

**OCONEE COUNTY**

**ROAD NAMING AND ADDRESSING POLICY**

**ADOPTED BY PLANNING COMMISSION**

**AUGUST 13, 2007**

**Amended August 10, 2009**

**Amended June 21, 2010**

**Amended February 25, 2013**

## **SECTION ONE - INTRODUCTION AND PURPOSE**

### ***A. PURPOSE***

The purpose of this County-Wide Road Naming and Addressing Policy is to establish standards for naming roadways and assigning numbers to all dwellings, principal buildings, businesses and industries; and to assist emergency service agencies, the United States Postal Service and the public in the timely and efficient provision of services to residents and businesses of Oconee County.

### ***B. GOALS***

The primary goal of this policy is to provide emergency service agencies with a complete set of addresses that promotes swift responses in the most efficient manner possible.

Secondary goals include:

1. Improvement of the quality of life for residents of Oconee County through easier delivery of mail and services;
2. Protection of a positive and progressive image to residents, prospective residents and developers;
3. Promotion of commerce through easier access to the attractions of Oconee County.

### ***C. OBJECTIVES***

Objectives include:

1. Ongoing assignment of addresses
2. Maintenance of countywide road name and address database

### ***D. LEGAL AUTHORITY***

Oconee County has the legal authority to name and address roads per the code of laws of the State of South Carolina, and the duly adopted Oconee County Road Naming and Addressing Ordinance.

## **SECTION TWO - ROAD NAMING POLICY**

### ***A. ROADS REQUIRING NAMES***

A road may be named if at least one of the following conditions exists:

1. All public roads, private roads, and private drives as defined by the Oconee County Performance Standards Ordinance shall be named; private driveways may be named under special circumstances as determined by the addressing office;

2. The road is maintained by a municipality or other governmental entity;
3. In the opinion of the Oconee County Addressing Office, a building or other addressed structure cannot be easily seen from the driveway entrance or other access point.

***\*Multi-Unit Structure exemption—A short drive, loop, or parking area accessed from one road only, serving a multi-unit building or complex fronting on, and visible from, a named road may remain unnamed, provided the unnamed access presents no impairments to an efficient emergency response***

## ***B. ROAD NAME SELECTION***

All road names shall meet the following standards:

1. All road names must be easy to read and pronounce. Proposed names may be rejected by the Addressing Office if in the opinion of Emergency Response officials, pronunciation may impair an efficient response.
2. Basing all road names within a development on a single theme is encouraged.
3. Traditional road names should be retained where possible.
4. Names that may be confused as homonyms (having the same or similar pronunciation) of existing road names shall not be approved.
5. The use of proper names is not allowed.
6. Names that are vulgar, ethnically offensive, or otherwise problematic shall not be approved.
7. Road names spelled in an unconventional, complex, or potentially confusing manner shall not be approved.
8. A road shall be designated by only one name.
9. Special characters are discouraged.
10. Road names shall not contain standard roadway or directional prefixes and suffixes.
11. Road name length shall be determined by the size of the sign upon which it is placed. Road names may be abbreviated to accommodate space limitations on signs; however, if no appropriate abbreviation can be made or an abbreviation presents impairment to efficient emergency response, the name shall be denied.

***C. PREFIXES***

Directional prefixes shall be used only when necessary, such as for distinguishing regions of a continuous road. Road names shall not contain standard roadway or directional prefixes and suffixes.

***D. SUFFIXES***

The following suffixes are suggested for naming a type of road. Other suffixes not listed below may be considered at the discretion of the County, providing they meet valid road suffix abbreviations, as defined by the United States Postal Service (USPS) official suffix (USPS, Postal Addressing Standards, August 1995, Publication 28).

