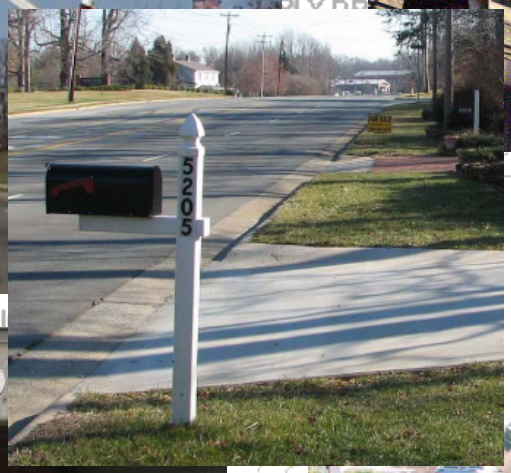
STREET NAMING AND ADDRESSING MANUAL



GREENSBORO Planning DEPARTMENT

July 1, 2010
Amended June 21, 2011

TABLE OF CONTENTS

Subject Page

Street Address System……...……..…….....3

Street Names……....……...……..…….....6

Street Name Assignment……. ……..……..…..……... ..7

Street Name Changes……..……..……..…….....9

STREET NAME AND ADDRESS ASSIGNMENT STANDARDS

Purpose and Authority

The purpose of this Manual is to provide for the orderly assignment of street addresses to protect the safety of the general public by facilitating the finding of individual dwellings and businesses for the delivery of public and private goods and services. The Planning Department is the only agency with authority to assign or modify street addresses within the City. Any person desiring to place a number on any building or structure shall first apply to the Address Coordinator for the assignment of a proper number.

STREET ADDRESS SYSTEM

(A) Establishment of Grid System

Market Street and Elm Street are the base lines used in numbering a street in a north/south or east/west direction. Streets running north and south from Market Street shall be numbered starting with the 100 block. Streets running east and west from Elm Street shall be numbered starting with the 100 block.

(B) Odd-Even Numbers

Going north and south from Market Street and east and west from Elm Street, EVEN addresses will be on the right hand side of the street while ODD addresses will be on the left hand side of the street.

(C) Vacant Properties

Because there is no way of determining how many structures will eventually be built on vacant land within a block, addresses will be assigned so as to provide the flexibility to accommodate change.

(D) Corner Lots

Corner lots are assigned two numbers since the unit could face either street. The owner or developer shall be assigned the street address that accommodates the front entrance of the structure at the time of permit application.

(E) Street Address Assignment

(1)Primary Address: Each unit of property will be assigned a primary address. Primary addresses will consist of up to five numerals and will be determined by the block in which the property is located. The determination of block length will be by the City. Single family structures (attached or detached) and townhouses are

assigned individual street numbers for each unit. In the event the availability of valid numbers is limited a Secondary Address will be added.

(2)Secondary Address:

(a) Duplexes and Multifamily Dwellings: Multi-story apartment and residential condominium buildings are assigned secondary addresses. The secondary address will follow the primary address and a dash and will consist of a number and/or letter. An example would be "1621-A Smith Street" with "1621" being the primary address and "A" being the secondary address. The first unit on the first floor would be "1621-1A Smith Street"; the first unit on the second floor would be "1621-2A Smith Street"; etc.

(b)Nonresidential Buildings: Office, commercial, and industrial buildings with multiple stories and more than one tenant per floor are also assigned secondary addresses. The secondary address will be a suite number. The first unit on the first floor would be addressed "1621 Smith Street, Suite 101"; the first unit on the second floor would be addressed "1621 Smith Street, Suite 201"; etc.

(c)Single story multi-tenant buildings (both residential and nonresidential) may be assigned a primary address or both a primary and secondary address as determined by the Address Coordinator.

(3)Timing: Approval of a final plat is required for single family developments before numbers are assigned. For all other developments, addresses are assigned following preliminary plat or site plan approval. The Planning Director is furnished with an approved plat or site plan on which to assign addresses. The plat or site plan will be kept on file in the Planning Department.

(F) Letters Not Used

The letters "I" and "O" will not be used in street addresses.

