

**AN ORDINANCE TO PROVIDE FOR THE ASSIGNMENT OF
NAMES TO STREETS AND ROADS IN MIDDLESEX COUNTY
AND THE POSTING OF STREET SIGNS AND BUILDING NUMBERS.**

(Adopted April 18, 2000)

WHEREAS, the establishment of an Enhanced 9-1-1 emergency telephone system in Middlesex County has been approved by the Middlesex County Board of Supervisors; and

WHEREAS, the establishment of such system requires the assignment of names to all streets and roads in the county, the assignment of building numbers to all buildings having telephones and/or occupancies, and the erection of appropriate street signs at intersections; and

WHEREAS, a professional consultant experienced in comprehensive addressing has been employed to map streets and roads in Middlesex County and to assign building numbers to buildings in said county,

NOW, THEREFORE, BE IT ORDAINED:

SECTION 1. The "Middlesex County Road Name Index" to be adopted and filed in the Office of Planning and Community Development shall be the official listing of names for streets and roads in Middlesex County and such streets and roads are hereby assigned the names listed therein. As used in the ordinance, the terms "street" and "road" shall have the same meaning and shall also include avenues, boulevards, highways, lanes, ways, and similar street types.

SECTION 2. The Middlesex County Board of Supervisors, or their duly authorized agent as may be appointed, shall have the authority to assign names to any public or private road or street in the County which provides access to three or more occupied buildings.

SECTION 3. The County Planning Director, or his duly authorized agent, is hereby authorized to negotiate with residents along streets or roads bearing duplicate or confusingly similar names in the County. The changing of the names of such roads or streets to eliminate such duplications shall reside with the Middlesex County Board of Supervisors or their duly authorized agent as may be appointed.

SECTION 4. No street or road within the County shall be assigned a name on a subdivision plat or otherwise until such name is registered with the Planning Director, or his duly authorized agent, approved, and added to the "Middlesex County Road Name Index." The Planning Director, with the concurrence of the Middlesex County Board of Supervisors, shall have authority to refuse registration of any name already in use, confusingly similar to a name already registered, or deemed confusing for purposes of emergency response.

SECTION 5. No street or road name currently shown on a subdivision plat filed with the County or otherwise shall be implemented by a subdivision owner until such name has been registered with the Planning Director or his duly authorized agent, approved and added to the "Middlesex County Road Name Index" provided, however, that this section shall not apply to any road or street presently constructed on which street signs have been placed prior to the effective date of this ordinance. The Planning Director, with the concurrence of the Middlesex County Board of Supervisors, shall have the right to refuse registration of any name already in use, confusingly similar to a name already registered, or deemed confusing for purposes of emergency response.

SECTION 6. All new street signs erected within Middlesex County shall be in conformance with the specifications of this section, unless a variance is granted by the Virginia Department of Transportation (VDOT) or the Middlesex County Board of Supervisors. Street name signs for use on Primary routes and collector Secondary roads shall have a minimum height of nine (9) inches, a minimum width of thirty (30) inches and a maximum width of forty-eight (48) inches. Widths greater than forty-eight (48) inches may be allowed in special cases upon approval of the VDOT district traffic engineer. The standard letter height shall be six (6) inch Series C letters for the street name. The standard letter height of the suffix and prefix (if any) shall be three (3) inch Series C letters. Non-Standard letter height may be allowed in special cases upon approval of the VDOT district traffic engineer. A blank space at least 2.50 inches high and twelve (12) inches wide shall be provided in the lower right hand corner of the sign to accommodate a decal containing the appropriate route number. The VDOT shall be responsible for the fabrication and installation of the decal, which shall be white with a black legend consisting of two (2) inch letters/numerals and may be non-reflectorized.

Street name signs for use on local Secondary roads, subdivision streets and private roads assigned names under this ordinance shall have a minimum height of six (6) inches, a minimum width of twenty-four (24) inches and a maximum width of forty-two (42) inches. Widths greater than forty-two (42) inches may be allowed in special cases upon approval of the VDOT district traffic engineer. The standard letter height shall be four (4) inch Series C letters for the street name. The standard letter height of the suffix and prefix (if any) shall be two (2) inch Series C letters. Non-standard letter heights may be allowed in special cases upon approval from the VDOT district traffic engineer. A blank space at least 1.25 inches high and eight (8) inches wide shall be provided in the lower right hand corner of the sign to accommodate a decal containing the appropriate route number. The VDOT shall be responsible for the fabrication and installation of the decal, which shall be white with a black legend consisting of one (1) inch letters/numerals and may be non-reflectorized.

All street name signs in the County shall be fabricated with high intensity reflectorized sign sheeting. All sign text and numerals shall be white and the

background of all signs shall be green. Signs at intersections of all public and private roads assigned names under this ordinance shall be mounted atop galvanized metal posts with the signs appearing at a height of not less than seven (7) feet above grade.

