

## **An Ordinance to Provide for the Addressing of Properties in Lexington County**

**WHEREAS**, the Lexington County Council finds that the assignment of addresses to properties in Lexington County is necessary and essential to successful implementation of the 911 Emergency telephone service;

**BE IT ORDAINED AND ENACTED** by the Lexington County Council as follows:

### **SECTION 1 - GENERAL PROVISIONS**

**1.0 Authority**

This Ordinance is enacted pursuant to authority conferred by Section 4-9-30 of the South Carolina Code of Laws, 1976, as amended, to promote the public health, safety, morals, convenience, order, prosperity, and general welfare of the present and future inhabitants of Lexington County, South Carolina.

**1.1 Title**

This Ordinance may be cited as the Addressing Ordinance for Lexington County, South Carolina.

**1.2 Jurisdiction**

The regulations set forth herein shall apply only to those properties, buildings, streets, and public or private roads which are located within the unincorporated area of Lexington County, South Carolina.

**1.3 Purpose**

The purpose of this Ordinance is to provide unique road names and unique addresses in the unincorporated area of Lexington County, which is essential to the successful implementation of the 911 Emergency service, and is, therefore, essential to the efficient and effective provision of such services as police, fire, and emergency medical services.

**1.4 Establishment of a Uniform Numbering System**

The Planning Commission shall develop and maintain a uniform system of numbering properties and principal buildings which shall be known as the "Guidelines for Addressing in Lexington County." These guidelines, which may be changed from time to time, shall be used by the Department of Planning and GIS in designating addresses for properties as required by this Ordinance.

### **1.5 Provision of Addresses**

An address shall be available for all principal dwellings and buildings within the unincorporated area of Lexington County. All eligible streets and roads will be assigned addresses accordingly.

### **1.6 Road Names**

Addresses will be provided only on those roads which have been assigned a name in accordance with the guidelines set forth by the Planning Commission.

## **SECTION 2 - POSTING OF ADDRESS NUMBERS**

### **2.0 Number Placement**

When each dwelling or building has been assigned its respective number or numbers, the owner, occupant or agent shall be required to display the assigned number or numbers in accordance with the following provisions. The cost of the numbers will be paid for by the property owner.

### **2.1 Size and Composition of the Numbers**

Numbers shall not be less than three inches in height and shall be made of a durable and clearly visible material which is in a contrasting color to the building.

### **2.2 Number Location**

The numbers will be conspicuously placed immediately above, on, or at the side of the proper door of each building so that the number can be seen plainly from the street line. Where the numbers at the door are not clearly visible from the street line, the number must be placed near the walk, driveway, or common entrance to the building, and upon a mailbox, gate post, fence, or other appropriate place so as to be easily read from the street line.

## **SECTION 3 - ADMINISTRATION**

### **3.0 Assignment of Addresses to New Principal Buildings**

Whenever any principal dwelling or building is erected or located in Lexington County subsequent to the effective date of this Ordinance, it will be the duty of the owner or owners to obtain the correct address of the property as designated by the Department of Planning and GIS, and to immediately attach the number or numbers to the building as provided by this Ordinance. No building permit will be issued for any dwelling or building until the owner has obtained the official address from the Department of Planning and GIS.

### **3.1 Posting of Addresses on New Principal Buildings**

Final approval of any major structure erected, altered, repaired, or modified after the effective date of this Ordinance shall be withheld by the Department of Planning and GIS until the address is posted on said structure as outlined in this Ordinance.

### **3.2 Posting of Addresses of Existing Principal Buildings**

Lexington County Council will encourage all owners of existing principal dwellings or buildings, by adoption of this Ordinance, to post the assigned address numbers in the manner outlined in this Ordinance within the six months subsequent to the effective date of this Ordinance. Community clubs and local fire stations will be encouraged to assist in the implementation of this task.