(G) Posting of Number

Within 30 days after written notice by the Address Coordinator of the assignment of or change of a number for any building or structure, the owner or occupant of such building or structure shall post the number (including any letters) in an approved area on such building in accordance with the following:

(1)The minimum size of the number for all units shall not be less than three inches; however, the building number of an apartment, townhouse, condominium or any nonresidential complex shall be not less than six inches and shall be placed either in the appropriate center of the building or on the street end of the building so that it can be visible from either the public or private street or from the parking lot which serves the building.

(2)Individual unit numbers shall be maintained on all entrances visible from any public or private street as seen from both directions or from the parking lot which serves the building and shall be posted on the same side as the door opening. If the number would not be visible or readable at that location it shall be placed

within a three-foot perimeter of the entrance so that it is visible and readable. In the event a building or structure is located more than 100 feet from the public street on which it fronts or the lot on which the building or structure is located is landscaped such that the numbers cannot be seen from the public street, the assigned street address shall also be posted on the property at or near the property line at a driveway or walkway to said building, but in no event shall said numbers be printed on the street curbing.

(3) Arabic numerals (not spelled-out numbers) shall be used. The building number shall be in a contrasting color to the color scheme of the building or structure so that it is clearly visible and shall be maintained in a clearly visible manner. Building numbers shall use a similar color scheme for multiple numbers posted on the same building.

(4)The building inspector shall not issue a certificate of compliance or a certificate of occupancy until the assigned number is posted in accordance with this manual.

(5)Following the posting of the assigned number as required, the owner or occupant shall maintain such building or structure number at all times in compliance with this section.

(H) Change of Existing Address

In assigning new addresses, it is the goal to affect as few existing addresses as possible. There shall be a processing fee for address changes not initiated by the City.

(1) Reasons for Change

Existing addresses may be changed for just cause. Examples of just cause are:

(a) Street frontage where no addresses were left for vacant lot(s);
(b) Street name change approved by the City;
(c) Person unknowingly using the wrong address;
(d) Rural route and box number being changed to urban street address; and
(e) Present street address series incorrect or misleading.

(2) Notification

The Planning Department will notify all affected local government departments, utility service companies, and the U.S. Postal Service of any new assignment of or change in street address.

STREET/DRIVE NAMES

Public street, private street and private drive names may not duplicate or be so similar that it is reasonable to conclude that the names will cause confusion, except for one short intersecting cul-de-sac. Streets that will be in alignment must bear the same name, except for street segments separated by a major thoroughfare.

STREET NAME PREFIX AND SUFFIX

(A) Prefixes

(1) North and South: These prefixes shall only be used for the northern and southern portions of roadways that cross Market Street.
(2) East and West: These prefixes shall only be used for the eastern and western portions of roadways that cross Elm Street.
(3) N.C. Highway: This prefix shall be used for all State numbered highways.
(4) U.S. Highway: This prefix shall be used for all federal numbered routes or roadways (excluding those on the Interstate System).
(5) Interstate Highway: This prefix shall be used for all federal numbered routes or roadways on the Interstate System.

(B) Suffixes

(1)Street: This suffix shall be used for roadways running generally in a north-south direction.
(2)Avenue: This suffix shall be used for roadways running generally in an east-west direction.
(3)Drive, Trail, or Trace: These suffixes shall be used for roadways which follow a wandering alignment in different directions.
(4)Road: This suffix shall be used for roadways running generally in a diagonal direction or connecting urban areas.
(5)Boulevard or Parkway: These suffixes shall be used for divided roadways on which the travelways are mostly separated by a park or open median strip.
(6)Court, Point, or Cove: These suffixes shall be used for cul-de-sacs having circular turnarounds.
(7)Way or Dale: These suffixes shall be used for short roadways with an exit from one end only (dead end) with no potential for extension.
(8)Circle: This suffix shall be used for short roadways that are circular or semi-circular in form and intersect the roadways from which they emanate at two different places.
(9)Place, Lane, or Terrace: These suffixes shall be used for short roadways generally not over a block in length (exit from both ends) with no regard to predominant direction.