SECTION 7. The Planning Director is hereby authorized to direct the placement of street signs at intersection within the County, the initial costs of such signs to be appropriated from 9-1-1 telephone taxes as approved by the Middlesex County Board of Supervisors.

SECTION 8. The owner of any subdivision or other development shall erect or cause to be erected street signs in conformance with this ordinance at any and all intersections within such subdivision or development upon the construction of any street on or after the effective date of this ordinance. Where any subdivision owner is currently required to erect street signs but has failed to do so, the future erection of street signs shall be in conformance with this ordinance.

SECTION 9. All properties or parcels of land within Middlesex County shall hereafter be identified by reference to a uniform numbering system, as shown on maps filed in the Office of Planning and Community Development. Said maps and the explanatory matter thereon are hereby adopted and made a part of this ordinance.

SECTION 10. A house or building number shall be assigned to each dwelling or other building in the County. The combination of such numbers and the road or street name shall be the official address of such dwelling or building. Such location shall serve as the official mailing address for postal patrons receiving home or rural delivery.

SECTION 11. When each house or building has been assigned its respective numerical street address, the owner, occupant, or agent shall place or cause to be placed upon each house or building controlled by him the number or numbers assigned under the uniform numbering system. The number or numbers shall be placed in accordance with the provisions as are herein contained. Such numbers shall be placed on existing buildings within sixty (60) days of notification of the assigned address.

Numerical street addresses shall be placed on new buildings prior to the issuance of a Certificate of Occupancy for the structure by the Middlesex County Building Official. Such addresses shall be placed in accordance with the provisions as contained herein. The cost of posting the address shall be the responsibility of the property owner.

SECTION 12. Street address numbers for residences shall be at least three (3) inches in height and shall be made of a durable and clearly visible material. The numbers shall be conspicuously placed on, above, or at the side of the main entrance so that the number is discernible from the street. Whenever a residence is more than seventy-five (75) feet from the street, or

when the entrance is not visible from the street, the number shall be placed along a walk, driveway, or other suitable location so that the address number is discernable from the street. Street address numbers shall be of a contrasting color to the background on which they are mounted.

SECTION 13. Street address numbers for commercial and industrial structures shall be at least four (4) inches in height if located within seventy-five (75) feet of a roadway or at least ten (10) inches in height if located greater than seventy-five (75) feet from the street. The number shall be placed above or on the main entrance to the structure when possible. If such number is not visible from the street, the number shall be placed along a driveway or on a sign visible from the street.

SECTION 14. Apartments and similar complexes assigned a single building number shall display address numbers on each assigned structure using numbers having a minimum height of eight (8) inches. Trailer parks and similar complexes assigned a single building number shall display the assigned number at the main entranceway using numbers having a minimum height of eight (8) inches. Numbers or letters for individual apartments, trailers, or units within these complexes shall be displayed on, above, or to the side of the main doorway of each apartment, trailer, or unit, and shall be at least three (3) inches in height.

SECTION 15. Whenever any house, building, or structure shall be erected or located after the initial establishment of the uniform numbering system as provided herein, it shall be the duty of the property owner to procure the correct number or numbers for the said property and to affix said numbers to said building in accordance with this ordinance. An application for a building permit for a new building shall be considered an application for an address assignment. The Building Official shall coordinate the application with the designated agent of the Planning Director responsible for the assignment of addresses, and forward the assigned address to the applicant not later than sixty (60) days following issuance of said permit. The applicant shall be required to furnish such measurements in relation to other properties or intersections as shall be deemed necessary for assignment of a valid address.

SECTION 16. In applying the guidelines specified herein, the Planning Director, or his authorized agent, shall have the authority to make minor adjustments and modifications to ensure a logical and efficient street address system.

SECTION 17. The provisions of this ordinance shall be applicable in all areas of Middlesex County outside of the incorporated limits of the Town of Urbanna. The provisions of this ordinance shall be applicable within the Town of Urbanna if the Urbanna Town Council adopts and endorses this ordinance by resolution. If adopted by the Town, the location of each dwelling or building shall be the combination of the house number and street name assigned from time to time by the Town Council or its agent.

SECTION 18. Whenever the Planning Director, or his authorized agent, has reason to believe there has been or there exists a violation of this ordinance, he shall give written notice of such violation to the person failing to comply, and order said person to take corrective measures within thirty (30) days from the date of notification. If such person fails to comply with the duly issued order, the Planning Director, or his agent, shall initiate necessary actions to terminate the violation through criminal or civil measures.

SECTION 19. Any violation of this ordinance shall constitute a Class 4 misdemeanor. Subsequent to the thirty (30) day period following notification of violation, each day of violation shall constitute a separate violation.

SECTION 20. This ordinance shall become effective immediately upon its adoption.

Adopted upon motion by Mrs. Weber, seconded by Mr. Jessie and carried unanimously:

Kenneth W. Williams	aye
John D. Miller, Jr.	aye
Fred S. Crittenden	aye
Lenora O. Weber	aye
Frank Jessie	aye