- Alley (ALY) –** A narrow lane between or behind a row of buildings
- Avenue (AVE) –** A roadway or thoroughfare in a densely populated area
- Boulevard (BLVD) –** A road with a median reflecting the boulevard character
- Circle (CIR) –** A road that begins and circles back to terminate on the same road
- Court (CT) –** A permanently closed road, not exceeding 1,000 ft, such as a cul-de-sac
- Drive (DR) –** A curvilinear road
- Highway (HWY) –** A primary state or federal route, suitable for heavy traffic volume
- Lane (LN) –** A minor dead-end road or private lane
- Parkway (PKWY) –** A road with a median reflecting the parkway character
- Road (RD) –** A common roadway, usually in less densely populated areas
- Street (ST) –** A common roadway, usually in more densely populated areas
- Trail (TR) –** A minor roadway
- Turn Pike (TRN PK) –** A primary state or federal route, suitable for heavy traffic volume
- Way (WAY) –** A minor roadway

***E. DUPLICATION OF ROAD NAMES***

In accordance with section 23-47-60 of the South Carolina Code of Laws, no new road name shall duplicate any existing road name within the boundaries of Oconee County.

In the event two or more roads lying within the boundaries of Oconee County share a common or similar name at the time of adoption of these operational policies, the addressing office shall act as necessary to minimize potential confusion, up to and including initiating the change of a road name(s).

#### ***F. MULTI-MUNICIPAL ROADS***

Municipal boundaries shall not be considered terminating points for names of roads that pass through adjacent municipalities. In the event a road serves two or more municipalities separated by an unincorporated area, the standard shall not apply.

#### ***G. MUNICIPAL ANNEXATION OF STREETS***

When a municipality annexes an existing roadway, resulting in a road name conflict, the addressing office will consult with the municipality in changing the name of the annexed roadway to conform to the guidelines outlined herein.

#### ***H. NAMING NEW ROADS***

Roads in new developments shall be named during the subdivision approval process. An accurate copy of the plan for the proposed subdivision, as well as a list of proposed road names, shall be submitted to the Oconee County Addressing Office by the owner/developer at the time of application for subdivision approval.

Developers may submit a written request to reserve new street names prior to application for preliminary approval, provided that a sketch plan has been submitted to the Oconee County Planning Department. Road names shall be considered reserved for no longer than one (1) year from the date of submission. The owner/developer may request a one-year extension, provided said extension request is submitted in writing at least fifteen (15) days prior to the end of the original reservation period.

Upon preliminary approval and the payment of all appropriate fees, all road names shall be entered into the county road database; all subsequent name changes shall be at the cost of the owner/developer, and shall be subject to the procedures and fees established for citizen-initiated name changes by Oconee County Council.

#### ***I. RENAMING EXISTING ROADS***

All road name changes shall be in accordance with the requirements set forth in section 6-29-1200 of the South Carolina Code of Laws.

Citizens requesting changes to existing road names shall submit the following to the Addressing Office:

- Justification for the name change
- Tax map showing all affected property owners and their corresponding
- tax map numbers

- Map showing general location of road (this may be included on the tax map)
- Three proposed road names for consideration by the county (must meet conditions set forth in this document)
- Signatures of 75% of property owners affected by name change
- Payment of fee established by resolution of Oconee County Council

Once all documents are received, the Addressing Office will forward a copy of the request to the Planning Commission. The Planning Commission shall schedule a public hearing on the request, which shall be advertised in a newspaper of general circulation at least fifteen (15) days prior to the hearing.

The Planning Commission shall approve all road name changes.

Names for which 100% of all impacted property owners agree in writing or private driveways that access a single parcel may be changed by approval of the Planning Director, provided due notice and opportunity to comment is afforded appropriate emergency services.

In the event the Addressing Office deems two or more duplicate road names to present a potential impediment to efficient emergency response, the

Addressing Office shall provide a report to the Planning Commission with recommendations to change one of the road names based on the following point system:

## **POINT SYSTEM FOR RESOLVING STREET NAME CONFLICTS**

### **Condition Points**

- Traditional name (if known) 1
- Greater number of addresses 1
- Arterial street/ Greater number of ADTs 1
- Historical relevance 1
- Existing street signs or greater number of signs 1
- Shared theme with town or subdivision name 1

In the event that existing signage on a road is stolen more than two times, and the County Road Department deems the reason for the theft to be related to the road name, the Addressing Office may initiate a road name change following the guidelines for changing duplicate names (above).

