

**UPSHUR COUNTY ADDRESSING ORDINANCE**

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COUNTY COMMISSION OF UPSHUR COUNTY, WV

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**UPSHUR 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 UPSHUR 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, the County Commission of Upshur County enacts its 9-1-1 Addressing and Mapping Ordinance as follows:

WHEREAS, pursuant to W. Va. Code Articles 7-1-3 and 7-1-3cc, and consistent with W. Va. Code Article 24E-1-1 et seq., the Upshur 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 Upshur 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, and,

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

WHEREAS, the establishment of such system requires the assignment of names to all streets and roads in Upshur 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 Upshur 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 Upshur County Commission,

WHEREAS, the Upshur 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 Upshur County, and thereby enhancing the safety of the lives and property of the citizens and residents of Upshur County.

NOW, THEREFORE, BE IT ORDAINED this 18th day of September, 2003 by the County Commission of Upshur County, West Virginia.

## **Section 1: APPLICABILITY**

- Section 1.1 The provisions of this Ordinance apply to all unincorporated areas of Upshur County. The municipal corporation(s) in Upshur County have the option to adopt cooperative addressing ordinances or to adopt their own stand-alone addressing ordinances. If a municipal corporation in Upshur 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 corporation 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, the Upshur 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. Numbers should normally begin when a road proceeds away from the road that is deemed of higher importance. The defined road hierarchy for the determination of road numbering directions will be arterial, collector, local, unpaved, seasonal and non-essential. In the event that roads are at the same hierarchy and importance level, road numbering should ascend from the direction that emergency responders would normally enter the road. 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 be limited to, residential building, 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 addresses” are based on an address system, which means that they usually appear in a consistent numeric sequence along a street and reflect 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 services 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 Upshur 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 COORDINATOR**

- Section 3.1 As of January 25, 2007, the Upshur County Commission does hereby appoint their Administrative Assistant as the Upshur County Addressing & Mapping Coordinator. (Such action replaced the E911 Director.) In addition to the duties set forth elsewhere in this Ordinance, the Upshur County Addressing & Mapping Coordinator has the following duties:
- Section 3.2 The Upshur County Addressing & Mapping Coordinator shall recommend names, for approval by the Upshur County Commission, to any public or private road or street in Upshur County, which provides access to two or more occupied buildings.
- Section 3.3 Landowners along streets or roads bearing duplicate or confusingly similar names in Upshur County may consult with the Upshur County Addressing & Mapping Coordinator to recommend name changes of such roads or streets to eliminate such duplication or confusing similarity. In conjunction with the WV Department of Transportation, the Upshur County Addressing & Mapping Coordinator shall direct the placement of street signs at

intersections within Upshur County. Depending on the availability of funding, the initial costs of such signs and installation may be funded by the WV Department of Transportation and/or any other agency of the State of West Virginia and/or the Upshur County Commission and/or property owners.

Section 3.4 The Upshur County Addressing & Mapping Coordinator shall recommend an “Upshur County Road Name Index” for adoption by the Upshur County Commission and filing in the Office of the Upshur County Clerk. This “Road Name Index” is to be the official listing of names for streets and roads in Upshur 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 3.5 The Upshur County Addressing & Mapping Coordinator shall cooperate with the West Virginia Statewide Mapping and Addressing Board, the Board’s Project Manager, the West Virginia Enhanced 9-1-1 Council, the Office of the Upshur County Assessor, municipal corporation(s) within Upshur County, the United States Postal Service and other interested agencies and persons in order to accomplish, within Upshur County, city-type addressing, digital mapping 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 Upshur County Addressing & Mapping Coordinator may not, however, take any official action not expressly authorized in this Ordinance or otherwise directed by the Upshur County Commission.

Section 3.6 In applying this Ordinance and the guidelines in the West Virginia 9-1-1 Addressing Handbook, the Upshur County Addressing & Mapping 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**

Section 4.1 This Ordinance is to be interpreted and applied consistent with the West Virginia Statewide Addressing and Mapping System. The Upshur County Addressing & Mapping 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 4.2 The following standards are attached and considered as exhibits to be utilized as guidelines only, not as strict regulations, for interpretation and application of the Ordinance:

Appendix C from the First Edition of the West Virginia Addressing Handbook: West Virginia 9-1-1 Addressing Standards

Appendix C1 from the First Edition of the West Virginia Addressing Handbook: Road Naming Standards

Appendix C2 from the First Edition of the West Virginia Addressing Handbook: Property Numbering Standards

Appendix C3 from the First Edition of the West Virginia Addressing Handbook: Number Posting Standards

Appendix C4 from the First Edition of the West Virginia Addressing Handbook: Road Name Suffixes For New Roads

## **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 Upshur County Addressing & Mapping Coordinator or such other duly authorized agent of the Upshur County Commission. The address must be installed on the structure and properly posted within thirty (30) days of issue.

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 end 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 5.7 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 5.8 The combination of such an address number and the road or street name must be the official address of such primary structure.



Section 5.9 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 The “Upshur County Road Name Index” is to be the official listing of names for streets and roads in Upshur County.

Section 6.2 No street within Upshur County may be assigned a name on a subdivision plat or otherwise until such name is registered with the Upshur County Commission, approved, and added to the Upshur County Road Name Index. The Upshur County Commission, or the duly authorized agent, shall have the authority to refuse registration of any name already in use, confusingly similar to a name already registered, deemed confusing for purposes of emergency response, or deemed inappropriate by the Upshur County Commission.

Section 6.3 No street name currently shown on a subdivision plat filed with Upshur County or otherwise shall be implemented by a subdivision owner until such name has been registered, approved and added to the Upshur County Road Name Index. The Upshur County Commission, or the duly authorized agent, shall have the authority to refuse registration of any name already in use, confusingly similar to a name already registered, deemed confusing for purposes of emergency response, or deemed inappropriate by the Upshur County Commission.

