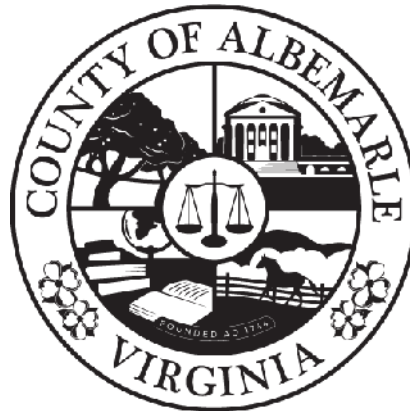


Albemarle County



Road Naming and Property Numbering Manual

Adopted August 5, 1992
Revised and Readopted October 13, 1993
Revised and Readopted January 6, 1999
Revised and Readopted December 5, 2001
Revised and Readopted February 8, 2017
Revised and Readopted January 15, 2020
Revised and Readopted , 2021

ALBEMARLE COUNTY ROAD NAMING AND PROPERTY NUMBERING MANUAL

INTRODUCTION

This Manual prescribes a system for the naming of roads; the numbering of properties and structures; and the erection and maintenance of associated signage as provided for in County Code § 7-200, et seq.

The Director of the Department of Community Development or ~~their-his/her~~ designee ~~shall~~ will ~~be responsible for the interpretation and administration of the provisions of~~ this Manual.

Per formatting guidelines from the County Attorney's Office, changing County actions from "shall" to "will."

DEFINITIONS

Addressable Structure: Any building used for human habitation, or gathering, or for the production or sale of goods or services.

Agent: The Albemarle County Director of Community Development.

Computer Aided Dispatch (CAD) System: computer system used to manage incoming 911 calls at the Charlottesville-University of Virginia-Albemarle County Emergency Communications Center.

Designator: Suffix used to indicate the road type.

Driveway: Any means of vehicular access that is not a public or private street.

Geographic Information System (GIS): A system used for the management, analysis, and display of geographic knowledge that is represented using a series of information sets including mapping, data, and processing and workflow models.

Private street: Any street or other way or means of vehicular access approved as a "private street" or "private road" under any Albemarle County ordinance regulating the subdivision of land, that is not designed, constructed, bonded or approved to be maintained by VDOT as part of the secondary system of state highways, regardless of ownership.

Public street: A street maintained by the Virginia Department of Transportation (VDOT) as part of the primary or secondary system of highways.

~~Primary Access Road: A road or driveway used as the primary means of vehicular access to an addressable structure. Any public street, private street, or driveway used as the primary means of vehicular access to an addressable structure.~~

~~Public street: A street maintained by the Virginia Department of Transportation (VDOT) as part of the primary or secondary system of highways.~~

~~Private street: Any street or other way or means of vehicular access approved as a "private street" or "private road" under any Albemarle County ordinance regulating the subdivision of land, that is not designed, constructed, bonded or approved to be maintained by VDOT as part of the secondary system of state highways, regardless of ownership.~~

~~Driveway: Any means of vehicular access that is not a public or private street.~~

PART I. ROAD NAMING

1. Roads Requiring Names

All roads within the County ~~which that~~ serve or are designed to serve three or more addressable structures ~~shall~~ must be named.

2. Review and Approval of Proposed Road Names

The agent ~~shall~~ will review all proposed road names for conformance with the guidelines established herein. If a proposed road name is found to be in accordance with all provisions of Part I of this Manual, the agent ~~shall~~ will approve the name.

3. Maintenance of Master Road Names Directory and Road Names Map

All approved road names ~~shall~~ will ~~reside~~ be listed in the County's GIS, maintained in the offices of the agent.

4. Road Name Guidelines

The following guidelines ~~shall be complied with; however~~ apply, provided the agent may modify, vary, or waive any guideline in Part I, Section 4, ~~for a particular case~~, provided that it is consistent with County Code Section 7-200.

Per formatting guidelines from the County Attorney's Office, changing actions for others from "shall" to "must."

Including language to allow minor changes that are consistent with the Code that improve administration.

