



ADDRESSING STANDARDS

Town of Kernersville, Kernersville



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Purpose

The purpose of this document is to set standards for addressing, by providing guidelines by which address numbers and street names can be assigned, recorded, and maintained. Addresses are very important, and provide a common systematic means by which people, places, and events can be located within a community. Address information is commonly used in local government to dispatch emergency services, process tax billing, describe locations, and record events.

Although widely used, address information is not always assigned, recorded, or maintained in a standard manner or format. This can create numerous problems for people who need to share, or access address information. Standard addressing rules will provide guidelines for assigning address numbers and street names. A standard database format for recording address information will simplify the maintenance, exchange, and interpretation of address information between governmental agencies and the community. The Town of Kernersville reserves the right to assign and to change such street names and addresses as necessary.

Administration of Addressing

Authority and Responsibility

Addressing for the Town of Kernersville will be administered by the Community Development Department, Planning and Engineering Division. The Address Coordinator will issue and coordinate all addressing within its zoning jurisdiction (Town Limits and ETJ). The Address Coordinator will act in the best interest of public safety for the citizens and will apply the best available methods by utilizing the National Emergency Number Association (NENA) and United States Postal Services (USPS) standards for addressing. These standards will not address every situation encountered; instead they are intended to serve as a guide to evaluate both typical and atypical situations.

These standards and guidelines shall apply to any assignment of any address or street name that occurs on or after adoption of these standards. The Address Coordinator may change any such address, building, or unit number to ensure it conforms to the standards set in these guidelines, and to improve emergency response or services. Any appeals will be directed to the Address Coordinator and forwarded to the Addressing Technical Committee (ATC) for interpretation and final decision.

Address Coordinator

The Address Coordinator is responsible for the assignment and notification of all new street name and address information. The Address Coordinator is also responsible for facilitating changes to existing street names and address numbers.

The primary responsibilities of the Address Coordinator:

- Coordinate the procurement and distribution of address data among various stakeholders.
- Assist with the maintenance and editing of the addressing database and other GIS layers (Address Points and Street Centerlines) related to the Master Address Repository (MAR).
- Coordinate address assignment, maintenance, and change-tracking with all addresses.
- Develop and enforce addressing standards and regulatory requirements.
- Analyze spatial and non-spatial data related to Addressing to ensure accuracy and currency in the GIS and MAR, and/or synchronization with related GIS data for address matching.
- Provide presentations and updates on Addressing issues and solutions to elected officials and the public.
- Manage highly complex Addressing projects.
- Lead the Addressing Technical Committee (ATC) as assigned by the Community Development Director.

Addressing Technical Committee (ATC)

Representation

The following departments shall have one (1) representative on the Addressing Technical Committee (ATC).

The committee has developed, supported and endorsed the policies and procedures found in this document. The departments listed are those to be represented:

- Address Coordinator (non-voting staff)
- Community Development Department - Planning and Engineering Division (1)
- Community Development Department - Inspections Division (1)
- Fire Department (1)
- Police Department (1)
- Public Services Department (1)

Three (3) of the five (5) voting memberships present at a meeting shall constitute a quorum. Voting Members are expected to attend ATC meetings. Those who are unable to attend shall notify the Address Coordinator of their absence in a timely manner prior to the meeting.

Members are responsible for actively informing the Committee of actions that involve addressing or street naming within their department, and representing their department on matters to be considered by the ATC.

Primary Duties of the Addressing Technical Committee

The primary responsibilities of the Addressing Technical Committee (ATC):

- Assist the Address Coordinator in resolving complex addressing and street naming problems;
- Revising, as necessary, the Addressing and Street Naming Guidelines and Procedures Manual;
- Advocating to the public, elected officials, and member agencies for improvements to addressing systems and practices, including supporting requests for fiscal resources and staff; and
- Hearing appeals from the public on addressing and/or street naming decisions.

Meetings

The ATC shall meet on an annual basis to review and revise the *Addressing and Street Naming Guidelines and Procedures Manual*. The ATC shall meet as needed to conduct normal committee business or to hear appeals. The assembly of the ATC to hear appeals shall not substitute the required annual meeting of the ATC to review this manual. The Address Coordinator will be responsible for the preparation of the meeting including setting the agendas and taking minutes. Meeting locations will be determined on an as-needed basis, therefore, the Address Coordinator will inform the ATC of the meeting location in a timely manner prior to such meeting.

