

STATE OF NORTH CAROLINA

COUNTY OF GUILFORD

**AN AGREEMENT BY AND BETWEEN GUILFORD COUNTY AND THE
TOWN OF JAMESTOWN CONCERNING ADDRESSING
RESPONSIBILITIES**

This Agreement (hereinafter "Addressing Agreement") made and entered into by and between the Town of Jamestown, a municipal corporation having a charter granted by the State of North Carolina, hereafter referred to as *Municipality*, and Guilford County, a corporate and political body and a subdivision of the State of North Carolina, hereafter referred to as *County*. Unless specifically provided otherwise herein, the provisions and requirements in this Agreement apply only to the municipality and extraterritorial planning jurisdiction of the Town of Jamestown within Guilford County.

I. PURPOSE

To provide addressing and Enhanced 9-1-1 services to all our citizens, the County agrees to maintain and coordinate services, databases, and information between the Municipality and the telephone companies for addresses located within the County. Below is a detailed list of responsibilities that will enable proper usage of addresses within the 9-1-1 system. Failure of either the County or the Municipality to perform the appropriate tasks may result in loss of emergency response time due to inaccurate information. This must be a joint effort between the County and the Municipality.

II. TERM

The term of this annual Addressing Agreement is from October 21, 2025, through October 21, 2026, and shall automatically renew each year unless terminated as provided herein.

III. THE COUNTY AGREES TO:

1. Avoid duplication of road names and address ranges within the County. This will be accomplished by matching the proposed change or addition against the information in the database.
2. Be a liaison between the State of North Carolina's Next Generation 9-1-1 data vendor that maintains the Next Generation 9-1-1 database and the Municipality and update the Geographic Information Systems data

and all other related information provided to the utilities and other local government agencies promptly.

3. Update all database files, including the Master Street Address Guide (MSAG), and Automatic Location Identification (ALI) with response districts, roads, addresses, and municipal limits as this information becomes available to the County.
4. Assign and maintain addressing in the rural confines of the County, including areas outside of the municipal limits, and notify the United States Postal Service of all changes that occur in these confines and within the Municipality.
5. Provide the necessary staff, office space, and supplies appropriate for the maintenance of the database files required for the E-911 system.
6. Assist the Municipality through the County Building Inspections in the enforcement of the County's Addressing Ordinance. These Inspections will cover businesses and new construction only.
7. Respond to inquiries by the Municipality within 72 hours of any inquiry. At the end of 72 hours, if no answer has been received, the Municipality shall contact the County Manager directly.

IV. THE MUNICIPALITY AGREES TO:

1. Consult with the County Addressing Office before any changes or additions to road naming occur within either the municipality or the extraterritorial planning jurisdiction and to ensure that multiple streets do not have the same name in the County and that there will be no duplication of addresses along the road or confusing address ranges.
2. Assign structure addresses within the municipal limits of the Municipality in consultation and coordination with the County; provided, however, final decisions within the municipal limits shall be controlled by ordinances adopted by the Jamestown Town Council.
3. Address changes shall be posted as outlined in Article IV of this *Addressing Agreement*.
4. Advise the County Addressing Office of any deletions, additions, or changes to any road(s) or address ranges, providing plats, surveys, or maps detailed enough to determine address block ranges (minimum and maximum ranges on either side of the road), road length, road flow, and

location for emergency routing. This paragraph applies to addresses within the municipality and in the extraterritorial planning jurisdiction.

5. Advise the County Addressing Office of all address exceptions, including assignment of numbers outside the expected range for a particular road segment; advise on alterations of addressing apartment/business complexes that are addressed using a complex name as the street. This paragraph applies to addresses within the municipality and in the extraterritorial planning jurisdiction.
6. Notify the County Addressing Office in a timely manner when they are needed for Technical Review Committee or in any other case when roads are named, renamed, and/or addressed.
7. New complexes shall be assigned one address off the road that it fronts.
 - a. The units shall be assigned sequential unit numbers with unit numbers in the 100 range indicating the first floor of the building, the 200 range indicating the second floor of the building, etc. Each building shall be assigned a building identification number such as *Building A*, *Building B*, etc. Site plans of complexes shall be submitted to the County GIS Department to ensure accurate information in the addressing databases.
 - b. Concurrently with the transmission of required annexation plats and ordinances to the Office of the Secretary of State, provide the County Addressing Office with copies of annexation ordinances adopted by the Jamestown Town Council, including any annexation plats referenced by such ordinances for those located within the County.
 - c. After the approval of a final major subdivision plat, the municipality will copy the County Addressing Office on letters of approval that are remitted to developers. A copy of the subdivision plat(s) referenced in the approval letter will be included in the transmittal to the County Addressing Office.
 - d. Periodically verify the County's information about the Municipality via printouts, maps, or telephone conversation to ensure that the proper accuracy is maintained and to notify the County promptly of any known discrepancies found in the map books, printouts, maps, or other information.
 - e. Provide the County Addressing Office with the name and telephone number of the municipality's contact person

responsible for address information in the Municipality.

