

## APPENDIX 1 – STREET NAME AND ADDRESS ASSIGNMENT STANDARDS

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### A-1 PURPOSE

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- A. The purpose of the Guilford County Street Name and Address Assignment Standards is to provide for the orderly assignment of street addresses to protect the safety of the general public and to facilitate the finding of individual dwellings and businesses for the delivery of public and private goods and services, including but not limited to timely emergency response.

### A-2 AUTHORITY

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- A. The County Manager shall appoint a person to be the Address Ordinance Administrator. The Address Administrator shall have authority for administration and coordination of this ordinance including enforcement. The Address Administrator will have the overall responsibility to verify, modify or assign addresses and to enforce the requirements of this ordinance, and shall possess discretionary authority permitting minor variances from the provisions of this Ordinance when necessary to ensure public health, safety, and general welfare.

### A-3 STREET ADDRESS SYSTEM

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#### A. ESTABLISHMENT OF GRID SYSTEM.

1. *From Greensboro:* Elm Street and Market Street are the base lines used in numbering a street in a north/south or east/west direction. Streets running north and south from Market Street shall be numbered starting with the 100 block. Streets running east and west from Elm Street shall be numbered starting with the 100 block.
2. *From High Point:* Main Street and the Southern Railroad tracks are the base lines used in numbering a street in a north/south or east/west direction. Streets running north and south from the Southern Railroad tracks shall be numbered starting with the 100 block. Streets running east and west from Main Street shall be numbered starting with the 100 block.

#### B. ODD-EVEN NUMBERS.

1. *From Greensboro:* Going north and south from Elm Street and east and west from Market Street, EVEN addresses will be on the right hand side of the street while ODD addresses will be on the left hand side of the street.
2. *From High Point:* Going north and south from Main Street and east and west from the Southern Railroad tracks, EVEN addresses will be on the right hand side of the street while ODD addresses will be on the left hand side of the street.

#### C. NUMBERING SYSTEM

1. Primary addresses will consist of up to four (4) numerals, and will be determined by the block in which the property is located. The determination of block length shall be made by the Address Administrator.
2. Addresses will be established as whole numbers and will not have fractions or decimals of a number.

3. The letters "I" and "O" will not be used in street addresses because of their close appearance to the numbers "1" and "0".
4. Only digits shall be used in the number as opposed to script.

## A-4 STREET ADDRESS ASSIGNMENT

### A. RESIDENTIAL

1. Single-Family Detached and Townhouse Dwellings: Each unit of property will be assigned a primary address. ~~When a primary address is unavailable, a~~An accessory dwelling will be assigned a secondary address. The secondary address will include the primary followed by a dash and ~~the letter "A"~~a letter "A". For example: "1621-~~AA~~ Smith Street" with "1621" being the primary and "~~AA~~" being the secondary. Townhouses are assigned a primary address for each unit.
2. Multi-Family and Two-Family Dwellings: Apartments, twin homes, duplexes, and condominiums are assigned a primary address for each structure and a secondary address for each dwelling unit. The secondary address for a single-story structure will include the primary followed by a dash and a ~~unit number beginning with 101~~letter. An example would be "1621-~~101A~~ Smith Street" with "1621" being the primary address and "~~101A~~" being the secondary address. The secondary address for a multi-story structure on the first floor would include the primary followed by a dash and a ~~unit number beginning with 101~~letter. An example would be "1621-~~101A~~". The first unit on the second floor would include the primary followed by a dash ~~and~~ a ~~unit number beginning with 201~~and a ~~letter~~. An example would be "1621- ~~2A~~201"; etc. Internal drives may be required to be named and recorded by plat map in the public registry. Addresses may be assigned from internal drives depending on the size of the complex and ~~subject to Technical Review Committee approval~~after considering comments from the Technical Review Committee (TRC).
3. Mobile Home Parks: Each mobile home within Mobile Home Parks shall be assigned a primary address. Internal drives may be required to be named and recorded by plat map in the public registry. Addresses may be assigned from internal drives depending on the size of the complex and ~~subject to Technical Review Committee approval~~after considering comments from the Technical Review Committee (TRC).

