

## **Chapter 64**

### **Road Names and Address Displays**

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**§ Section 64 – 101. Purpose and intent of ordinance.**

The purpose and intent of this ordinance is to provide a uniform system of road addresses for all properties and buildings throughout the Town of Millington and Kent and Queen Anne’s Counties, in order to facilitate provision of adequate public safety and emergency response services and to minimize difficulty in locating properties and buildings for public service agencies and the general public.

**§ Section 64 - 102. Definitions.**

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Address coordinator* – the Town official charged with the administration of this ordinance, including any authorized agent or delegate.

*Building* – a structure having a roof supported by columns or walls for the shelter, support or enclosure of persons, animals, or equipment. When separated by division walls from the ground up without openings, each portion of such building may be deemed a separate building. For the purposes of this ordinance, the term “building” may also include other man made structures.

*Driveways* – a private way, beginning at the property line of a lot abutting a public road, private road, easement or private right-of-way, giving access from that public road, recorded easement, recorded private road or right-of-way, and leading to a building, use or structure on that lot. A driveway may not serve more than a single lot unless it runs along a lot line shared by more than one lot.

*Road* – a public or private on-way or two-way road for ingress and/or egress. Such road may be of various types including frontage roads, rear access roads, roads with cul-de-sacs, and dead-end roads. This definition includes secondary roads but does not include driveways.

*Road address* – the combination of numbers and road names assigned by the Town and the County which uniquely identifies a particular building or lot.

Except as specifically set forth in this section, definitions of the Town subdivision regulations shall govern the meaning of words and phrases in this ordinance.

**§ Section 64 - 103. Road names.**

- I. Development of roads through new subdivisions will be received and reviewed by the Town’s Planning Commission. Upon preliminary approval, the road names will be submitted to the Address Coordinator of the Town. The Address Coordinator will then forward to the County Planning Department for review and approval, assuring there are no duplication of road names.
- II. Upon receipt of approval of road names, Address Coordinator will assign property numbers to each parcel, building, or unit.

- III. All roads shall be identified by a sign showing the official name. These road signs shall be placed at all intersections and shall identify both intersecting streets.
- IV. All subdivisions or development which have new public or private streets, roads, or vehicular access drives that have an assigned name shall have standard street signs. Such street signs shall comply with the Manual on Uniform Traffic Control Devices, published by the U. S. Department of Transportation, Federal Highway Administration. Actual installation of street signs shall be the responsibility of the developer. Maintenance and replacement of such signs shall be the responsibility of the Town. These provisions shall also apply to intersecting private streets, roads, or vehicular access drives that have an assigned name as recorded in the Town's system. Requests for alternative street signs shall be considered by the Town's Planning Commission.
- V. Single-family dwellings shall be prohibited from obtaining an assigned street name for a nondedicated private street, road, or vehicular access drive. This shall not apply to new single-family lots fronting on publicly or privately dedicated streets in accordance with the Town's subdivision regulations.

**§ Section 64 - 104. Administration and application.**

- I. The Town's Address Coordinator will be responsible for interpretation and administration of this ordinance including:
  - a. Assigning all numbers for properties and buildings.
  - b. Maintaining address records for each property and building.
  - c. Changing the existing addresses when necessary to facilitate sequential house numbers along a road.
  - d. Designating individual unit addresses within the multiple housing units in conformity with this ordinance.
  - e. Coordinating with emergency service personnel to assist the public in complying with the requirements of this ordinance.
- II. This ordinance shall apply in all areas of the Town's jurisdiction.

**§ Section 64 - 105. Display of road address numbers.**

- I. Road address numbers shall be clearly displayed in accordance with U. S. Postal requirements so that the location can be identified easily from the road.
  - a. The official address number shall be displayed on the front of a building, or at the entrance to a building whichever is most clearly visible from the street or road during day and night.

- b. if a building is more than 100 feet from any road, the address number shall be displayed within a three-foot perimeter at the end of the driveway or easement nearest the road which provides access to the building.
  - c. Numerals indicating the address number of a single-family dwelling shall be at least three inches in height and shall be posted and maintained so as to be legible from the road.
  - d. Numerals for multiple dwelling units and nonresidential buildings shall be at least six inches in height and shall be placed on the front of the building facing the road or at the end of the building nearest the road.
  - e. Numerals shall be of contrasting color to the background.
- II. The Town's Planning Commission shall have the right to authorize and approve alternate methods of displaying house numbers which meet the intent of this article when strict adherence to these standards cannot be reasonably met.
- III. In addition to civil penalties, violation of this section shall be a misdemeanor punishable by a fine not to exceed \$500.00 per day non-compliant.

**§ Section 64 - 106. Enforcement.**

- I. No building permit shall be issued until an official house number has been assigned for a lot. The record plat of any subdivision shall show the address for each lot created and/or recorded.
- II. No certificate of occupancy shall be issued by the Zoning Administrator until such road address numbers are properly displayed.
- III. Owners or occupants of buildings already constructed which do not comply with this ordinance will be notified and requested to meet these requirements within 60 days from the date of the notification. A warning notice will be issued after 60 days if the requirements have not been met. If the owner or occupant does not comply voluntarily with this ordinance within 30 days of delivery of a warning notice by certified mail, enforcement action will be initiated.
- a. The first violation will result in a written warning notice.
  - b. A second violation after seven or more days from the first written notice shall constitute a misdemeanor, punishable by a fine of \$500 per day fine for non-compliance, to be recovered in the form of a tax debt and future tax sale.
  - c. If after the second violation occurs, the Town will affix appropriate numbers to the building at a cost of \$100 + cost of materials, billed to property account, to be recovered in the form of a tax debt and future tax sale.