

Street Naming & Address Guidelines

City of Albany and Dougherty County, Georgia

Ordinance 09-110

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Article I. Title, Purposes, and Legal Clause

Section 1.01 – Title

This ordinance shall be known as the Street Naming & Address Guidelines for the City of Albany and Dougherty County, Georgia.

Section 1.02 – Purpose

The Planning and Development Services Department shall develop a standard system by which addresses may be assigned and maintained from this time forward. This addressing system shall be used in designating addresses for new and existing parcels and/or structures and to resolve address problems which may confuse citizens or delay the response of emergency services and other service providers by:

- A. Creating a formal system with standards and regulations for assigning road names to be administered by the Planning and Development Services Department
- B. Creating a formal system with standards and regulations for assigning addresses to be administered by:
 - 1. Planning and Development Services Department – for new parcels and/or structures
 - 2. Planning and Development Services Department – for existing parcels and/or structures.
- C. Providing for notification of interested parties of assigned new road names and address numbers, and maintain a master record of addresses.
- D. Provide minimum standards and regulations for display of addresses and road signs that comply with Georgia Department of Transportation (GDOT), National Fire Protection Association (NFPA), Manual on Uniform Traffic Control Devices (MUTCD), and local ordinance standards.
- E. Providing for the enforcement of these guidelines.

Article II. Road Names

Section 2.01 – Road Names

The Planning and Development Services Department shall be the agency with exclusive authority to name roads in the City of Albany and Dougherty County.

Section 2.02 – Highway and Route Numbers

A road name shall not be given a highway number or county route number. Such highways and routes shall receive a road name to be used in conjunction with an address.

Section 2.03 – Naming Roads

- A. A road shall not be given a name which duplicates the name of any other road in the City or County.
- B. A road shall not be given a name which sounds like or approximates the name of any other road in the City or County.
- C. The proposed name of any new roads will be verified with the Planning and Development Services Department database to avoid duplication before any assigning will be completed.
- D. An official name shall be given to a private road and approved by the Planning and Development Services Department when:
 - 1. The private road services five (5) or more residences, or the location and/or length of the private road is such that for safety and emergency purposes, it is more appropriate to name the private road than to assign addresses from the main road.
- E. A committee composed of the City Manager, Dougherty County Administrator, Chief of Albany Fire Department, Chief of Albany Police Department, Chief of Dougherty County Police Department, Sheriff of Dougherty County, General Manager of Water, Gas, & Light Commission, U.S. Postmaster of Albany, Director of Planning & Development Services, Director of Dougherty county Tax Department, Director of Dougherty County Emergency Medical Services, Director of Albany Engineering Department, Director of Albany Public Works Department, Director of Dougherty County Public Works Department, the 911 Center Communication Center Manager, or their representative, is hereby appointed to review, rationalize, and recommend to the Board of Commissioners of Dougherty County and/or the Board of Commissioners of the City of Albany, as appropriate, the following:
 - 1. Changes in the names or new names for streets and other public and non-dedicated ways of the City of Albany and Dougherty County, so as to avoid duplications and/or confusing similarities.

Section 2.04 – Changing Existing Road Names

- A. The existing road name, or the name applied to a right-of-way as shown on an approved preliminary plat or recorded plat, shall be changed when:
1. Road construction has resulted in the extension of a road to another road so that both roads are joined in such a manner that both roads may be considered one road.
 - a. In the instance of changing a road name, one of the two existing road names shall be used. The Planning and Development Services Department shall determine which road name is used based upon:
 - i. the road name which results in the fewest number of address changes
 - ii. the road name which is the oldest
- B. Street name changes shall only be allowed when the name is a duplicate of another street within a designated postal area or within Dougherty County and interferes with the accurate dispatch of emergency vehicles or postal delivery. A road name may also be changed when one road has two commonly used names or where portions of what appears to be the same road have two or more names.
- C. In the case of a street name change, the following procedure will be followed:
1. The reason for the street name change shall be documented with date and reporting party.
 2. A new numeric address shall be determined using the Planning and Development Services Department addressing standards.
 3. Upon approval of the new street name by the Planning and Development Services Department, confirmation of the new street name will be mailed to each property owner affected by the change.
 4. No street name will be changed upon recommendation of the Street Naming Committee if fifty-one percent of the adjacent property owners on the street to be renamed disagree with the renaming of said street.
 - a. The owners of each property abutting each side of said street to be renamed will count as one property and the total number of properties abutting on each side of said street to be renamed will be the total number of properties from which the fifty-one percent is to be derived.
 - b. Each property and their owners will be entitled to agree or disagree in the renaming of said street.

