

HAMPSHIRE COUNTY
COMMISSION

HAMPSHIRE COUNTY
WEST VIRGINIA

9-1-1 ADDRESSING
AND MAPPING
ORDINANCE

**AN ORDINANCE TO PROVIDE ASSIGNMENT OF NAMES TO STREETS
AND ROADWAYS AND IMPLEMENTATION AND MAINTENANCE OF
THE MAPPING AND POSTING OF STREET SIGNS AND BUILDING
NUMBERS IN HAMPSHIRE COUNTY, WEST VIRGINIA**

In order to uniformly assign and maintain street addresses and provide for easy identification of those numbers for various purposes and to promote the health, safety and welfare of the citizens of the County of Hampshire, Hampshire County enacts its 9-1-1 Addressing and Mapping Ordinance as follows:

WHEREAS, pursuant to West Virginia Code, Articles 7-1-3 and 7-1-3cc, and consistent with West Virginia Code, Article 24E-1-1 et seq., the Hampshire County Commission has the authority to provide for the elimination of hazards to public health and safety; to establish and regulate the naming or renaming of roads, ways, streets, avenues, drives and the like, in cooperation with local postal authorities, the division of highways and the directors of Hampshire County emergency communications centers; and to assure uniform, non-duplicative conversion of all rural routes to city-type addressing on a permanent basis; may cooperate with other governmental units, shall maintain and update the addressing and mapping framework within their jurisdictions;

WHEREAS, the establishment of an Enhanced 9-1-1 Emergency Telephone System in Hampshire County has been approved and implemented by the Hampshire County Commission; and

WHEREAS, the establishment of such system requires the assignment of names to all streets and roads in Hampshire County, the assignment of building numbers to all buildings having telephones and/or occupancies, the erection of appropriate street signs at intersections; and the maintenance of a statewide mapping system; and

WHEREAS, the Hampshire County Commission has the authority to delegate, contract or cooperate with other governmental units to complete all necessary components of this Ordinance, for final approval by the Hampshire County Commission; and

WHEREAS, the Hampshire County Commission intends to elect to participate in the Statewide Addressing and Mapping Project, pursuant to Title 169, Series 2 of the Code of State Rules, thus promoting the goal of prompt and accurate dispatch of emergency services or 9-1-1 personnel in Hampshire County, and thereby enhancing the safety of the lives and property of the citizens and residents of Hampshire County.

NOW, THEREFORE, BE IT ORDAINED this _____ day of _____, 2004 by the County Commission of Hampshire County, West Virginia.

Section 1: APPLICABILITY

- Section 1.1 The provisions of this Ordinance apply to all unincorporated areas of Hampshire County. The municipal corporations in Hampshire County have the option to adopt cooperative addressing ordinances or to adopt their own stand-alone addressing ordinances. If a municipal corporation in Hampshire County does not act to adopt a cooperative or stand-alone ordinance within one hundred twenty (120) days of the date of the enactment of this Ordinance, this Ordinance will apply to areas within such municipal corporations until and unless the municipal corporation acts to adopt a stand-alone ordinance.
- Section 1.2 Pursuant to the Emergency Rules of the West Virginia Statewide Addressing and Mapping Board on file with the Office of the Secretary of State, Title 169, Series 2, of the Code of State Rules, Hampshire County Commission hereby elects to participate in the West Virginia Statewide Addressing and Mapping Project.

Section 2: DEFINITIONS AS USED IN THIS ORDINANCE

- Section 2.1 For the purpose of this Ordinance, the following terms, phrases, works and their derivations shall have the meaning that is provided in the National Emergency Number Association (NENA) Standard Guidelines as referenced by the United States Postal Service, unless the context clearly indicates otherwise.
- Section 2.2 “Address Number” means the number assigned to consecutive intervals along a street or road pursuant to the Number Assignment Formula contained herein.
- Section 2.3 “Road” or “Street” means any public or private thoroughfare, used for vehicular traffic and/or any easement or right-of-way that provides sole access to more than two parcels or lots. This term shall be defined as the “Street Suffix” and shall include, but is not limited to, avenue, drive, way, boulevard, highway, lane, pike or similar street types.

