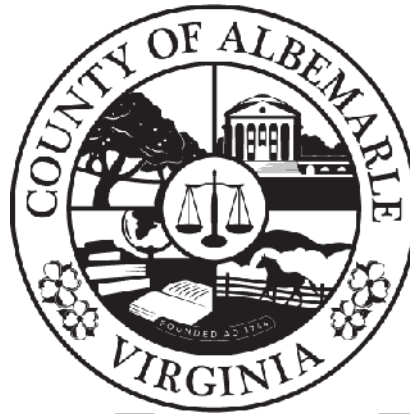


# Albemarle County



## Road Naming and Property Numbering Ordinance and Manual

Adopted August 5, 1992  
Revised and Readopted  
October 13, 1993  
August 5, 1998  
January 9, 2002  
March 18, 2020

, 2021

**ORDINANCE**

**AN ORDINANCE  
AMENDING AND REENACTING  
CERTAIN SECTIONS IN CHAPTER 7  
entitled**

**NAMING ROADS AND NUMBERING PROPERTIES**

**Sec. 7-200 Purpose**

The purpose of this article is as follows:

- A. *Efficiency and uniformity.* In order to provide for more efficient delivery of emergency and other services and to provide for uniformity in road naming and assigning of property numbers, this system for naming roads and numbering properties within the County is established.
- B. *All roads named, all addressable structures numbered.* ~~It is intended by~~The intents of this article are (i) that all roads within the County ~~which that~~ serve or are designed to serve three or more addressable structures ~~will be~~ named; and (ii) that all addressable structures within the County ~~will be~~ assigned property numbers.

C. *Definitions.* The following definitions apply in the administration For the purposes of this article, these terms are defined as follows:

1. *“Road” defined.* For purposes of this article, the term “road” means any public street or private road, any public street, private street, or driveway used as the primary means of vehicular access to an addressable structure.
2. *“Public street”* means a street maintained by the Virginia Department of Transportation (VDOT) as part of the primary or secondary system of highways.
3. *“Private street”* means 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.
4. *“Driveway”* means any means of vehicular access that is not a public or private street.

***These amendments close the gap to codify past practice and incorporate best practice for emergency service response. Current language relating to private streets applies only to***

***roads previously approved by the County per the Subdivision Ordinance. Therefore, privately maintained roads that were not previously approved by the County and private driveways serving 3 or more addressable structures are not currently included.***

(§ 16.01-1, 7-8-92; 10-13-93; Code 1988, § 16.01-1; Ord. 98-A(1), 8-5-98; Ord. 20-7(1), 3-1820, effective 5-1-20)

**State law reference-**Va. Code § 15.2-2019.

### **Sec. 7-201 Designation of agent.**

The Director of the Department of Community Development is hereby designated the agent under Virginia Code § 15.2-2019 for the purpose of assigning road names and structure addresses, and for developing and maintaining a manual, and any associated maps, as provided in County Code §§ 7-202 and 7-203.

(§ 16.01-2, 7-8-92; 10-13-93; Code 1988, § 16.01-2; Ord. A(1), 8-5-98; Ord. 09-7(1), 7-1-09; Ord. 20-7(1), 3-18-20, effective 5-1-20)

**State law reference-**Va. Code § 15.2-2019.

### **Sec. 7-202 Manual.**

- A. *Contents of the manual.* The agent ~~shall~~ will develop a manual prescribing: (i) a system for naming roads and numbering addressable structures within the County; (ii) the design of road signs; (iii) standards for site preparation for those signs; and (iv) standards for maintaining those signs.

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

- B. *Manual subject to approval by the Board; amendments.* The manual is subject to approval by the Board of Supervisors. Any amendments to the manual must also be approved by the Board.
- C. *Procedures and standards are mandatory.* Compliance with the procedures and standards in the manual are mandatory upon its approval by the Board of Supervisors.

(§ 16.01-3, 7-8-92; 10-13-93; Code 1988, § 16.01-3; Ord. 98-A(1), 8-5-98; Ord. 20-7(1), 3-1820, effective 5-1-20)

State law reference-Va. Code § 15.2-2019.

### **Sec. 7-203 Maps.**

The agent ~~shall~~ will prepare and maintain current maps showing all roads ~~which that~~ are named pursuant to this article, the names of the roads, and the numbers of the addressable structures. (§ 16.01-4, 7-8-92; 10-13-93; Code 1988, § 16.01-4; Ord. 98-A(1), 8-5-98; Ord. 20-7(1), 3-1820, effective 5-1-20)

State law reference-Va. Code § 15.2-2019.

### **Sec. 7-204 Responsibility for placing and maintaining road signs.**

The responsibility for placing and maintaining road signs required by this article is as follows:

A. *County Engineer.* The County Engineer is ~~responsible for to~~ placing signs at each intersection and at other locations deemed necessary by the agent on:

1. Each ~~public street or private~~ road ~~which that~~ (a) serves or is designed to serve three or more addressable structures ~~which and (b)~~ is not approved as a part of a subdivision or site plan;
2. Each road funded by the county or the Virginia Department of Transportation; and
3. Each existing road serving more than two parcels but not more than two addressable structures, but not until the road serves three addressable structures; provided that if a subdivision or site plan is approved ~~which that~~ would be served by the road, then the subdivider or developer is responsible for placing the signs pursuant to subsection (B).

