

# Franklin County Addressing & Road Naming Policy

## Part 1: General Information

### A. Purpose

The purpose of this document is to set forth the guidelines established by the Franklin County Commission for the assignment of addresses and the naming of roads in the unincorporated areas of Franklin County.

### B. Authority

The Franklin County Commission is authorized by law to assign addresses and name roads in unincorporated Franklin County. The Commission has designated the Planning and Zoning Department as the Addressing Authority to perform these functions and administer this policy.

### C. Goals

1. To provide a uniform system that is consistent with USPS standards, and by which people, places and events can be easily located within Franklin County.
2. To provide emergency service agencies with a complete set of addresses and road names to promote efficient emergency response.
3. To integrate road names, addresses, and districts with the Franklin County Geographic Information System (GIS) and the 911 Dispatch system.

### D. Definitions

1. **Access:** A way or means of entering or approaching a property.
2. **Affected owner:** An owner or owners of property containing an assigned address that is subject to an address change as the result of a particular action.
3. **Dedicate:** To set aside for or assign to a specific function, task or purpose without compensation.
4. **Driveway:** A private access for ingress/egress or means of approach to provide physical entrance to a property or properties.
5. **Easement:** A legal interest in land, granted by the owner or to another person(s) or entity, which allows that person(s) the use of the designated portion of the owner's land, for a stated purpose, including, but not limited to, right-of-ways or placement of utilities. The easement may be for use under, on, or above said property.
6. **Lot:** A parcel of land, within a subdivision, whose boundaries have been established by some legal instrument, such as a recorded subdivision map and which is recognized as a separate entity for purposes of transfer of title.
7. **Parcel:** A tract or plot of land of any size that may or may not be in a subdivision or improved.
8. **Road:** A public or private one-way or two-way access that provides ingress/egress to a lot, tract or parcel of land and has been recorded and dedicated for public use and publicly maintained; recorded and dedicated for public use and privately maintained; or

recorded and dedicated for subdivision use and privately maintained (the subdivision is responsible for maintaining and enforcing the privacy of the road). Also referred to as “streets.”

9. **Re-Address:** An existing address that undergoes a number and/or road name change. Also referred to as an “address change.”
10. **Right-of-Way:** See easement.
11. **Tract:** Any parcel of land that is not in a subdivision.

## Part 2: Addresses

### A. General Address Guidelines

1. The Addressing Authority will assign addresses at their discretion.
2. Addresses will be required for all habitable structures or businesses.
3. Addresses will not be assigned to the following:
  - a. Structures that are simply accessory to another building (e.g. detached garage, etc.)
  - b. Buildings that are uninhabitable or abandoned
  - c. Agricultural buildings that are not residential or commercial
  - d. Parcels and/or buildings that do not meet the Franklin County Planning & Zoning Unified Land Use Regulations.
4. The Addressing Authority will notify the applicant and appropriate agencies, including the post office, telephone company, emergency services, and some governmental agencies, of any new address(es) or address change(s). For any address change(s), affected owner will be notified by USPS mail.
5. Property owners and/or tenants are responsible for notifying all private contacts, including individuals and businesses (e.g. banks, utilities, FedEx, UPS, etc.) of any new address(es) or address change(s).

### B. Address Numbers

1. When practicable, road parity must be as follows:
  - a. Odd numbers must be assigned to the north or west side of the road
  - b. Even numbers must be assigned to the east or south side of the road.
2. Address numbers will be assigned in sequence, lowest to highest. The numbers will increase from the entrance of the road (i.e. beginning at the intersection of the road to which the subject road has direct access) to the end of the road, when practicable. When the subject road has direct access to two major roads, road direction will be based on which of the major roads accommodates a higher quantity of traffic, at the Addressing Authority’s discretion.
3. When practicable, addresses assigned to private roads will only have three digits.
4. When practicable, addresses assigned to County or State roads will have four or five digits.
5. Address numbers must be whole numbers, with no fractions, and must not contain hyphens, fractions, or other special characters. However, sub-address components may be added to the address when appropriate, and may include alphanumeric identifiers

(e.g. Unit 101, Suite A, Apt 304, etc.). Such sub-address components will be limited to the Secondary Unit Designators Approved Abbreviations found in the United States Postal Service Publication 28, Appendix C, which may be amended from time to time.

### C. Address Determination

1. Addresses will be assigned at 20' increments, which will yield approximately 528 numbers per mile (both sides of road).
2. Addresses will be assigned based on driveway location, regardless of the orientation of the structure. Addresses assigned to structures on corner lots will not be based on which road the structure faces, but will be based on which road the driveway accesses. Exception: If there are two separate driveways that access the same structure and each driveway accesses a different road, the address will be based on which of the two roads the structure faces. There may also be situations involving old subdivisions, or very small lots, which require the address to be based on the structure orientation. Such situations will be handled at the discretion of the Addressing Authority.
3. Addresses assigned on cul-de-sacs will be numbered with the centerline bisecting the circle.
4. Address numbers assigned on loops/circles (roads having two accesses from one road) will begin at the low-numbered intersection (of the road to which the subject road has direct access) and increase around the loop or circle. See example in Diagram A.