### B. COMMERCIAL AND INDUSTRIAL

Office, commercial and industrial buildings are assigned a primary address for each building and a secondary for each tenant space. The secondary address for a single-story structure will include the primary followed by a dash and a ~~letter~~unit number beginning with 101. An example would be "1621-~~101A~~ Smith Street" with "1621" being the primary address and "~~A~~101" being the secondary address. The secondary address for a multi-story structure on the first floor would include the primary followed by a dash and a ~~unit number beginning with 101~~letter. An example would be "1621-~~101A~~". The first unit on the second floor would include the primary followed by a dash ~~and~~ a ~~number~~and a ~~unit number beginning with 201~~letter. An example would be "1621-~~201A~~"; etc. Internal drives may be required to be named and recorded by plat map in the public registry. Addresses may be assigned from internal drives depending on the size of the complex and ~~subject to Technical Review Committee approval~~after considering comments from the Technical Review Committee (TRC).

### C. PUBLIC AND INSTITUTIONAL

1. Schools
  - a. Elementary and Secondary schools generally are assigned one primary address.
  - b. College and Universities generally are assigned a primary address for each building. Internal drives may be required to be named and recorded by plat map in the public registry. Addresses may be assigned from internal drives depending on the size of the complex and ~~subject to Technical Review Committee approval~~after considering comments from the Technical Review Committee (TRC).
2. Hospitals
  - a. Hospitals and large medical complexes generally are assigned a primary address for each building. Internal drives may be required to be named and recorded by plat map in the public registry. Addresses may be assigned from internal drives depending on the size of the complex and ~~subject to Technical Review Committee approval~~after considering comments from the Technical Review Committee (TRC).

**3. Parks**

- a. Parks generally are assigned a primary address for each principal activity cluster. Internal signage shall be used for directing traffic, including emergency personnel. Internal drives may be required to be named and recorded by plat map in the public registry. Addresses may be assigned from internal drives depending on the size of the complex and ~~subject to Technical Review Committee approval~~after considering comments from the Technical Review Committee (TRC).

**D. CORNER LOT**

Corner lots are assigned one (1) number to avoid any confusion created by the use in different systems of either of the two (2) addresses assigned to a corner lot, as it was the custom in the past. At the time of permit application, if necessary, the address administrator shall adjust the street address to make it coincide with the primary access to the property. In cases where such assignment is confusing, or misleading based on structure location and orientation or property size and configuration, the administrator can assign an address that accommodates the front entrance of the structure.

**E. LOTS WITH MULTIPLE FRONTAGES**

The Address Administrator shall assign an address for lots with multiple frontages after considering access location(s), primary structure location, lot size, and lot configuration.

**F. VACANT PROPERTIES**

Because there is no way of determining how many structures will eventually be built on vacant land within a block, any system which attempts to number structures consecutively does not provide the flexibility to accommodate change. A street number generally is reserved for each one hundred (100) feet of lot frontage. Address assignment shall occur concurrent with issuance of a development permit.

**G. POSTING**

Posting of addresses by the property owner shall be as per NC State Building Codes.

**A-5 CHANGE OF EXISTING ADDRESS**

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In re-assigning addresses, as few existing addresses as possible will be changed.

**A. REASON FOR CHANGE**

- ~~1.~~ Existing addresses may be changed for just cause. Examples of just cause are:
  - ~~2-1.~~ Area where no addresses were left for vacant lot(s) or new development.
  - ~~3-2.~~ Street name change approved by Planning Board.
  - ~~4-3.~~ Person unknowingly using the wrong address.
  - ~~5-4.~~ Street address number series presently in use is incorrect and misleading.
  5. Road closures or installations.
  6. Existing address does not conform to these standards
  - 6-7. Existing address does not conform to applicable policies or rules issued by the United States Postal Service or other governmental entities.

**B. NOTIFICATION**

The Address Administrator will notify the property owner, all necessary local government departments, utility service companies and the U.S. Postal Service of any change in existing street addresses.