- Section 2.4 “Number Assignment Formula” means as follows: Beginning from the point of origin a house number shall be assigned for each interval, with each interval on the right side of the roadway as one leaves the point of origin being assigned an even number, and each interval on the left side as one leaves the point of origin being assigned an odd number. Left and right shall be determined from the perspective of a traveler moving away from the road point of origin in a forward motion.
- Section 2.5 “Interval” means the distance along a roadway of 10.56 feet, there being 500 intervals per mile on both sides of a road.
- Section 2.6 “Point of Origin” means the end point of a road, which is the starting point for a numbering sequence. The point of origin for Hampshire County shall be US Route 50 at the county line with Mineral County. The point of origin for an individual road may be adjusted, upon Commission approval, to avoid numbering conflicts.
- Section 2.7 “Primary Structure” means, but is not limited to, residential building, mobile homes, mobile home parks, commercial building, industrial building, office building, public building, utility, communications tower.
- Section 2.8 “Display” means the manner the numbers are affixed to a structure or otherwise displayed when affixing to a structure.
- Section 2.9 “Non-Compliance” means any failure to comply with the provisions of this Ordinance including, but not limited to, by way of example: a number out of sequence, odd or even number on wrong side of street, rural box numbers in a 9-1-1 address area, numbers improperly affixed, numbers illegible, numbers unclear, numbers obstructed, numbers not visible, numbers not present, numbers of improper size, numbers not in contrast with immediate background, weatherworn numbers, wrong numbers, and non-approved numbers.

- Section 2.10 “Occupant” is any person, firm, entity, partnership, trust, corporation, association or other organization that is occupying or leasing a building or other property for a period exceeding thirty (30) days.
- Section 2.11 “Owner” is any and all persons, firms, entities, partnerships, trusts, corporation, associations, or other organizations that own the fee title to, or have an undivided interest in, any building or property, which is subject to the provisions of this Ordinance.
- Section 2.12 “City-Type Address" means a unique address for a structure using a building number and street name. “City-Type Address” is based on an address system, which means that it usually appears in a consistent numeric sequence along a street and reflects parity conventions (that is, odd numbers all appear on one side of the street and even numbers on the other). If number assignment is based on a standard numbering interval, then the “City-Type Address” will also logically provide a distance location from the beginning point of the road.
- Section 2.13 “Emergency Services Purposes” means use for 9-1-1 or enhanced 9-1-1 dispatch and response.
- Section 2.14 “West Virginia Statewide Addressing and Mapping Project” means the project for the creation of a statewide addressing and mapping system for emergency service purposes, but usable as a base for other purposes, in accordance with and consistent with Chapter 24E, Article 1, of the West Virginia Code.
- Section 2.15 “West Virginia Statewide Addressing and Mapping System” or the “System” means the system to be created as a result of the Project, in which Hampshire County Commission is participating, including, without limitation, the establishment of city-type addressing and mapping systems essential to the prompt and accurate dispatch of emergency service providers. The terms “Statewide Addressing and Mapping System” and the “System” also include any local modifications that may be made to the “System” in order to tailor it to meet specialized local concerns.

Section 3: APPOINTMENT AND DUTIES OF ADDRESSING AND MAPPING COORDINATORS

Section 3.1 The Hampshire County 911 Director is hereby appointed the Hampshire County Addressing Coordinator. In addition to the duties set forth elsewhere in this Ordinance, the Hampshire County Addressing Coordinator has the following duties:

Section 3.1.1 The Hampshire County Addressing Coordinator shall coordinate with the Road Naming Coordinator and recommend names, for approval by the Hampshire County Commission, to any public or private road or street in Hampshire County, which provides access to two or more occupied buildings.