Section 2.05 – Notification of Road Names

- A. The Planning and Development Services Department shall notify interested persons whenever a road is named for the first time and whenever an existing road name is changed.
- B. In cases of naming roads for the first time, a written notice shall contain:
1. The new road name.
 2. A structure's new address.
 3. The extent of the road that the new road name is to be applied to.
- C. Notification of any new street names will be sent to:

1. Property Owners
2. Fire Department (911/EMA/EMS)
3. U.S. Postal Office
4. City Clerk
5. Dougherty County School Board
6. County Clerk
7. Engineering
8. Dougherty County Public Works
9. Water, Gas & Light Commission, Sumter EMC, Mitchell EMC, and Georgia Power
10. Dougherty County Tax Department

Article III. Commemorative Street Naming

Section 3.01 Definition

For the purposes of these guidelines, commemorative naming refers to the bestowing of an additional name to portions of streets or highways, commemorating persons or events, as a way to honor or memorialize the person or event in question. A commemorative street name does not change the official street name or address of any property along that stretch of street or highway. Commemorative street naming guidelines will only be effective in the unincorporated area of Dougherty County.

Section 3.02 Guiding Principles

- A. A proposed name will only be considered for persons posthumously; a minimum of five years must elapse from the date of death before a commemorative name proposal will be considered.
- B. For events, at least twenty-five years must have elapsed since the occurrence of the event.
- C. A commemorative name will only be considered for subjects with a strong association with the area, or of outstanding significance to the cultural legacy or development of the area, the state, or the nation.
- D. A proposed name will be supported by the local community and reach beyond a single or special interest group.
- E. A commemorative name will not be used to commemorate victims or mark the location of accidents or tragedies.

Section 3.03 Procedures

Before contemplating a proposal and undertaking the necessary research, proponents should contact Planning & Development Services in order to obtain guidelines and procedures for establishing a commemorative name in the City of Albany and Dougherty County. In order for a portion of a street or highway to receive consideration for commemorative naming, the following items shall be submitted:

- A. Map delineating the length of the section of street or highway to be named.
- B. Rationale for the proposal.

- C. Evidence that the proposed name is not in use elsewhere in the City of Albany or Dougherty County and that the proposed name is acceptable and has broad community support.
- D. Brief biography and photograph of the person to be commemorated, including a description of his/her association with the area where the feature is located and an explanation of the unique contribution that would single him/her out for commemoration in this fashion.
- E. For events, a description of the event and its association with the feature in question.
- F. Statement of the proponent's relationship to the person or event to be commemorated.

Article IV. Address Numbering

Section 4.01 – Planning and Development Services Department

- A. The Planning and Development Services Department shall be the agency with exclusive overall administration and coordination responsibility to administer these guidelines following initial implementation.
- B. Street addresses shall be issued by the Planning and Development Services Department for all parcels and principle dwellings and buildings located on all officially mapped public and private roads.
- C. Addresses will be provided only on those roads that have been assigned a name in accordance with the guidelines set forth in this Article.

Section 4.02 – Address Numbering System

- A. Address Numbering Structure
 1. The addressing system is based on a baseline/meridian structure. Dougherty County is divided into four quadrants based on the intersection of Broad Avenue and the Flint River. (See Appendix A)
 2. Block ranges are well established for Albany and Dougherty County and form a relatively evenly spaced grid. Where possible, one address number shall be established for each twenty foot (+/-) interval. Addresses are assigned based on the driveway entrance, not the front of the structure.
 3. Even numbers shall be on the southerly side of roads and odd numbers shall be on the northerly sides of roads.
 4. Even numbers shall be on the easterly side of roads and odd numbers shall be on the westerly side of roads.
 5. Roads which are not traveling due north-south/east-west or meander shall be numbered as a north-south/east-west road if the major portion of the road within Dougherty County runs north-south/east-west. Once a north-south/east-west road has an address number assigned to structures then that road shall always be considered to be a north-south/east-west road.
 6. Address numbers south of the baseline shall be affixed with the prefix "south", and address numbers north of the baseline shall be affixed with the prefix "north" to

avoid duplication of address numbers. The above also applies to east and west streets.

B. Fractional, Alphanumeric, Hyphenated Addresses

1. There shall be no use of fractional addresses, alphanumeric address numbers or hyphenated address numbers. This also applies to apartment numbers and suite numbers.