**A-6 STREET NAMES**

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**A. NAME SUBMITTAL AND APPROVAL**

1. The Address Administrator shall approve all street names with right of appeal to the Planning Board.
  - a. The developer shall submit names on a sketch plan or preliminary plat for new streets contained within proposed developments. Proposed names shall be reserved once approved.
  - b. Property owners affected by a Change of Existing Street Name shall submit names according to Section A-

## 8. Proposed names shall be reserved once approved.

### B. GENERAL REQUIREMENTS

1. The proposed name shall not duplicate or be phonetically similar to existing street names irrespective of the suffix.
2. The use of complicated words or unconventional spellings shall be prohibited.
3. No symbols can be included in a name (for example; "#", "&", hyphens, decimals, periods, apostrophes, etc.).
4. The word "and" is prohibited from use in order to avoid confusion.
5. Any names considered discriminatory, exclusionary in nature, or deemed inappropriate shall be prohibited.
6. Use of initials shall be prohibited.
7. The use of numerical or written numbers for street names shall be prohibited.

### C. STREET NAMING

1. It is acceptable for two streets to bear the same name provided the streets intersect and have different suffixes. A different block range shall be used for the intersecting streets when possible.
2. Proposed streets obviously in alignment with existing streets shall bear the same name and the suffix shall be in accordance with this appendix.
3. Proposed streets that may align in the future, but do not at the time of such development, shall not bear the same name. At such time the streets are connected, the street with the least amount of property owners will be renamed and affected properties readdressed so that the previously unconnected streets bear the same name. Notification concerning the potential for future readdressing shall be placed on the recorded plat when known.
4. Two opposing cul-de-sacs with lengths of less than 800 feet that are separated by a four- way intersection shall bear different street names and use the suffix "Court".
5. Two opposing cul-de-sacs or permanent dead-ends separated by a three-way intersection shall bear the different names with the suffix "Terrace", "Point", "Cove", "Dale", or "Way." The use of "Court" shall be prohibited per Section A-6-E.
6. A proposed street obviously in alignment with another proposed street shall bear the same name; the suffix shall be in accordance with section A-6-E.
7. A proposed street ending in a cul-de-sac that is greater than 800 feet in length shall bear the suffix in accordance with this appendix.
8. Offset Intersections and Split Routes or "dog-legs" shall be treated as separate streets with different names and numbering to preserve the integrity and continuity of the number system.

~~8.9. Private streets shall be required to be named and structures off of them addressed off of when they meet the minimum standard of serving at least three (3) of any combination of households, businesses, and/or other active uses and or having a length of 200 ft or greater.~~

### D. PREFIXES

Prefixes shall not be used in the street name but may be used for directional purposes with the approval of the Address Administrator based on the following standards.

1. The prefix "North" shall be used for the northern portion of roadways having the same name. (According to each user's grid system.)
2. The prefix "South" shall be used for the southern portion of roadways having the same name. (According to each user's grid system.)
3. The prefix "East" shall be used for the eastern portion of roadways having the same name. (According to each user's grid system.)
4. The prefix "West" shall be used for the western portion of roadways having the same name. (According to each user's grid system.)
5. The prefix "N.C. Highway" shall be used for all State numbered routes or roadways.
6. The prefix "U.S. Highway" shall be used for all Federal numbered routes or roadways (excluding those on Interstate System).
7. The prefix "Interstate Highway" shall be used for all Federal numbered routes or roadways on the Interstate

System.

## E. SUFFIXES

Suffixes, including directional suffixes, shall not be used in the street name, (i.e. Ridge Lane Way). Suffixes shall be used based on the following standards.

