

ALBEMARLE COUNTY ROAD NAMING AND PROPERTY NUMBERING MANUAL

INTRODUCTION

This ~~manual~~ Manual ~~is to~~ 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 §Section 7-200, et seq.16.01-3 of the Code of Albemarle.

The Director of the Department of ~~Planning and~~ Community Development or ~~their~~ designeeated agent shall be responsible for the interpretation and administration of the provisions of this ~~manual~~ Manual.

DEFINITIONS

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

~~*Addressing Grid:* A series of intersecting lines running north-south and east-west on 1000 foot intervals which is coincident with the Virginia State Coordinate Grid System 1927 datum used to assign address ranges to road segments.~~

Agent: -The Albemarle County Director of ~~Planning and~~ Community Development ~~for Albemarle County, Virginia.~~

~~*Cul-de-sac:* A vehicular turnaround area at the end of a dead-end street provided for the purpose of safe and convenient reverse of traffic in one continuous forward movement.~~

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

Computer Aided Dispatch (CAD) System: A 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.

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 work-flow models.

Primary Access: A road or driveway used as the primary means of vehicular access to an addressable structure.

~~A property that abuts a road~~

PART I. ROAD NAMING

1. Roads Requiring Names

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

2. Review and Approval of Proposed Road Names

~~All proposed names shall be reviewed by the agent~~ The agent shall 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~~ Manual, the agent shall approve the name.

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

~~a. All approved road names shall reside in the County's GIS that is be listed in a Master Road Names Directory 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.~~

4. Road Name Guidelines

~~While it is intended that these following~~ These following guidelines ~~shall~~ shall be complied with; ~~however,~~ the agent may modify, vary, or waive any guideline in Part I, Section 4, ~~for~~ for a particular case.

a. A proposed road name which 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 not be approved. An exception may be made for dead end streets ~~seul-de-sacs~~ which have the same name as the road from which they originate (e.g., ~~sample: "Amberfield Court" "Amberfield Court"~~ "Amberfield Court" which originates from ~~"Amberfield Drive" "Amberfield Drive"~~ "Amberfield Drive"). ~~This restriction does not consider punctuation marks as differentiating road names (e.g., "Three Notch'd Rd" would not be the same as "Three Notched Rd").~~

b. Road names are limited to three ~~(3)~~ words, not including the road type designator.

- c. A road name shall not exceed ~~more than sixteen~~ (16) characters, including spaces. Tand the designator's abbreviation does not count towards this limit.
- d. A road name shall not include numbers, dashes, apostrophes, or other non-alphabetical characters.
- e. Compass points such as NORTH and EAST shall not be used in road names.
- f. Articles (the, a, an) shall not be used to begin road names.
- g. Road names duplicating facilities or generic descriptions of road features shall not be approved (e.g., ~~example: "Bowling Alley", "Tennis Court", "Bowling Alley," "Tennis Court," "Dirt Road"~~).
- h. Usage of names derived from community names or geographic features shall be limited to locations in close proximity to such communities or geographic features.
- i. No proposed road name shall be approved which 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 be a homophone or homograph ~~accepted which is a homonym~~ of an official road name or may be easily confused with an official road name (e.g., ~~example: "Forrestview" "Forrestview" and "Forestvue" "Forestvue"~~ are homophones and "bow" in "Bow and Curtsie Ln" and "Bow Tie Dr" is a homograph).
- k. ~~Where-When~~ a proposed road is a continuation of or in alignment with an approved road, it shall utilize the same road name as the approved road. A new road name shall be required if the proposed road is disconnected from the existing road by an offset greater than ~~sixty~~ (60) feet.
 - 1. When a proposed road name is spelled in a way that could lead to confusion during emergency response, the agent shall suggest an alternative road name. Examples include words with very few vowels or non-standard spellings (e.g., "Checkrz Ln" or "Nite Owl Rd").

5. Road Type Designators

Road type designators shall be consistent with the roadway's expected traffic use, width

of right-of-way, and physical design/location.