### **3.3 Posting of Addresses at Existing Collective Developments**

All mobile home parks, apartment developments, office parks, and condominium developments will post the assigned address numbers in the manner outlined in this Ordinance within six months subsequent to the effective date of this Ordinance.

## **SECTION 4 - PENALTIES**

### **4.0 Penalties**

Any person who violates any of the provisions of this Ordinance shall be guilty of a misdemeanor and shall, upon conviction thereof, be subject to a fine not more than the maximum allowable penalty in the jurisdiction of the Magistrate's Court. Each day such violation continues shall constitute a separate offense.

## **SECTION 5 - EFFECTIVE DATE**

### **5.0 Effective Date**

This Ordinance shall take effect on April 27, 1999.

# **GUIDELINES for ASSIGNING ADDRESSES in LEXINGTON COUNTY**

(as adopted by the Planning Commission on June 17, 1999)

**A. GENERAL.** Roads must be named in accordance with guidelines set by the Road Naming Ordinance in order to be assigned addresses.

2. Addressing by the County staff will be done only in the unincorporated areas of Lexington County but shall be done in coordination with the municipalities within the county.
3. No **correctly** assigned address will be changed unless necessary to the functionality of the addressing system. These guidelines are designed primarily for structures and properties with previously unassigned addresses.
3. An address will be available for all dwellings, buildings, and properties.
4. Each new dwelling or building will be assigned an address at the time of or following the issuance of a building or electrical permit. Address ranges and individual addresses will be shown on appropriate maps. Applicants located in collective developments that use an overall address with a lot numbering system must obtain their lot number (as shown on the development schematic) from the development owner before an address can be assigned. (See Section B below.)
5. Wherever possible, streets running more nearly north and south will be numbered from north to south, and those streets running more nearly east and west will be numbered from east to west.
6. Wherever possible, starting at the beginning of a street as determined in #5 above, streets will be assigned even numbers on the right and odd numbers on the left.
7. Wherever possible, numbers will be assigned on the basis of one number for every fifty (50) feet of frontage along each side of the street. This may vary to accommodate previous addressing or unusual circumstances.
8. Blocks will begin at clear points of transition if available.

**B. COLLECTIVE DEVELOPMENTS** such as mobile home parks, office parks, apartment complexes, and condominium developments may be assigned addresses using one of the methods outlined below. The most appropriate method shall be determined by the Department of Planning and GIS. New collective developments will be assigned addresses at the time of submission. Both the development address and the address of the individual lot or unit must be posted in accordance with all other applicable sections of this ordinance and guidelines.

1. Internal streets may be named and then addressed in the same manner as all other developments,  
or
2. An overall address can be assigned for each point of ingress or egress to the development. Individual lots or units can then be differentiated by lot or unit numbers in addition to the overall address (for example: 101 Any St, Lot 4).

- a. The overall address must be posted so that it is easily visible at both the point of ingress and the point of egress. This posting and the provision of the numbering schematic (and any subsequent revisions) to the Department of Planning and GIS are the responsibility of the development owner.
  - b. The lot or unit number must be posted so that it is easily visible at the front of each lot or unit. Any previous address numbers or letters must be removed in order to avoid confusion. This posting is the responsibility of the resident of the lot or unit.
- C. NUMBER OF DIGITS.** Lots on streets within new subdivisions will be assigned either three or four digit address numbers at the time of submission. Exceptions to this rule may occur when a developer specifically requests that either one or two digit address numbers be assigned to lots that front on streets which:
1. Have only one point of ingress or egress,
  2. Are not required to have intermediate turnarounds according to the Engineering Guidelines of the Department of Public Works, and
  3. Are not subject to further subdivision in accordance with all other Lexington County ordinances.
- D. VARIANCES/CONFLICTS.** In the event of a conflict between the Lexington County Addressing Guidelines and applicable laws of the State of South Carolina, the most restrictive provision or highest standard shall apply. Conflicts, ambiguities, or a request for a variance in the guidelines set forth above shall be heard by the Planning Commission which shall make its decision considering the health, safety, and best interests of the citizens of Lexington County.

