

CHAPTER 8¹

E-911

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Secs. 8-28 to 8-30. Reserved.

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ARTICLE I. GENERAL PROVISIONS

Sec. 8-1. Purpose.

The County of Bath enacts this Uniform Road Naming and Structure Numbering Ordinance in order to uniformly assign and maintain house numbers and provide for easy identification of those numbers for promoting the health, safety and welfare of the citizens of the County of Bath.

Sec. 8-2. Administration.

This road naming and structure numbering system shall be administered by the Board of Supervisors or its designee who shall assign structure numbers to all residential, commercial and industrial structures and lots in conformity with the plan developed pursuant to this Chapter. The Board of Supervisors shall be responsible for maintaining the official records of this numbering system.

ARTICLE II. DEFINITIONS

Sec. 8-3. Definitions.

The following words, terms and phrases, when used in this Chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning

County shall mean the County of Bath, Virginia.

E-911 Addressing Coordinator shall mean the Board of Supervisors of Bath County, or its designee.

Display shall mean the manner the house numbering is affixed to a structure or otherwise displayed when affixing to a structure is not adequate visually so that is it readily identifiable pursuant to provisions of this Chapter.

Numbering Interval shall mean the distance along a roadway covered by this Chapter.

Point of Origin shall mean the point at which a particular road begins its addressing sequence.

Structure shall include, but not be limited to: residential building, manufactured home, commercial building, industrial building, office building, public building, church/place of worship, pay telephone, pump station, communication tower, utility tower, substation, or other structure that may require address identification to facilitate the timely response to an emergency situation.

Structure Number shall mean the address number assigned structures along a road pursuant to the number assignment formula set forth in Article IV of this Chapter. The terms *House Number* and *Building Numbering* shall be considered synonymous with Structure Number for the purpose of this Chapter.

ARTICLE III. ROAD NAMING

Sec. 8-4. Public road naming required.

All public roads in the County shall have a County approved road name.

Sec. 8-5. Private road naming required.

(a) In situations where three or more structures are located on a private road, unnamed public right-of-way, or private right-of-way, the drive shall be named. The E-911 Addressing Coordinator may solicit and consider, but need not use, suggestions from property owners on the road.

(b) In situations where one or more structures are located on a driveway or private right-of-way in excess of 1000' in length, the drive may be named. The E-911 Addressing

Coordinator shall have sole discretion on naming the road. The E-911 Addressing Coordinator may solicit and consider, but need not use, suggestions from property owners on the road.

Sec. 8-6. Process and guidelines for approval for road names.

(a) Submission to County Required. Proposed road names will be submitted to the County and coordinated for duplication and recordation. All new names within the County shall be approved by the E-911 Addressing Coordinator.

(b) Road Sign Required. Once a name has been approved by the E-911 Addressing Coordinator, a County standard road name sign shall be installed. New road signs shall be installed on private roads, either by the sub-divider or by an alternative procedure approved by the Board of Supervisors.

(c) Road Sign Permitted. The E-911 Addressing Coordinator may name any private road (regardless of the number of residences on the road) when there will clearly be three residences on the road in the near future.

Sec. 8-7. Guidelines for naming of roads.

The following general guidelines shall be used in establishing road names:

- (a) Use names with historic or geographic value which are descriptive of the road.
- (b) Use one or two syllable names.
- (c) Limit names to a maximum of twenty-one characters to aid in road signage.
- (d) Avoid the use of uncommon name spellings or words that may have multiple common spellings.
- (e) Assign only one name along a continuous roadway.
- (f) Avoid the use of personal or family names, except in the case of local historic figures.
- (g) Avoid the use of letter and numeric names.

Sec. 8-8. Additional guidelines for establishing good name.

(a) Historical Names. Road names suggestions that reflect a local historical figure, place, or event will most often be given preference for new road names. However, proper names of historical figures may be considered.

(b) Proper Names. Proper names of current residents of an area will be the least acceptable naming method to be considered, unless the current resident's name is consistent with the historical figure guidelines, or if the name reflects a currently accepted local name for the private road in question.

(c) Duplicate Road Names. Duplicate or similar sounding road names shall not be accepted or allowed.

Sec. 8-9. Road type guidelines for newly named roads.

Road type designations should be consistent with the road's functional classification, expected traffic use, width of right-of-way, and continuity. All road names shall have one of the identified suffixes. In order to achieve some consistency of name usage, the following definitions and guidelines are adopted, with acceptable abbreviations:

(a) *Boulevard and Parkway.* A wide thoroughfare with a median reflecting boulevard character, usually with trees or shrubbery in center plat.