While it is intended that these guidelines be complied with, 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>	<u>A narrow or minor road in a community.</u>
<i>AVE</i>	<i>Avenue</i>	<u>A major road in a community.</u>
<i>BND</i>	<i>Bend</i>	<u>Generally a minor road in subdivision.</u>
<i>BLF</i>	<i>Bluff</i>	<u>Generally along high ground.</u>
<i>BLVD</i>	<i>Boulevard</i>	<u>Wide road with median and landscaping.</u>
<i>BR</i>	<i>Branch</i>	<u>Generally a narrow minor road either coming off a major road (it may reconnect with the original road it split from), or connecting two or more minor roads.</u>
<i>BRK</i>	<i>Brook</i>	<u>A narrow or minor road running along or near a past or present waterway.</u>
<i>CYN</i>	<i>Canyon</i>	<u>A narrow road lined on both sides by tall landforms or buildings.</u>
<i>CTR</i>	<i>Center</i>	<u>Shopping, commercial areas.</u>
<i>CIR</i>	<i>Circle</i>	<u>A road which returns to itself.</u>
<i>CMN</i>	<i>Common</i>	<u>See "Square".</u>
<i>CV</i>	<i>Cove</i>	<u>Generally a minor road in a subdivision.</u>
<i>CT</i>	<i>Court</i>	<u>Generally shorter, permanent dead ends or cul-de-sacs.</u>
<i>CRK</i>	<i>Creek</i>	<u>See "Brook".</u>
<i>CRES</i>	<i>Crescent</i>	<u>Generally shorter, permanent dead ends or cul-de-sacs.</u>
<i>CRST</i>	<i>Crest</i>	<u>Generally short curved minor roads.</u>
<i>XING</i>	<i>Crossing</i>	<u>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.</u>
<i>XRD</i>	<i>Crossroad</i>	<u>A road that runs through one or more major intersections, or a road the runs through multiple intersections with minor roads.</u>
<i>DR</i>	<i>Drive</i>	<u>A winding arterial/collector.</u>
<i>EST</i>	<i>Estate</i>	<u>Single ownership (three or more dwellings).</u>
<i>EXT</i>	<i>Extended (Extension)</i>	<u>A road or street that extends a previously existing road to serve as a connector between main roads, communities, commercial areas, or a combination of these.</u>
<i>FARM</i>	<i>Farm**</i>	<u>Single ownership (three or more dwellings).</u>
<i>FRD</i>	<i>Ford</i>	<u>A road that crosses a past or present or present waterway.</u>
<i>GLN</i>	<i>Glen</i>	<u>Generally a road that runs through or along a narrow valley.</u>
<i>GRN</i>	<i>Green(e)</i>	<u>See "Square".</u>
<i>GRV</i>	<i>Grove</i>	<u>Generally a minor road in a subdivision.</u>