## **An Ordinance to Provide for the Naming of Roads in Lexington County**

**WHEREAS**, the Lexington County Council finds that the naming of roads in Lexington County is necessary and essential to successful implementation of the 911 Emergency telephone service;

**BE IT ORDAINED AND ENACTED** by the Lexington County Council as follows:

### **SECTION 1 - GENERAL PROVISIONS**

**1.0 Authority**

This Ordinance is enacted pursuant to authority conferred by Section 4-9-30 of the South Carolina Code of Laws, 1976, as amended, to promote the public health, safety, morals, convenience, order, prosperity, and general welfare of the present and future inhabitants of Lexington County, South Carolina.

**1.1 Title**

This Ordinance may be cited as the Road Naming Ordinance for Lexington County, South Carolina.

**1.2 Jurisdiction**

The regulations set forth herein shall apply only to those roads, both public and private, which are or will be located within Lexington County, South Carolina.

**1.3 Purpose**

The purpose of this Ordinance is to provide a system of unique road names, which is essential to the successful implementation of the E-911 Emergency Services System, and is, therefore, essential to the efficient and effective provision of such services as police, fire, and emergency medical services.

**1.4 Establishment of a Uniform Name System**

The Planning Commission shall develop and maintain a uniform system of naming roads which shall be known as "Guidelines for Naming Roads in Lexington County." These guidelines, which may be changed from time to time, shall be used by the Department of Planning and GIS when assigning road names as required by this Ordinance.

### **1.5 Road Names**

New road names will typically not be allowed if they duplicate existing approved County or municipal road names, including road names within zip code areas that cross County boundaries into neighboring counties. This includes duplication of words, phonetics, homonyms, or homophones. However, duplications may be considered if there is no reasonable expectation for mistaken identity of the road by mail delivery or emergency personnel due to a geographical separation of the similarly named roads.

### **1.6 Road Name Changes**

The Planning Commission shall establish procedures for changing a street or road name. These procedures shall be included in the "Guidelines for Naming Roads in Lexington County."

### **1.7 Violations**

It shall be unlawful for a person in laying out a new street or road to name the street or road on a plat, by a marking or in a deed or instrument without first obtaining approval of the road name by the Planning Commission or their designee.

## **SECTION 2 - ERECTION OF ROAD NAME SIGNS**

### **2.0 Location and Installation**

Sign locations and installation shall be in accord with the Department of Public Works' specifications for road name signs. A road name sign shall be provided for all streets or roads that meet the provisions of the "Guidelines for Naming Roads in Lexington County."

## **SECTION 3 - ADMINISTRATION**

### **3.0 New Roads**

Whenever any road is planned for construction in Lexington County it will be the duty of the owner or owners to obtain the correct road name as designated by the Department of Planning and GIS and to erect the proper sign when the road is constructed.

### **3.1 Existing Roads**

All roads maintained by Lexington County, the South Carolina Department of Transportation, or a municipality will be named. Private roads will be named if

they provide access to three or more parcels, dwellings, or other buildings requiring an address.

#### **SECTION 4 - PENALTIES**

##### **4.0 Penalties**

Any person who violates any of the provisions of this Ordinance shall be guilty of a misdemeanor and shall, upon conviction thereof, be subject to a fine not more than the maximum allowable penalty in the jurisdiction of the Magistrate's Court. Each day such violation continues shall constitute a separate offense.

#### **SECTION 5 - EFFECTIVE DATE**

##### **5.0 Effective Date**

This Ordinance shall take effect on April 27, 1999.