Any business of the ATC shall not be conducted without the presence of a quorum. All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place. A nonvote shall be counted as a yes for the purpose of this section.

Appeals

Any aggrieved party may make an appeal of the actions of the Address Coordinator to the Addressing Technical Committee (ATC). An appeal must be submitted to the ATC within thirty (30) calendar days from the date the order, interpretation, decision or determination is received from the Address Coordinator. All appeals must be made in writing stating the reasons for the appeal.

A simple majority vote of the committee membership shall be required to grant an appeal of the decision of the Address Coordinator. For the purposes of this section, vacant positions on the committee shall not be considered for the calculation of the majority if there are no qualified alternates to take the place of the vacant position.

Upon each decision of an appeal, the ATC shall generate a written document of the final decision of the committee. This decision shall be mailed to the individual(s) who have appealed a decision.

Appeals of any order, requirement, decision or determination made by the Addressing Technical Committee may be made to, and decided by the Board of Adjustment in accordance with the rules and procedures as set forth in Chapter B Article VI, 6-1.4(D) of the Unified Development Ordinance. An appeal must be submitted to the Board of Adjustment within thirty (30) calendar days from the date the order, interpretation, decision or determination is made. All appeals must be made in writing stating the reasons for the appeal.

Address Reference System

The term “Address Reference System” refers to the set of rules for assigning address numbers. This section of the manual provides the description of the Address Reference Systems (ARS) that are in use in Forsyth County, and documents the rules that are used in address assignment.

Address Grid System

Address numbers that are assigned to buildings, properties and other features in Forsyth County and its municipalities follow a basic grid pattern. The grid provides uniformity in the patterns of address numbers that are created in various neighborhoods. Address numbers generally follow an east-west or north-south pattern and are based on hundred blocks (i.e. one block has numbers in the 100s, the next block in the 200s, etc.). The addressing grid system, when applied properly, results in a minimal need for future address changes. Although there are municipalities within the county with their own addressing grids that present some anomalies with the county’s grid, these can be managed through good communication and cooperation between the cities and the county.

There are three addressing grids currently used in Forsyth County. The primary grid for the County originates in downtown Winston-Salem and extends to the County borders. Two other historic, small grid systems exist, one originating in downtown Kernersville, and another originating near the Forsyth County/High Point border. The boundaries of these grid systems overlap and care must be taken and coordination with other municipalities must be done when addressing near converging ranges.

The addressing of the Town of Kernersville follows a designated grid system that begins at the downtown intersection of Main St. & Mountain St. The grid is laid out in a north to south and east to west pattern expanding outward in all directions from this intersection, with roadway schemes beginning at the 100 block at the center.

Address Numbering Rules

Each residential or nonresidential building or other facility and each individual unit or separate occupancy within any such structure shall be assigned an address number in accordance with the standards defined in this document. Addresses shall be assigned based upon the established Address Reference System. Vacant parcels may be issued an address if a plat is submitted to the jurisdictions planning department for subdivision. Addresses may also be issued if a property

owner or contractor for the property owner requests an address for future improvements. A site plan shall be required prior to assigning an address.

Block and Block Range Rules

Blocks are defined as a single street segment between the intersections of two other streets. For the purposes of addressing, an intersection of a street with an alley does not constitute a block. The Forsyth ARS is based on a block length of approximately 660 feet. One hundred (100) address numbers per 660 feet shall be used for calculations to space address numbers. Where the block length is not exact, a minimum of one odd or even address number shall be assigned per each twelve (12) feet of street centerline.

Where a block is significantly longer or shorter than 660 feet, the distance rule, of one number every six (6) feet (or two numbers, one odd and one even, every twelve (12) feet) will apply. Every block shall start a new “hundred” number of series (e.g., 100, 200, 300). The lowest number should be at least 10 more than the hundred value of the block (e.g. “110”), and the highest number should be no higher than 90 more than the hundred number (e.g., “190”).