<i>HTS</i>	<i>Heights</i>	<u>Generally along high ground.</u>
<i>HL</i>	<i>Hill</i>	<u>Generally along high ground.</u>
<i>HWY</i>	<i>Highway</i>	<u>Federal or state designated primary road.</u>
<i>HOLW</i>	<i>Hollow</i>	<u>Generally a road that runs through or along a geographic area characterized by one or more natural depressions.</u>
<i>KNL</i>	<i>Knoll</i>	<u>Generally along high ground.</u>
<i>LN</i>	<i>Lane</i>	<u>Generally a narrow road.</u>
<i>LOOP</i>	<i>Loop</i>	<u>A drive which begins and ends on the same road.</u>
<i>MNR</i>	<i>Manor</i>	<u>Single ownership (three or more dwellings).</u>
<i>MDW</i>	<i>Meadow</i>	<u>Generally a minor road running through an area of low-lying grassland.</u>
<i>MEWS</i>	<i>Mews</i>	<u>A road or street lined on either side by dwellings converted from stables or dwellings built to look like stables, or a road running through an area with groups of stables.</u>
<i>ML</i>	<i>Mill</i>	<u>A minor road or street running to or near a past or present mill, factory, processing plant, workshop, or other similar structure.</u>
<i>MTN</i>	<i>Mountain</i>	<u>Generally along high ground at an elevation greater than that for a hill.</u>
<i>PARK</i>	<i>Park</i>	<u>Reserved for entranceways to public parks.</u>
<i>PKWY</i>	<i>Parkway</i>	<u>A scenic or landscaped road.</u>
<i>PASS</i>	<i>Pass</i>	<u>See “Trail” or “Path”.</u>
<i>PSGE</i>	<i>Passage</i>	<u>A narrow minor road lined on either side by buildings or geologic formations that serves as a connector between two other roads.</u>
<i>PATH</i>	<i>Path</i>	<u>A short and/or narrow road.</u>
<i>PL</i>	<i>Place</i>	<u>A dead end or cul-de-sac road from which other cul-de-sacs originate.</u>
<i>PNES</i>	<i>Pines</i>	<u>A narrow road running through an area dominated, in the past or present, by pine trees or pineapple plants.</u>
<i>PLZ</i>	<i>Plaza</i>	<u>See “Square”.</u>
<i>PT</i>	<i>Point</i>	<u>Generally along high ground.</u>
<i>REACH</i>	<i>Reach**</i>	<u>Generally a minor road in a subdivision.</u>
<i>RNCH</i>	<i>Ranch</i>	<u>A road leading to or running alongside a large farm(s).</u>
<i>RST</i>	<i>Rest</i>	<u>A short or narrow road with a dead end or cul-de-sac.</u>
<i>RDG</i>	<i>Ridge</i>	<u>Generally along high ground.</u>
<i>RIV</i>	<i>River</i>	<u>See “Brook”.</u>
<i>RD</i>	<i>Road</i>	<u>Generally an arterial/collector road connecting to the primary system.</u>
<i>ROW</i>	<i>Row</i>	<u>A short street that parallels another road.</u>
<i>RUN</i>	<i>Run</i>	<u>See “Trail” or “Path”.</u>
<i>SPG</i>	<i>Spring</i>	<u>See “Brook”.</u>
<i>SPUR</i>	<i>Spur</i>	<u>Usually a short minor road coming off a longer, major road that neither connects with another major road nor reconnects with the original road it branched from.</u>

<u>SQ</u>	<u>Square</u>	Generally a central area with buildings clustered around it.
<u>STA</u>	<u>Station</u>	A road or street connecting to a stopping place with one or more buildings, like a commercial hub.
<u>ST</u>	<u>Street</u>	A community or subdivision road.
<u>TER</u>	<u>Terrace</u>	Generally a minor road in a subdivision.
<u>TRCE</u>	<u>Trace</u>	Generally a minor road in a subdivision.
<u>TRL</u>	<u>Trail</u>	Generally reserved for roads through uninhabited areas.
<u>TPKE</u>	<u>Turnpike</u>	Reserved for historic turnpikes.
<u>VLY</u>	<u>Valley</u>	Generally a minor road running through an area of low lying grassland located between hills.
<u>VW</u>	<u>View</u>	See "Parkway".
<u>WALK</u>	<u>Walk</u>	See "Trail" or "Path".
<u>WAY</u>	<u>Way</u>	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.**

ALBEMARLE COUNTY

STREET AND ROAD TYPE DESIGNATIONS

ALY	Alley	ALY	_____	A narrow or minor road access in a community.
AVE	Avenue	AVE	_____	A major road in a community.
BND	Bend	BND	_____	Generally a minor road in subdivision.
BLVD	Boulevard	BLVD	_____	Generally along high ground. Wide road with median and landscaping.
Center	CTR			Shopping, commercial areas.
CIR	Circle	CIR	_____	A road which returns to itself.
Court	CT			Generally shorter, permanent dead ends or cul-de-sacs.
CV	Cove	CV	_____	Generally a minor road in a subdivision.
CTR	Center			Shopping, commercial areas.
DR	Drive	DR	_____	A winding arterial/collector.
EST	Estate	EST	_____	Single ownership (three or more dwellings).
EXT	Extended (Extension)	EXT	_____	Single ownership (three or more dwellings).
FARM	** Farm	FARM	_____	See "Square".
GRN	Green(e)	GRN	_____	Generally a minor road in a subdivision.
GRV	Grove	GRV	_____	Generally along high ground.
HL	Hill			Generally along high ground.
HTS	Heights	HTS	_____	Federal or state designated primary road.
HWY	Highway	HWY	_____	Generally along high ground.
Hill	HL			Generally along high ground.
KNL	Knoll	KNL	_____	Generally a narrow road.
LN	Lane	LN	_____	

LOOP <u>Loop</u> LOOP	A drive which begins and ends on the same road.
PARK <u>Park</u> PARK	Reserved for entranceways to public parks.
PATH <u>Path</u>	A short and/or narrow road.