Procedures and standards

- a. A proposed road name ~~which may not~~ duplicates an existing or reserved road name within a United States Postal Service zip code ~~that is located~~ in Albemarle County or the City of Charlottesville ~~shall will not be approved~~. An exception may be made for dead end streets ~~which that~~ have the same name as the road from which they originate (e.g., ~~if~~ “Amberfield Court” ~~which~~ originates from “Amberfield Drive”).
- b. Road names are limited to three words, not including the road type designator.
- c. A road name ~~shall must may~~ not exceed 16 characters, including spaces. The designator's abbreviation does not count towards this limit.
- d. A road name ~~shall must may~~ not include numbers, dashes, apostrophes, or other non-alphabetical characters.
- e. Compass points (such as NORTH and EAST) ~~shall must may~~ not be used in road names.
- f. Articles (the, a, an) ~~shall must may~~ not be used to begin road names.
- g. Road names ~~may not~~ duplicating facilities or generic descriptions of road features ~~shall must not be approved~~ (e.g., “Bowling Alley,” “Tennis Court,” “Dirt Road”).
- h. ~~Usage of Road~~ names derived from community names or geographic features ~~shall must be is~~ limited to ~~location roads~~ in close proximity to such communities or geographic features.
- i. No proposed road name ~~shall must be approved which may~~ begins with a word that appears as the first word in five or more official road names. Homophones and homographs are considered the same word for the purposes of this restriction. The restriction also includes roads where the first word is concatenated to subsequent words or contains different punctuation marks (e.g., Greensleeves Rd is considered to start with the “Green” or “Star’s” is considered the same as “Stars”).
- j. No proposed name ~~shall must may~~ be a homophone or homograph of an official road name or ~~may be~~ easily confused with an official road name (e.g., Forrestview” And “Forestvue” are homophones and “bow” in “Bow and Curtsie Ln” and “Bow Tie Dr” is a homograph).
- k. When a proposed road is a continuation of or in alignment with an

approved road, it ~~shall~~ must utilize the same road name as the approved road. A new road name ~~shall must be~~ is required if the proposed road is disconnected from the existing road by an offset greater than 60 feet.

l. When a proposed road name is spelled in a way that could lead to confusion during emergency response, the agent shall will suggest an alternative road name. Examples include words with very few vowels or non-standard spellings (e.g., “Checkrz Ln” or “Nite Owl Rd”).

l.m. Proposed road names must not be ineligible for naming rights under Virginia Code § 33.2-213.

5. Road Type Designators

Road type designators ~~shall~~ must be consistent with the roadway's expected traffic use, width of right-of-way, and physical design/location.

~~While it is intended that these~~ The following guidelines ~~be complied with~~ apply, provided the agent may modify, vary, or waive any guideline in Part 1, Section 5; ~~in a particular case.~~

ALBEMARLE COUNTY STREET AND ROAD TYPE DESIGNATIONS

<i>ALY</i>	<i>Alley</i>	A narrow or minor road in a community.
<i>AVE</i>	<i>Avenue</i>	A major road in a community.
<i>BND</i>	<i>Bend</i>	Generally a minor road in subdivision.
<i>BLF</i>	<i>Bluff</i>	Generally along high ground.
<i>BLVD</i>	<i>Boulevard</i>	Wide road with median and landscaping.
<i>BR</i> major	<i>Branch</i>	Generally a narrow minor road either coming off a road (it may reconnect with the original road it split from), or connecting two or more minor roads.
<i>BRK</i> past or	<i>Brook</i>	A narrow or minor road running along or near a present waterway.
<i>CYN</i> or	<i>Canyon</i>	A narrow road lined on both sides by tall landforms buildings.
<i>CTR</i>	<i>Center</i>	Shopping, commercial areas.
<i>CIR</i>	<i>Circle</i>	A road which <u>that</u> returns to itself.
<i>CMN</i>	<i>Common</i>	See “Square”.
<i>CV</i>	<i>Cove</i>	Generally a minor road in a subdivision.
<i>CT</i> sacs.	<i>Court</i>	Generally shorter, permanent dead ends or cul-de-
<i>CRK</i>	<i>Creek</i>	See “Brook”.

<i>CRES</i>	<i>Crescent</i>	Generally shorter, permanent dead ends or cul-de-sacs.
<i>CRST</i>	<i>Crest</i>	Generally short curved minor roads.
<i>XING</i>	<i>Crossing</i>	A road which <u>that</u> crosses a geographic feature such as a creek
<i>XRD</i>	<i>Crossroad</i>	or mountain pass or, a short road that serves as a connector between two other roads. A road that runs through one or more major intersections, or a road the runs through multiple intersections with minor roads.
<i>DR</i>	<i>Drive</i>	A winding arterial/collector.
<i>EST</i>	<i>Estate</i>	Single ownership (three or more dwellings).
<i>EXT</i>	<i>Extended (Extension)</i>	A road or street that extends a previously existing road to
<i>FARM</i>	<i>Farm**</i>	serve as a connector between main roads, communities, commercial areas, or a combination of these.
<i>FRD</i>	<i>Ford</i>	Single ownership (three or more dwellings). A road that crosses a past or present or present waterway.
<i>GLN</i>	<i>Glen</i>	Generally a road that runs through or along a narrow valley.
<i>GRN</i>	<i>Green(e)</i>	See "Square".
<i>GRV</i>	<i>Grove</i>	Generally a minor road in a subdivision.
<i>HTS</i>	<i>Heights</i>	Generally along high ground.
<i>HL</i>	<i>Hill</i>	Generally along high ground.
<i>HWY</i>	<i>Highway</i>	Federal or state designated primary road.
<i>HOLW</i>	<i>Hollow</i>	Generally a road that runs through or along a geographic
<i>KNL</i>	<i>Knoll</i>	area characterized by one or more natural depressions.
<i>LN</i>	<i>Lane</i>	Generally along high ground.
<i>LOOP</i>	<i>Loop</i>	Generally a narrow road.
<i>MNR</i>	<i>Manor</i>	A drive which <u>that</u> begins and ends on the same road.
<i>MDW</i>	<i>Meadow</i>	Single ownership (three or more dwellings). Generally a minor road running through an area of low-
<i>MEWS</i>	<i>Mews</i>	lying grassland. A road or street lined on either side by dwellings converted
<i>ML</i>	<i>Mill</i>	from stables or dwellings built to look like stables, or a road running through an area with groups of stables.