The Addressing Office shall notify the residents, businesses, and any affected municipality of problematic road names. The Addressing Office shall also solicit recommendations from all affected parties for new road names, and shall attempt to base recommendations to the Planning Commission on the names that best accommodate all residents.

The Planning Commission will:

- Schedule a public hearing according to the standards put forth in the section above;
- Approve all road names; and
- Notify all affected parties of their decision as soon as possible.

### ***J. EFFECTIVE DATE OF CHANGE***

Any street name change will become effective following expiration of a thirty (30) day period commencing from the date said change was authorized by the County.

### **K. DELETION OF UNUSED DRIVEWAYS**

To avoid the cost of installing and maintaining unnecessary signage, private driveways may be deleted from the road system database if:

1. The use of the driveway has been permanently abandoned or discontinued. Staff shall make all reasonable efforts to confirm status of the driveway prior to deletion.
2. After reasonable efforts, staff is unable to determine the location of the driveway.

For the purposes of this section, reasonable efforts shall include notification of property owner(s), contacting emergency personnel and utilities, and researching public records as necessary. Deleted driveways may be renamed in the future, provided they meet all appropriate standards in place at the time.

*(Amended 8-10-2009)*

## **SECTION THREE - STREET NAME SIGNS**

**A.** All street signs shall be erected in accordance with the policies of the Oconee County Roads Department.

**B.** All signage shall comply with Federal Highway Administration's Manual for Uniform Traffic Control Devices.

**C.** All costs associated with new signs or changing signs initiated by any party other than the Addressing Office, the Roads and Bridges Department and Emergency Response personnel shall be borne by the said party. Costs shall be determined by resolution of Oconee County Council.

## **SECTION FOUR - ADDRESSING POLICY**

### ***A. ADDRESSING AGENCY***

The Oconee County Addressing Office shall establish and assign street address numbers in accordance with the guidelines set forth herein. All structures shall be provided with an address in the manner specified by appropriate County, State, and Federal regulations.

## ***B. ADDRESS REQUEST***

All requests for an address shall be submitted in writing on a form provided by the Addressing Office. The Addressing Office will attempt to process all requests as expediently as possible; however, not all addresses can be issued at the time of application. The following timetable shall be used in processing address requests:

### **Addressing Request Processing Timetable**

#### **Number of Requests Submitted Response Time (working days)**

<b>1-3</b>	2 days
<b>4-10</b>	5 days
<b>11+</b>	10 days

Each address is considered a separate request. Applicants requesting an address will be notified by the method indicated on the address request form.

## ***C. ADDRESSING METHODOLOGY***

The Addressing Office shall observe the following standards in assigning new addresses:

### **1. The Standard Distance Separation Interval**

Addresses shall be determined through the use of a Standard Distance Separation Interval (SDSI), which for new addressed shall be fifteen (15) feet, or approximately 1/352 mile (yielding approximately 704 numbers per mile—352 odd and 352 even).

Typically, the address point shall be considered the middle of the beginning point of the driveway or access, or the structure being addressed. The SDSI may be adjusted as necessary to provide improved emergency response.

### **2. Odd/Even Number Location**

Even numbers shall be assigned on the right side from the beginning point, and odd numbers on the left side from the beginning point.

### **3. Beginning Point**

Typically, numbering shall begin at the western-most point of a road and proceed eastward; or at the southern-most beginning point and proceeding north. Dead-end roads will be numbered from the intersection with the adjoining road, regardless of direction.

### **4. Fractional, Alphanumeric, Hyphenated Addresses**

No fractional addresses and hyphenated address numbers (e.g. 34 ½ Ash St, 41-656 Bell St) shall be approved. Alphanumeric numbers and/or pretype classification may be used at the discretion of the Addressing Office.