ALBEMARLE COUNTY

STREET AND ROAD TYPE DESIGNATIONS

(Continued)

Parkway <u>PKWY</u>	A scenic or landscaped road.
Path <u>PTH</u>	A short and/or narrow road.
PL <u>Place</u> PL	A dead end or cul-de-sac road from which other cul-de-sacs originate.
PT <u>Point</u> PT	Generally along high ground.
*PKWY <u>Parkway</u>	A scenic or landscaped road.
** Reach <u>RCH</u>	Generally a minor road in a subdivision.
Ridge <u>RDG</u>	Generally along high ground.
RD <u>Road</u> RD	Generally an arterial/collector road connecting to the primary system.
RDG <u>Ridge</u>	Generally along high ground.
ROW <u>Row</u> ROW	A short street that parallels another road.
RUN <u>Run</u> RUN	A short and/or narrow road.
SQ <u>Square</u> SQ	Generally a central area with buildings clustered around it.
ST <u>Street</u> ST	A community or subdivision road.
Terrace <u>TER</u>	Generally a minor road in a subdivision.
TRCE <u>Trace</u> TRCE	Generally a minor road in a subdivision.
Trail <u>TRL</u>	Generally reserved for roads through uninhabited areas.
TER <u>Terrace</u>	Generally a minor road in a subdivision.
TPKE <u>Turnpike</u> TPKE	Reserved for historic turnpikes.
TRL <u>Trail</u>	Generally reserved for roads through uninhabited areas.
WAY <u>Way</u> WAY	A minor road or street often which dead ends.

~~FiveFour or five-letter designators may be spelled out completely in suffix the designator space on the sign.~~

~~**You may use Farm and Reach, but only if spelled out completely.~~

6. Road Naming Process

~~For the purpose of this section, "served" by a road shall include right of use whether or not a property actually uses such road.~~

a. Policy on Participation in Road Naming:

- (1) The process of naming roads shall be limited to those who own property abutting~~served by~~ the road in question.
- (2) Where the road abut~~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 or the landowners cannot agree on a name for the road, the agent shall name the road in accordance with County procedures.

b. Processing Requests for Road Names:

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

- (1) A list of the parcel numbers for the properties abutting the unnamed road along with the proposed name of the road. description of the road's location giving the direction and approximate distance from the nearest intersection of two (2) public roads.
- (2) A list of all landowners having property abutting~~served by~~ the road in question together with certification, to the satisfaction of the agent, that all such landowners were~~have been~~ notified of the proposed name.
- (3) Signatures of landowners representing a majority (greater than ~~fifty~~ [50] percent) of parcels abutting~~served by~~ the unnamed road in agreement of a common road name. When determining the percentage of the parcels abutting~~served by~~ the road in question, a landowner owning more than one ~~(1)~~ parcel abutting~~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 abutting~~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 Part I of this M~~m~~anual, the agent shall approve the road name.

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 remain~~be~~ reserved 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 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 appear on all final site ~~development~~ plans and subdivision plats, where applicable.
- (3) No final site ~~development~~ plan or final subdivision plat shall be approved by the agent until all travelways in the project requiring road names are assigned agent-approved road names~~have been approved by the agent.~~
- (4) 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.

e. Road Name Change Process

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

- (1) A list of the parcel numbers for the properties abutting~~served by the road in question. description of the road's location giving the direction and approximate distance from the nearest intersection of two (2) public roads.~~
- (2) A list of all landowners having property abutting~~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 abutting~~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 abutting~~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 Part I of this ~~manual~~ Manual, the agent may make an administrative approval to correct errors in prior road name approvals~~.approvals of road names, otherwise, In all other cases,~~ the agent shall forward the road name change request to the Board of Supervisors for approval.

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 be assigned by the agent following the procedures and guidelines contained in this ~~manual~~ Manual. Numbers assigned by any other person or entity shall not be recognized.
- 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.