Address Number Format

Address numbers shall be assigned as Arabic numerals. No fractions, decimals, or alpha characters are permitted. Where there are multiple occupancies in a single structure, separate primary addresses or subaddresses may be assigned. Rules for determining which type of address/subaddress to use are contained in this section. A subaddress is formatted as a Subaddress Type, such as: unit, apartment, suite, etc., and a Subaddress Identifier, such as: Apartment 101, Suite 307, or Unit 200.

Address Components

One of the primary goals of this standard is to provide guidance in the format of data entry in the databases maintained by the Town of Kernersville Address Coordinator. In order to accomplish this goal, addresses have been broken down into specific components with a description of each component, and the format of data entry and use. All components shall follow the United States Postal Service Postal Addressing Standards (Publication 28).

Addresses shall be made of the following components:

- Address Number (also called Situs Address Number or Physical Address)
- Prefix / Directional Designator (*if any*)
- Street Name
- Street Type
- Directional Suffix (*if any*)

- Unit Number

Example: The components of 209 South Main Street, Suite 101 would be broken down as follows:

209	S	Main	St	Ste 101
<i>Address</i>	<i>Prefix</i>	<i>Street Name</i>	<i>Street Type</i>	<i>Apt/Suite/Unit</i>

Spacing

Address numbers are required to have a minimum spacing of 4 or 6 intervals (e.g., 110, 116, 122, 128...), except when accommodating new addresses in existing development where the interval may be adjusted to fit the existing range.

Order

All address numbers need to be assigned in sequential numeric order, always increasing from the point of origin on the Address Numbering Grid, and should be numerically balanced on both sides of the street.

Parity

Even/odd address numbers are assigned consistently on each side of the street and are not to be mixed on the same side of the street. Odd numbers should be assigned on the north and east side of each street. Odd/even patterns on streets with existing assigned address numbers are required to be maintained when assigning new address numbers. Existing address numbers that are all odd or all even on both sides of a street, or mixed with even and odd numbers on both sides of the street, may require correction to re-establish proper parity. However, the effects of renumbering may outweigh the benefits of so doing in established neighborhoods.

Display of Address Numbers

Every owner or occupant in control of property with a house, building, or other structure shall affix to the house, building or other structure and display at all times the official address number assigned or reassigned to such property pursuant to this article, at a place visible from the street on which the property is addressed. All address numbers shall be displayed numerically in Arabic numerals and shall not be spelled as words.

Whenever new official numbers are assigned or reassigned, they shall be displayed pursuant to the provisions of this section by the owner or occupant in control of the property within thirty (30) days following the notification of such assignment or reassignment.

Size and location of numbers: The size and location of address numbers shall be in accordance with the North Carolina State Building Code.

Color of Numbers: All displays of official address numbers shall be of a contrasting color (i.e., light numbers on dark surfaces; dark numbers on light surfaces) to the color of the building or structure located on the subject property, and such displays shall be readable when illuminated.

Structures located distant from the street on which they front: Where a house, building or other structure is located more than one hundred (100) feet from the street on which such property is accessed, or the topography or vegetation of such property prevents the address numbers from being seen from the street, the assigned address numbers shall be posted on a sign or post that is located no more than ten (10) feet from the intersection of the street and driveway. The assigned address numbers posted shall not be less than four (4) inches in height and shall comply with the color requirements above.

Addressable Structures

Addressable structures are any occupiable buildings, or which may in the future be occupied, to which emergency services may be dispatched.

Each tract of land and platted lot will be assigned a street number on the street on which the tract of land or platted lot fronts. If there is a building located on or proposed on a tract of land or a platted lot, the street number will be assigned on the street at which the building fronts or will front.

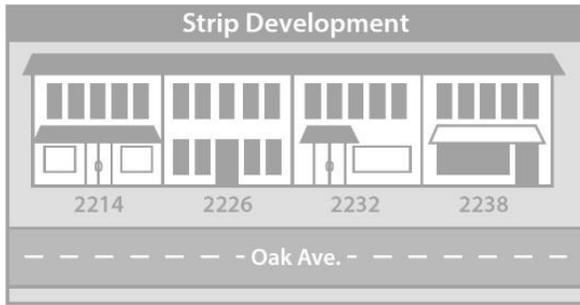
Exception: Structures that can be accessed from the road in which they face should be addressed from the road they face regardless of the access point. An address can be assigned based on the side road location in situations where the front entrance of the building is obscured or building frontage is difficult to distinguish.

