street address number.

The Address Administrator shall provide written notice to the owner of this Ordinance which shall include the reason for the error, the new numeric address and that the address change will be effective thirty (30) days from receipt of the notice. A resident who does not display the new address after the effective date shall be in violation of this Ordinance. The County of Moore does not provide physical address numbers to display on structures nor assumes addressing or readdressing costs for addressable structures.

SECTION V. PUBLIC HEARING AND NOTICE REQUIRED

- A. Public Hearing. The County of Moore IT Department - GIS Division shall advertise the public hearing pertaining to the petition before the Moore County Board of Commissioners pursuant to G.S. 153A-239.1.
- B. Naming, Renaming or Removing Public Roads. Prior to naming, renaming or removing a road, the Address Administrator shall request a public hearing date be set by the Moore County Board of Commissioners and provide notice in accordance with G.S. 153A-239.1(a).
- C. Adoption of Ordinance. Prior to adopting an Ordinance to establish a procedure to assign or reassign street numbers on the road, the Moore County Board of Commissioners shall provide notice and hold a public hearing in accordance with G.S. 153A-239.1(a).
- D. Notice. After naming or renaming a public or private road, or assigning or reassigning street numbers on a public or private road, the Address Administrator shall provide notice to be given to the local postmaster with jurisdiction over the road and to the North Carolina Department of Transportation.

SECTION VI. VIOLATIONS

- A. Upon discovery of a condition in violation of this Ordinance, the Administrator shall provide a written Notice and description of the violation to the owner or occupant, of legal age, or other responsible entity or party, specifying that, the condition must be brought to compliance of this Ordinance within thirty (30) days.
- B. If the owner, occupant, or other responsible entity or party fails to bring the condition described in the Notice to compliance of this Ordinance within thirty (30) days of receiving written Notice of violation, the owner, occupant, or other responsible entity or party shall be in violation of this Ordinance.
- C. Means of notice deemed sufficient and property include but are not limited to registered or certified mail sent to the last known address of an owner or occupant as ascertained from Moore County tax records, posting on the front door of an addressable structure, or hand-delivery to an occupant of legal age found at the addressable structure.
- D. Written notice of violation and citations pursuant to this section shall be deemed delivered and properly served upon depositing said notice and/or citation into a receptacle of the United States Postal Service, posting on the front door of the offending addressable structure, or hand-delivery to an occupant of legal age found at the offending addressable structure.

SECTION VII. ENFORCEMENT

If an owner, occupant, or other responsible party or entity does not bring the violating condition or conditions into compliance with this Ordinance after proper written Notice (Section VI.A) and thirty (30) days from delivery (as defined in Section VI.D) have elapsed, the County Attorney may enforce this Ordinance by any one or more of the remedies in law or in equity authorized by G.S. § 153A-123.

SECTION VIII. PENALTIES

- A. After the effective date of this Ordinance, any person, firm, or agent thereof who intentionally, purposely, or knowingly violates or causes violation of any provision of this Ordinance shall be guilty of a misdemeanor Class 3 misdemeanor pursuant to G.S. § 14-4(a), upon conviction of which, the maximum penalty by law may be imposed.
- B. In addition to criminal penalties provided by G.S. §§ 153A-123, 14-4, violation of any provision of this Ordinance shall also subject the Owner or occupant to a civil penalty in the amount of fifty dollars (\$50.00) for each violation, to be recovered by the County in a civil action in the nature of a debt. Each day's continuing violation is a separate and distinct offense.
- C. Where a person, firm, corporation or other entity is found guilty of removing, destroying, and/or defacing a road sign, the person, firm, corporation, or other entity shall reimburse the County of Moore for all replacement costs associated with replacing said road sign(s).

SECTION IX. 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 vary from the requirements any other adopted County, State, or Federal regulations, the most restrictive or that imposing the highest standard shall govern.

SECTION X. 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.

SECTION XI. PREVIOUS ORDINANCES NULL AND VOID

This Ordinance shall supersede and replace all Moore County Road Name and Addressing Ordinances or portions thereof previously adopted.

SECTION XII. 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 XIII. EFFECTIVE DATE

This Ordinance shall be effective on the 21 day of February, 2017.

Catherine Graham
Catherine Graham, Chair
Moore County Board of Commissioners

Laura M. Williams
Laura M. Williams
Clerk to the Board

