

DUPLIN COUNTY ORDINANCE
ADDRESSING AND ROAD NAMING
ENACTMENT

This ordinance establishes a uniform system for addressing, and road naming, and for the enforcement thereof.

Preamble

WHEREAS, in the opinion of the Duplin County Board of Commissioners, a uniform system for addressing and road naming is required to promote the health, safety, and general welfare of the citizens of Duplin County and

WHEREAS, the Duplin County Board of Commissioners are desirous that this approach reflect the county's emphasis upon minimizing problems of identification for emergency and other services, and

WHEREAS, all applicable requirements of the General Statutes of North Carolina have been met.

WHEREAS, the purpose behind this amendment is to amend the existing **Addressing and Road Naming Ordinance for Duplin County, North Carolina dated April 5, 1993;**

NOW THEREFORE, BE IT ORDAINED BY THE COUNTY COMMISSIONERS OF DUPLIN COUNTY North Carolina.

SECTION 10. Authority

The provisions of the ordinance are adopted under authority granted by NC Gen. Stat. § 153A-239.1.

SECTION 20. Purpose and Intent

The purpose and intent of this ordinance is to provide a uniform system of address for all structures (residential and business) throughout the County's jurisdiction in order to facilitate adequate public safety and decrease emergency response time. This amendment is necessary to facilitate the provision of adequate public safety and emergency services and to minimize the difficulty in locating properties.

SECTION 30. Jurisdiction

The jurisdiction of this ordinance includes the entire geographic area of Duplin County. The municipal areas within Duplin County are included in this ordinance as evidenced by a

resolution from each town requesting to be included in this ordinance pursuant to N.C. Gen. Stat. §160A, Article 20.

SECTION 40. Numbering System

The Duplin County E-911 Addressing Coordinator is authorized to assign or reassign street numbers on any road in Duplin County at anytime. Upon assigning a new number the E-911 Coordinator shall cause notice of its action to be given to the postmaster, the Board of Transportation and to any city within five (5) miles of the road. Road Numbers shall be assigned as follows:

a. On the property –numbering map, the **NORTH/SOUTH** base line is hereby designated as NC 11 Hwy Beginning at the Pender County line and running north through Kenansville to NCSR 1004 and continuing north to the Wayne County line.

b. The **EAST/WEST** base line is hereby designated as NC 24 Hwy beginning at the Sampson County line and running easterly through Kenansville to Onslow County line.

c. Physical addresses shall be assigned to the location of structures in the standard interval 21.12 feet from the point of beginning (p.o.b) of the street/road. Even numbers must always be on the right side and the odd on the left side of the street/road from the p.o.b.

SECTION 50. Road Name Signs

Road name signs shall be assigned and installed for all roads, whether public or private, and at all intersections throughout the unincorporated areas of Duplin County. Road name sign maintenance within municipalities will remain the responsibility of the municipality.

SECTION 60. Definitions

For the purpose of this ordinance, the following terms shall be defined as specified below. Unless specifically defined, words or phrases used in this ordinance shall be interpreted to give them the meaning they have in common usage and to give this ordinance the most reasonable application.

1. Addressable Structure:

Any structure that has the capability to maintain an outgoing telephone line that could be used to dial “911” or any structure requiring the installation of a dedicated, permanent electrical meter.

2. Base Line:

Can be defined as those lines which divide the county into identifiable sectors and which follow prominent major thoroughfares. In each case, one base line runs EAST/WEST and the other one, NORTH/SOUTH. Base lines intersect at a reference point.

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, giving access from that public road, private road, or private right-of-way leading to a building, use or structure on that lot and serves not more than two structures.

4. Frontage Unit:

A frontage unit is a standard interval in feet to assign consecutive structure numbers on a street or road. The standard frontage unit adopted for use throughout Duplin County is 21.12 feet.

5. Plat:

A map or plan for a parcel of land to be or has been subdivided.

6. Private Road:

Any road which is not maintained by the N.C. Department of Transportation and/or municipality through the use of public funds.

7. Reference Point:

The reference point for the Duplin County Addressing System is hereby designated at the Duplin County Courthouse which is situated near the intersection of NC 24 Hwy and NC 11 Hwy in Kenansville NC.

8. Road:

A public or private one-way or two-way road for ingress and /or egress. Such roads may be of various types including frontage roads, rear access roads, roads with cul-de-sacs, and dead-end roads. This definition includes secondary roads, but does not include driveways.

9. Road Address:

The Combination of numbers and road name assigned to a particular location of a structure by the Duplin County E-911 Addressing Department according to this ordinance, which uniquely identifies a particular location of a structure.