(b) *Court, Terrace, Cove.* A minor road, often a cul-de-sac, generally less than 500 feet long, and ending in a turnabout. Also, short horseshoe-shaped roads.

(c) *Drive.* A winding thoroughfare generally longer than 1,000 feet. A road that meanders and continues through another right-of-way.

(d) *Highway, Bypass, Turnpike.* Designated state or federal primary road.

(e) *Interstate, Freeway, Expressway.* A road of the highest order with limited access.

(f) *Lane, Place.* A reduced right-of-way branching from courts, places, or ways. A curving road generally less than 1,000 feet. An uninterrupted road ending in a cul-de-sac and designated by a name.

(g) *Loop & Circle.* Circular or semicircular road. A circle can be a road that returns to itself. A loop can be a short drive that begins and ends on the same road. A circle is usually longer than a loop and can be a secondary road that begins and circles back to terminate on the same road.

(h) *Road, Avenue, Crossing.* Minor local thoroughfare that is frequently used and carries heavy traffic. Can be considered a secondary facility connecting with a federal or state primary highway.

(i) *Way, Pathway, Trail, Trace, Path, Branch.* A dead-end right-of-way generally less than 1,000 feet long. A minor road that changes direction or begins and ends on the same thoroughfare that is generally a private, but sometimes public, road.

Sec. 8-10. Memorial road names.

The County may designate a memorial road name for an existing road or road segment by making a request to the Commonwealth Transportation Board or to the General Assembly. The memorial road name will not replace the official County assigned and approved road name. Furthermore, the memorial road name will not be used in place of the official road name to establish and assign structure addresses.

Approved by the Board of Supervisors on 2/19/07.

Sec. 8-11. Changing approved E-911 road names.

(a) Whenever the owners of all of the structures located on a public road, private road right of way or driveway which is subject to the requirements of this Chapter shall petition the E-911 Addressing Coordinator to change the name on an existing road, right of way or driveway, the E-911 Addressing Coordinator shall consider said petition but shall have sole discretion on changing the existing name.

Any said owner aggrieved by the failure of the E-911 Addressing Coordinator to change such name, may, within 30 days of the decision of the E-911 Addressing Coordinator which shall be mailed to all petitioners at the address shown in the petition, file an appeal with the County Administrator to have the matter reconsidered and decided by the Board of Supervisors as provided in Section 8-12.

(b) Whenever any owner or less than all owners of a structure(s) located on a public road, private road, right of way or driveway which is subject to the requirements of this Chapter shall petition the E-911 Addressing Coordinator to change the name of an existing road, right of way or driveway, the E-911 Addressing Coordinator shall refer the matter for consideration and decision to the Board of Supervisors as provided in Section 8-12.

(c) Whenever a road name change is made according to the provisions of Sec. 8-11 and/or Sec. 8-12, the petitioner(s) requesting the name change on an existing road, right of way or driveway, shall pay all associated costs including new road name signage fabrication and installation, required advertisements and mailings by the County, and any related costs designated by the E-911 Addressing Coordinator and/or the County Administrator.

Sec. 8-12. Procedure for appeals and referrals of E-911 road name change requests.

(a) Whenever the Board of Supervisors is requested by the County Administrator to hear an appeal from the E-911 Addressing Coordinator regarding an E-911 road name change pursuant to 8-11(a) or has a request referred to it by the E-911 Addressing Coordinator regarding an E-911 road name change pursuant to 8-11(b) the Board of Supervisors shall hold a public hearing, duly advertised and conducted in the same manner as an ordinance adoption brought before the Board.

(b) All costs borne by petitioner.

ARTICLE IV. STRUCTURE NUMBERING

Sec. 8-13. Road direction determination.

For all non-dead end roads, the road direction is determined by its predominant direction, south to North, or West to East. Roads that run predominantly in a South-North direction will originate at the southern most terminus of the road. Roads that run predominantly in a West-East direction will originate at the western most terminus of the road.

Sec. 8-14. Address numbering point of origin.

Each road in Bath County shall have an address number origin. The first address for each road shall be 1, except in special cases and exceptions within this article. For the purpose of developing addressing within the County, the determination for each road is based on the following criteria:

- (a) Origin of non-dead-end roads. A road's address number origin shall be the southern or western most terminus.
- (b) Origin of dead-end roads. Roads that have a single dead-end have their origin at the end that intersects another road. This origin will remain in effect even if the road is extended from the dead end to intersect another road in the future.
- (c) Roads that have two dead-ends and form a "T" intersection with another road have their origin at the end that is most consistent with the direction of the closest baseline road.
- (d) Loop roads. Loop roads, those that start and end on the same road, will have their origin at the intersection with the lowest address along the road they loop off of. This will make their addresses increase constantly with the road they loop off of.