		mill, factory, processing plant, workshop, or other similar structure.
<i>MTN</i> than	<i>Mountain</i>	Generally along high ground at an elevation greater than that for a hill.
<i>PARK</i>	<i>Park</i>	Reserved for entranceways to public parks.
<i>PKWY</i>	<i>Parkway</i>	A scenic or landscaped road.
<i>PASS</i>	<i>Pass</i>	See “Trail” or “Path”.
<i>PSGE</i> buildings or	<i>Passage</i>	A narrow minor road lined on either side by geologic formations that serves as a connector between two other roads.
<i>PATH</i>	<i>Path</i>	A short and/or narrow road.
<i>PL</i> de-sacs	<i>Place</i>	A dead end or cul-de-sac road from which other cul-de-sacs originate.
<i>PNES</i>	<i>Pines</i>	A narrow road running through an area dominated, in the past or present, by pine trees or pineapple plants.
<i>PLZ</i>	<i>Plaza</i>	See “Square”.
<i>PT</i>	<i>Point</i>	Generally along high ground.
<i>REACH</i>	<i>Reach**</i>	Generally a minor road in a subdivision.
<i>RNCH</i> farm(s).	<i>Ranch</i>	A road leading to or running alongside a large
<i>RST</i> sac.	<i>Rest</i>	A short or narrow road with a dead end or cul-de-sac.
<i>RDG</i>	<i>Ridge</i>	Generally along high ground.
<i>RIV</i>	<i>River</i>	See “Brook”.
<i>RD</i> the	<i>Road</i>	Generally an arterial/collector road connecting to the primary system.
<i>ROW</i>	<i>Row</i>	A short street that parallels another road.
<i>RUN</i>	<i>Run</i>	See “Trail” or “Path”.
<i>SPG</i>	<i>Spring</i>	See “Brook”.
<i>SPUR</i> major road	<i>Spur</i>	Usually a short minor road coming off a longer, that neither connects with another major road nor reconnects with the original road it branched from.
<i>SQ</i> around it.	<i>Square</i>	Generally a central area with buildings clustered
<i>STA</i> one or	<i>Station</i>	A road or street connecting to a stopping place with more buildings, like a commercial hub.
<i>ST</i>	<i>Street</i>	A community or subdivision road.
<i>TER</i>	<i>Terrace</i>	Generally a minor road in a subdivision.
<i>TRCE</i>	<i>Trace</i>	Generally a minor road in a subdivision.
<i>TRL</i>	<i>Trail</i>	Generally reserved for roads through uninhabited

areas.

TPKE	Turnpike	Reserved for historic turnpikes.
VLV	Valley	Generally a minor road running through an area of low lying grassland located between hills.
VW	View	See "Parkway".
WALK	Walk	See "Trail" or "Path".
WAY	Way	A minor road or street often which dead ends.

*Four and five-letter designators may be spelled out completely in suffix space on sign.
****You may use Farm and Reach, but only if spelled out completely.***

6. Road Naming Process

a. Policy on Participation in Road Naming

- (1) The process of naming roads ~~shall must be~~ limited to ~~those who the~~ owners of property abutting the road in question.
- (2) Where the road abuts several properties, the ~~land abutting~~ owners ~~shall must will~~ be given the first opportunity to propose the name.
- (3) ~~In the event that~~ If there is no participation from the ~~land abutting~~ owners, or the ~~y landowners~~ cannot agree on a road name for the road, the agent ~~shall will~~ name the road in accordance with County procedures.

b. Processing Requests for Road Names

Because it is repetitive, consolidating this section for new road names with Section (e) for renaming named roads.

