

AN ORDINANCE OF THE BOARD OF SUPERVISORS OF WISE COUNTY, VIRGINIA ESTABLISHING AN E-911 (Enhanced 9-1-1) ADDRESSING SYSTEM FOR THE COUNTY OF WISE, VIRGINIA

WHEREAS, Wise County adopted an ordinance 1-2001 in March of 2001 titled Ordinance of the Board of Supervisors of Wise County, Virginia establishing a Street Naming, Property Numbering system for the County of Wise, Va; and

WHEREAS, Ordinance 1-2001 adopted certain June 1998 maps as official Street Naming, Property Numbering maps; and

WHEREAS, Wise County adopted Ordinance 02-2004 on June 10, 2004 establishing Wise County Department of Geographic Information Sciences which serves to establish a uniform GIS system throughout Wise County and consolidate E-911 addressing, street naming and property numbering; and

WHEREAS, to more efficiently deliver emergency services and effectively access and compliment current software tools utilized by and in the County.

BE IT ORDAINED AND ENACTED by the Board of Supervisors of Wise County, Virginia, as follows:

PART I. GENERAL PROVISIONS

1.1 Title

This Ordinance shall be known as the "E-911 (Enhanced 9-1-1) Ordinance of Wise 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 coincides with the Virginia State Coordinate Grid System 1983 datum used to assign address ranges to road segments.

Agent: The Wise County Geographic Information Sciences (GIS) Department

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

Designator: Suffix used to indicate the road type.

Access Point: 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 Wise County GIS Department is hereby designated 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 accordance 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 all dwelling units and business structures within the county shall be assigned property numbers.

The Board of Supervisors 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 GIS Department 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

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.

1.9 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.

1.10 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.

1.11 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.

1.12 Changing Road Names

After the Board of Supervisors approves a road name there can be no more changes to the road name.

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.
- 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 point 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 display shall be the responsibility of the property owner.
- b. Street address numbers shall be at least three (3) 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 structure in the county is more than fifty (50) feet from the street, and a structure in the town is more than twenty-five (25) 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. 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 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.
- d. In applying the standards specified herein, the Agent shall have the authority to make minor adjustments and modifications to ensure a logical and efficient street address system.
- e. 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

The number range along a named road shall be established using the E-911 addressing tools in ArcGIS. The software will assign its range based on the numbering GRID and length of 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 the E-911 addressing software in ArcGIS. The numbers shall be assigned based on the access point of the addressable structure.

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 property's numbered access point 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. Alpha-numeric and numeric dash numeric characters shall not be used. Alphabetical and numeric suffixes may be used only if a structure is a multi-unit building.
- 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. Every road in a mobile home park will have a road name, and each lot will have a separate lot number based on its location on the road.

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. Apartments: 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). For single level 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. Each principal building in the complex may be provided a separate number.
- b. For shopping center development, a separate number shall be assigned for each unit's main entrance. 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.
- c. 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.
- d. 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 NAMING AND PROPERTY NUMBERING GUIDELINES

3.1 Introduction

These Road Naming and Property Numbering Guidelines (“Guidelines”) set forth a system for the naming of roads; the numbering of properties and structures; and the erection and maintenance of associated signage. The Agent shall be responsible for the interpretation and administration of the provisions of this Ordinance.

3.2 Review and approval of proposed road names

All proposed names shall be reviewed by the Board of Supervisors. If a proposed road name is found to be in compliance with all provisions of the E-911 (Enhanced 9-1-1) Ordinance of Wise County (“Ordinance”), the Board of Supervisors shall approve the name.

3.3 Maintenance of master road names directory and road names map

- a. All approved road names shall be listed in a master road names shapefile/database to be maintained in the offices of the Agent.
- b. The location of all approved road names listed in the master road names directory shall be illustrated on a master set of road names maps to be maintained in the offices of the Agent.

3.4 Road Naming

- a. Road names should be unique and not repeated, unless it is the continuation of a road.
- b. Road names cannot contain any punctuation or special characters. Only alphabetical symbols A through Z, and blank spaces can be used.
- c. Road names are not to exceed 16 spaces (counting spaces), due to sign-space limitations.
- d. Use only accepted road type designations (section 1.5). I.e. path, lane.
- e. No curse words or derogatory words shall be used for road names.
- f. Personal names, unless historically significant to the area, are not to be used in road names. i.e. Jack Smith Way.
- g. All names shall be of the commonly acceptable spelling, according to Merriam Webster's OnLine Dictionary.
- h. Anytime that a road makes a directional change of approximately ninety degree, the street name shall change. A directional change of approximately ninety degrees shall mean a horizontal curve where a reduction in the design speed is required (sharp turn vs. a sweeping curve).
- i. No proposed name shall be accepted which is a homonym of an official road name or may be easily confused with an official road name (example: "Forrestview" and "Forestvue").
- j. Recommend that road names must be simple to pronounce, in the opinion of the Agent.