Noncompliant existing addressing systems may be approved, provided no apparent emergency response problems result from their continued usage.

The general order of address elements should follow United States Postal Service (USPS) conventions. Typically an address shall be ordered as follows: road number, pre-directional (if any), primary road name, suffix, post-directional (if any), and secondary number (if any) (e.g. 110 S Main St, Apt 304).

## **5. Bridges, Utility Fixtures, and Other Structures**

The Addressing Office may address any structure to enhance identification and improve emergency response. All such addresses shall conform to the standards put forth in this document.

## **6. Corner Lots**

Corner lots shall be issued addresses based on the location of the primary driveway of access to the property. In the event no primary driveway of access is apparent, the addressing office shall determine the best address based on the most efficient emergency response.

## **7. Crossing County Lines**

To enhance emergency response to inter-county roads, consideration will be given to existing numbering systems in other counties. Non-compliant numbering systems may be approved, provided no apparent emergency response problems result from accepting the methods employed by the adjoining county.

## **8. Apartments and Duplexes**

Apartment buildings and other detached multi-tenant structures contained within a development shall be addressed as individual structures.

Typically, individual units within a building shall be addressed so as to logically denote its physical location in the complex. For example, apartment 323 indicates the third (3<sup>rd</sup>) apartment on the second (2<sup>nd</sup>) floor of the three hundred (300) building.

## **9. Businesses**

Businesses, office parks, and business districts shall be numbered in accordance to the standards put forth for apartments.

## **10. Preplanning Subdivisions and Vacant Lots**

The Addressing Office may address undeveloped property at the request of the developer; however, all such addresses shall be considered temporary and subject to change based on future development and construction. Typically, vacant parcels shall be assigned addresses based on the center point of the road facing the frontage property line.

### ***D. CHANGING ADDRESS NUMBERS***

All changes to existing addresses shall be approved by the Addressing Office and be in compliance with the standards set forth in this document. The

Addressing Office shall notify all affected parties by certified mail, as well as notify Intrado, the United States Postal Service, and appropriate emergency services and governmental entities. The Addressing Office shall complete all aspects of an address change within twenty-five (25) business days from the date of notification.

### ***E. CHANGING ADDRESSES OF EXISTING STRUCTURES ON CORNER LOTS***

Existing structures located on a road, driveway, or other access that is subsequently duly named pursuant to the standards and policies of Oconee

County may retain the same address, provided all of the following conditions are met:

1. The structure is located on a parcel adjoining the right-of-way of the road which the address is based on
2. The creation of the new road results in the existing structure being located on a corner lot
3. The structure, with appropriate signage, is clearly visible from the road that the existing address is based on, and the drive or access is easily seen from that road as the obvious access to structure
4. Retaining the existing address does not result in potential confusion or inconsistency in assigning other addresses
5. Local emergency officials are provided an opportunity to comment, and no apparent health or safety concerns are noted

A change in any of the conditions may result in the structure being readdressed  
(Amended 6-21-2010)

## ***F. APPEALS***

A complaint regarding a decision of the Addressing Office's decision may be reviewed by the Director of 911 at the Oconee County Sheriff Department. The decision of the Director of 911 at the Oconee County Sheriff Department may be appealed to the Planning Commission. (*Amended 2-25-2013*)

## **SECTION FIVE - SOURCE GUIDES**

Unless specified by this document, all decisions rendered by the Addressing Office shall be made in as close conformance as possible with the following publications:

*A. South Carolina Code of Laws.*

*B. Oconee County Ordinance 2001-6, as amended.*

*C. The National Emergency Number Association's book Addressing Systems: A Training Guide for 9-1-1, 1995, ISBN 1-883119-18-9.*

*D. The United States Postal Service publication: Addressing Conventions, July 1989, filing number DM-940-89-03.*

*E. The United States Postal Service publication: Postal Addressing Standards, August 1995, Publication 28.*

In the event no standard contained in this document or above publications references a particular issue in question, the Addressing Office Shall make a determination based on efficiency in emergency response.