Single-unit Structures

Single Buildings/Single Parcels: Buildings with a single building on an individual lot will receive a single street address from the street that the front door faces.



Multi-unit Structures



Structures containing multiple units within one discrete building, regardless of whether the building is residential, commercial, industrial, or governmental, should receive a single address, with each tenant within that structure receiving a subaddress. A subaddress is defined as “a unique location designation inside of a structure which has multiple tenants in one street address, for the purpose of identifying each tenant’s area within that structure.”

In large multi-unit structures, subaddresses should be numeric with the first number in the subaddress indicating the floor of the unit or at a minimum, some other type of floor designator. For example, in these buildings, units on the first floor would receive subaddresses between 101 and 199; units on the second floor would receive subaddress between 201 and 299.

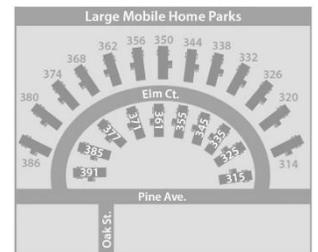
Exception: Basement units are considered the first floor when assigning unit numbers.

Exception: Single discrete structures, which have tenants that can only be accessed from separate streets with no internal connecting hall, should be treated as though each access is a separate structure receiving its own unique address.

Hotels/motels with cottages or cabins or other multi-building complexes, should receive a single address when there is a central building or office, upon which all other structures are dependent. All dependent detached structures should be issued a subaddress.

Mobile Home Parks

The streets inside a mobile home park are required to be named and each individual lot is assigned an address number in accordance with the addressing rules outlined in this document.



Accessory Structures

If an additional habitable structure (dwelling, garage apartment, or manufactured or mobile home) is added to a lot with an existing single-family dwelling, it shall be given a new address in sequence with the existing structure. If no address numbers are available, the secondary unit on the lot will be assigned the same street address with a subaddress.

Interstate and Freeway Addressing

Interstates and Freeways, defined as roads that do not have “at-grade interactions”, are generally exempt from other addressing standards discussed in this guide. Interstates and Freeways can only be accessed through interchanges, utilizing on-ramps and off-ramps. They cannot be accessed from adjacent properties or cross roads, and under most circumstances have no stoplights or stop signs.

If an address for a structure is needed, one should be derived from the mile marker at the access point or the start of the off ramp to which the structure is located.

The street name for the address should be the name of the highway followed by the direction.

Example of structures needing an address would include rest areas or visitor information centers: A rest area structure located on I-40 North with an off ramp starting at mile marker 43.4 will have an address of: 43 Interstate 40 N.

Request to Change Address Number

If a property owner would like to change their address, they may submit a letter to the Address Coordinator requesting the address change. This letter must be signed by all property owners, include the PIN number of the property and the reason for the address number change request. The change of address number is subject to the availability of address numbers along the road on which the property is located. Decisions made by the Address Coordinator regarding requests to change an address are considered final unless appealed through the Addressing Technical Committee (ATC) as referenced on Page 4.

Temporary Addresses

Temporary addresses may be assigned for a variety of purposes. Temporary uses include seasonal activities, (such as pumpkin patches, and Christmas tree lots) outdoor craft fairs or flea markets, outdoor concerts not in a stadium or other permanent facility, etc.

A temporary address may be issued for a construction trailer that is located in a subdivision or on a nonresidential construction site during the period of construction of the site improvements, buildings, landscaping, or other normal construction activities.

When the activity or construction for which the temporary address was assigned is complete, caution should be used in reassigning that address to another location that is intended to be permanent. The address may have a history established in another business system and could cause confusion or problems if reused.