Requests to name unnamed roads or to re-name roads shall must be made in writing to the agent and shall must include the following information:

- (1) A list of the parcel numbers for the properties abutting the unnamed road in question along with the proposed name of the road.
- (2) A list of all ~~landowners having of~~ property abutting the road in question together with certification, to the satisfaction of the agent, that all such ~~landowners~~ were notified of the proposed name.
- (3) Signatures of ~~landowners representing a supermajority (75 percent or greater than 50 percent) at least two-thirds~~ of the owners of parcels abutting the unnamed road in agreement of a common road name. When determining the percentage of ~~the parcels abutting the road in question~~ owners in agreement, an ~~land~~ owner owning more than one

parcel abutting the road in question is equivalent to an landowner owning one parcel.

Upon validating that at least two-thirds of the landowners of more than 50-75 percent of the parcels abutting the road in question have signed the petition in favor of a common road name, and that the proposed name is otherwise consistent with Part I of this Manual, the agent shall will approve the road name.

This increase in the necessary percentage for consent to a road name from a simple majority, eliminates road names that are opposed by a near majority.

- (4) The agent may administratively approve a change to the name of an existing named road to correct errors. In all other cases, including those in which a when a two-thirds supermajority is not attained in agreement, the agent will forward the road name change request to the Board of Supervisors for approval.

Because it is repetitive, the process language for re-naming a road is shifted from Part I, Section 6 (e). New language is added referring the decision to the Board when at least a super two-thirds majority is not reached in agreement.

c. Road Name Reservation Process

Road names may be reserved during the preliminary plan or plat review process by a written request to the agent. Names shall will remain reserved for a period of five (5) years unless the project is disapproved, abandoned, or otherwise voided. Once a final subdivision plat or site plan is approved, any reserved road names not used in the final plat or plan shall will no longer be reserved.

d. Road Naming in the Subdivision and Site Development Review Process

- (1) A developer may contact the agent prior to submission of a subdivision plat or site plan to determine the viability of proposed names. Road names may be reserved as provided in Section 6.c.
- (2) Proposed road names shall must appear on all final site plans and subdivision plats, where applicable.
- (3) No final site plan or final subdivision plat shall will be approved by the agent until all travelways in the project requiring road names are assigned agent-approved road names.
- ~~(4)~~ (4)—Names approved on a preliminary plan/plat shall will be reserved for a period of five (5) years the life of the preliminary

~~plan/plat~~ and ~~shall~~ must be shown on the final plan/plat.

~~e. — Road Name Change Process~~

~~Requests to rename roads shall~~ must ~~be made in writing to the agent and shall~~ must ~~include the following information:~~

- ~~(1) — A list of the parcel numbers for the properties abutting the road in question.~~
- ~~(2) — A list of all landowners having property abutting 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 50 percent) of parcels abutting 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 parcel served by the road in question is equivalent to a landowner owning one parcel.~~

~~Upon validating that landowners of more than 50 percent of the parcels abutting the road in question have signed the petition in favor of a common road name, and that the proposed name is consistent with Part I of this Manual, the agent may make an administrative approval to correct errors in prior road name approvals. In all other cases, the agent shall~~ must ~~forward the road name change request to the Board of Supervisors for approval.~~

Because the process is largely the same for naming unnamed roads, this section is consolidated with Part I, Section 6 (b).

7. Final Authority of Board of Supervisors to Assign Road Names. The Board of Supervisors may name or rename any road at any time.

PART II. NUMBERING

1. Assignment of Numbers by Agent

- a. All numbers for properties and addressable structures ~~shall~~ will be assigned by the agent ~~or his/her designee~~ following the procedures and guidelines contained in this Manual, provided that the agent may waive, vary or modify any guideline in a particular case ~~Part II~~. Numbers assigned by any other person or entity ~~shall~~ must ~~will~~ not be recognized.
- b. Numbers ~~shall~~ will be assigned to any new addressable structure ~~shown~~

~~on a site plan or lot created by subdivision.~~ Numbers ~~shall~~ will not be officially assigned until the final site plan or subdivision plat has been approved if applicable. Numbers ~~shall~~ will also be assigned for unoccupied structures that will not be occupied (e.g. personal wireless facilities) when requested by individuals for new structures that do not require site plan or subdivision approval. For those structures that will be occupied, numbers ~~shall~~ will not be assigned prior to an approved footing inspection.

This codifies current policy and practice. It is not advisable to address structures until at least the footing has been constructed because addresses are location-specific.

c. Number Range of Road Established

- (1) A numbering grid overlay established number ranges for many existing roads. Extensions of these roads ~~shall~~ must ~~will~~ continue where the numbering concluded using procedures described in this section. For new roads, the low end of the number range will be at the point where the new road intersects an existing named road. Numbering ~~shall~~ must ~~then~~ increase from that point. The range values should be different from the range values of streets that the road may cross. (e.g., if an existing road has a range value in the 3000's, the new road that intersects the existing road should have a range value with three digits.) The lowest range value assigned for a road ~~shall~~ must ~~be~~ is 100. If a value range begins with an even number, it should end in an odd number or vice versa. This ensures address parity for CAD purposes.