C. Component Order

1. Components of a street address shall always be in the following order: address number, directional prefix (if any), street name and street type, designation of apartment or suite, and apartment/suite number.

D. Diagonal Streets

1. Diagonal streets shall be treated as either north-south or east-west streets. Once orientation is established it shall be used throughout the entire length of the road. The orientation will not change even if the road changes direction. Within developments it is advisable to consider the direction of the beginning of the road. If it originates off a north-south road and begins by going east-west before meandering north-south, it is generally considered an east-west road.

E. Circular Streets

1. A circular street/road is one that returns to the same origin point or to the same originating road. Circular streets shall be numbered beginning at the low numbered intersection and continuing to the other end of the road. The outside of the circle is numbered first and the inside is then numbered mix and matched with the outside. This will result, in most cases, with fewer numbers on the inside of the circle and with larger spaces between inside numbers. Numbering sequence of the outside and inside of the circle shall be used throughout the entire length of the road.

F. Cul-De-Sacs

1. Cul-de-sacs shall be addressed using the system based on the baseline/meridian structure; odd/even numbers on the appropriate sides of the street and meeting at the midpoint, or the back of the cul-de-sac.

G. Corner Lots

1. It is preferable for corner lots to be addressed to the road that the driveway is accessed from. However, corner lots have the option of being addressed to the driveway or the front of the structure. Addresses based on the driveway shall require the mailbox to be placed at the driveway access. Addresses based on the front of the structure shall require the mailbox to be placed on the road at the front of that structure. Display of address numbers on the structure shall face the road to which the home is addressed. The assigned address will be determined by the site plan presented at the time a building permit is requested.

H. Private Drives/Easements

1. Private drives/easements may be addressed to an existing adjoining road when they serve no more than two (2) lots or structures. A sign or post which clearly

indicates the address numbers assigned to the structures shall be located at the entry point of the private drive/easement. Private drives and easements that serve more than two (2) lots or structures will be addressed to the private drive/easement.

I. Single Family Residences

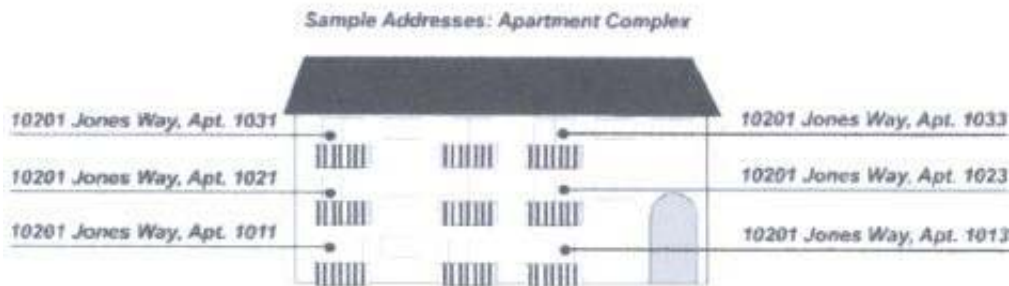
1. A single-family residence shall receive its own individual address determined by the basic rules for distance and direction.

J. Duplex Residences

1. A duplex shall be addressed with each unit receiving its own individual address determined by the basic rules for distance and direction.

K. Apartment Residences

1. Apartments shall be numbered with the main building receiving one address and each individual apartment being assigned apartment numbers as secondary location indicators. The apartment number assigned should indicate floor location (e.g. Apt 204 is the fourth apartment on the second floor). Alphanumerical numbers are not to be used. Apartment buildings with multiple entrances, where each entrance provides access to a limited number of apartments, shall require an address for each individual entrance as determined by the street allowing main access to the entrance and following the basic rules for distance and direction.



L. Mobile Home Parks/Manufactured Home Communities

1. Each individual mobile home or manufactured home shall be assigned its own individual address following the basic rules for distance and direction. This generally results in leaving 4 to 8 numbers between adjacent sites.

M. Townhouses

1. Townhouses that are individually owned and not part of an apartment complex shall be assigned an individual address for each unit as determined by the street allowing main access to the building and following basic rules for distance and direction. In cases where entry is not from the street on which the townhouse is addressed, for instance alleys or parking areas, address numbers shall be posted on both the front and rear of the structure. Townhouses that are under the apartment category will be addressed as apartments, with the main building receiving one address and each individual townhouse being assigned apartment numbers as secondary locators.

