

King George County



E-911 Ordinance for the Naming of Roads, Addressing of Structures, and Management of County Signs

Adopted December 19, 2006

ORDINANCE

PART I. GENERAL PROVISIONS

1.1 Title

This Ordinance shall be known as the “E-911 (Enhanced 9-1-1) Ordinance of King George County”.

1.2 Purpose

The purpose of this Ordinance is as follows:

- A. To provide for more efficient delivery of emergency and other services.
- B. To provide for uniformity in road naming and assignment of property numbers, there is hereby established a system for naming roads and numbering properties within the county.

1.3 Definitions

Addressable Structure: Any building used for human habitation, or for the production or sale of goods or services, or for a County identified need.

Addressing Grid: A series of intersecting lines running north-south and east-west on 1000 foot intervals which is coincident with the Virginia State Coordinate Grid System 1983 datum used to assign address ranges to road segments.

Agent: The King George County Administrator or his designated Agent.

Cul-de-sac: A vehicular turnaround area at the end of a dead-end street provided for the purpose of safe and convenient reverse of traffic in one continuous forward movement.

Direction: The geographic orientation of a named road segment (either east-west or north-south).

Designator: Suffix used to indicate the road type.

Numbering Grid: Shall be based on the grid superimposed over the State having lines at 10,000 foot intervals oriented north-south and east-west. The Numbering Grid shall have lines every 1000 feet interpolated between the 10,000 foot grid lines. The Numbering Grid thereby establishes a series of 10,000 square foot cells or blocks covering the entire County. Numbering along the axes of the grid begins with zero at the origin and increases outward from that point with 100 numbers allotted per 1000 feet (thus resulting

in a pair of numbers every twenty feet). This grid shall be used to determine the direction and address range of a given road segment.

Primary Access: A road or driveway used as the primary means of vehicular access to an addressable structure.

Road: Any public or private way open for vehicular transportation, including any highway, street, avenue, boulevard, lane or alley.
(Virginia Code § 15.2-2201)

1.4 Designation of Agent

The County Administrator or his designated Agent is hereby designated the Agent under Virginia Code §15.2-2019 for the purpose of assigning road names and property addresses, and for the development and maintenance of guidelines and maps, as provided in part I, sections 1.5 and 1.6.

1.5 Road Naming and Property Numbering Guidelines

All road naming and numbering shall be done in accord with this Article. All roads within the county which serve or are designed to serve three (3) or more dwelling units or business structures shall be named; and that all dwelling units and business structures within the county shall be assigned property numbers.

The Department of Community Development shall have the authority to promulgate and to enforce Road Naming and Numbering Guidelines (“Guidelines”), consistent with this Article. The Guidelines shall promote the safe, orderly and consistent naming and numbering of roads. The Guidelines shall be followed for all road naming and numbering, to the extent practicable, but shall not be mandatory.

1.6 Maps

The Agent shall prepare and maintain current maps showing all public and private roads which are officially named pursuant to the authority established herein within the county, the names of such roads, and the numbering of all properties, consistent with this article.

1.7 Signs

A contractor specified by the Agent shall be responsible for placing signs at each intersection and at other locations deemed necessary by the Agent for each public road or private road which serves or is designed to serve three (3) or more dwelling units or businesses. Each road sign placed pursuant to this article shall display the name of the road or roads, and such other information as the Agent may deem necessary, including, but not limited to, secondary or other road numbers as prescribed by the Virginia Department of Transportation.

1.8 Numbers to be displayed

The owner or other person responsible for each addressable structure in the county shall display the assigned number in a manner that is easily readable in accordance with part II of this Ordinance in thirty (30) days of the address effective date as established by the Agent. No certificate of occupancy shall be issued to an addressable structure built subsequent to the Agent's established address effective date which is served by a named road until the number is displayed in accordance with this article.

1.9 Responsibility for cost of signs and numbering

The subdivider or developer of a major subdivision shall reimburse the County for the cost of fabrication and placement of the initial placement of signs related to their subdivision. The county shall pay the cost of fabrication and placement of each sign for all other divisions of land and for all replacements of signs, including major subdivisions. The owner of each dwelling unit or business structure shall pay the cost of the fabrication and placement of each set of numbers for a structure.

1.10 Site plan, subdivision and building permit requirements

No final subdivision plat or final site plan which shows a road required to be named shall be approved unless the subdivision plat or site plan displays on its face the name or names of such street or road, approved by the Agent.

1.11 Official address

The street name and number assigned to each property within the county shall be the official address of such property, under this article.

1.12 Road Type Designators

Road type designators (i.e. road, drive) shall be consistent with the roadway's expected traffic use, width of right-of-way and physical design/location.