# **GUIDELINES for NAMING ROADS in LEXINGTON COUNTY**

(as adopted by the Planning Commission on June 17, 1999)

## **A. EXISTING UNNAMED ROADS** may be named in one of two ways:

1. A petition researched and generated by the Department of Planning and GIS may be circulated by the petitioner. Acceptance of the petition requires the signatures of a simple majority (51%) of the property owners. Whenever two or more people own property in common, the signature of only one is required. Only one signature per property shall be counted.
2. Lexington County through the Department of Planning and GIS may assign a name to any proposed or existing road. When a name is assigned to a road, the Department of Planning and GIS must notify by letter all persons who own property that is accessed by the road of the proposed road name. Affected property owners have fifteen (15) days from the mailing date of the notification to request and circulate a petition to name the road themselves, according to the process outlined in item 1 above.

## **B. NEWLY CONSTRUCTED ROADS** will be named through the subdivision approval process of the Department of Planning and GIS and the Lexington County Planning Commission using the criteria outlined in Section D below.

## **C. ROAD NAME CHANGES.** Any road currently named may be changed with a Road Name Change Petition. The Department of Planning and GIS will research and generate a petition which will be circulated by the petitioner. The signatures of at least seventy-five per cent (75%) of the property owners on the road are required for the approval of the name change. Whenever two or more people own property in common, the signature of only one is required. Only one signature per property shall be counted. There is a charge of eighty dollars (\$80.00) for each affected intersection to offset the costs of changing street signs. The fee for changing signs may be waived if the petition is requested by and circulated by any public safety agency serving any portion of Lexington County for public safety purposes. The fee may also be waived if signs for the existing name are missing on the street.

Road names may also be changed by vote of Lexington County Planning Commission in special circumstances, such as when the number or location of property owners render an undue hardship on the petitioner.

## **D. NAME APPROVAL CRITERIA.** The Department of Planning and GIS must approve any proposed name before it becomes official. In approving names the following guidelines shall be adhered to as closely as possible. Deviations may occur when special situations occur, such as the County recognizing an historical name for an existing road:

1. Duplications of any existing names shall not be allowed, except where the proposed street intersects with the existing duplicate name. For example, "Edmund Court" is an acceptable name only if it intersects with "Edmund Highway."
2. Areas of surrounding counties which share Postal Service Zip Codes or multi-jurisdictional emergency services agreements with areas of Lexington County shall be considered when determining duplications.

3. Names with the same pronunciation as existing road names shall not be allowed.
  4. The maximum length of approved street names must not exceed the technical abilities of the Sign Shop of the Lexington County Department of Public Works. Street names are required to have suffixes.
  5. Any road consisting of several segments in basically the same direction, even though divided by intersections with other roads, must have one continuous name.
  6. Roads with only one outlet must have suffixes such as "Terrace," "Place," "Court," or "Lane." Only roads with two outlets and not other intersections shall have the suffix "Circle". Suffixes such as "Parkway," "Drive," or "Boulevard" are to be reserved for major or through roads. All suffixes must appear on the official list of the United States Postal Service.
  7. Personal names shall be allowed, but not encouraged as road names. Personal titles such as "Doctor" or "Mister" shall not be allowed as part of a road name.
  8. Abbreviations shall not be allowed in official street names. Streets signs may have abbreviations.
  9. After a street is named and mapped, a memorandum containing the name, descriptive information, and a locator map shall be circulated to affected County Departments, Post Offices, E911 telephone service providers, and other interested parties. Street signs shall be erected as soon as possible thereafter. Road signs in new subdivision are the responsibility of the developer.
  10. These guidelines apply only in the unincorporated areas of Lexington County but shall be administered in coordination with the municipalities within the county.
  11. New directional street names are not allowed in the unincorporated areas of Lexington County. Directional modifiers include, but are not limited to "North", "South", "East", or "West".
  12. Names which contain obscene, derogatory, or other offensive words will not be permitted.
- E. VARIANCES/CONFLICTS.** In the event of a conflict between the Lexington County Road Naming Guidelines and applicable laws of the State of South Carolina, the most restrictive provision or highest standard shall apply. Conflicts, ambiguities, or a request for a variance in the guidelines set forth above, shall be heard by the Planning Commission, which shall make its decision considering the health, safety, and best interests of the citizens of Lexington County.