N. Condominiums

1. Condominiums shall be assigned an individual address for each unit as determined by the street allowing main access to the building and following the basic rules for distance and direction. In cases where entry is not from the street on which the townhouse is addressed, for instance alleys or parking areas, address numbers shall be posted on both the front and rear of the structure.
2. An apartment building or townhouse complex that is converted to a condominium shall be required to be addressed with an individual address for each unit.

O. Office Buildings

1. Office buildings shall be numbered with the main building receiving one address and each individual office being assigned suite numbers as secondary; location indicators. The suite number assigned should indicate the floor location (e.g. Suite 204 is the fourth office on the second floor). Alphanumerical numbers are not to be used. Office buildings with multiple entrances, where each entrance provides access to a limited number of offices, shall be assigned an address for each individual entrance as determined by the street allowing main access to the entrance and following the basic rules for distance and direction.

P. Individual Commercial Buildings

1. Individual commercial buildings shall be given one address to the road/street on which the driveway access is located as determined by the basic rules for distance and direction. When a business faces a main road, but is accessed from a secondary road, an address will be allowed to the main road if the primary entrance faces the main road. In addition to being posted on the side of the building facing the main road, this address shall be posted on the outside of the main building in a manner that is legible to the public as well as emergency responders from the point of access.
2. An individual building, housing more than one business, shall require a separate address for each unit. Suite numbers shall not be allowed.
3. A large retail complex/superstore that houses one main retail business with additional smaller retail spaces within (i.e. Grocery store with cleaners, bank, hair salon, etc.) shall be assigned one address for the use of all businesses located within the main structure. This address shall be posted on the outside of the main building in a manner that is legible to the public as well as emergency responders.

Q. Strip Commercial Buildings

1. Strip commercial buildings shall require an address to be reserved for each individual entry door. Careful planning shall be taken to reserve enough numbers for future divisions of businesses. Each business shall receive its own individual address. If a business is large enough to use space accessed by two or more doors, the business shall be assigned the number that corresponds to its primary entrance.

R. Miscellaneous Structure

1. Outbuildings and/or utilities requiring metering that are required to have an address shall be given their own individual address, generally 4 to 6 numbers from the main residence. Outbuildings having their own access drive shall be assigned an address following the basic rules for distance and direction.

S. Wireless Tower

1. A wireless tower shall be assigned one address determined by the basic rules for distance and direction. When additional carriers are added all carriers will be assigned a suite number with the address including the carrier. A sign or post which clearly indicates the address numbers assigned to the tower shall be located at the entry point of the road on which tower is located.

Section 4.03 – Changing Address Numbers

- A. It shall be the policy of these guidelines to discourage the practice of changing existing addresses or address numbers which are already in use except:
 2. If the existing address number is not in sequence and does not run consecutively in the same direction as the county address system.
 3. If the existing address number is such that assignment of address numbers for new structures is not practical and in keeping with the requirements.
 4. When a new road is constructed, or recognized, which results in the most appropriate address for a structure to be on the new road rather than the original road such as where a structure is previously on land locked property and for example, then has a new road built to service it,
 5. If it is determined that an address needs to be changed for safety and emergency purposes.
 6. When an address is duplicated or otherwise in violation of these guidelines.
- B. Whenever an error in a numeric address or street number name comes to the attention of the Planning and Development Services Department, they shall initiate proceedings to correct the error.
- C. Address changes become effective within 30 days of receipt of Notice of Address Correction. A resident who does not put a change of address in with their Post Office and who does not display the new correct address within the 30 day period will be in violation of these guidelines and subject to penalty as provided by the guidelines.
- D. In the case of a numeric address change, the following procedure shall be followed:
 1. The reason for the numeric change shall be documented with the date and reporting party.
 2. A new numeric address shall be determined using the Planning and Development Services Department addressing standards.
 3. The property owner or owners shall be contacted in written form using the governing assessor's information to identify ownership.
 4. Notification shall be sent to the following:
 - a. Property Owners
 - b. Fire Department (911/EMA/EMS)
 - c. U.S. Postal Office
 - d. City Clerk
 - e. Dougherty County School Board
 - f. County Clerk
 - g. Engineering
 - h. Dougherty County Public Works

- i. Water, Gas & Light Commission or any other utility offices providing service to the area
- j. Dougherty County Tax Department

Section 4.04 – Master Address File

- A. The GIS Division of Planning and Development Services Department shall maintain a geofile showing the location of each structure which has an address and the address number. The geofile shall be updated as addresses are added. For sub-divided parcels which do not have a structure an address shall be assigned to the parcel.
- B. The address geofile serves as a master address file for Albany and Dougherty County. All City/County Departments can access the address geofile via City of Albany's network and will validate addresses against the address geofile.