Addressing Utility Features

Some business applications, along with electric and other utility companies require that various utility features (such as electric meters, electric vehicle charging stations, emergency telephone location, gate access, lift and pump stations and others) have an address. Where required, an address shall be assigned to each such feature at the request of the utility. The addresses so assigned shall conform to the Address Reference System rules as outlined herein, and shall reference the parcel address with a utility subaddress assignment of “U#” that clearly identifies them as utility assets. (Example: 134 E. Mountain St. #U1 (water meter for landscaping).

Subaddressing Rules

Subaddresses are required to be three or four digits. In addressing multi-tenant structures with more than one floor, the subaddresses for individual tenancies on each floor shall begin with the floor number. For example, a suite on the third floor of an office building would be numbered “3XX” with the last two numbers representing the unique suite number. Letters should not be used as they provide no indication of the floor the apartment or suite is on.

In a hallway or corridor, subaddress identifiers should be arranged with odd and even numbers on opposite sides of the hallway, in sequential order. Even and Odd number units should not be on the same side of the hall. With some apartment building designs, it may be necessary to skip apartment address numbers to maintain parity with apartment units that are across from each other. If the building is subject to rearrangement of the tenant spaces, such as an office building, shopping center, strip mall or similar use, there should be spacing in the numbering to allow for changes to the layout.

When assigning subaddresses the suite number could start at the main entrance to the building or a corner of the building. If a building has a common corridor the subaddresses will start at the corridor entrance. If the building has a central hallway and a corner main entrance the subaddresses will start at the main entrance and increase as you move away from the main entrance. If the building has a central entrance with apartments on each side of the central entrance, subaddresses will start in the corner farthest away from the central entrance. If the building is symmetrical the subaddresses can start on either corner farthest from the entrance. When assigning subaddresses, priority should be given first to keeping even and odd numbers on opposite sides of the hallway or corridor, then to keeping the same apartment number stacked on top of each other. Ex Apt 101 is under 201 which is under 301.

Street Names

Street Naming: When Required

Street names are required for planned or existing public or private streets, or for driveways that serve as the primary means of ingress or egress for three (3) or more buildings or other facilities. Street names may also be required if the built or unbuilt street could be a hazard to public safety.



Exceptions: A common driveway serving a multifamily residential unit (ex. duplex, triplex, quadraplex, etc.) with a length of less than 100 feet, and where the structure is clearly visible from the named street that the driveway connects to, shall not require a name.

Street Naming Process

Street names are required to conform to the following:

- Street names shall not contain more than 30 characters, including the directional (if any) and the street type.
- No street name shall have less than 3 characters.
- Street names shall not contain punctuation or special characters including apostrophes, commas, hyphens, periods, or other similar characters.
- Street names shall not exceed two words, excluding the directional and street type. Exceptions may be given to streets named after persons upon approval of the ATC.
- Street names shall not contain directional words or street type words.
- Street names that sound like an existing street name, or another proposed name, are prohibited. Adding the letter E or S does not make a street name unique. Examples: Beach St and Beech St; New Town Rd and New Towne Rd; Wood St and Woods St.
- The use of corporate or institutional names for streets that access the company's property or proposed property is discouraged.
- The use of a person's name for a street is permitted only if the person has been deceased for a minimum of 5 years (subject to approval of other municipal codes), and made

significant contributions to the county, or is an historical figure. Biographical information must be submitted in support of such naming.

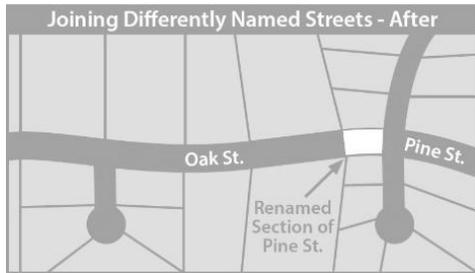
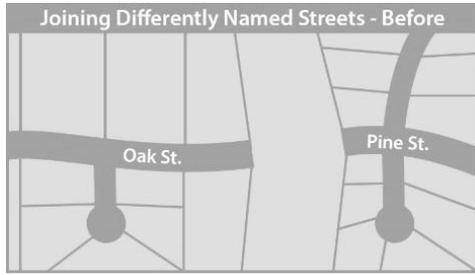
- Street names that are deemed offensive, obscene, or derogatory of any class, race, religion, ethnic group, gender, or age group are prohibited.
- Street names shall not contain numerals. For example, Second Street is not permitted to be named as “2nd Street,” where the official name is “Second”.
- Spelling of words in street names shall conform to the spelling found on www.merriam-webster.com. Words that are taken from a foreign language, or that are difficult to spell or pronounce shall not be permitted.
- It is permissible to use names not found in a standard dictionary, if those names have historical or community significances, or if the name is the official name of a city or state in the United States. These names cannot exceed two words.
- The words “old” or “new” are not to be permitted in any street.
- Street names honoring events or people shall be made through the Mayor’s Office. Honorary street name signs are temporary and are installed for a short, defined time, usually less than one year. Honorary street signs will be brown and white in addition and secondary to the permanent green and white sign.
- The use of official city and state names, landmarks, or names of historic significance can be used as street names as long the name does not exceed 2 words.