~~2. Uniform Numbering System Established~~

~~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.~~

~~3. Albemarle County Numbering Grid Defined~~

- ~~a. The Albemarle County Numbering Grid shall be based on the grid superimposed over the State having lines at 10,000 foot intervals oriented north-south and east-west. The Numbering Grid shall have lines every 1000 feet interpolated between the 10,000 foot grid lines. The Numbering Grid thereby establishes a series of 10,000 square foot cells or blocks covering the entire County.~~
- ~~b. The axes or baselines of the Numbering Grid shall have their origin at the intersection of the 1000 foot gridlines nearest to the actual intersection of Wertland Street and 15th Street NW in the City of Charlottesville.~~
- ~~c. Numbering along the axes of the grid begins with zero at the origin and increases outward from that point with 100 numbers allotted per 11000000 feet (thus resulting in a pair of numbers every twenty feet). This grid shall be used to determine the direction and address range of a given road segment.~~

~~4. 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.~~

abc. Number Range of Road Established

- (1) ~~A numbering grid overlay established number ranges for many existing roads. Extensions of these roads shall 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 then increase. -The range values should be different from the range values of streets that the road may cross. (i.e.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 be 100. -If a-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 number range along a named road shall be established by the Numbering Grid baseline which has the same direction as the named road.~~

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 ~~whallwall~~ cooperate to establish a number range acceptable to both jurisdictions. -In the event that a named road crosses one of the baselines of the Numbering Grid, the number range of that named road shall be adjusted so that no number occurs twice along the named road.

- ~~(3)(3)~~ No number shall be used more than once on a named road.

bde. 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 an equal-interval methodology resulting in one odd/even number pair for every 20 feet of road frontage. ~~The numbers shall be assigned beginning at the end of the road segment nearest the origin of the Numbering Grid. The numbers shall then be evenly distributed within established number range.~~ 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~~shall occur on the ~~right hand~~right-hand side of the road in the direction of increasing range. Odd numbers ~~should~~shall occur on the opposite sides ~~of the road.~~
- b. ~~All addressable structures and properties shall be on the named road which a structure's or properties' primary access intersects. The specific number shall be determined by the point at which the access meets the named road. -The specific number of an addressable structure or property shall be 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. Half numbers may be used when 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.
- e. Reverse frontage or through lots shall be numbered along the local road ~~which~~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 be numbered on the road ~~which~~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 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) two~~ addressable structures share an access, they shall be numbered consecutively with adequate consideration given to possible future development and other addressable needs 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.

63. Manufactured/Mobile Home Developments

~~All roads w~~Within manufactured/mobile home parks~~sparks, 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 manufactured/mobile home lot shall be numbered in accordance with this ~~manual~~Manual. The manufactured/mobile home park owner shall be responsible for posting lot numbers in a manner acceptable to the agent in accordance with Part IV, Section 1, of this ~~manual~~Manual.

74. 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 each individual unit at its~~the~~ front entrance ~~of each individual unit~~.
- b. Townhouse: A number shall be provided to each individual unit at its front entrance.
- c. Garden Apartment: 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 100~~+~~, the second floor shall use the 200's starting at unit 200~~+~~ and other levels will start in a similar fashion~~on to other levels~~ (the basement level shall use 000's starting at unit 001 or B001). The building number and road name followed by the apartment unit's numerical designation shall form the address (~~i.e.g., Example:~~ 630 Old Shady Grove Road, Unit 101). -Numerical characters shall not be combined (~~i.e.g., as in~~ 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.

85. Commercial, Office, and Industrial Complexes

For commercial, office, and industrial complexes, a numbering choice shall 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 be 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 a space is redivided and no numbers remain available, alphabetical, or numerical unit designations shall be 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(52)(ed)11.5.d of this ~~manual~~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 be assigned numbers beginning with 100 and numbers on each successive floor should increase to the next highest multiple of 100.

