

APPENDIX

APPENDIX 1: STREET NAME AND ADDRESS ASSIGNMENT STANDARDS

A-1-1 PURPOSE AND AUTHORITY

The purpose of the Gibsonville Street Address Assignment Standards is to provide for the orderly assignment of street addresses to protect the safety of the general public by facilitating the finding of individual dwellings and businesses for the delivery of public and private goods and services. The Planning Department is the only agency with authority to assign or modify street addresses within its Jurisdiction.

A-1-2 STREET ADDRESS SYSTEM

A-1-2.1 Establishment of Grid System

Main Street and Smith Street are the base lines used in numbering a street in a north/south or east/west direction. Streets running north and south from Main Street shall be numbered starting with the 100 block. Streets running east and west from Smith Street shall be numbered starting with the 100 block.

A-1-2.2 Odd-Even Numbers

Going north and south from Main Street and east and west from Smith Street, EVEN addresses will be on the right hand side of the street while ODD addresses will be on the left hand side of the street.

A-1-2.3 Vacant Properties

Because there is no way of determining how many structures will eventually be built on vacant land within a block, any system which attempts to number structures consecutively does not provide the flexibility to accommodate change. A street number is assigned for each one hundred (100) feet of lot frontage.

A-1-2.4 Corner Lot

Corner lots are assigned two (2) numbers since the unit could face either street. The owner or developer shall be assigned the street number that accommodates the front entrance of the structure, at the time of permit application.

A-1-2.5 Street Address Assignment:

A) Primary Address: Each unit of property will be assigned a primary address. Primary addresses will consist of up to four (4) numerals, and will be determined by the block in which the property is located. The determination of block length will be by each municipality. Single family structures (attached or detached) and townhouses are assigned individual street numbers for each unit.

B) Secondary Address:

- 1) Multi-Family Dwellings: Apartments, duplex buildings and condominiums are assigned secondary addresses. The Secondary address will include the primary address followed by a dash and a number and/or letter. An example would be “1621-A Smith Street” with “1621” being the primary address and “A” being the secondary address. The first unit on the first floor would be addresses “1621-1A Smith Street”; the second floor “1621-2A Smith Street”; etc.
- 2) Nonresidential Buildings: Office, commercial and industrial buildings with more than one tenant are also assigned secondary addresses. The designation of the address will be according to the individual only when sufficient numbers are not available or common exterior drives are used. The secondary address will include the primary address followed by a suite number. The first unit on the first floor would be addressed “1621 Smith St., Suite 101,” the second floor “1621 Smith St., Suite 201,” etc.

C) Timing: Addresses are assigned following preliminary plat or site plan approval for single family attached or clustered developments, townhouses and condominiums and nonresidential group developments. Approval of a final plat is required for conventional single family developments before numbers are assigned and building permits issued. The Enforcement Officer is furnished with an approved plat or site plan on which to assign addresses. The plat or site plan will be kept on file in the Town Hall.

A-1-3 POSTING OF ADDRESSES

Posting of addresses by property owner shall be as per Street Address Ordinance adopted _____ . Only digits to be used in the number as opposed to script.

A-1-4 CHANGE OF EXISTING ADDRESS

In assigning new addresses, as few existing addresses as possible will be changed.

A-1-4.1 Reasons for Change

Existing addresses may be changed for just cause. Examples of just cause are:

- A) Area where no addresses were left for vacant lot(s).
- B) Street name change approved by the Planning Board.
- C) Person unknowingly using the wrong address.
- D) Change from rural route and box number to urban street address number.
- E) Street address number series presently in use is incorrect and misleading.

A-1-4.2 Notification

The Planning Department will notify all necessary local government departments, utility service companies and the U.S. Postal Service of any new assignment or change in street address.

A-1-5 ALPHABET NOT USED

The letters “I” and “O” will not be used in street addresses.

A-1-6 STREET NAMES

The developer shall submit names for new streets contained within proposed developments. The Planning Department shall approve all street names with right of appeal to the Planning Board. Proposed streets obviously in alignment with existing streets shall be given the same name. In no other case shall the name of proposed streets duplicate existing street names. The proposed name shall not be phonetically similar to existing names irrespective of suffix.

A-1-7 STREET NAME PREFIX AND SUFFIX

A-1-7.1 Prefixes

- A) The prefix “North” shall be used for the northern portion of roadways having the same name. (According to each users grid system.)
- B) The prefix “South” shall be used for the southern portion of roadways having the same name. (According to each users grid system.)
- C) The prefix “East” shall be used for the eastern portion of roadways having the same name. (According to each users grid system.)
- D) The prefix “West” shall be used for the western portion of roadways having the same name. (According to each users grid system.)
- E) The prefix “N.C. Highway” shall be used for all State numbered routes or roadways.
- F) The prefix “U.S. Highway” Shall be used for all Federal numbered routes or roadways (excluding those on Interstate System.)
- G) The prefix “Interstate Highway” shall be used for all Federal numbered routes or roadway on the Interstate System.

A-1-7.2 SUFFIXES

- A) The suffix “Street” shall be used for roadways running generally in a north-south direction or parallel to the base line for the grid system.
- B) The suffix “Avenue” shall be used for roadways running generally in an east-west direction or parallel to base line of grid system depending on the individual user policy.
- C) The suffix “Drive”, “Trail”, and “Trace” shall be used for roadways which follow a wandering alignment in different directions and/or intersect both a “street” and “avenue” and generally have scenic attractiveness.
- D) The suffix “Road” shall be used for roadways running generally in a diagonal direction and/or connecting urban areas.
- E) The suffix “Boulevard” and “Parkway” shall be used for divided roadways, the sides of which are separated by a park or open median strip for their main extent.

- F) The suffix "Terrace", "Point", "Cove", "Dale", or "Way" shall be used for short roadways with an exit from one end only (dead end) with no potential for extension.
- G) The suffix "Court" shall be used for cul-de-sacs.
- H) The suffix "Circle" shall be used for short roadways that are circular or semi-circular in form and intersect the roadways from which they emanate at two different places.
- I) The suffix "Place", or "Lane" shall be used for short roadways generally not over a block in length (exit from both ends) with no regard to predominate direction.
- J) The suffix "Alley" shall be used for short roadways of substandard width as between buildings or at the rear of property, generally used for service.
- K) No suffix shall be used for roadways which bears a name which is actuality is a suffix designation (i.e., Parkway, Boulevard).

A-1-8 STREET NAME SIGNS

For new public streets, private streets, and private lanes, street name signs and traffic control signs shall be installed to standards found in Section 5-13.3 (P) and (Q).