SECTION 70. Naming or Renaming County Road

ARTICLE 1. RENAMING OR NAMING BY E-911 COORDINATOR

1. **Renaming by E-911 Coordinator.** Road names may be changed by the E-911 Coordinator when the road name is a duplicate or another name within Duplin County and interferes with the accurate dispatch of emergency services. A public hearing shall be heard in front of the Board of County Commissioners pursuant to N.C. Gen. Stat. §153A-239.1. However, no road named by the Board of Transportation shall be renamed unless the Board of Transportation agrees.
2. **Naming a Private Road by E-911 Coordinator.** A public hearing shall be heard in front of the Board of County Commissioners pursuant to N.C. Gen. Stat. §153A-239.1 except as it shall relate to new subdivisions.
 - a. **New Subdivisions** – subdivisions created at or after the effective date of this Ordinance the E-911 Coordinator will review the proposed street names for duplication and for overall compliance with the street naming policy. The proposed name for each street shall be identified on the map to be recorded and approved by the E-911 Coordinator prior to recordation. The approved street names shall be included in the final plat submitted for recordation. All road names shall comply with this Ordinance and Duplin County's Subdivision Regulations Ordinance.

ARTICLE 2. RENAMING OR NAMING BY PROPERTY OWNER(S)

1. **Renaming Request by Property Owner(s).**
 - a. A Request for a road name change must include a completed petition signed by at least 50% plus one of the residents and/or property owners who are addressed off of the affected road.
 - b. Only one individual per residential household and/or property owner may sign said Petition.
 - c. A public hearing must be held pursuant to N.C. Gen. Stat. 153A-239.1. Costs associated with the public hearing shall be paid by the property owner prior to the public hearing notice being run.
 - d. The fee for the replacement of sign blades shall also be paid by the property owner at the time of Petition filing.
2. **Request to Name Unnamed Private Road by Property Owner(s).**
 - a. Request to name an unnamed private road must include a completed petition signed by the owner of the property on which the private road or lane is situated.
 - b. If there is more than one owner of the property on which the road resides, the petition must be signed by at least 50% plus one, of the property owners of the road. If a consensus among the property owners cannot be met, the

Addressing Coordinator shall assign the name recommended by the majority of the property owners.

- c. A public hearing must be held pursuant to N.C. Gen. Stat. 153A-239.1.
- d. A petition to name a private lane must include the fee for sign blades which shall be paid at the time of Petition filing. The cost of advertising public hearings which must be paid prior to the public hearing notice being run.
- e. Petitions to name private unnamed roads must be approved by the Postmaster prior to being returned to the County E-911 Addressing Coordinator. Copies of the new road name and residents and/or business will be sent to the Board of Transportation and any city within five (5) miles of the road. Notice will also be sent Fire Department and EMS Med Unit serving the affected area after a new name and/or number is assigned.

SECTION 80. ROAD NAME & NUMBER REQUIREMENTS

1. The name of the public or private road will be limited to thirteen (13) letters, not including the road ending.
2. The road name must comply with postal standards.
3. FEES:
 - a. Sign Blade Replacement Cost fee = \$25.00
 - b. Public Hearing Advertisement = \$100.00
4. The County Commissioners must approve all road name changes. If the County Commissioners do not approve the request, all but the cost of public hearing will be refunded.
5. Petitions by Property Owner(s) to change the name of a public or private road must be approved by Postmaster and Fire Department Chief, serving the affected area prior to being returned to the County E-911 Addressing Coordinator. If the Fire Chief cannot be contacted in a timely manner, the signature of the Fireman Association President for Duplin County may sign in their place.
6. The E-911 Addressing Coordinator will review requests to determine if: all procedures are met, that the proposed name does not duplicate an existing name and the petition meets all other requirements of this Ordinance.
7. The E-911 Addressing Coordinator will notify the petitioners of the total cost to change the name of the affected area and collect all funds prior to any further action.
8. Petition applications may be obtained from the E-911 Addressing Department.
9. Petitions for road name changes by property owner(s) shall be considered annually during the 1st quarter by County Commissioners. Petitions for naming unnamed roads shall be considered as needed.

SECTION 80. New Road Names

The Duplin County Communications Department is hereby authorized to prepare and present to the County Commissioners, recommendations for the naming of all unnamed roads, both public and private, within the unincorporated area of Duplin County and to propose new names to eliminate duplications and sound alike road names, and to present any and all petition received to change the name of existing road.