Section 3.1.2 The Hampshire County Addressing Coordinator shall coordinate with the Road Naming Coordinator to negotiate with residents along streets or roads bearing duplicate or confusingly similar names in Hampshire County and to recommend name changes of such roads or streets to eliminate such duplication or confusing similarity. The Hampshire County Addressing Coordinator shall coordinate with the Road Naming Coordinator and direct the placement of street signs at intersections within Hampshire County. The initial costs of such signs and installation will be funded by the Hampshire County Commission for all unincorporated areas of Hampshire County.

Section 3.1.3 The Hampshire County Addressing Coordinator shall recommend a "Hampshire County Road Name Index" for adoption by the Hampshire County Commission and filing in the Office of the Hampshire County Clerk. This Index is to be the official listing of names for streets and roads in Hampshire County and such streets and roads are hereby assigned the names listed therein. As used in the Ordinance, the terms "Street" and "Road" shall have the same meaning and shall also include but not limited to avenues, boulevards, highways, lanes, ways, and similar street types.

Section 3.1.4 The Hampshire County Addressing Coordinator shall cooperate with the West Virginia Statewide Mapping and Addressing Board, the Board's Project Manager, the Hampshire County Road Naming Coordinator, the West Virginia Enhanced 9-1-1 Council, the Hampshire County Assessor's Office, municipal corporations within Hampshire County, the United States Postal Service and other interested agencies and persons in order to accomplish, within Hampshire County, City-Type addressing and other systems essential to the prompt and accurate dispatch of emergency service providers or other emergency services or 9-1-1 purposes, and for such other goals of the West Virginia Statewide Addressing and Mapping Project. The Hampshire County Addressing Coordinator may not, however, take any official action not expressly authorized in this Ordinance or otherwise by the Hampshire County Commission.

Section 3.1.5 In applying this Ordinance and the guidelines in the West Virginia 9-1-1 Addressing Handbook, the Hampshire County Addressing Coordinator shall have the authority, in cooperation with the above agencies, to interpret this Ordinance to ensure a logical and efficient numbering and street addressing system.

Section 4: INTERPRETATIONS AND APPLICATION

This Ordinance is to be interpreted and applied consistent with the West Virginia Statewide Addressing and Mapping System. The Hampshire County Addressing Coordinator and the Hampshire County Addressing Coordinator shall make any necessary application to the Board for a waiver, or for local modifications of the system in order to tailor it to this Ordinance.

Section 5: STRUCTURE AND LOCATION NUMBERING AND DISPLAY

Section 5.1 Whenever any house, building, or structure is erected or located after the initial establishment of the uniform numbering system as provided herein, it shall be the duty of the property owners to procure the correct number or numbers for the property and to affix these numbers to

the building in accordance to this Ordinance. The owner shall place or cause to be placed upon each house or building controlled by him the number or numbers assigned under the uniform number system within thirty (30) days of notification of the assigned address. The cost of posting the address shall be the responsibility of the property owner.

Section 5.2 The owner shall file an application for an address assignment with the Hampshire County Addressing Coordinator or such other duly authorized agent of the Hampshire County Commission. No address may be assigned until the footer is in place and properly inspected. The address must be issued not later than sixty (60) days following identification of address and installed on the structure prior to final inspection.

Section 5.3 Display of Number – Residential Structure – Each primary structure must display the number of the address assigned to that address. The street number for residences shall be in accordance with The BOCA National Property Maintenance Code, Section PM-303.3, Exterior Structure, Premises Identification. The numbers shall be in Arabic numerals at least four (4) inches in height, and of a durable and clearly visible material. The numbers shall be placed on, above, or at the side of the main entrance so the number is clearly visible from the public right-of-way. Whenever a residence entrance is greater than fifty (50) feet from a public right of way, or not clearly visible from the public right-of-way, a number shall also be placed at the end of a driveway, or property entrance. Address numbers are to be a contrasting color to the background on which they are mounted.