The agent, in their sole discretion, may deviate from the aforementioned numbering range for a road if any of the following factors create the need for a deviation: the type of development, the relationship of the road to existing roads, and the pattern of address numbers. In urbanized areas, some roads may be provided a 100 block numbering to create a city-style block numbering pattern even if blocks have different lengths.

- (2) When a named road is also located in a neighboring jurisdiction, consideration will be given to numbering that already exists in the other jurisdiction. When a new, named road will extend into a neighboring jurisdiction, both jurisdictions ~~w~~ ill cooperate to establish a number range acceptable to both jurisdictions.
- (3) No number ~~shall~~ must ~~may~~ be used more than once on a named road.

d. Numbers Assigned

The numbering of the addressable structures and properties along the

road segment ~~shall must be done utilizing~~use an equal-interval methodology resulting in one odd/even number pair for every 20 feet of road frontage. Modifications to this pattern may occur depending on the type of development involved, the relationship of the road to other roads around it, and the pattern of address numbers. For example, a shopping center with large anchor tenants and smaller shops may result in assignment of an even number such as 100 for the anchor tenant and adjacent smaller shops numbered in the 100s. Other anchor tenants may also receive an even number such as 200 with adjacent smaller shops numbered in the 200s.

2. General Numbering Guidelines

- a. Even numbers should occur on the right ~~hand~~ side of the road in the direction of increasing range. Odd numbers should occur on the opposite side of the road.
- b. The specific number of an addressable structure or property ~~shall must be~~is determined by the location where the structure or property's access intersects with 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. ~~The use of half numbers is not consistent with best practice and is generally strongly discouraged.~~ Half numbers may be used only when (i) the detached structure that requires an address shares its primary access with an existing structure that has a primary address, and (ii) there is no available address to assign under the General Numbering Guidelines to a detached structure requiring an address that shares its primary access with an existing structure with a primary address. The Agent may assign a new address using a half number with the existing primary address of the adjacent existing structure as a base. Alphabetical suffixes are acceptable when a secondary address designation is necessary within an existing addressable structure.

ECC has asked that we eliminate half numbers in addresses. Half-numbers are not a best practice because they do not work with ECC's CAD numbering system and can be confusing. Because in some cases, there is no other option, a narrow allowance remains.

- e. Reverse frontage or through lots ~~shall must be~~are numbered along the local road that provides access to the lot. The agent may assign numbers to addressable structures that are accessed only by an alley or sidewalk.
- f. Corner lots ~~shall must be~~are numbered on the road that provides access. Where the driveway for a corner lot intersects more than one street or the corner lot's addressable structure is much closer to one road, the agent ~~shall -will~~ 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 addressable structures share ~~an access, they shall must be~~ an access.

are numbered consecutively with adequate consideration given to possible future development and other addressable needs between the structures.

- h. A temporary number may be issued to a temporary structure ~~that is intended to be temporary~~ (such as a construction site trailer office), ~~and to be retired~~ upon removal of the temporary structure, ~~the number shall must be retired~~.

3. **Manufactured/Mobile Home Developments**

All roads ~~within~~ manufactured/mobile home parks ~~shall must be~~ treated as private ~~roads-streets~~ unless dedicated for maintenance by the Virginia Department of Transportation and road name and road signage ~~shall must~~ apply accordingly. Each manufactured/mobile home lot ~~shall must will~~ be numbered in accordance with this Manual. The manufactured/mobile home park owner ~~shall must be responsible for posting~~ lot numbers in a manner acceptable to the agent in accordance with Part IV, Section 1, of this Manual.

4. **Residential Apartments and Other Multi-dwelling Structures**

Individual apartment units ~~shall must be~~ numbered considering the type of unit, the individual apartment entrance location, and building design as follows:

- a. Duplex: A number ~~shall must be is~~ provided to each individual unit at its front entrance.
- b. Townhouse: A number ~~shall must be is~~ provided to each individual unit at its front entrance.
- c. Garden Apartment: A number ~~shall must be is~~ provided to each unit at the entrance. If the apartment unit's entrance is located on an inside foyer, a number ~~shall must be is~~ provided outside the building entrance. Each unit located on such foyer ~~shall must be is~~ provided with a numerical suffix as a secondary method of addressing. Specifically, ground floors ~~shall must~~ use suffixes in the 100's starting at unit 100, the second floor ~~shall must~~ use the 200's starting at unit 200 and other levels will start in a similar fashion (the basement level ~~shall must~~ use 000's starting at unit 001 or B001). The building number and road name followed by the apartment unit's numerical designation ~~shall must~~ form the address (e.g., 630 Old Shady Grove Road, Unit 101). Numerical characters ~~shall must may~~ not be combined (e.g., 630-101 Old Shady Grove Road). The development name may also be used in the address whenever desirable. For single level garden apartments and house apartments, letters may be acceptable as a secondary method of addressing.