1. The suffix "Street" shall be used for roadways running generally in a north-south direction or parallel to the base line for the grid system.
2. The suffix "Avenue" shall be used for roadways running generally in an east-west direction or parallel to the base line for the grid system depending on the individual user policy.
3. The suffix "Drive," "Trail," and "Trace" shall be used for roadways which follow a wandering alignment in different directions and/or intersect both street" and "avenue" and generally have scenic attractiveness.
4. The suffix "Road" shall be used for roadways running generally in a diagonal direction and/or connecting urban areas.
5. The suffix "Boulevard" and "Parkway" shall be used for divided roadways, the sides of which are separated by a park or open median strip for their main extent with limited direct access.
6. The suffix "Terrace", "Point", "Cove", "Dale", or "Way" shall be used for short roadways with an exit from one end only (dead end) with no potential for extension.
7. The suffix "Court" shall be used for a single cul-de-sac less than eight hundred (800) feet in length with no intersecting side streets and not intended to be extended in the future.
8. The suffix "Circle" shall be used for short roadways that are circular or semi-circular in form and intersect the roadways from which they emanate at two different places.
9. The suffix "Place" or "Lane" shall be used for short roadways generally not over a block in length with no regard to predominant direction. (Guilford County uses "Lane" only for Private Streets as defined by this Ordinance.)
10. The suffix "Alley" shall be used for short roadways of substandard width as between buildings or at the rear of property, generally used for service.

## A-7 STREET SIGNS

For all new streets, street name signs and traffic control signs shall be installed to standards found in this Ordinance and applicable NCDOT regulations.

## A-8 CHANGE OF EXISTING STREET NAME

### A. REASON FOR CHANGE

Existing street names may be changed for just cause. Examples of just cause are:

1. **Voluntary Petition.** Petitions for street name changes shall be submitted in writing for consideration by the Guilford County Planning Board, and upon appeal, by the Board of County Commissioners of Guilford County. Valid petitions shall:
  - a. Be submitted on the proper form as furnished by Guilford County;
  - b. Include any required fees;
  - c. Be signed by a minimum of 51% of the property owners along said street; in cases where a property has multiple landowners and the property is being used to achieve the required percentage of owner signatures, each landowners signature is required but only counts as one signature on the petition;
  - d. Propose a new street name described in A-6 of this Section.

— Following receipt of a petition for street name change, the Planning & Development Department shall confer with County Emergency Service Agencies for comment on the proposed change.

~~e. Private roads renaming will not require a Guilford County Planning Board hearing. Petitioners shall contact the Address Administrator to obtain a Private Road Renaming Petition. Once the proper form has been submitted and more than 51% of the adjacent property owners agree on the name, the Address Administrator will issue the street name change. Upon approval of the private petitioned street name, the~~

petitioners shall pay Guilford County the cost of purchasing the new signs and erecting them.

2. **Initiated by Government Action.** In the event government sponsored or initiated action creates a situation that reasonably could be perceived to jeopardize the public's health, safety, or general welfare by impeding timely emergency response, a written request to change the street name shall be submitted for consideration by the Guilford County Planning Board, and upon appeal, by the Board of County Commissioners of Guilford County. Such requests shall:
  - a. Be submitted on the proper form as furnished by Guilford County;
  - b. Include any required fees;
  - c. Propose a new street name consistent with standards set forth in A-6 of this Section. Reasonable effort shall be made to seek input concerning the new street name from affected residents and property owners prior to the requisite public hearing;
  - d. Include a letter of support outlining the perceived threats to the public's health, safety, or general welfare from a recognized public agency. It shall be the responsibility of the petitioner and/or the supporting public agency to provide ancillary documentation and testimony during the requisite public hearing.
  - e. Following receipt of a petition for street name change, the Planning & Development Department shall confer with County Emergency Service agencies for comment on the proposed change.
3. **Government Initiated to Secure the Public's Health, Safety and General Welfare.** In the event an existing street name has jeopardized the public's health, safety, or general welfare by impeding timely emergency response, or in the event an existing street name reasonably could be perceived to jeopardize the public's health, safety, or general welfare by impeding timely emergency response, a written request to change the street name shall be submitted for consideration by the Guilford County Planning Board, and upon appeal, by the Board of County Commissioners of Guilford County. Such requests shall:
  - a. Be submitted on the proper form as furnished by Guilford County;
  - b. Include any required fees;
  - c. Propose a new street name consistent with standards set forth in A-6 of this Section. Reasonable effort shall be made to seek input concerning the new street name from affected residents and property owners prior to the requisite public hearing;
  - d. Include a letter of support outlining the real or perceived threats to the public's health, safety, or general welfare from a recognized public safety agency. It shall be the responsibility of the petitioner and/or the supporting public agency to provide ancillary documentation and testimony during the requisite public hearing.
  - e. Following receipt of a petition for street name change, the Planning & Development Department shall confer with County Emergency Service agencies for comment on the proposed change.