STREET NAME ASSIGNMENT

(A) New Streets and Drives (New Developments)

(1) The developer shall submit names for new public streets, private streets and private drives contained within proposed developments in accordance with the regulations contained within the Land Development Ordinance.
(2) The Technical Review Committee shall approve all street and drive names.
(3) The Planning Board may grant a Type 3 Modification to this Section in accordance with the process established in the Land Development Ordinance.
(4) Notification

(a) The developer shall record a plat, to establish the name, in the Register of Deeds: and
(b) The Planning Department will notify all affected local government departments, utility service companies, and the U.S. Postal Service.

(B) Un-Named Public and Private Streets (Street Name Assignment)

(1) The Planning Department shall select a street name for an existing public or private street, which has not had its name assigned by recording a document with the Register of Deeds, in accordance with the regulations contained within the Land Development Ordinance. The Planning Department may consult with the owners or occupants of property that abut the street.
(2) Property owners and occupants affected by the assignment will be notified by the Planning Department and given an opportunity to comment on the proposed name at a designated public hearing.
(3) Street name assignments shall be taken before the Planning Board for its recommendation, after the Board takes action to set a public hearing date, and to City Council for its approval. If there is felt to be urgency in making a decision on the matter, City Council may elect to hear the matter directly, without a review of and recommendation from the Planning Board.
(4) If a new street name is proposed for consideration during the process and/or following notification of affected property owners, re-review of the name by staff and re-notification of owners and occupants must occur prior to approval of that name.
(5) Required Findings

In the Planning Board making a recommendation or in City Council approving or denying a street name assignment, findings shall be made that address the following considerations:

(a) That the street name is in accordance with the Land Development Ordinance;
(b) That the street name will serve the public interest by enhancing or maintaining public safety; and
(c) That the street name will not adversely affect property values or cause excessive impact to property owners or to the City.

(6) Notification

(a) The City will record a document to establish the new street name in the Register of Deeds, and
(b) T he Planning Department will notify all affected local government departments, utility service companies, and the U.S. Postal Service of the street name assignment.

(C) Existing Un-named Private Drives (Existing Drive)

(1) The property owner(s) located on both sides of the entire length of an existing private drive that has not had its name assigned by recording a document with the Register of Deeds, shall submit names in accordance with the regulations contained within the Land Development Ordinance.
(2) The Technical Review Committee shall approve all drive names.
(3) The Planning Board may grant a Type 3 Modification to this Section in accordance with the process established in the Land Development Ordinance.
(4) Notification

(a) The property owner will record a plat, to establish the name, in the Register of Deeds; and
(b) The Planning Department will notify all affected local government departments, utility service companies, and the U.S. Postal Service.

SUMMARY OF STREET NAME ASSIGNMENT PROCESS					
Type of Travelway			***Street Name Assignment***		
Public Street	Private Street	Private Drive	Developer Who Will Install the Street	Property Owner(s)	Process to Follow
New	New	New	YES	N/A	Process "A" Above
Existing	Existing		N/A	N/A	Process "B" Above
		Existing	N/A	YES	Process "C" Above

STREET NAME SIGNS

For public streets, private streets and private drives, street name signs shall be installed in accordance with adopted city policies.

(A) The developer must pay a fee to the City for erecting the required street name sign at each intersection of a named private street and private drive with a public street.
(B) The developer must erect and maintain the required reflectorized signs with green lettering on a white background at each intersection between private streets and private drives.

STREET NAME CHANGES

(A) Purpose

To establish a consistent policy and practice to allow citizens to submit requests for street name changes and to assist public bodies to review such requests as either: 1) recognizing a person, group, place, historic event, entity of other subject as being noteworthy to the community and meriting a street being named after that subject; or 2) addressing an existing street naming issue that Guilford Metro 911 or other local government agency has identified as a concern.

(B) Applicability

This section applies to the changing of a name of a public street, private street or private drive that is considered existing by way of either: 1) signage for the travelway's name has been posted on said travelway, 2) a plat is on file with the Register of Deeds depicting said travelway's name, or 3) absent the recording of a plat, a permit has been issued for an address on said travelway.