3.5 Road type designators

ALY – Alley. A narrow or minor road in a community.

AVE – Avenue. A major road in a community.

BND – Bend. Generally a minor road in subdivision.

BLF – Bluff. Generally along high ground.

BLVD – Boulevard. Wide road with median and landscaping.

CIR – Circle. A road which returns to itself.

CV – Cove. Generally a minor road in a subdivision.

XING – Crossing. A road which crosses a geographic feature such as a creek or mountain pass or, a short road that serves as a connector between two other roads.

CT – Court. Generally shorter, permanent dead ends or cul-de-sacs.

CTR – Center. Shopping, commercial areas.

DR – Drive. A winding arterial/collector.

EST – Estate. Single ownership (three or more dwellings).

EXT - Extended (Extension)

FARM -**-Farm. Single ownership (three or more dwellings).

GRN – Green. See "Square".

GRV – Grove. Generally a minor road in a subdivision.

HL- Hill. Generally along high ground.

HTS – Heights. Generally along high ground.

HWY – Highway. Federal or state designated primary road.

KNL – Knoll. Generally along high ground.

LN – Lane. Generally a narrow road.

LOOP – Loop. A drive which begins and ends on the same road.

PARK – Park. Reserved for entranceways to public parks.

PATH – Path. A short and/or narrow road.

PL- Place. A dead end or cul-de-sac road from which other cul-de-sacs originate.

PT – Point. Generally along high ground.

*PKWY - Parkway. A scenic or landscaped road.

RD – Road. Generally an arterial/collector road connecting to the primary system.

RDG – Ridge. Generally along high ground.

ROW – Row. A short road that parallels another road.

SQ – Square. Generally a central area with buildings clustered around it.

ST – Street. A community or subdivision road.

TER – Terrace. Generally a minor road in a subdivision.

TRL – Trail. Generally reserved for roads through uninhabited areas.

WAY - Way. A minor road or street often which dead ends.

**You may use Farm but only if spelled out completely.

3.6 Policy on Participation of Road Naming

- (1) The process of naming roads shall be limited to those who own property served by the road in question.
- (2) Where the road serves several properties, the landowners shall be given the opportunity to propose the name.
- (3) In the event that there is no participation from the landowners, the Agent shall name the road in accordance with County procedures.

3.7 Processing Requests for Road Names

Requests to name roads shall be in writing to the Agent who shall include the following information:

- (1) A description of the road's location.
- (2) A list of all landowners having property served by the road in question together with certification that all such landowners have been notified of the proposed name.
- (3) Signatures of landowners representing a majority (greater than fifty [50] percent) of parcels served by the road in agreement of a common road name. When determining the percentage of the parcels served by the road in question, a landowner owning more than one (1) parcel served by the road in question is equivalent to a landowner owning one (1) parcel. Upon validating that landowners of more than fifty (50) percent of the parcels served by the road in question have signed the petition in favor of a common road name, and that the proposed name is otherwise consistent with the guidelines, the Agent shall send the road name to the Board of Supervisors for approval.

3.8 Road Naming in the Subdivision and Site Development Review Process

- (1) A developer may contact the Agent prior to submission to determine the viability of proposed names. Road names may be reserved as provided in section 1.8.
- (2) Proposed road names shall appear on all final site development plans and subdivision plats, where applicable.
- (3) Names approved on a preliminary plan/plat shall be reserved for the life of the preliminary plan/plat and shall be shown on the final plan/plat.

EFFECTIVE DATE

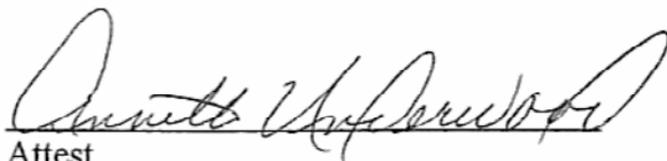
This Ordinance to the extent of any conflict with Ordinance 1-2001 will supersede Ordinance 1-2001. All terms not in conflict will remain in full force and effect.

This ordinance shall take effect and be in full force immediately upon its adoption.

ADOPTED this the 13th day of September, 2007.



Chairman, Wise County
Board of Supervisors



Attest



Clerk