Street Name Integrity

The name of a street must be maintained from one end to the other. Streets should not change names along their length, with the exception of streets with a directional, which automatically changes where the street crosses the axis.

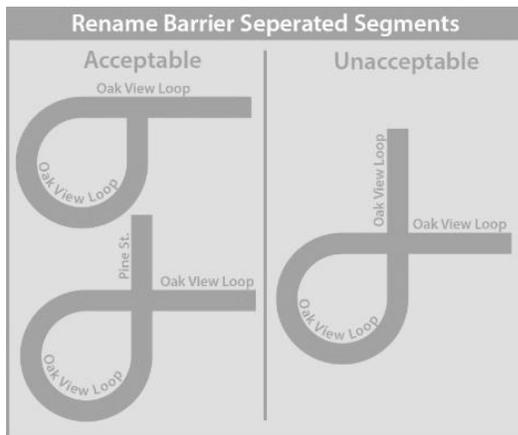
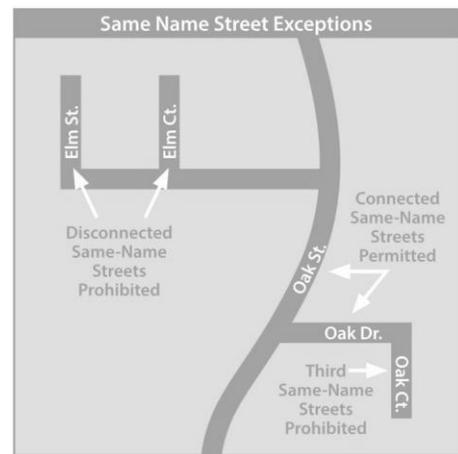
When an existing street is extended, it shall retain its existing name. Renaming of portions of an existing street is prohibited. If an existing street is disconnected due to development, freeway construction or the like, one portion shall be renamed to identify it as a separate street.





If a street is extended and connected to another street, one of the two streets must have a change of name from the point of junction back to the nearest intersection. In reviewing this, consideration should be given to the number of homes that would have to change addresses, the length of street to be changed, any naming issues that may arise, and any other opportunities to bring unique situations up to the current standard in compliance with this document.

It is permissible for a street name to be duplicated if the two segments have different types, both segments connect directly to each other, and the address ranges assigned to each segment are unique.



Street Geometry

All streets may only have one beginning point and one ending point. Branches, side streets, and cul-de-sacs that have their own end points must also have their own names. Continuously named streets may not cross themselves or loop back to create an intersection where both intersecting streets have the same name.

Street Naming Options

Street names must be reviewed and approved by the Address Coordinator. They must also be placed on a plat to be recorded at the Register of Deeds or approved by the governing board by a public hearing in which the street is located. To expedite the development process, a list of street names must be pre-approved by the Address Coordinator prior to referencing on Plat.

Reserving Street Names

If a citizen wishes to reserve a street name, they shall submit the street name for review. Upon approval, the street name may be placed on reserved status for a period of time depending on the submittal. If no formal plans or development is submitted and there is no specific location for future development, the street name may be reserved for a period of 2 years. If a formal plan, master plan or development is submitted through the Community Development Department, the street name may be reserved for a period of 5 years. If a street name is recorded on a plat in the Forsyth/Guilford County Register of Deeds office but has never been built or developed, the street name may be reserved for a period of 15 years in accordance with NCGS § 136-96. Each reservation time period shall start after the approval of the street name by the Address Coordinator. The Master Reserved Street Name list shall be maintained by the Address Coordinator.