~~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.~~

96. Agencies to Be Notified of Numbers Assigned

- a. The agent shall maintain a database of addressable structures in the County's GIS that will be ~~publically~~publicly available as provided by law. -When assigning new addresses to addressable structures, the agent shall 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.

notify the following agencies and departments of all approved road names and assigned numbers within five (5) days of approval or assignment, as the case may be:

- ~~_____ Albemarle County Department of Real Estate~~
- ~~_____ Albemarle County Department of Building Inspections~~
- ~~_____ Albemarle County Department of Police~~
- ~~_____ Albemarle County Department of Sheriff~~
- ~~_____ Albemarle County Service Authority~~
- ~~_____ Albemarle County Registrar's Office~~
- ~~_____ Albemarle County Fire/Rescue Administration~~
- ~~_____ University of Virginia~~
- ~~_____ Charlottesville Albemarle Emergency Operations Center~~
- ~~_____ United States Postal Service Address Programs Support Office~~

- b. The agent shall 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.~~y requesting notification.~~

PART III. SPECIFICATION FOR ROAD NAME SIGNAGE

~~1.~~ 1. Materials and Physical Description for Signs

1.

There are two (2) sizes of road name signs; Standard and Oversize.

A. Standard Signs:

Standard signs shall 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 ~~Vertical length (height)~~ height shall be nine (9) inches. The road name sign blank ~~for standard size signs~~ shall be made from extruded edge aluminum material, conforming to ASTM 6209 for Alloy 5052-H38 or its equivalent. ~~The sign blank thickness shall be 0.83" or greater, and each corner of the sign blank shall be square cut.~~

~~The road name sign blank for oversized signs shall be made from flat aluminum material, conforming to ASTM 6209 for Alloy 5052-H38 or its equivalent. The sign blank thickness shall be 0.080" or greater and each corner of the sign shall be 1.5" radius cut.~~

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

B. Oversize Signs:

Oversize signs shall 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~~Vertical length (height)~~ shall be ~~twelve (12)~~12 inches. The road name sign blank shall be made from flat aluminum material conforming to ASTM 6209 for Alloy 5052-H38 or its equivalent. The sign blank thickness shall be 0.080" or greater, and each corner of the sign shall be 1.5" radius cut.

~~_____ b. _____ There shall be two sizes of road name signs; standard and oversize. Standard signs shall be six nine (69) inches in vertical length (height) while oversize signs shall be nine twelve (912) inches in vertical length. Standard signs shall be used along all secondary and subdivision roads except at intersections with primary roads single lane roads except at intersections with multi-lane roads having speed limits of greater than 40 mph. Oversize signs shall be used along primary roads and at secondary and subdivision roads intersecting primary roads all multi-lane roads having posted speed limits of greater than 40 mph and at single lane roads intersecting multi-lane roads having posted speed limits of greater than 40 mph.~~

BC. Sign Dimensions

~~T_____ The letter type for all signs shall conform to Federal Highway Association Administration's "Standard Alphabets for Highway Signs" "Standard Alphabets for Highway Signs," Series CB, 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:

	STANDARD	OVERSIZE
	(Local/Subdivision)	(Primary/Collector)
SIGN BLANKS		
Horizontal length	24 30 " min to 46 48 " max	30 "
min to 48 60 " max		
Vertical length		6 9 " (extruded)
	9 12 " (flat)	
*Route Decal	6 " x 1.25"	12 " x 2.5"
Reserved Space		
<u>RESERVED SPACES (Route Decal¹, Block Number, Suffix)</u>		

Block Number	6" x 2.5"	12" x 3.5"
Reserved Space		
Horizontal Measurement	8"	12"
Vertical Measurement	2"	3"

MESSAGE LETTERING: SIZE AND TYPE

Prefix Capitals	2" B-3" Series C	3" B-4" Series C
Name Capitals	5" B-6" letter group ² Series C	6" B-8" letter group Series C
Suffix Capitals	2" B-3" letter group Series C	3" B-4" letter group Series C
Route Decal	1" B-1.5" Series C	2" B-Series C
Private	1" B-1.5" Series C	2" B-Series C
Block Number	2" B-1.5" Series C	3" B-2" Series C

**¹For private roads, place the word PRIVATE in Route Decal Space.*

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

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

~~e.~~ The sign may be constructed using the cut letter process. The green and ~~white colors~~ white colors shall be uniform throughout the length of the sign.

