

ROCKBRIDGE COUNTY CODE

Chapter 9

ENHANCED 911 ADDRESSING

Art. I. In General, §9-1

ARTICLE I. IN GENERAL

Sec. 9-1. Enhanced 911 Addressing.

I. PURPOSE

The purpose of this ordinance is to improve the County of Rockbridge E911/Emergency Communications System and to provide for a uniform county-wide addressing system with respect to naming of streets and roadways; fabrication, erection and maintenance of street name signs; address posting requirements; enforcement procedures; and assigning street or house numbers to all residences and principal buildings and businesses. This will assist fire and rescue companies, law enforcement agencies, the United States Postal Service, parcel delivery companies, utility companies, tax appraisal, public works, planning and the general public in the timely and efficient provision of services to residents and businesses of the County of Rockbridge.

II. SCOPE

This ordinance shall be applicable to all property located within the County of Rockbridge and within the Town of Goshen. The independent Cities of Lexington, Buena Vista as well as the Town of Glasgow shall be exempt.

The independent cities of Lexington, Buena Vista and the Town of Glasgow will maintain their own addressing standards and also use the Rockbridge Regional Public Safety Communications Center as their Public Safety Answering Point (PSAP).

III. ADMINISTRATIVE PROCEDURES

1. The Rockbridge County Planning department along with the Building Official and in coordination with the Rockbridge Regional Public Safety Communications Center shall be responsible for the administration and implementation of this article.
2. The Rockbridge County Planning department will establish new private road names, road name changes and the assignment of new structure

numbers using procedures and guidelines provided in this article. New private road names may be suggested by owners and/or residents of that unnamed road because they are directly impacted by the change.

3. An application for a new residential or business permit shall be an application for an address assignment. Each building permit application shall contain a site plan showing the parcel on which the structure will be located, the proposed location of the completed structure, the named road from which the proposed structure will be accessed, and the permanent driveway access to the structure from that named road. In addition, any measurements showing the relationship of the proposed structure to other structures, properties, road intersections, driveways, or landmarks deemed necessary for the assignment of a valid address shall be included on the site plan. It shall be determined at the time of permit approval the need for new private roads.
4. All addresses and road names shall be assigned before a Certificate of Occupancy is issued for completed construction.
5. Information on structure addresses and road address ranges will be maintained as mapping layer features in the County's Geographic Information System (GIS). Address ranges along roads are maintained in the GIS and on the Master Street Address Guide (MSAG) database in the County GIS Office.
6. The Rockbridge Regional Communications Center will maintain the address point layer in the GIS. This provides timely updates to the E911 dispatchers.
7. New addresses will be established using Global Positioning System (GPS) technology to locate the driveway and foundation of the new structure to be addressed..

IV. ROAD NAMING SYSTEM

1. New subdivisions shall follow procedures for new private roads in the Rockbridge County Land Development Regulations, Article 9.
2. When a private road has two or more habitable structures it must be assigned a road name. This can commonly be referred to as a Two House rule. **Note: See Section IX ADDITIONAL.**
3. Exceptions may be granted by the County Planning department for two structures sharing a common driveway that are obviously facing a named road and are generally less than 100 feet from that road. Structures that

are generally greater than 100 feet and not visible from the named road will be addressed to a new private road.

4. In the case of a new habitable structure being built that will use the same access or driveway that a current structure uses, that current structure address will change and be readdressed off of the new private road. Landowners should be aware of this when subdividing property for new habitable structures.
5. Interstate 81 and 64 and the Blue Ridge Parkway will not be assigned address ranges.
6. Roads that terminate at rivers, pastures or other natural features and continue on the other side of that feature cannot continue with that same road name. A new road name shall be assigned to the remaining road and structures readdressed to the new named road.
7. All public roads and qualifying private roads shall be assigned a road name based on the following criteria:
 - a. Names should be appropriate for the individual road and the area's nature and character, enhance community image, have historical, physical, aesthetic or local color perspective and in every case, be in good taste.
 - b. No two roads shall be given (substantively) the same name or similar sounding name.
 - c. Avoid Street names already in use in Lexington & Buena Vista Cities, and the Towns of Goshen & Glasgow.
 - d. Avoid directionals (North, South, etc.)
 - e. Avoid numbers, initials, or punctuation.
 - f. Avoid names of living persons--historical references are acceptable but should not duplicate the name of any person living on the road.
 - g. Because of sign size, the maximum number of characters in a road name cannot exceed 16(including spaces).
8. To change a private road name there must be 100% written agreement with the involved residents on an alternate road name. The new road name must follow the preceding criteria.