1.13 Agencies to be notified of numbers assigned

- a. The Agent shall notify the following agencies and departments of all approved road names within five (5) days of approval or assignment, as the case may be: King George County Department of Community Development, King George County Registrar's Office, King George Emergency Operations Center, United States Postal Service Address Programs Support Office, and Verizon offices.
- b. The Agent shall also notify any other governmental agencies or departments and utility requesting notification.

1.14 Final authority of Board of Supervisors to assign road names

The Board of Supervisors may name or rename any road at any time.

PART II. NUMBERING

2.1 Assignment of numbers by Agent

- a. All numbers for properties and addressable structures shall be assigned by the Agent following the procedures and guidelines contained in this Ordinance. Numbers assigned by any other person or entity shall not be recognized.
- b. Numbers shall be assigned to any new addressable structure shown on a site development plan or lot created by subdivision. Numbers shall not be officially assigned until the final site development plan or subdivision plat has been approved. Numbers shall also be assigned when requested by individuals for new structures that do not require site development plan or subdivision approval.
- c. Address numbers will be assigned after the foundation and access road have been GPS'd and the data has been processed through the County's E-911 addressing software.

2.2 Uniform numbering system established

- a. When each house or building has been assigned its respective 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. Such numbers shall be placed on existing buildings within ten (10) days of notification of the assigned address. Such numbers shall be placed on new buildings prior to occupancy. The cost of the address shall be the responsibility of the property owner.
- b. Street address numbers for residential dwellings shall be at least four (4) inches in height and these numbers must be made of a durable and clearly visible material. The numbers shall be conspicuously placed on, above, below, or at the side of main entrance so that the number is discernable from the street. Whenever a resident is more than fifty (50) feet from the street, the number shall be placed along a walk, driveway, or other suitable location so that the address is discernable from the street. Street address numbers shall be of a contrasting color to the background on which they are mounted.
- c. Street address numbers for commercial and industrial structures shall be at least five (5) inches in height if located within fifty (50) 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.

- d. 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 address number shall display the assigned number at the main entranceway using numbers with 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 4 (4) inches in height.
- e. 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 County Administrator or his authorized Agent responsible for the assignment of addresses, and forward the assigned address to the applicant not later than thirty (30) days following the start of the foundation and the construction entrance.
- f. In applying the standards specified herein, the County Administrator, or his authorized Agent, shall have the authority to make minor adjustments and modifications to ensure a logical and efficient street address system.
- g. All numbers shall be determined by the uniform numbering system hereby established. This uniform system shall utilize a grid system combined with an equal-interval numbering system.

2.3 Numbering procedures

- a. Direction of road determined
 - (1) Before numbering along a named road may proceed, the direction of the road must be determined (east-west or north-south). Generally, a road's direction shall be determined as that of the Numbering Grid baseline the road in question most closely parallels.
 - (2) Consideration may also be given to the type of development involved, the relationship of the road in question to other roads around it, and the pattern of address numbers that result.
- b. Number range of road established

- (1) The number range along a named road shall be established by the Numbering Grid baseline which has the same direction as the named road.
 - (2) In the event that a named road crosses one of the baselines of the Numbering Grid, the number range of that named road shall be adjusted so that no number occurs twice along the named road.
- c. Numbers assigned

Once the direction and number range of a particular road segment has been determined, the numbering of the addressable structures and properties along the road segment shall be done utilizing an equal-interval methodology. The numbers shall be assigned beginning at the end of the road segment nearest the origin of the Numbering Grid. The numbers shall then be evenly distributed within established number range.

2.4 General numbering standards

- a. Even numbers shall occur on the right hand side of the road in the direction of increase in range. Odd numbers shall occur on the opposite sides.
- b. All addressable structures and properties shall be on the named road which a structure's or properties numbered primary access intersects. The specific number shall be determined by the point at which the access meets the named road.
- c. The number sequence for addressable structures or properties on opposite sides of a road should conform to each other as nearly as possible.
- d. Half numbers shall not be used. Alphabetical suffixes are acceptable when a secondary address designation is necessary.
- e. Reverse frontage or through lots shall be numbered along the local road which provides access to the lot.
- f. Corner lots shall be numbered on the road which provides access. Where the driveway for a corner lot intersects more than one street, the Agent shall make the final determination as to which road to base the number, with consideration to such factors as the driveway's length, orientation of the structure and other relevant factors.
- g. When two (2) addressable structures share an access, they shall be numbered consecutively with adequate consideration given to possible future development between the structures.

- h. Temporary numbers shall not be issued. A number may be issued to a structure that is intended to be temporary (such as a construction site trailer office), and upon removal of the temporary structure, the number shall be retired.