- (1) When the cut letter process is used, the sign blank shall be covered on both sides for the entire length of the blank with a high intensity (encapsulated prismatic) reflectorized green background sheeting, 3M "Scotchlite" brand product number 3877 or equivalent product. High intensity (encapsulated prismatic) reflectorized sheeting 3M "Scotchlite" product number 3870 or equivalent product shall be used for the silver-white letters and numerals. The reflective material shall 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 be comprised of not more than one piece of reflective sheeting. The letters and numerals shall be applied on both faces of the sign using the cut letter process. The reflective sheeting shall have a minimum guaranteed life of ten ~~(10)~~ years. Signs shall be replaced when they surpass the minimum guaranteed life.

d(2) . The maximum space available on a standard nine-inch (69"-high) sign for the road name ~~is shall be thirty-two (302)~~ inches and an oversized twelve-inch (129"-high) sign ~~has shall be 4324~~ 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 ~~thirty (30)~~ percent force factor may be used. Finally, if the approved road name will not fit on the maximum length sign with the Series B-C letters and a ~~thirty (30)~~ percent force factor, ~~a modification shall be required from~~ the County Engineering Department may issue a waiver at their sole discretion.

(3) At the end of the road name there are three ~~(3)~~ spaces ~~(either six twelve (612) inches for a standard sign (for the 69" sign) or twelve fourteen (1214) inches for an oversized sign (for the 912" sign) in length)~~, which are in a stacked one over the other orientation. These spaces 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 will shall be of the same material as the main sign sheeting ~~as specified above~~. The directional triangle, a 1. 255-inch equilateral triangle for the ~~six nine (69) twelve nine (912) fourteen 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 decal field background shall be ~~non-reflectORIZED-reflective white with a vinyl, non-reflective~~ black ~~message lettering/numbering on a white color field~~.

2. Post and Hardware Specifications

A. A metal post ~~will shall~~ be used to mount ~~the all~~ signs ~~to~~.

B. The post shall be a 9'x2"x2" 14-gauge 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. ~~There shall be no holes drilled into the post more than 18" above the tope of the in-ground anchor.~~

C. The standard signs ~~will shall~~ be assembled and attached to the post using caps, cross pieces and mounting bracket(s) and post, using heavy-duty aluminum vandal-resistant

screws, bolts and/or nuts as depicted in Figures III-1 through III-5. The oversized signs ~~will~~shall 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 ~~(2)~~single-sided oversized signs for each road name, mounted on opposing sides of the post. Each oversized sign shall be riveted to the post at two ~~(2)~~points horizontally centered on the sign – one ~~(1)~~point located one ~~(1)~~inch below the top edge and one ~~(1)~~point located one ~~(1)~~inch above the bottom edge. – The two ~~(2)~~oversized signs shall be riveted to each other at each of the four ~~(4)~~corners, one ~~(1)~~inch from the corresponding horizontal edge and one (1) inch from the corresponding vertical edge. A two-~~(2)~~inch spacer shall be used between the two ~~(2)~~oversized signs at each of the four ~~(4)~~corner points to ensure the two signs are rigid and have a consistent two ~~(2)~~inch gab between them as depicted in Figure ~~???~~III-7.

~~dD.-~~ A special sign post and/or installation may be allowed at the discretion of the ~~Director of Engineering~~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 ~~shall~~may be required for the perpetual maintenance of any special installation.



Figure III-1:
Standard (9") Sign



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



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

Cap (Standard Sign Cap Installation) Specifications:

- sized for 2" square tubing
- made of aluminum
- sign bracket designed for extruded blade
- sign slot 5¼" to 5½" in length
- each vertical surface pre-drilled for securing cap to post and sign to cap

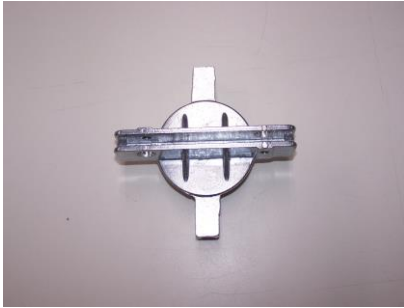


Figure III-4: Cross Piece (Standard Sign Installation) Top View
Cross Piece (Standard Sign Installation) Top View



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

Cross Piece (Standard Sign Installation) Specifications:

- sign brackets set at 90°
- made of aluminum
- sign brackets designed for extruded blade
- sign slots 5¼" to 5½" in length
- each vertical surface pre-drilled for securing signs to cross piece