B. *Subdivider or developer.* The subdivider or developer is ~~responsible for to~~ placing signs at each intersection and at other locations deemed necessary by the agent on:

1. Each road approved as part of a subdivision plat or site plan;

2. Each existing road in an existing subdivision or development ~~which~~ that is bonded for future acceptance into the secondary State highway system; and
3. Each existing road for which placing signs becomes the responsibility of the subdivider or developer, as provided in subsection (A)(3).

C. *Maintenance.* The subdivider or developer must maintain signs that it is required to place until the roads are taken into the secondary State highway system, or are taken over for maintenance by the homeowners as required pursuant to a private road maintenance agreement. Thereafter, the signs on roads in the secondary State highway system ~~must~~ will be maintained by the County except where a special installation has been allowed under the manual.

(§§ 16.01-1, 16.01-5, 7-8-92; 10-13-93; Code 1988, §§ 16.01-1, 16.01-5; Ord. 98-A(1), 8-5-98; Ord. 02-7(1), 1-9-02; Ord. 20-7(1), 3-18-20, effective 5-1-20)

**State law reference**-Va. Code § 15.2-2019.

#### **Sec. 7-205 Content of road signs.**

Each road sign placed pursuant to this article must display the name of the road or roads, and any other information the agent deems necessary, including, but not limited to, secondary or other road numbers prescribed by the Virginia Department of Transportation.

(Chap. 16.01, § 16.01-5, 7-8-92; 10-13-93; Code 1988, § 16.01-5; Ord. 98-A(1), 8-5-98; Ord. 20-7(1), 3-18-20, effective 5-1-20)

**State law reference**-Va. Code § 15.2-2019.

#### **Sec. 7-206 Numbers to be displayed.**

The owner or other person responsible for each addressable structure must display the assigned number in a manner that is easily readable in accordance with the manual within 30 days after the address effective date as established by the United States Postal Service. The County will not issue a certificate of occupancy to an addressable structure that is (a) built after the United States Postal Service's established address effective date ~~which is and (b)~~ served by a named road, until the number is displayed in accordance with this article.

(§ 16.01-6, 7-8-92; 10-13-93; Code 1988, § 16.01-6; Ord. 98-A(1), 6-17-98; Ord. 20-7(1), 3-1820, effective 5-1-20)

State law reference-Va. Code § 15.2-2019.

**Sec. 7-207 Responsibility for cost of signs and numbering.**

- A. *When the County pays for signs.* The County will pay the cost to fabricate and place each sign it is required to install pursuant to County Code § 7-204(A).
- B. *When the subdivider or developer pays for signs.* The subdivider or developer must pay the cost to fabricate and place each sign it is required to install pursuant to County Code § 7204(B).
- C. *The owner pays for numbers.* The owner of each addressable structure must pay the cost to fabricate and ~~place~~ install each set of numbers for a structure.

(§ 16.01-1, 7-8-92; 10-13-93; Code 1988, § 16.01-1; Ord. 98-A(1), 6-17-98; Ord. 20-7(1), 3-1820, effective 5-1-20)

State law reference-Va. Code § 15.2-2019.

**Sec. 7-208 Site plan, subdivision plat, and building permit requirements.**

A final subdivision plat or final site plan ~~which that~~ shows any road required to be named ~~must~~ will not be approved by the County unless the subdivision plat or site plan displays on its face the approved name of each road. A building permit ~~must~~ will not be issued by the County for any structure within the area shown on a subdivision plat or site plan until road signs have been installed by the subdivider or developer.

(§ 16.01-7, 7-8-92; 10-13-93; Code 1988, § 16.01-7; Ord. 98-A(1), 8-5-98; Ord. 20-7(1), 3-1820, effective 5-1-20)

State law reference-Va. Code § 15.2-2019.

**Sec. 7-209 Official address.**

Each road name approved and each structure number assigned for a property pursuant to this article is the official address of the property for all purposes.

(§ 16.01-8, 7-8-92; 10-13-93; Code 1988, § 16.01-8; Ord. 98-A(1), 8-5-98; Ord. 20-7(1), 3-1820, effective 5-1-20)

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State law reference-Va. Code § 15.2-2019.

**Sec. 7-210 Violation and penalty.**

A willful violation of this article by any person is punishable as a class 1 misdemeanor. In addition to the penalty specified above, the ~~County Executive~~ agent may seek any other lawful remedy, including injunctive relief, to correct or abate a violation of this article.

***Shifting enforcement responsibility to the Agent for practical purposes. This reference to the County Executive appears to be an inadvertent miss when the agent was designated through prior ordinance amendments.***

(Ord. of 7-8-92; Ord. of 10-13-93; Code 1988, § 16.01-9; Ord. 98-A(1), 8-5-98; Ord. 20-7(1), 318-20, effective 5-1-20)

State law references-Va. Code §§ 15.2-1429, 15.2-2019.