## **A-9 POSTINGS STANDARDS**

### **A. ASSIGNED ADDRESS NUMBER TO BE POSTED; STANDARDS.**

1. **Timing.** Immediately following the issuance of a building permit, the assigned address shall be posted on the property in a manner visible from the road. The Administrator shall not issue a final certificate of compliance or a final certification of occupancy until the assigned number is posted in accordance with this section. A temporary certificate of compliance or temporary certification of occupancy may be issued for a structure that does not post the proper size address number provided that the structure is posted with address numbers/letters in a manner that clearly identifies the address. The temporary numbers/letters shall be acceptable to the Administrator. The temporary numbers/letters may be required to be posted in multiple locations to enhance visibility and shall not be posted for more than 60 days before replacement with permanent numbers/letters.
2. Within 90 days after written notice by the Planning & Development Department, on behalf of the county Planning Board, of the change of address to a residential or non-residential structure, the owner or occupant of such property shall be required to post the address, so assigned in an approved area on such property in accordance with the requirements of this section. Property previously assigned an address and in compliance with the regulations pertaining to address posting at the time of adoption of this Article shall not be required to comply



with this ordinance unless the Planning & Development Department provides written notification to the property owner that the address as posted has or may cause a delay in emergency service response. If so notified, the property owner shall have 90 days to comply with the provisions of this ordinance.

**B. MINIMUM HEIGHT, PLACEMENT, VISIBILITY OF NUMBERS.**

**1. Single-family residential, townhouses and mobile home parks.**

- a. The minimum height of the posted address shall not be less than four (4) inches high with a stroke width of not less than 0.5 in.
- b. The posted address shall be maintained within a three (3) foot perimeter of the front entrance or on the structure in a manner that is visible and readable from the road on which the address is assigned. If the structure is not visible from the road on which the address is assigned or the lot on which the building is located is landscaped such that the numbers cannot be seen from the public road, the assigned address shall also be posted on the property or near the property line at a driveway or access to the structure from the road on which the address is assigned.
- c. In the event that two structures share a driveway and the structures are not visible from the road on which the address is assigned, the addresses shall also be posted where the driveway splits.

**2. Multi-family, Two-family residential and all non-residential.**

- a. Structures and/or address markers located less than one hundred (100) feet from the road on which the address is assigned shall display the assigned address with numbers/letters no less than six (6) inches high for primary and secondary address numbers/letters. The minimum stroke width is  $\frac{3}{4}$  in.
- b. Structures located more than one hundred (100) feet from the road on which the address is assigned shall display the assigned address with numbers/letters no less than twelve (12) inches high for primary and secondary address numbers/letters and shall also post the address no less than six (6) inches high on the property at the road on which the address is assigned.
- c. Address postings on the structure shall be placed either in the approximate center of the structure or on the structure in a manner that makes it visible and readable from either the road or from the parking lot which serves the building.
- d. Where multiple addresses are assigned to a single property, the address range for the property shall be depicted on a single post, development entrance sign, or other permitted sign.

**C. COLOR.**

The address number shall be in a contrasting color to the color scheme of the structure on which it is placed so that it is clearly visible and shall be maintained in a clearly visible manner.

**D. MAINTENANCE**

Following the posting of the assigned address, as required, the owner or occupant shall maintain the posted address at all times in compliance with this section. The posted address shall not be obstructed from view by shrubs or vegetation as viewed from the public road.

**E. VIOLATION GENERALLY**

A violation of this section is a misdemeanor, as provided by G.S. 14-4, and may be punished as provided therein. Each day the violation continues after the offending owner or occupant has been notified of the violation shall constitute a separate violation of this section.

**F. NOTICE OF VIOLATION**

Notice of violation of this appendix, sufficient to allow the daily penalties of this ordinance to be invoked, may be given by the Administrator, the county emergency medical services department, the county attorney's office, the county sheriff's department, or the county fire marshal's office, and must be, in writing, directed by name to the owner or occupant of the dwelling and set forth what action is necessary in order for the offender to be in compliance.