Street Type Designations

All new street names shall have one of the approved street type suffixes listed below:

Street Type Approved for Use	Abbreviations for Street Types
Alley	Al / Aly
Avenue	Av / Ave
Boulevard	Bv / Blvd
Crossing	Xing
Circle	Cr / Cir
Court	Ct
Cove	Cv
Drive	Dr
Highway	Hwy
Lane	Ln
Loop	Lp
Parkway	Pw / Pkwy
Place	Pl
Road	Rd
Run	Rn / Run
Street	St

Trail	Tr / Trl
Terrace	Ter
Way	Wy / Way

Renaming/Naming of Streets

There are five main scenarios that could warrant a street renaming:

- The owners of record of the real property that abuts the street petition to have it changed.
- Street names may change for the purpose of clarification.
- Streets may need to be renamed due to construction projects that create a disconnected street segment.
- Streets may also be renamed if the name is considered to be a risk to the homes or businesses on said street.
- Street names may change due to the closing of a street.

Petitioner-Initiated Street Name Change

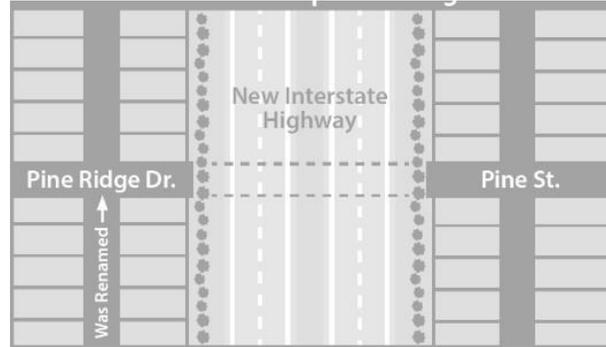
If a property owner wants to change the name of the street, they must own property on said street. They must file an application with the Address Coordinator, pay applicable fees, and collect signatures from adjoining property owners. In cases where the petitioner initiated the street name and the new street name is not approved, no refunds will be granted.

All property owners must be contacted, including vacant properties, and must have documentation of a “Yes” or “No” on the petition, along with signature. All real property owners along said street including vacant properties must be notified about the street name change proposal. The petitioner must provide documentation that all owners have been notified either by a “Yes” or “No” vote with signature on the petition or by proof of certified mailings to the owners. If less than 75% of owners agree to the new name, the street name will not change.

Any property that uses a right-of- way or easement to access their property will have the same voting rights as a property owner that owns real property that abuts the street to be renamed. If a property owner has a right of way or easement but does not have any addressed improvements on the property off the street to be renamed, they will not have voting rights.

Street Renaming/Naming Due to Construction

If a previously continuous existing street segment is separated or interrupted due to new development, barrier, or construction of a new road, then one street segment must be renamed in order to avoid confusion. Existing streets that meet these criteria should be renamed following the renaming priority policies in this document.



Closing of a Street

If a portion of an existing street is to be permanently closed by the installation of barriers or the removal of pavement, two separate street segments with the same name would occur. In this situation, one of the two street segments must be renamed. Street renaming in this case is dependent upon the method of closure as follows:

For a Petitioned Closing. If a street closing is initiated by petition, the street segment adjoining the properties whose owners submitted the petition that closed the street is the segment to be renamed.

Staff or Elected Body Initiated Closing. If a street closing is initiated by staff or an elected body, the street segment with the fewer homes, dwellings, and/or commercial structures along the street should be renamed in order to minimize the number of impacted property owners.

Street Realignment. If the path of a street segment is realigned by an approved construction project, disconnected remnants of the original street segment will most likely be required to change street names in order to avoid the confusion of having two street segments with the same name.

Street Signs

If a citizen or developer is naming a street for the first time, the cost for the sign is their responsibility, otherwise, the street signs will be maintained, replaced, and/or installed by Kernersville. When a street renaming is initiated by the Town of Kernersville, there will be no cost to the property owners for the signs.