5. **Commercial, Office, and Industrial Complexes**

For commercial, office, and industrial complexes, a numbering choice ~~shall~~ will be made by the agent from several methods:

- a. Assign the number to the main building where all mail is to be received for the complex. The development name may be included in the address.
- b. Each principal building in the complex may be provided a separate number, and the buildings may also be named. The development name and/or the building name may be included in the address.
- c. For shopping center developments, a separate number ~~shall must beis~~ assigned for each unit's main entrance. The shopping center name should be included in the address. Consideration should be given when assigning numbers to provide flexibility for adding stores and redivision of spaces. ~~In the event~~If a space is further divided and no numbers remain available, alphabetical, or numerical unit designations ~~shall must beare~~ used.
- d. Interior mall shopping centers should have one number assigned for the entire mall. The shopping center name and store name should be included in the address. Individual stores should not be assigned numbers except that secondary addressing may be provided in accord with Part II(2)(d) of this Manual. A separate property number may be assigned for the mall business office.
- e. 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 must beis~~ assigned numbers beginning with 100 and numbers on each successive floor should increase to the next highest multiple of 100.

6. Agencies to Be Notified of Numbers Assigned

- a. The agent ~~shall~~ will maintain a database of addressable structures in the County's GIS that will be publicly available as provided by law. When assigning new addresses to addressable structures, the agent ~~shall~~ will notify the property owner in writing as well as the local branch of the United States Postal Service that delivers mail to the new address.
- b. The agent ~~shall~~ will also notify any other governmental agencies or departments and utilities about the assignment of an address upon request by any of the agencies, departments or utilities.

PART III. SPECIFICATION FOR ROAD NAME SIGNAGE

1. Materials and Physical Description for Signs

a. Standard Signs

Standard signs ~~shall~~ must be used along all single lane roads except at intersections with multi-lane roads having posted speed limits greater than 40 mph.

A standard sign's ~~height shall~~ must be nine inches ~~high~~. The road name sign blank ~~shall~~ must be made from extruded aluminum material conforming to ASTM 6209 for Alloy 5052-H38 or its equivalent. The sign blank thickness ~~shall~~ must be 0.83" or greater, and each corner of the sign blank ~~shall~~ must be square cut.

b. Oversize Signs

Oversize signs ~~shall~~ must be used along all multi-lane roads having posted speed limits greater than 40 mph and at single lane roads intersecting multi-lane roads having posted speed limits greater than 40 mph.

An oversize sign's ~~height shall~~ must be 12 inches ~~high~~. The road name sign blank ~~shall~~ must be made from flat aluminum material conforming to ASTM 6209 for Alloy 5052H38 or its equivalent. The sign blank thickness ~~shall~~ must be 0.080" or greater, and each corner of the sign ~~shall~~ must be 1.5" radius cut.

c. Sign Dimensions

The letter type for all signs ~~shall~~ must conform to Federal Highway Administration's "Standard Alphabets for Highway Signs," Series C, upper case and lower case, as prescribed below and in the latest version of the Manual on Uniform Traffic Control Devices (MUTCD).

The size of the sign blanks, message lettering, and reserved spaces for route and block numbers for Standard and Oversize signs are as follows:

	<u>STANDARD</u> (Local/Subdivision)	<u>OVERSIZE</u> (Primary/Collector)
<u>SIGN BLANKS</u>		
Horizontal length	30" min to 48" max	30" min to 60" max
Vertical length	9" (extruded)	12" (flat)
<u>RESERVED SPACES (Route Decal¹, Block Number, Suffix)</u>		
Horizontal Measurement	8"	12"
Vertical Measurement	2"	3"

MESSAGE LETTERING:	SIZE AND TYPE	
Prefix	3" Series C	4" Series C
Name	6" letter group ² Series C	8" letter group Series C
Suffix	3" letter group Series C	4" letter group Series C
Route Decal	1.5" Series C	2" Series C
Private	1.5" Series C	2" Series C
Block Number	1.5" Series C	2" Series C

¹ For privately [maintained](#) roads, place the word PRIVATE in Route Decal Space.

² The "letter group" designation (e.g., 6") indicates the height of the uppercase letters, lower case letters will be proportional to the height of the uppercase letter for that group as detailed in the Standard Alphabet for Highway Signs.