Section 5.4 The owner or person in charge of any house, building, mobile home, or other structure to which a number has been assigned shall affix the number as outlined in this Ordinance within thirty (30) days after the receipt or notification of such number.

Section 5.5 Display of Number – Commercial and Industrial Structure – Address numbers for commercial and industrial structures must follow BOCA PM 303.3 code regulations of at least six (6) inches in height. The number must be

placed above or on the main entrance to the structure when possible. If such number is not clearly visible from the public right-of-way, the number must be placed along a driveway or on a sign visible from the same. Address numbers are to be a contrasting color to the background on which they are mounted.

Section 5.6 Display of Number – Apartments and Similar – The address number assigned to a single building number shall be displayed on each assigned structure following the BOCA PM 303.3 code. Numbers and/or letters for individual apartments or units within these complexes must be displayed on, above, or to the side of the main doorway of each apartment or unit. It shall be the responsibility of the property owner to affix apartment or unit numbers.

Section 5.6.1 Display of Number – Trailer Park and Similar – The address number assigned to a trailer within an organized trailer park must be one address number for the trailer park with each trailer assigned a lot or space number. The lot or space number must be posted and permanently affixed to the lot identifying the lot or space number. The main address to the trailer park must be posted at the entrance of the park. Address numbers are to be a contrasting color to the background on which they are mounted.

Section 5.7 The combination of such an address number and the road or street name must be the official address of such primary structure.

Section 5.8 All costs to individuals or households in complying with this section of the Ordinance must be borne by that individual or household.

Section 6: ROAD NAMING

Section 6.1 See Road Naming Ordinance.

Section 7: STREET SIGNS

- Section 7.1 All new street signs erected within Hampshire County must be in conformance with the specifications of this section, unless the West Virginia Department of Transportation, Division of Highways or the Hampshire County Commission grants a variance.
- Section 7.2 The owner of any subdivision or other development shall erect or cause to be erected street signs in conformance with this Ordinance at any and all intersections within such subdivision or development upon construction of any street on or after the effective date of this Ordinance, unless, by vote of the Hampshire County Commission, such responsibility is assumed by the Hampshire County Commission or its duly authorized agent. Where any subdivision owner is currently required to erect street signs but has failed to do so, the future erection of street signs shall be in conformance with this Ordinance.
- Section 7.3 Sign Specifications – All signs erected shall be in conformance, at minimum, to West Virginia Department of Transportation, Division of Highways specifications as defined in the “Standards for the Design and Installation of Road Name Signing” published March 1999.
- Section 7.4 Signage which is damaged or destroyed shall be the responsibility of the individual(s) causing such damage or destruction, whether by negligence or otherwise. The agency or individual(s) responsible for maintenance of the damaged sign shall have the authority to recover the costs of replacing the sign from the individual(s) causing such damage or destruction.
- Section 7.5 Any such person found to be responsible for damage or destruction of any road or street sign shall pay to the Hampshire County Commission all of the costs for such damage or destruction, including but not limited to, costs for sign removal and replacement. Failure to pay for damage or destruction may result in legal action against the responsible party for all costs, such as court costs and reasonable attorney fees.

