

GUILFORD COUNTY DEVELOPMENT ORDINANCE

Appendix 1: Street Name and Address Assignment Standards

A-9. POSTING STANDARDS.

A-9-1. Assigned Address Number to be Posted; Standards.

(A) *Timing.* Immediately following the issuance of a building permit, the assigned address shall be posted on the property in a manner visible from the road. The building inspector shall not issue a final certificate of compliance or a final certification of occupancy until the assigned number is posted in accordance with this section. A temporary certificate of compliance or temporary certification of occupancy may be issued for a structure that does not post the proper size address number, as required in Section (B)2.b. below, provided that the structure is posted with address numbers/letters in a manner that clearly identifies the address. The temporary numbers/letters shall be acceptable to the building and fire inspector and shall be a minimum of six inches in height and in contrasting colors to the building. The temporary numbers/letters may be required to be posted in multiple locations to enhance visibility and shall not be posted for more than 60 days before replacement with permanent numbers/letters.

Within 90 days after written notice by the Planning Department, on behalf of the county Planning Board, of the change of address to a residential or non-residential structure, the owner or occupant of such property shall be required to post the address, so assigned in an approved area on such property in accordance with the requirements of this section. Property previously assigned an address and in compliance with the regulations pertaining to address posting at the time of adoption of this Article shall not be required to comply with this Article unless the Planning Department provides written notification to the property owner that the address as posted has or may cause a delay in emergency service response. If so notified, the property owner shall have 90 days to comply with the provisions of this Article.

(B) *Minimum height, placement, visibility of numbers.*

1. Single-family residential, townhouses and mobile home parks.

a. The minimum height of the posted address shall not be less than three (3) inches high.

b. The posted address shall be maintained within a three (3) foot perimeter of the front entrance or on the structure in a manner that is visible and readable from the road on which the address is assigned. If the structure is not visible from the road on which the address is assigned or the lot on which the building is located is landscaped such that the numbers cannot be seen from the public road, the assigned address shall also be posted on the property or near the property line at a driveway or access to the structure from the road on which the address is assigned.

c. In the event that two structures share a driveway and the structures are not visible from the road on which the address is assigned, the addresses shall also be posted where the driveway splits.

2. Multi-family, Two-family residential and all non-residential.

a. Structures and/or address markers located less than one hundred (100) feet from the road on which the address is assigned shall display the assigned address with numbers/letters no less than six (6) inches high for primary and secondary address numbers/letters.

b. Structures located more than one hundred (100) feet from the road on which the address is assigned shall display the assigned address with numbers/letters no less than twelve (12) inches high for primary and secondary address numbers/letters and shall also post the address no less than six (6) inches high on the property at the road on which the address is assigned.

c. Address postings on the structure shall be placed either in the approximate center of the structure or on the structure in a manner that makes it visible and readable from either the road or from the parking lot which serves the building.

d. Where multiple addresses are assigned to a single property, the address range for the property shall be depicted on a single post, development entrance sign, or other permitted sign.

(C) *Color.* The address number shall be in a contrasting color to the color scheme of the structure on which it is placed so that it is clearly visible and shall be maintained in a clearly visible manner.

(D) *Maintenance.* Following the posting of the assigned address, as required, the owner or occupant shall maintain the posted address at all times in compliance with this section. The posted address shall not be obstructed from view by shrubs or vegetation as viewed from the public road.

(E) *Violation generally.* A violation of this section is a misdemeanor, as provided by G.S. 14-4, and may be punished as provided therein. Each day the violation continues after the offending owner or occupant has been notified of the violation shall constitute a separate violation of this section.

(F) *Notice of violation.* Notice of violation of this section, sufficient to allow the daily criminal penalties of subsection

(E) of this section to be invoked, may be given by the county inspections division, the county emergency medical services department, the county attorney's office, the county sheriff's department, or the county fire marshal's office, and must be, in writing, directed by name to the owner or occupant of the dwelling and set forth what action is necessary in order for the offender to be in compliance.