The less common designators such as FARM, WAY, HEIGHTS, and TRACE may be placed in the main message field if space is available.

The sign may be constructed using the cut letter process. The green and white colors [shall must](#)

be uniform throughout the length of the sign.

- (1) When the cut letter process is used, the sign blank [shall must](#) be covered on both sides for the entire length of the blank with a high intensity (prismatic) reflectorized green background sheeting, 3M "Scotchlite" brand product number 3877 or equivalent product. High intensity (prismatic) reflectorized sheeting 3M "Scotchlite" product number 3870 or equivalent product [shall must](#) be used for the silver-white letters and numerals. The reflective material [shall must](#) be applied to both sides of the blank name plate with mechanical equipment in a manner specified by the sheeting manufacturer. The sign background [shall must](#) be comprised of not more than one piece of reflective sheeting. The letters and numerals [shall must](#) be applied on both faces of the sign using the cut letter process. The reflective sheeting [shall must](#) have a minimum guaranteed life of ten years. Signs [shall must](#) be replaced when they surpass the minimum guaranteed life.
- (2) The maximum space available on a standard nine-inch (9") sign for the road name [shall must](#) be 32 inches and an oversize twelve-inch (12") sign [shall must](#) be 44 inches of space for the road name. Spacing between letters within a street name should conform to the spacing dimensions shown in the Virginia Supplement to the Manual on Uniform Traffic Control Devices for Streets and Highways unless this will result in a sign width greater than the maximum space available. If the name will not fit in the space

available, a 30 percent force factor may be used. Finally, if the approved road name will not fit on the maximum length sign with the Series-C letters and a 30 percent force factor, the County Engineer may issue a waiver at their sole discretion.

- (3) At the end of the road name ~~there~~ are three spaces ~~which are~~ in a stacked orientation. ~~These spaces that~~ are reserved for the route decal, the block number, and the road type suffix. If the block number is to be affixed in decal form, the decal ~~shall~~ must be of the same material as the main sign sheeting. The directional triangle, a 1.5-inch equilateral triangle for the nine-inch sign or 2.0-inch equilateral triangle for the twelve-inch sign, of silver-white "Scotchlite" material or equivalent product, is to be affixed in front of or at the end of the block number to point in the direction of increasing numerical values. See "Detail B" for location of spaces.
- (4) The route field background ~~shall~~ must be reflective white with vinyl, non-reflective black lettering/numbering.

2. Post and Hardware Specifications

- a. A metal post ~~shall~~ must be used to mount all signs.
- b. The post ~~shall~~ must be a 14-gauge square galvanized steel quick punch break-away post complete with anchor base or equivalent, 9'x2"x2" for standard signs, and 10'x2"x2" for oversized signs. Hole diameters should be seven-sixteenths of an inch, centered, and aligned with holes on the opposite side.
- c. The standard signs ~~shall~~ must be assembled and attached to the post using caps, cross pieces and heavy-duty aluminum vandal-resistant screws, bolts and/or nuts as depicted in Figures III-1 through III-5. The oversize signs ~~shall~~ must be attached to the post using the direct-mount method and cap as depicted in Figures III-6 through III-10. The direct-mount method requires two single-sided oversize signs for each road name, mounted on opposing sides of the post. Each oversize sign ~~shall~~ must be riveted to the post at two points horizontally centered on the sign – one point located one inch below the top edge and one point located one inch above the bottom edge. The two oversize signs ~~shall~~ must be riveted to each other at each of the four corners, one inch from the corresponding horizontal edge and one (1) inch from the corresponding vertical edge. A two-inch spacer ~~shall~~ must be used between the two oversize signs at each of the four corner points to ensure the two signs are rigid and have a consistent two inch gab between them as depicted in Figure III-7.
- d. A special sign post and/or installation may be allowed at the discretion of the County Engineer, provided it is equal to or exceeds the specifications above. Where deviation from the standards is allowed, a sign maintenance agreement between Albemarle County and the responsible party may be required for the perpetual maintenance of any

special installation.



Figure III-1
Standard (9") Sign

DRAFT



Figure III-2
Cap (Standard Sign Installation) Top View



Figure III-3
Cap (Standard Sign Installation) Side View

Standard Sign Cap Specifications:

- sized for 2" square tubing
- made of aluminum
- sign bracket designed for extruded blade
- sign slot $5\frac{1}{4}$ " to $5\frac{1}{2}$ " in length
- each vertical surface pre-drilled for securing cap to post and sign to cap



Figure III-4
Cross Piece (Standard Sign Installation) Top View



Figure III-5
Cross Piece (Standard Sign Installation) Side View

Cross Piece Specifications:

- sign brackets set at 90°
- made of aluminum
- sign brackets designed for extruded blade
- sign slots $5\frac{1}{4}$ " to $5\frac{1}{2}$ " in length
- each vertical surface pre-drilled for securing signs to cross piece



Figure III-6
Oversize (12'') Sign Showing Direct Mount Method



Figure III-7
Oversize Sign Showing 2'' Spacer (Gab) Detail



Figure III-8
Oversize Sign Showing Corner Attachment Detail



Figure III-9
Cap (Oversize Sign Installation) Top View



Figure III-10
Cap (Oversize Sign Installation) Side View

Oversized Sign Cap Specifications:

- sized for 2'' square tubing
- made of aluminum
- pyramid shape
- design for pressure fit

3. Location of Post and Sign

- a. The signpost ~~shall~~must be placed in the road right-of-way a minimum of three horizontal feet from any above ground or underground utility or equipment line. The installer ~~shall~~must ~~be responsible for~~ contacting “Miss Utility” (1-800-552-7001 or 811) before installing signs. At the intersection of a primary and secondary road or ~~in the event~~if a road name changes at an intersection of two secondary roads, two sign locations are to be used. For all new roads, a minimum of two signs are required at every intersection. The signpost ~~shall~~must be located on the right-~~hand~~ side of the street for a right turn onto the secondary road, where possible. The sign ~~shall~~must be a minimum of five horizontal feet on the centerline radius of the curve from the outer edge of the pavement for roads without ditch lines. The sign must be installed behind an existing ditch line while remaining within the road right-of-way. ~~Those On~~ roads ~~that have~~with ditch lines less than three feet from the edge of pavement ~~will have~~, signs will be placed two horizontal feet back from the ditch line. (See “Detail A” for diagram). For urban road sections with curb and gutter, the signpost will be placed behind the edge of the curb and five horizontal feet on the centerline radius of the curve from the edge of pavement. If a sidewalk is adjacent to the curb, ~~then~~ the signpost will be placed behind the sidewalk and within the right-of-way. Signs and posts ~~shall~~must not obstruct handicapped ramps or wheelchair loading areas in the vertical or horizontal direction.
- b. At the intersection of two secondary roads, only one sign location is to be used except as otherwise required in ~~Section 3~~Part III of this Manual. This is to be the right-~~hand~~ corner of the intersection for inbound traffic to the subdivision (see “Detail A” for diagram).
- c. The County Engineer may allow an alternate sign location upon finding that due to existing site conditions, the foregoing locational requirements cannot be practicably met, or that an alternate location will equally or better serve the purposes of this Manual. Any alternate location ~~must be confirmed with the~~is subject to County Engineer approval prior to installation of the sign.

PART IV. DISPLAY OF ADDRESS NUMBERS

1. General Guidelines for Display of Address Numbers

- a. Address numbers ~~shall~~must be displayed at the property’s or addressable structure’s ~~primary access road~~ entrance on a mailbox, post, fence, or other suitable location that is easily discernible from the road. If the structure is 100 feet or less from the road, the entrance door of the structure is clearly visible from the road, and there is no mailbox, post, fence or other suitable location at the ~~primary access road~~ entrance, numbers ~~shall~~must be displayed on, above, or at the side of the main entrance door in a manner that is clearly visible from the road upon which it is numbered.

- b. The address number shall be displayed as numerals ~~and shall~~ not be rather than spelled out. Secondary address designations shall comply with Part II of this Manual.
- c. The numerals ~~displayed,~~ and ~~where applicable, any~~ lettering, shall be at least three inches in height on a contrasting background (dark figures over a light background or light figures over a dark background).
- d. If the mailbox is not located on the named road from which the number is assigned, the entire address (number and road name) shall be shown on that mailbox to avoid confusion. In such cases, ~~it will be necessary to also display~~ the number also must be displayed on the property or addressable structure as stated above.
- e. On corner lots, the number shall ~~only be displayed to~~ face only the street upon which the property is numbered.
- f. Any numbers previously displayed ~~which that~~ could be confused with or mistaken for the assigned address number shall be removed from the mailbox and property.
- g. The property owner shall maintain numbers to ~~ensure they are~~ remain clearly discernible from the roadway upon which the property is numbered.

2. Display of Address Numbers for Multi-Unit Buildings and Multi-Building Complexes

- a. If a building is divided into multiple units with separate entrances, and each unit is assigned an individual number, then each unit number shall be displayed on or next to the main doorway.
- b. The address range of all individual unit numbers within a multi-unit building shall be displayed in a manner that is clearly visible from the road upon which the units are numbered. If more than one building shares an access, then the address range shall also be displayed on each building.

3. Additional Signage Required When Necessary

The agent may also require numbers or address ranges to be posted in additional locations as deemed necessary for the purpose of County Code §7-200, et seq.