SECTION 90. Addressing

1. A private road name petition may be submitted if there are 3 or more addressable structures located on and accessed by the private road.
2. In order for a new address to be assigned to a lot without an addressable structure present, the lot must be cleared, accessible by a vehicle, and have had a Perk Test approved by Duplin County Health Department. The four corners of the future structure must be clearly marked so that an E-911 Addressing Technician can positively identify the permanent location of the structure.
3. Mobile Home Parks and Subdivisions fall under their own County Ordinances enforced by the Duplin County Planning Department. All proposed lane names must be approved by the E-911 Addressing Coordinator before a finalization on the submitted plat may be approved by the Planning Board. No address may be assigned off of the finalized plat. All lanes must be accessible by a vehicle and lots properly marked off before addresses can be assigned.
4. When each addressable structure has been assigned its respective address, the County Communications Department, in cooperation with U.S. Postal Services, shall notify the owners, or occupants, agents of affected structures, by letter advising of their new address.

SECTION 100. Duty of Property Owner, Agent, or Occupant to Display Address Numbers

1. The official address number must be displayed on the front of the addressable structure or at the entrance to a structure which is most clearly visible from the street or road during both day and night.
2. If a structure is more than 100 feet from any road, the address number shall be displayed both on the structure and at the end of the driveway or easement nearest the road which provides access to the building.
3. Numeral indicating the address number of a residential structure shall be at least four (4) inches in height and shall be posted and maintained so as to be legible from the road.
4. Numerals indicating the address number of a non-residential structure shall be at least six (6) inches in height and shall be placed on the front of the structure facing the road and on the end of the building nearest the road.

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5. Numerals must be of contrasting color to the background.
6. Mobile home lots shall have sequential address numbers throughout the park. Each lot will have a separate address number assigned. No unit designator shall be allowed in the address of the mobile homes. The individual address number of each lot must be clearly displayed on the lot by being attached to the mobile home consistent with paragraph (1) above. The lot number should be clearly displayed on the electrical service box.
7. It is the responsibility of the individual resident to post the correct address for a private residence.
8. It is the responsibility of the owner of the mobile home park to post the correct address and lot number on each individual unit within the mobile home park.
9. The address shall be placed on existing buildings within thirty (30) days from the date of the notification letter.

SECTION 110. New Addresses Assignment

1. The owner, occupant or person in charge of any house or building in need of an address in the unincorporated area of Duplin County shall apply through the County's E-911 Addressing Department.
2. No building inspection permit shall be issued for any principal building until the owner or occupant has procured the official address of the premises from the E-911 Coordinator.
3. No Certificate of Occupancy shall be issued until an address has been displayed in accordance with this Ordinance.
4. No Certificate of Completion shall be issued until address numbers are properly displayed in accordance with this Ordinance.

SECTION 120. Ordinance Administrator

1. The E-911 Addressing Coordinator is hereby designated Administrator of this Ordinance and shall have authority to verify, modify, or assign addresses and to enforce the requirements of this ordinance.
2. The Ordinance Administrator shall assign and maintain a record of all addresses for Duplin County.
3. The Ordinance Administrator shall maintain a database of existing road names, such that duplication and sound-alike road names are neither assigned nor approved.

SECTION 130. Amendments

Petitions for amendment of this ordinance may be filed with the E-911 Addressing Coordinator.

SECTION 140. Variances

The County Commissioners may approve variances and exceptions from the requirements of this Ordinance. In order to qualify for a Variance the Commissioners must determine all of the following:

1. Special conditions and circumstances exist which are peculiar to the road naming or addressing involved and which are not applicable to other roads, or addresses;
2. The literal interpretation of the provisions of this ordinance would deprive the applicant of rights commonly enjoyed by other citizens;
3. Special conditions and circumstances do not result from the actions of the applicant; and
4. Granting the variance requested will not confer on the applicant any special privilege that is denied by this ordinance to other citizens.

SECTION 160. Enforcement

After the effective date of this Ordinance, any person, firm, or agent thereof that intentionally violates this Ordinance shall be guilty of a misdemeanor, for the conviction of which, the maximum penalty by law may be imposed. Each day's continuing violation is a separate and distinct offense.

SECTION 190. Conflict with other Provisions

Insofar as the provision of this Ordinance are inconsistent with the provisions of any State or Federal laws then the State or Federal law shall control.

EFFECTIVE DATE

This Ordinance shall become effective and be in full force from and after the 1st day of April, 2019. Adopted by the Duplin County Board of Communications this 18th day of MARCH, 2019.

K.T.Z.

Kennedy Thompson
Chairman



ATTEST:

Davis H. Brinson

Davis H. Brinson
Clerk to the Board