(C) Approval Authority

Proposed name changes for public streets, private streets and private drives shall be submitted to staff to take before the Planning Board for its recommendation, after the Board takes action to set a public hearing date, and to City Council for its approval. If there is felt to be urgency in making a decision on the matter, City Council may elect to hear the matter directly, without a review of and recommendation from the Planning Board.

(D) Authorized Submission

The Greensboro City Council, the Planning Board, a department of the City of Greensboro, or any citizen who is a property owner along the subject street may initiate a request to change the name of that street.

(E) Application

Any person, public body or agency authorized to request a street name change may submit a request to and on an application form provided by the Planning Department. In order to be processed, applications must include all requested information.

(F) Fees

The City may establish an application fee to help defray the expenses of processing the request. Such fee is required to be submitted by an applicant, with the exception of City Council, the Planning Board or a City department.

(G) Reasons for Change

Street name changes may be considered for one or more of the following reasons.

(1) The current street name has been identified by Guilford Metro 911 or other local government agency as being either duplicative, sounding duplicative, being difficult to pronounce or spell, or having another related issue that might result in misdirection of public safety responses, address errors, lost or undelivered mail, or other problems. The following considerations may also be taken into account:

(a) To eliminate confusion with another street name, or with a disconnected segment of the same street;
(b) To promote consistency along a newly joined alignment, or newly established through street; and
(c) To support clear and understandable street names when there are changes existing street or traffic patterns.

(2) To honor an individual, group, place or historic event;
(3) To promote a sense of pride or community in a particular area or neighborhood;
(4) To recognize an institutional, corporate or other entity located on or near the subject street or in another part of the community;

(H) General Procedures:

(1) Prior to processing any street name change request, all proposed street names must be reviewed and approved by City staff as being available for assignment, in accordance with the Land Development Ordinance.

(2) If a new street name is proposed for consideration during the process and/or following notification of affected property owners, re-review of the name by staff and re-notification of owners must occur prior to approval of that name.

(I) Citizen-Initiated Procedures:

(1) Petition and Proposed Name

Applications to change the name of a street which are submitted by citizens must state the reason for the proposed change and shall include a petition signed by at least 80% of the property owners affected by the street name change. Currently available county tax records shall be used in making such a sufficiency review. The petition should clearly state the proposed street location and proposed new name. Affected property owners shall be those whose property is either addressed on or abuts the right-of-way of the street requested to be changed.

(2) Determination of Sufficiency:

Each street name change request filed shall be accompanied by the required petition. Staff shall first review the petition for sufficiency as meeting the 80% requirement. If deemed to be sufficient, the request will then be forwarded to the Planning Board, along with a staff report regarding whether the proposed name is available for assignment and whether the petition is sufficient to meet the required 80% petition submittal requirements. If the Board confirms that the name is available and the petition is sufficient, it shall set a public hearing on the matter. Staff will notify all affected property owners of the upcoming public hearing. If the Board determines the request is not sufficient, it cannot set a public hearing to hear the request.

(J) City-Initiated Procedures

When a request for a changed street name is initiated by City Council, Planning Board or a City department, property owners affected by the proposed change would be notified by the Planning Department and given an opportunity to comment on the proposed new name at a designated public hearing.

(K) Required Findings

In the Planning Board making a recommendation or in City Council approving or denying a street name change request, findings shall be made that address the following considerations:

(1) That the street name change is in accordance with the City's Street Name and Address Assignment Standards and policies;
(2) That the street name change will serve the public interest by enhancing or maintaining public safety;
(3) That the street name change will not adversely affect property values or cause excessive impact to property owners or to the City; and
(4) That the street name change is appropriate as a way of recognizing a noteworthy person, group, place, historical event, entity or other subject of demonstrated community significance.

SUMMARY OF STREET NAME CHANGE PROCESS	
Type of Street	*Process to Follow*
Proposed Street/Drive	Applicable Street Name Assignment Process
Existing Street/Drive*	Street Name Change Process
*A street/drive is considered existing when one or more of the following has occurred: 1. Signage for the travelway's name has been posted. 2. A plat is on file with the Register of Deeds depicting the travelway's name; or 3. Absent the recording of a plat, a permit has been issued for an address on said travelway.	