Sec. 8-15. Road address ranges.

Beginning from the point of origin, an address number range shall be assigned for each road segment based on the numbering interval. The address range shall consist of the following: From Right - To Right and From Left - To Left. The From Right shall designate the lowest assignable even address on the road segment. The To Right shall designate the highest assignable even address on the road segment. The From Left shall designate the lowest assignable odd address on the road segment. The To Left shall designate the highest assignable odd address on the road segment.

Sec. 8-16. Official road name required.

Structure numbers shall not be assigned along any public road or private road whose name has not been approved by the Bath County.

Sec. 8-17. Numbering interval.

The interval is a distance along a roadway covered by this Article of 5.28 feet, or 1000 intervals per mile (5,280 feet). This provides for an address increment of one address every 5.28 feet.

Sec. 8-18. Odd and even numbers.

Even numbers shall be placed on the right side of the road and odd numbers will be placed on the left side of the road from the point of origin to the point of destination of each road. The numbers assigned shall increase consecutively by an increment of two (2) for each interval, (one odd, one even) thereby creating an odd/even available address for each increment.

Sec. 8-19. Building and structure numbers.

Structures shall be assigned numbers based on the location of the structure access to the official road. Consideration may be given by the *E-911 Address Coordinator* to the assignment of addresses based on where the structure fronts the road when there is a demonstrated need for assigning the address in such a manner.

Sec. 8-20. Common access.

Where two residences or other structures are served by a common driveway or a private right of way which is not an officially named roadway, address numbers shall be assigned to each structure based on the location of the common access to the official road and incremented in keeping with the numbering sequence set forth in this Article.

Sec. 8-21. Structures that front two or more roads.

For structures that front two or more roads, a number should be assigned from the official road where the primary driveway access point exists. Should there be driveway access from both roads the structure shall be addressed from the road that the front entrance faces. Dual addresses shall be avoided.

Sec. 8-22. Dead end and cul-de-sac.

On dead end roads and cul-de-sac roads, numbers will begin at the point of origin of the road and run towards the dead end or turnaround area.

Sec. 8-23. Numbering on circle roads and horseshoe shaped roads.

Structures along circle roads, loop roads and horseshoe shaped roads shall be numbered in consecutive order, pursuant to the procedure for calculating proper house numbers with the even numbers on the outside of the circle and the odd numbers on the inside of the circle.

Sec. 8-24. Multi-unit structures with separate external access.

Unique structure numbers shall be assigned to each entrance of a multi-unit structure with separate external addresses. Structure numbers shall be assigned to each entrance based on the location of the common access to the official road and incremented in keeping with the numbering sequence set forth in this Article.

Sec. 8-25. Multi-unit structure with common external access.

A single structure number will be assigned to each structure entrance based on the location of the structure access to the official road. Each internal unit shall be designated as suite 1, 2, etc.

Sec. 8-26. Pre-numbered recorded subdivision plats.

As a general principle, single family residential subdivision plats of record may be pre-numbered by the *E-911 Addressing Coordinator* in accordance with the rules set forth in this Article.

Sec. 8-27. Assignment of new numbers.

Structure numbers shall be assigned upon submission of a building permit application for structures being built on lots within an approved small lot (<1 acre) subdivision or based on an approved commercial site plan. Structures being built outside approved subdivisions or in large lot subdivisions shall be assigned an address at the time of footing inspection, based on the location of where the driveway meets the officially named road. No certificate of occupancy shall be issued for any principal building until the *E-911 Addressing Coordinator* has supplied the official structure number to the Code Official. Structure numbers, including road name, shall be displayed by the building permit applicant on the site during the construction phase to facilitate inspections and delivery of emergency services prior to occupancy.

Secs. 8-28 to 8-30. Reserved.

**ARTICLE V. DISPLAY AND PLACEMENT
OF OFFICIAL STRUCTURE NUMBERS**

Sec. 8-31. Display of structure number.

Each resident is required to display and maintain a structure number that identifies the *primary structure* located on the property. Residents and business owners shall be responsible to obtain, install and maintain an address marker placard that is consistent with the guidelines found within this Article.

Sec. 8-32. Construction of structure number marker.