Figure III-6:
Oversized (12") Sign Showing Direct Mount Method



Figure III-7

~~Figure III-7: Oversized Sign Showing 2" Spacer (Gab) Attachment Detail~~



Figure III-8

~~Figure III-8: Oversized Sign Showing Corner~~



Figure III-9

Cap (Oversize Sign Installation) Top View

~~Figure III-9: Cap (Oversized Sign Installation) Top View~~

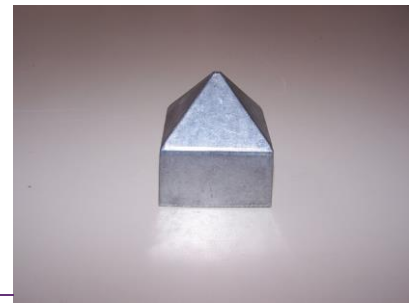


Figure III-10

Cap (Oversize Sign Installation) Side View

~~Figure III-10: Cap (Oversized Sign Installation) Side View~~

Cap (Oversized Sign Cap Installation) Specifications:

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

3. Location of Post and Sign

- a. The sign post shall be placed in the road right-of-way a minimum of three ~~(3)~~ horizontal feet from any above ground or underground utility or equipment line. The installer shall be responsible for contacting ~~"Miss Utility"~~ "Miss Utility" (1-800-552-7001 or 811) before installing signs ~~(1-800-552-7001)~~. At the

intersection of a primary and secondary road or in the event a road name changes at an intersection of two ~~(2)~~ secondary roads, two ~~(2)~~ sign locations are to be used. For all new roads, a minimum of two ~~(2)~~ signs are required at every intersection. The sign post shall be located on the ~~right-hand~~right-hand side of the street for a right turn onto the secondary road, where possible. The sign shall be a minimum of five ~~(5)~~ 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 roads that have ditch lines less than three ~~(3)~~ feet from the edge of pavement will have signs placed two ~~(2)~~ horizontal feet back from the ditch line. (See ~~"Detail A"~~ "Detail A" for diagram). For urban road sections with curb and gutter, the sign post will be placed behind the edge of the curb and five ~~(5)~~ horizontal feet on the centerline radius of the curve from the edge of pavement. If a sidewalk is adjacent to the curb, then the sign post will be placed behind the sidewalk and within the right-of-way. Signs and posts shall not obstruct handicapped ramps or wheelchair loading areas in the vertical or horizontal direction.

- b. At the intersection of two ~~(2)~~ secondary roads, only one ~~(1)~~ sign location is to be used except as required in ~~4.a~~Section III3 of this Manual. This is to be the ~~right-hand~~right-hand corner of the intersection for inbound traffic to the subdivision (see ~~"Detail A"~~ "Detail A" for diagram).
- c. The ~~Director of Engineering~~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 ~~would will~~ equally or better serve the purposes of this ~~manual~~Manual. ~~This An alternate location~~ must be confirmed with the ~~County Engineering Department~~County Engineer prior to installation of the sign.

PART IV. DISPLAY OF ADDRESS NUMBERS

1. General Guidelines for Display of Address Numbers

- a. Address numbers shall be displayed at the property's or addressable structure's primary access entrance on a mailbox, post, fence, or other suitable location that is easily discernible from the road. ~~If the structure is one hundred (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 entrance, numbers shall 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 spelled out. Secondary address designations shall comply with Part ~~II(5)(d)~~ of this

- c. The numerals displayed, and where applicable, lettering, shall be at least three ~~(3)~~ 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 has been~~ 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 on the property or addressable structure as stated above.
- e. On corner lots, the number shall only be displayed to face the street upon which the property is numbered.
- f. Any numbers previously displayed which could be confused with or mistaken for the assigned address number shall be removed from the mailbox and property.
- ~~g.~~ ~~Numbers shall be properly maintained by t~~The property owner shall maintain numbers to ensure they are 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 has been~~ 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 ~~to for~~ the purpose of County Code §7-200, et seq. chapter 16.01 of the Code of Albemarle.

* * * * *

I, Claudette B. Borgersen ~~Ella W. Carey~~, do hereby certify that the foregoing writing is a true, correct copy of the Road Naming and Property Numbering Manual adopted by the Albemarle Board of County Supervisors ~~at a regular meeting held~~ on _____, 2020.

Clerk, Board of Supervisors