- f. Respond to inquiries by the County Addressing Office within 72 hours of any inquiry. At the end of 72 hours, if no answer has been received, the County shall contact the Town Manager directly.
- g. Provide for the enforcement of the addressing standards and addresses assigned as required for public safety, health, and welfare as allowed by various General Statutes and ordinances adopted by the Municipality's governing board.

8. ADDRESS POSTING STANDARDS

For this *Addressing Agreement* and subject to the applicable provisions in the state building code, the following address posting standards shall be followed:

The Guilford County Unified Development Ordinance – Street Name and Address Assignment, in addition to Postings Standards as Codified and Amended. All addresses located within Guilford County and either the municipality or the extraterritorial planning jurisdiction of the municipality that fall under this Agreement shall be subject to this provision.

9. TERMINATION

- a. This agreement may be terminated by thirty (30) days prior written notice from the Manager of one governing unit to the Manager of the other governing unit. If a manager does not exist, notice may be given by the chief elected official.

10. DEFINITIONS

For this *Addressing Agreement* and its implementation, the following definitions shall apply.

Access: The way a structure gets access to a State road or a private road or drive.

Accessory Building: A detached subordinate building, the use of which is incidental to that of a principal building on the same lot. An accessory building *cannot* be used for residential or commercial purposes.

Address: A unique identification of a location that may consist of a number, road name, unit number if any, and ZIP Code.

Address Assignment: Issuance of an address by either the County Planning and Zoning Department or the Municipality. All address assignments shall be in writing and contain the information as required based on the definition of an *address*.

Address Change: The process by which addresses are changed to reflect new or updated roads or information.

Address Number Sequence: The sequential numerical order in which address numbers shall be assigned. For example, on the right side of a road proper sequence would be 100, 102, 104, 106, etc., as traveling along the road. The improper sequence would be 100, 104, 106, 102, etc., along the road.

Parcel: A piece of land that is intended to be sold as one unit of land.

Parcel Identification Number: A number that is constructed from the North Carolina State Plane Coordinate System of the visual center of a parcel of land to identify it and its location in the County Tax Mapping system.

Plat: A map or plan of a parcel of land that is to be or has been subdivided.

Principal Building: The main building or structure on a single lot where the principal use of the property is conducted.

Private Drive: A travel way not dedicated or offered for dedication as a public street providing access to 3 or more principal buildings. A private drive is not part of the State maintenance system and is designed for use and naming for public safety only.

Private Road: A vehicular right-of-way indicated on an approved survey plat and recorded in the Office of the Register of Deeds intended to serve residential subdivision of lots or tracts and not offered for dedication as a public road.

Private Street: An undedicated private right-of-way that affords access to abutting properties and requires a subdivision streets disclosure statement under NCGS § 136-102.6. Emergency and other public services may not be provided over such private streets, and they shall be privately maintained.

Retired Streets: Street names that are unavailable for use because they have been previously used. To avoid confusion, the policy is to not assign a new address that was previously used at another location.

Road Name: The approved and adopted name of any road or street.

Site Plan: A scaled drawing and supporting text showing the relationship between lot lines and the existing or proposed uses, buildings, or structures on the lot. The site plan may include site-specific details such as building areas, building heights and floor area, setbacks from lot lines and street rights-of-way, intensities, densities, utility lines, and locations, parking, access points, roads, and stormwater control facilities that are depicted to show compliance with all legally required development regulations that apply to the project and the site plan review.

Structure Number: The address number assigned to a structure on a parcel of land.

11. EFFECTIVE DATE OF AGREEMENT:

By authority duly given by the governing Boards of the Municipality and the County, the Chairman of the Board of Commissioners and the Mayor of the Municipality may execute this agreement on behalf of their respective governing Board.

This Agreement has been entered into pursuant to authority duly granted by the governing body of the Municipality on the 21st day of October, 2025, and the Board of Commissioners of Guilford County at its duly held meeting on the _____ day of _____, 20____.

(SEAL)

Clerk, Guilford County Board of
Commissioners

Chair, Guilford County Board of
Commissioners

(SEAL)



Katie M. Weiner

Katie M. Weiner, MPA, CMC
Assistant Manager/Town Clerk

S. Lynn Montgomery

Mayor S. Lynn Montgomery
Town of Jamestown