Section 6.4 Road names may not duplicate road names already assigned, irrespective of road name prefixes or suffixes except for roads located within different zip code areas and/or emergency service zone areas.

Section 6.5 A street name may not be differentiated using the same name by changing the street suffix such as a street or avenue.

Section 6.6 A street should have only one name throughout its entire length unless approved as an exception by the Upshur County Commission.

Section 6.7 Following the completion of the address conversion portion of the Statewide Addressing and Mapping Project within Upshur County, there shall be a moratorium on changes in road and street names

in the unincorporated parts of the Upshur County for a period of two (2) years.

Thereafter, a petition requesting a change in name, signed by owners of eighty percent (80%) of the parcels on the street whose name is proposed to be changed, shall be filed with the Office of the Upshur County Clerk. Such petition should not be filed until the Upshur County Commission, or duly authorized agent, confirms the availability of the proposed name, but, not later than ninety (90) days following such confirmation.

Documentation such as a tax bill or deed, showing the ownership of each signatory to the petition must accompany the petition at the time of filing.

A non-refundable deposit of \$50.00 shall accompany the petition. Upon approval of the name change, the petitioner shall be obligated to pay the Upshur County Commission for the actual costs incurred by the name change.

Residents along the affected road or street shall be responsible for advising the United States Postal Service of such road or street name change. The Upshur County Addressing & Mapping Coordinator may also provide notice of such change to the United States Postal Service.

## **Section 7: STREET SIGNS**

Section 7.1 All new street signs erected within Upshur County must be in conformance with the specifications of this section, unless the West Virginia Department of Transportation, Division of Highways or the Upshur County Commission grants a variance.

Section 7.2 The property owner(s) and/or owner(s) 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 Upshur County Commission, such responsibility is assumed by the Upshur County Commission or its duly authorized agent. Where any property owner(s) and/or subdivision owner(s) 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 or the most recent published specifications.
- 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 agency or individual(s) responsible for maintenance of the said sign 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 Upshur County Commission hereby adopts the Statewide Addressing and Mapping System as the base map for Upshur County.
- Section 8.2 Emergency services or 9-1-1 dispatch within Upshur County must utilize the Statewide Addressing and Mapping System, when completed.
- Section 8.3 The core layers of maps for Upshur 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 Upshur County may include, but need not be limited to, GEOLOGY, LAND COVER and SOILS.
- Section 8.5 The Upshur County Addressing & Mapping Coordinator shall propose a plan for the future maintenance of the maps for Upshur County that are to be delivered by the West Virginia Statewide Addressing and Mapping Board to Upshur County Commission pursuant to W. Va. Code Article 24E-1-1, et seq. The Upshur County Addressing & Mapping Coordinator shall seek the advice of West Virginia Statewide Addressing and Mapping Board, the West

Virginia Enhanced 9-1-1 Council, the Office of the Upshur County Assessor, and other interested agencies and persons prior to proposing such a plan. The Upshur County Addressing & Mapping Coordinator shall propose such plan no later than the date that the maps are ready for delivery.

Section 8.6 The Upshur County Addressing & Mapping Coordinator, as from time to time and authorized by the Upshur County Commission, may delegate, contract or cooperate with individuals, companies, corporations, governmental organizations or sub-divisions to coordinate, update and maintain the Upshur 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 Upshur County, any requests concerning road name changes and/or addressing complaints will first be directed to the Upshur County Addressing & Mapping Coordinator, or other duly authorized agent of the Upshur 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 Upshur County Commission for final disposition provided, however, that all such appeals must be filed no later than ten (10) days after the decision. The Upshur County 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 thirty (30) days after the appeal is heard.

Section 9.2 After implementation of the Statewide Addressing and Mapping System within Upshur County, any concerns, problems, or complaints regarding the naming and numbering system are to be handled on a case-by-case basis by the Upshur County Addressing & Mapping Coordinator and if necessary by the Upshur County Commission.

Section 9.3 Amendment - By lawful procedure, the Upshur 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 thirty (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 duly authorized agent of the Upshur County Commission has reason to believe there has been or there exists a violation of this Ordinance, the Upshur County 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 Upshur County Commission shall initiate necessary actions to terminate the violation through a court of competent jurisdiction.

**Section 11: ADOPTION AND SIGNATURES**

Section 11.1 This Ordinance is effective

First Reading this 4<sup>th</sup> day of September, 2003.

Second Reading this 11<sup>th</sup> day of September, 2003.

Adopted this 18<sup>th</sup> day of September, 2003.

COUNTY COMMISSION of UPSHUR COUNTY, WEST VIRGINIA

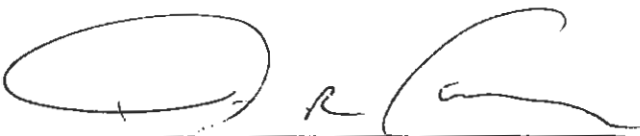
Ordinance Adoption Signed By:

Kenneth T. Davidson - President

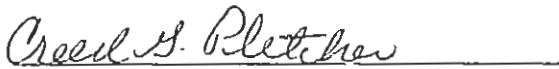
Donnie R. Tenney - Commissioner

Stephen P. Abel - Commissioner

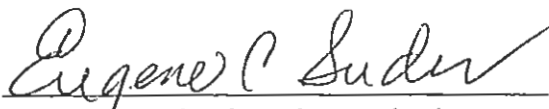
Amended by the County Commission of Upshur County, West Virginia on this the 8<sup>th</sup> day of February 2007.



Donnie R. Tenney, President



Creed G. Pletcher, Commissioner



Eugene C. Suder, Commissioner