2.5 Mobile home developments

Within mobile home parks all roads shall be treated as private roads unless dedicated for maintenance by the Virginia Department of Transportation and road name and road signage shall apply accordingly. Each mobile home lot shall be numbered in accordance with part III of this ordinance. The mobile home park owner shall be responsible for posting lot numbers in a manner acceptable to the Agent in accordance with part III, section 2.

2.6 Residential apartments and other multi-dwelling structures

Individual apartment units shall be numbered considering the type of unit, the individual apartment entrance location and building design as follows:

- a. Duplex: A number shall be provided to the front entrance of each individual unit.
- b. Townhouse: A number shall be provided to each individual unit at its front entrance.
- c. Garden apartment: A number shall be provided to each unit at the entrance. If the apartment unit's entrance is located on an inside foyer, a number shall be provided outside the building entrance. Each unit located on such foyer shall be provided with a numerical suffix as a secondary method of addressing. Specifically, ground floors shall use suffixes in the 100's starting at unit 101, the second floor shall use the 200's starting at unit 201 and so on to other levels (the basement level shall use 000's starting at unit 001). The building number and road name followed by the apartment unit's numerical designation shall form the address (Example: 630 Old Shady Grove Road, Unit 101). Numerical characters shall not be combined (as in 630-101 Old Shady Grove Road). The development name may also be used in the address whenever desirable. For single level garden apartments and house apartments, letters may be acceptable as a secondary method of addressing.

2.7 Commercial, office, and industrial complexes

For commercial, office and industrial complexes, a numbering choice shall be made by the Agent from several methods:

- a. Assign the number to the main building where all mail is to be received for the complex. The development name may be included in the address.

- b. Each principal building in the complex may be provided a separate number, and the buildings may also be named. The development name and/or the building name may be included in the address.
- c. For shopping center development, a separate number shall be assigned for each unit's main entrance. The shopping center name should be included in the address. Consideration should be given when assigning numbers to provide flexibility for adding stores and re-division of spaces. In the event a space is re-divided and no numbers remain available alphabetical or numerical unit designations shall be used.
- d. Interior mall shopping centers should have one number assigned for the entire mall. The shopping center name and store name should be included in the address. Individual stores should not be assigned numbers. A separate property number may be assigned for the mall business office.
- e. Where deemed appropriate by the Agent, a multiple-story building may be assigned one address number at its main entrance. Individual units may be provided with secondary addressing based on floor numbering together with unit appellation such as "suite" or "room". The first floor shall be assigned numbers beginning with 100 and numbers on each successive floor should increase to the next highest 100.
- f. Series (second floor -200 series; third floor -300 series, etc.). A basement or floor below ground level may use a three digit series beginning with zero.

PART III ROAD NAME SIGNAGE

3.1 Street sign specifications

- a. All new street signs erected within King George County shall be in conformance with the specifications of this section.
- b. The minimum height of each sign bank at the intersections of State-maintained highways with U.S. Highways 301, 206, 3, 218, 205 know hereinafter as James Madison Highway, Dahlgren Road, Kings Highway, Caledon Road, and Ridge Road, respectively shall be nine (9) inches with six (6) inch series C letters for the street name and three (3) inch C series letters for the suffix street type abbreviation (see Diagram A).
- c. The maximum length of each sign blank shall be fifty-four (54) inches; where the length of the street name will not fit the specified sign blank, the lettering may be reduced by one (1) inch and to a series B letter if necessary.
- d. The finish of all sign shall be high intensity reflective sheeting. Signs at the intersections of public roads or streets, subdivision streets, streets which may

become eligible for acceptance as a state maintained road, private roads, or driveways assigned names under this ordinance shall be blue with white lettering.

- e. Signs at intersections of public and subdivision roads shall be mounted atop 10' long, 2" by 2" allied qwik-punch posts (14 GA.) with the signs appearing at a height of not less than nine (9) feet above grade.
- f. Signs for private roads or driveways that do not intersect with State maintenance roads shall be atop 10' long, 2" by 2" allied qwik-punch posts (14 GA.) with a height of not less than seven (7) feet above grade.
- g. All street signs shall be high intensity blue with high intensity, reflective white lettering.

PART IV VIOLATIONS

4.1 Violation

Any person who violates any of the provisions of this ordinance or permits any such violation, or fails to comply with any of the requirements hereof, shall be assessed civil fines as follows:

First Violation:	\$100.00
Second Violation:	\$250.00
Third and each subsequent Violation:	\$500.00

Each day which the violation is found to have existed shall constitute a separate offense. However, in no event shall specified violations arising from the same operative set of facts be charged more frequently than once in any 10 day period.