Section 8: MAPPING

- Section 8.1 Hampshire County Commission hereby adopts the Statewide Addressing and Mapping System as the base map for Hampshire County.
- Section 8.2 Emergency services or 9-1-1 dispatch within Hampshire County must utilize the Statewide Addressing and Mapping System when completed.
- Section 8.3 The core layers of maps for Hampshire County may include, but need not necessarily be limited to, CADASTRAL, ELEVATION, GEODETIC CONTROL, GOVERNMENTAL UNITS, HYDROGRAPHY, ORTHOIMAGERY, TOPOGRAPHIC MAPS and TRANSPORTATION.
- Section 8.4 The application layers of maps for Hampshire County may include, but need not be limited to, GEOLOGY, LAND COVER and SOILS.
- Section 8.5 The Hampshire County Addressing Coordinator shall propose a plan for the future maintenance of the maps for Hampshire County that are to be delivered by the West Virginia Statewide Addressing and Mapping Board to Hampshire County Commission pursuant to West Virginia Code, Article 24E-1-1, et seq. The Hampshire County Addressing Coordinator shall seek the advice of West Virginia Statewide Addressing and Mapping Board, the Hampshire County 9-1-1 Director, the West Virginia Enhanced 9-1-1 Council, the Hampshire County Assessor's Office, and other interested agencies and persons prior to proposing such a plan. The Hampshire County Addressing Coordinator shall propose such plan no later than the date that the maps are ready for delivery.
- Section 8.6 Hampshire County Addressing Coordinator, as from time to time authorized by the Hampshire County Commission, may delegate, contract or cooperate with individuals, companies, corporations, governmental organizations or sub-divisions to coordinate, update and maintain the Hampshire County base map.

Section 9: APPEALS, AMENDMENT, CONFLICT WITH OTHER LAWS, VALIDITY

- Section 9.1 During the initial project stage and prior to the completion of the Statewide Addressing and Mapping Project within Hampshire County, any requests concerning road name changes and/or addressing complaints will first be directed to the Hampshire County Addressing Coordinator, or other duly authorized agent of the Hampshire County Commission, within thirty (30) days from the time of road name or address assignment. If the initial contact does not satisfy the individual's concern, he or she may appeal the decision to the Hampshire County Commission for final disposition provided, however, that all such appeals must be filed no later than 10 days after the decision. The Commission may, at its discretion, hear such appeals as oral argument or may rule based upon the written appeal. All such appeals shall be decided on or before 30 days after the appeal is heard.
- Section 9.2 After implementation of the Statewide Addressing and Mapping System within Hampshire County, any concerns, problems, or complaints regarding the naming and numbering system are to be handled on a case-by-case basis by the Hampshire County Addressing or Mapping Coordinator, as the case may be, and if necessary, by the Hampshire County Commission.
- Section 9.3 Amendment - By lawful procedure, the Hampshire County Commission may, from time to time, amend, supplement or change the provisions of this Ordinance.
- Section 9.4 Conflict With Other Laws - Where the provisions of this Ordinance impose greater restrictions than those of any other ordinance or regulation, the provision of this Ordinance shall be controlling. Where the provision of any statute, other ordinance or regulation imposes greater restrictions than this Ordinance, the provisions of such statute, ordinance or regulations shall be controlling.

Section 9.5 Validity – If any article, section, subsection, paragraph, clause or provision of this Ordinance shall be declared by a court of competent jurisdiction to be invalid, such decisions shall not affect the validity of this Ordinance as a whole or any other part thereof.

Section 10: PENALTIES AND ENFORCEMENT

Section 10.1 It is unlawful for any person to violate this Ordinance. When it appears that a violation of this Ordinance has occurred, the responsible party shall be notified by means of a written Violation Notice. The Violation Notice shall specify the nature of the violation and shall request that the violation be terminated within 30 days from the date appearing on the notice. After thirty (30) days of non-compliance from the time of written notification, the violation of any section of this Ordinance shall be deemed a misdemeanor punishable by a fine of not to exceed Five Hundred Dollars (\$500.00). Each day a violation continues shall constitute a separate offense.

Section 10.2 Whenever the Hampshire County Commission’s duly authorized agent has reason to believe there has been or there exists a violation of this Ordinance, the Commission shall give written notice of such violation to the person failing to comply, and order the person to take corrective measures within thirty (30) days from date of notification. If such person(s) fail to comply with the duly issued order, the Hampshire County Commission shall initiate necessary actions to terminate the violation through the Hampshire County Court.

Section 11: ADOPTION AND SIGNATURES

Section 11.1 This Ordinance is effective

Adopted this _____ day of _____ , _____ .

HAMPSHIRE COUNTY COMMISSION

President of the Commission

Commissioner

Commissioner

Approved May 5, 2004