Address marker placards for Bath County structures shall adhere as closely as possible to the following minimum specifications:

- (a) Minimum 5" x 12" aluminum
- (b) 4" white HI intensity reflective numbers
- (c) Background shall be HI intensity reflective and dark green or dark blue
- (d) Address markers shall be numbered on both sides
- (e) Numbers shall be placed horizontally on installed placard

Sec. 8-33. Placement of address marker placards.

Address marker placards shall be installed using the following guidelines:

(a) Address markers shall be installed near the principal entrance to the property, and in a manner so as to be legible from both directions along the road on which the property is located.

(b) Address markers shall be installed outside of the Virginia Department of Transportation's maintained right-of-way, but ideally no more than three feet inside the property line.

(c) Sign blades shall be installed perpendicular to the road centerline.

(d) When more than one structure requires the placement of an address marker at a shared access point, the signs shall be installed with the lowest number closest to the right-of-way line and subsequent numbers placed in a co-linear fashion.

Sec. 8-34. Removal of other numbers.

It shall be the duty of the property owner or property manager, upon affixing the address number, to remove any different number which might be mistaken for, or confused with, the number assigned to that property by the *E-911 Addressing Coordinator*.

Secs. 8-35 to 8-38. Reserved.

ARTICLE VI. ROAD SIGNS

Sec. 8-39. Road sign installation.

All public and private roads in the County shall be identified with a sign to standards that are consistent with this Article. Public road intersections shall be signed with the name of all intersecting roads in a manner that enables the road names to be clearly visible from all intersection approaches. This may require erection of road signs at more than one location for a given intersection. Private road intersections with public roads shall be signed with the name of all intersecting private roads.

Sec. 8-40. County to provide certain signs.

The County shall provide and erect a road sign when the County initiates the naming of a road.

Sec. 8-41. County to install signs.

The County shall install and maintain road signs for all public and private roads, as funds are available. The County shall replace road signs needed to comply with this Article as funds become available.

Sec. 8-42. Subdivider to provide signs in subdivisions.

In case of subdivision, the subdivider shall provide and erect a road sign of a design approved by the County for every road intersection planned in any subdivision.

Sec. 8-43. Road sign specifications.

Road signs for Bath County shall adhere as closely as possible to the following general specifications and the United States Department of Transportation's MUTCD (Manual on Uniform Traffic Control Devices).

- (a) 9" blade, variable length, high intensity reflective road name signs.
- (b) 6" name and 3" road type lettering on .125 gauge flat aluminum.
- (c) White reflective background with green or brown overlays with cut out lettering.
- (d) Sign shall be mounted on a 2"x2" galvanized steel "break-away" design post.

Sec. 8-44. Sign maintenance.

The residents along a private road shall be responsible for notifying the County of missing or damaged road signs. The County shall have the authority to install new signs as required along both public and private roads.

Secs. 8-45 to 8-49. Reserved.

ARTICLE VII. MODIFICATIONS, APPLICABILITY AND ENFORCEMENT

Sec. 8-50. Modification and adjustments.

In applying the guidelines specified in this Chapter, the *E-911 Addressing Coordinator* shall have the authority to make minor adjustments and modifications to ensure a logical and efficient road address system.

Sec. 8-51. Applicability.

The provisions of this Chapter shall be applicable in all areas of Bath County.

Sec. 8-52. Violations.

Whenever the *E-911 Addressing Coordinator* has reason to believe there has been or there exists a violation of this Chapter, the County shall give written notice of such violation to the person or organization failing to comply, and order said person or organization to take corrective measures within thirty (30) calendar days from the date of notification. If such person fails to comply with the duly issued order, the County shall initiate necessary actions to terminate the violation through criminal or civil measures. Any violation of this Chapter shall constitute a Class 4 misdemeanor. Subsequent to the thirty (30) day period following notification of violation, each day of the violation shall constitute a separate violation.

Sec. 8-53. Effective date.

This Chapter shall be effective immediately upon its adoption by the Board of Supervisors.

Sec. 8-54. Preexisting conditions.

To maintain an addressing system that is consistent with addressing previously performed within surrounding jurisdictions, and to minimize potentially confusing addressing scenarios that have been previously identified by the County, preexisting conditions to this Chapter may be identified and shall be accommodated within the overall addressing framework of Bath County.

(a) Exceptions to the Numbering System. The following preexisting conditions shall be made to the road naming and road numbering provisions as outlined in this Chapter.

[THESE WILL BE ADDED AS NECESSARY BASED ON THE NAMING AND NUMBERING PROCESS.]