4.2 Notice of violation

Upon becoming aware of any violation of the provisions of this Ordinance, the Agent shall serve notice on such person committing or permitting the same, and if such violation has not ceased within thirty days time as specified in the notice, he shall institute such action as may be necessary to terminate the violation.

4.3 Complaints

Any person who alleges that a violation of this Ordinance has occurred may file a written complaint with the Agent. Such complaint shall stipulate the cause and basis thereof and the location of the alleged violation. The Agent shall properly record the complaint, investigate the facts thereof and take action thereon as provided by this Ordinance.

STANDARD KING GEORGE COUNTY ROAD SIGN

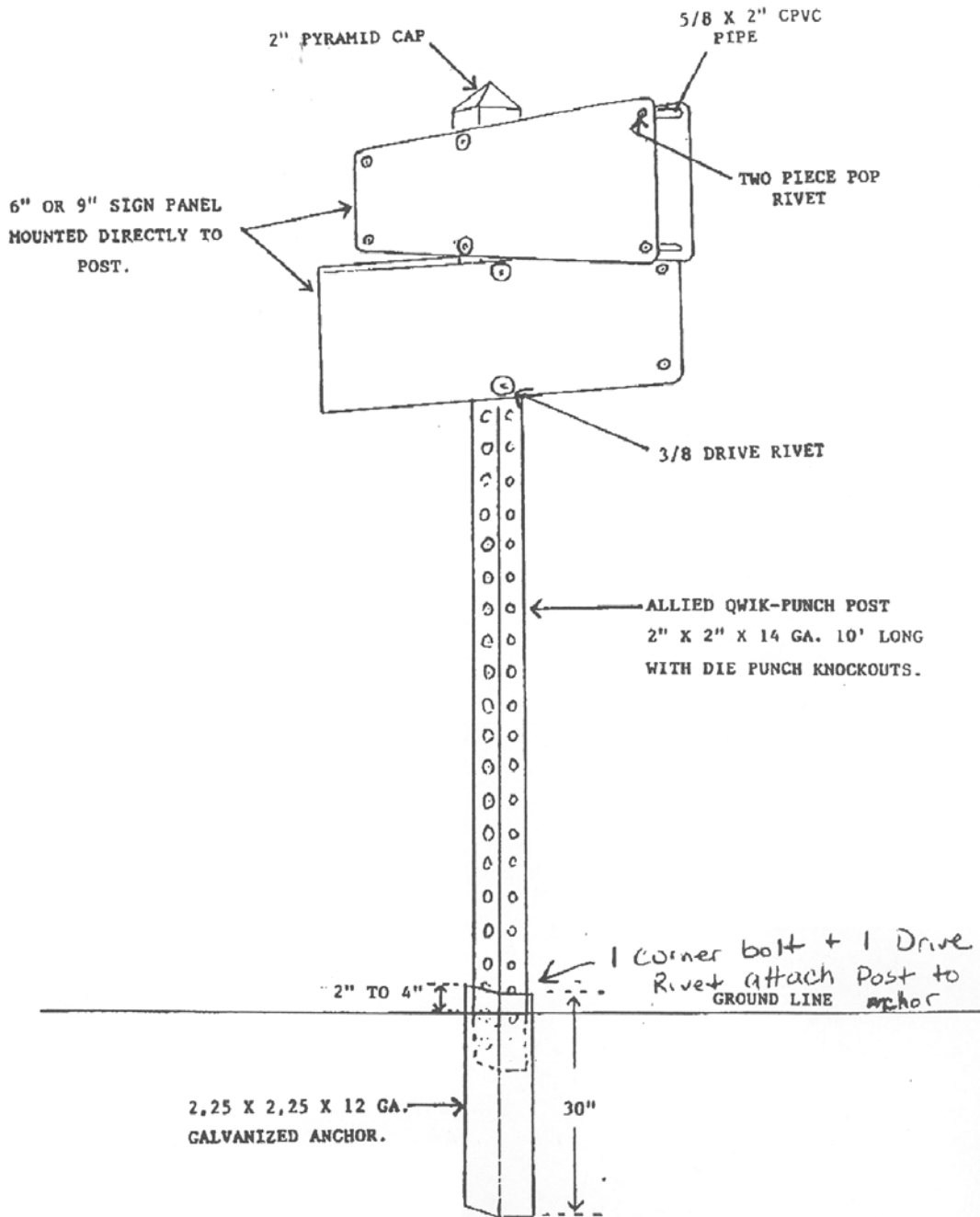


Diagram A.

DATE OF ADOPTION: December 19, 2006

VOTE: 5-0

Brooks: Aye

Grzeika: Aye

Howard: Aye

Sisson: Aye

Wolfe: Aye

Chairman, King George County Board of Supervisors

R. Bryan David, County Administrator