

# Chapter 56 County Road Naming, Property Numbering and Road Sign System

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# Chapter 56 County Road Naming, Property Numbering and Road Sign System

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## Code of Virginia

§ 15.2-2019. Localities may name streets, roads and alleys

§ 15.2-2024. Numbers to be displayed on buildings

### *§ 56-1 Purpose*

In order to provide for more efficient delivery of emergency and other services and to provide for uniformity in road naming and assignment of property numbers, there is hereby established a system for naming of roads and numbering of properties within Clarke County, Virginia.

### *§ 56-2 Authority*

Authority for the Board of Supervisors to name roads is found in Code of Virginia § 15.2-2019 and to require display of address numbers is found in Code of Virginia § 15.2-2024.

### *§ 56-3 Intent*

All roads within the county, which serve or are designed to serve three or more dwellings units or business structures, including both public and private roads, shall be named. Private roads, which serve less than three addressable structures, may be named if deemed necessary by the Planning Director for public safety. All dwelling units and business structures within the county shall be assigned property numbers.

### *§ 56-4 Official Address*

- a) The street name and number assigned to each property within the county shall be the official address of such property for all purposes.
- b) Requests for new addresses shall be made by the property owner or authorized representative.
- c) By requesting an official address, the property owner attests that they have the legal right to access their property at the location on the public or private road upon which the address will be assigned. Assignment of an official address by the County shall not be construed as official determination of a property owner's legal right to access their property at that location.
- d) An official address shall only be assigned to driveways constructed to permit ingress/egress by emergency response vehicles unless no other feasible alternatives exist.

- e) If a property owner moves the driveway access point after issuance of an official address, the County may assign a new official address to conform with the structure numbering system.

### *§ 56-5 Agent*

Under Code of Virginia § 15.2-2019. Localities may name streets, roads and alleys

The Planning Director or assignee is the designated agent for the purpose of assigning road names.

The Geographic Information Services (GIS) Administrator or assignee is the designated agent for assigning property addresses and for the development and maintenance of a manual and maps, as necessary

The GIS Administrator is also designated the agent for the purposes of establishing specifications, installation, and maintenance of road name signs.

### *§ 56-6 Road Naming and Structure Numbering Manual*

The GIS Administrator shall maintain a Road Naming and Structure Numbering Manual establishing:

- Criteria for naming of new public roads and private roads;
- The design of road signs;
- Standards for site preparation for road signs, and
- Standards for maintenance of road signs.

The criteria of road naming shall emphasize the use of traditional, historical, and/or geographic associations in Clarke County. The standards for the design, installation, and maintenance of road signs shall be provide for the best long-term, cost-efficient signage, taking into consideration their rural location and shall comply with all applicable State and Federal regulations.

### *§ 56-7 Road Names*

- a) New public road names shall be approved by the Planning Director or assignee in conjunction with approval of the subdivision plat or site plan approval. The selection of names shall be in accordance with the policies of the Road Naming and Structure Numbering Manual.
- b) New private road names shall be approved by the Planning Director or assignee. Such names shall be in accordance with the Road Naming and Structure Numbering Manual.

- c) The process of naming roads shall be limited to those who own property served by the road in question. For the purposes of this section, a property is “served” by a road if the property has the legal right to use the road.
- d) Where a road to be named serves several properties, the landowners shall be given the opportunity to propose a name. Requests to name roads shall be submitted in writing in the form of a petition to the Planning Director and shall include the following information:
  - a. A description of the road’s location giving the direction and approximate distance from the nearest intersection of two public roads.
  - b. 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.
  - c. Signatures of landowners representing more than 50 percent of the parcels served by the road in agreement of a common road name.
- e) Upon validating that landowners of more than 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 Road Naming and Structure Numbering Manual, the Planning Director or assignee shall approve the road name. In the event that the landowners cannot reach an agreement on a road name, the Planning Director shall assign a name that excludes the options presented by the landowners.

#### *§ 56-8 Road Type Designators*

- The road type designation HIGHWAY (HWY) shall be used for Primary Roads with more than 5,000 trips per day.
- The designation ROAD (RD) shall be used for Secondary Roads and Primary Roads with less than 5,000 trips per day.
- The designation LANE (LN) shall be used for dead-end Secondary Roads of less than one mile in length and for private roads.
- Other road type designations such as street, avenue, drive, court, etc. shall be reserved for use within incorporated towns and not be used in the unincorporated areas of the county.

#### *§ 56-9 Road Name Signs*

Road name signs shall display the name of each road within limits of the county, along with such other information required in the Road Naming and Structure Numbering Manual.

Standards and specifications for road name signs shall be established in the Road Naming and Structure Numbering Manual and shall conform to all applicable State and Federal regulations.

Signs shall be placed at each road intersection, and at other places as deemed necessary by the Planning Director assignee.

#### *§ 56-10 Road Name Sign Installation and Maintenance*

- a) The County is responsible for road sign installation for any public road or any private road/access easement serving three or more dwelling units or business structures.
- b) At the time of application, a subdivision or site plan applicant shall pay a fee established by the Board of Supervisors for road sign installation for any public road or private access easement approved, subsequent to adoption of this ordinance, as a part of any subdivision or site development plan. The county shall install road signs for new public roads or private lanes before a certificate of occupancy is issued for the first structure on the road or lane.
- c) After installation, the County shall maintain road signs.

#### *§ 56-11 Uniform Numbering System*

Two address numbers shall be assigned to each side of the road (odd and even) at intervals of 10.56 ft. (10ft.6.7in or 1/500th of a mile) so that at one mile the address would be 1000.

Odd numbers shall be applied on the left side and even numbers on the right side when standing at the beginning point of the road and facing the road.

- The beginning point for secondary roads and private lanes shall be the end of the road closest to the most likely origin of emergency service vehicles.
- For primary highways, the beginning point shall be at the highway's east end (Routes 7 & 50) or north end (Routes 340 & 522).

Except,

- the numbering system for the Towns of Berryville and Boyce shall be that established by the Towns,
- the numbering system for the Berryville Annexation Area and Route 7 Business shall be a continuation of the Berryville system, and
- the numbering system for Route 601 shall be that established by Loudoun County.

#### *§ 56-12 Structure Numbers*

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 standards set forth in the Road Naming and Structure Numbering Manual.

Addressable structures with a Building Permit issued after December 31, 1998 and served by a named road, shall not be issued an Occupancy Permit until the address number is displayed.

### *§ 56-13 Maps to Be Developed and Maintained*

The GIS Administrator or assignee shall prepare and maintain current maps showing all public and private roads, which are officially named under this ordinance within the county, the names of such road, and numbering of all properties.

### *§ 56-14 Enforcement*

Any person who willfully fails to comply with any requirements and associated regulations of this chapter shall be guilty of a misdemeanor and upon conviction thereof shall be subject to the general penalty set forth in section 1-6(a) of this Code, for each day after the first day that such violation shall continue.

In addition to the penalty specified above, the County Administrator or designee may invoke any other lawful procedure including injunction to correct or abate such violation.

## Amendments Chapter 56

1997-11-18

Chapter Adopted without number assigned. Number assigned by staff for consistency with other localities

1998-10-20

Amended to require a minimum traffic volume on a secondary route to be designated as a highway

1999-10-19

Amended to simplify procedure

2013-06-18

Updates to remove initial road naming process, add ongoing address system maintenance procedures, editorial changes CC-2013-01.