Section 4.05 – Notification of Address

The Planning and Development Services Department shall be the recipient of applications for new addresses. Addresses for subdivision lots should be assigned and noted on the final plat when recorded, not waiting until an application for a new address is received.

- A. Prior to the issuance of a construction permit the Planning and Development Services Department shall assign addresses and provide the person with a form containing:
 - 1. The structures address number
 - 2. Compass designation
 - 3. Road name
 - 4. Street Suffix Name
- B. The person shall make use of this form, or copies, to notify in turn utilities, post office, or other interested persons.
- C. The Development Services Department shall not issue a construction permit until after an address number has been issued for the proposed structure except:
- D. The Planning and Development Services Department shall assign addresses in the original instance after adoption of these guidelines.
- E. In cases where an existing address number is changed, the Planning and Development Services Department shall send written notice to each resident, occupant, or person with an affected address on the road and to the owner, if different of structures with a change of address form within ten days by mail or personal delivery.

Article V. Display of Address and Street Name Signs

Section 5.01 – Regulation

The Development Service's Department and Albany Fire Department shall be the agencies with exclusive overall administrative and coordination responsibility to administer the Display of Addresses and Street Name Signs. All street name signs should be supplied and installed by the city/county sign shop after payment is received from the appropriate developer. The Development Services Department has the authority to withhold or revoke any permits, including Certificate of Occupancy permits, if any portion of Article V is not complied with, or if an individual intentionally removes an Address or street name sign after a permit has been issued.

Section 5.02 – Display of Address

It shall be the responsibility of each and every property owner, trustee, lessee, agent and occupant of each residence, apartment building, business or industry to post and maintain, at all times, address numbers as required under this policy. All addresses shall be displayed in such a way that they are unobstructed and legible from the traveled roadway.

- A. When a cluster box is used it will only be required for the address to be displayed on the structure.
1. Mobile homes or manufactured homes located within a development shall display the address number in numbers of at least four (4) inches in height and on the side of the home facing the access road.
 2. Structures located within a subdivision, condominium or within a city or village that is within fifty (50) feet from the edge of the road right-of-way shall:
 - a. Display the assigned address number on the structure in such a way that is visible from the road.
 - i. The address shall be composed of numbers that are not less than four (4) inches in height and contrasting in color with the background on which they are affixed.
 - b. The address shall also be displayed on both sides of the mailbox.
 - i. The address shall be composed of reflective numbers that are not less than two (2) inches in height.
 - c. The numbers shall be reflective numbers on a contrasting background.
 - d. The address shall not be obstructed in any way by any form of landscape, other mailboxes or newspaper delivery boxes.
 - i. When the mailbox is obstructed, it will be required that an address sign be displayed at the road , following the standards listed for structures located more than fifty (50) feet from the road.
 3. Structures located more than fifty (50) feet from the edge of the road right-of-way shall comply with the previous requirements listed for structures within 50 feet of the edge of the right-of-way and in addition shall:
 - a. Display the assigned address number on a post, fence or wall or other permanent structure no farther than ten (10) feet back from the edge of the traveled roadway.
 - b. The address shall be composed of numbers that are not less than four (4) inches in height.

- c. The sign shall be composed of reflective numbers on a contrasting background.
- d. The numbers shall be not less than four (4) feet and not more than seven (7) feet above the ground.

Section 5.03 – Display of Street Name Signs

New roads shall have permanent street name signs posted within thirty (30) days of the date of approval given by the Planning and Development Services Department, before any permits are issued by the City of Albany's Development Service's Department. Street name signs on public roads shall be installed and maintained by Albany Engineering/Traffic Division. Street name signs for private roads are the responsibility of the owners of properties on the private road.

- A. All road signs shall be MUTCD compliant for both public and private roads.
- B. All street name signs, public and private, shall have a white legend on a green background.

Article VI. – Effective Date

Section 6.01 – Enforcement

A person violating any provision of this ordinance, and upon conviction, shall be subject to a fine not to exceed \$500.00, six month imprisonment, or both.

Section 6.02 – Effective Date

This Ordinance shall take effect on the date it is adopted by the City of Albany and Dougherty County Commissions.

Appendix A – Addressing Structure