9. Residents must wait at least one year after the initial private road was assigned to change the road name.

V. ROAD SIGNAGE

1. Public and Private road name signs are constructed and maintained by the Rockbridge County Engineering department. Residents are encouraged to notify the Engineering department about damaged or missing road signs.
2. Public roads are those maintained by the Virginia Department of Transportation (VDOT). Private roads are maintained by owners/residents.
3. Public road signs shall be white lettering on a green background to distinguish from private roads.
4. Private road signs shall be black lettering with white background.
5. Individuals may erect their own name and location signs off of the public right of way, but a name is not official until so designated and a sign erected by Rockbridge County.
6. No Address numbers, flyers, private signs or other objects shall be placed on any road sign or post.
7. Trees, brush and other obstructions should be kept clear of road signs.

VI. STRUCTURE NUMBERING SYSTEM

1. Rockbridge County maintains a uniform distance based address numbering system based upon the increasing travel distance along a named road.
2. All roads will be assigned a point of origin to mark the beginning of addressing along a named road.
3. Structure numbering shall proceed in ascending order from the beginning of the named road and continue to the end of the road.
4. One odd and one even number will be reserved for every 21.12 feet incrementally along the road's centerline, resulting in approximately 1000 possible address numbers per mile of traveled road.
5. Odd numbers are assigned to the left side of the road and even numbers are assigned to the right side of the road from the beginning of the road.

6. The centerlines of divided highways shall carry odd numbers on one lane and even numbers on the other.
7. Address numbers will be assigned where the primary driveway intersects the named road.
8. Addresses for new structures will be assigned only after the permanent driveway is in place and the Building Inspector has passed the footer inspection.
9. Multi-unit structures such as apartments, townhouses, and office buildings shall be assigned a single building address for each structure. Unit numbers will be assigned for individual apartments or office suites. The combination of the road name, structure number, and unit number will define each unit's address.
10. In cases where there is no driveway because the structure is so close to the road, the address number will be determined from a perpendicular line through the center of the structure to the road centerline. Where the perpendicular line intersects the road centerline will determine the address.
11. In cases where a structure's driveway accesses a side road, but the structure faces another road, the address may be assigned from the road that the structure faces, provided that the structure is generally within 100' of the road and can be easily identified and accessed from that road.
12. The U.S. Post Office where the new address is assigned will be notified of the new address and of any new private roads.
13. New structure owners will be notified by telephone of their new address.
14. Vacant parcels of land will not be assigned addresses.
15. No other address numbering system will be allowed in Rockbridge County.
16. Corrections to existing address numbers will be made whenever errors in assignment are discovered.

VII. ADDRESS NUMBER PLACEMENT

1. It shall be the property owner's responsibility to place address numbers on the structure.
2. Address numbers must be conspicuously placed on the structure so that the number is clearly visible from the road. In cases where the structure is

more than fifty (50) feet from the road or not visible from the road the number must be placed near the walk, driveway, or common entrance to the structure, or upon the mailbox, gatepost, fence, address placard or other appropriate place so as to clearly be visible from the road to guide emergency vehicles to the structure.

3. If primary address numbers are to be placed on a mailbox or mailbox post on the road then the mailbox must be immediately adjacent to or opposite the entrance to the driveway.
4. Address numbers shall be no less than 3" (inches) in height and should be placed on a contrasting color background for high visibility. Address numbers for businesses shall be no less than 4" (inches) in height. In all cases numbers should be reflective with a contrasting background.
5. Structure address numbers for apartments or similar complexes shall be placed on the building, and in addition the unit number shall be placed on or near the door to each individual unit.
6. Manufactured home parks should have similar styles of address numbers placed in similar locations on the individual homes. Example: If all homes are set perpendicular to the street or parking lot then all address numbers should be placed on the end (or front) of the home at a uniform height above the ground.
7. Trees and brush should be cleared from obstructing address numbers.
8. Owners and/or inhabitants of existing structures are required to post their assigned numbers using these guidelines.
9. Residents with concerns about proper address number placement are encouraged to contact the County Planning department.
10. Residents shall have six months from the date of adoption of this ordinance to comply with the address number placement requirements.

VIII. ENFORCEMENT

Failure to post address numbers shall be subject to a civil penalty in the amount of seventy-five dollars (\$75.00). Said \$75.00 penalty may be waived by the Sheriff in the event of compliance within 30 (thirty) days from the date of notice of the violation.

It shall be unlawful for any person to remove, damage, alter, or deface any posted address number or public or private road name sign, sign post, or sign post anchor in Rockbridge County. Violators shall be subject to prosecution.

IX. ADDITIONAL

Residents who are in conflict with the two house rule shall have one (1) year to comply from the date this article is adopted. After which time the County will assign a private road name.

Law enforcement officers shall be exempt from the requirement to place street addresses on their residence.

In the future, the Board of Supervisors may amend this article as deemed necessary in the best interest of public safety.

This Ordinance shall become effective on March 28, 2005.
(Ord. of 3-28-05)