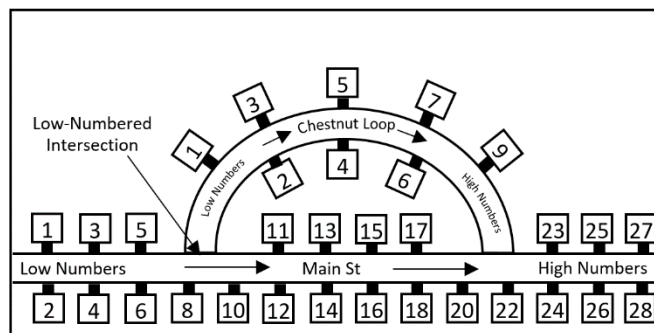


Diagram A

5. Single-story condos, duplexes, triplexes, strip malls, office buildings, etc. with separate exterior entrances will be issued a separate address for each dwelling or business.
6. Condos, duplexes, triplexes, strip malls, office buildings, apartment buildings, etc. with multiple stories or interior entrances will be assigned one address for the building, followed by the sub-address component for each dwelling or business (e.g. Apt 201, Suite D, etc.). When assigning addresses to multi-story buildings, the first digit may be used to designate the floor (e.g. 101 for the first floor, 201 for the second floor, etc.).
7. Residences within mobile home parks will be assigned separate addresses.
8. Pads within an RV Park will not be assigned individual addresses. Only sub-address components will be assigned and will be limited to "Spc" (e.g. "Spc 101").

#### **D. New Address**

1. All requests for an address must be submitted in writing, on a form provided by the Addressing Authority. Such requests must be accompanied by a sketch plan, indicating the existing or proposed location of the structure to be addressed, as well as the existing or proposed location of the driveway.
2. If the request is for a vacant property on a county or state-maintained road, an approved access permit from the applicable agency will be required. If the vacant property is off a privately-maintained road, the access must be built at the time of the request and photos of such must be provided.
3. Each requested address must be submitted as a separate request.
4. Certain circumstances may require additional supporting information to be submitted, prior to an address being issued.
5. The Addressing Authority will attempt to process all complete requests as expeditiously as possible. Most addresses will be assigned within 3-4 business days, though this time may vary, depending on the circumstances.

#### **E. Change of Address/Re-Address**

1. There are circumstances that would necessitate a re-address, including, but not limited to:
  - a. Out-of-sequence numbering
  - b. Odd and even addresses on the same side of the road
  - c. New or changed road name
  - d. Change in location of house and/or driveway
2. Property owners and/or tenants are responsible for removing the old address numbers and reposting the proper numbers in compliance with Section F, Display of Numbers.
3. Property owners and/or tenants are responsible for all costs related to a re-address (e.g. changes to legal documents, checks, house numbers, etc.)

#### **F. Display of Numbers**

1. Address numbers should be displayed on both sides of the mailbox, using 4-inch reflective numbers. If the property location is on a named road, but the mailbox is located on another road, then the address road name should be added to both sides of the mailbox.
2. If the mailbox is not located at the driveway, then the owner must install a 4" x 4" post at the driveway with 4-inch reflective numbers on each side of the post. While this is recommended for all addressed properties, this is required for all addresses assigned after the effective date of this policy.

#### **G. Address or District Verification**

1. All requests for an address or district verification must be submitted in writing, on a form provided by the Addressing Authority. Such requests must be accompanied by a \$35 fee.

2. Each address or district verification must be submitted as a separate request.
3. Certain circumstances may require additional supporting information to be submitted, prior to making a determination.
4. The Addressing Authority will attempt to process all complete requests as expeditiously as possible.

### **Part 3: Road Naming**

#### **A. General Road Naming Guidelines**

1. The Addressing Authority is responsible for assigning and maintaining all road names in unincorporated Franklin County. The decision to name a road or change a road name, as well as choosing the road name, will be at the discretion of the Addressing Authority.
2. Roads in new developments must be named during the subdivision approval process. In new developments, the developer/applicant can submit a suggested road name(s) but the final name(s) will be chosen by the Addressing Authority.
3. The Addressing Authority will notify the appropriate agencies, including the post office, telephone company, emergency services, and some governmental agencies, of any new or edited roads. For any address change(s) that take place as the result of a road naming, the property owner(s) will be notified by USPS mail.

#### **B. Road Name Characteristics**

1. Road names should be easy to read and pronounce so that children can use them in an emergency. Road names should not be complicated or have unconventional spellings.
2. Road names should not contain symbols, numbers, or special characters. If a road name contains a number, it should be spelled out (e.g. "First St" instead of "1<sup>st</sup> St").
3. Road names will have a capital letter at the beginning of each word, followed by lowercase letters. Words with all capital (such as an acronym) letters or all lowercase letters should not be used.
4. Road names should not be offensive, use slang, or have double meanings.
5. Road names should not change at the intersections of side roads.
6. If extending an existing road, the same road name must be used.
7. Road names should be unique and not duplicate.
8. Road names should not have the same or similar pronunciation as existing roads, even if spelled differently (e.g. Smith, Smyth, Smythe; Allen or Alan; etc.)
9. Basing all road names within a development upon a single theme is encouraged.
10. Pre-directional and post-directional indicators must always be abbreviated and capitalized, must not include periods, and are limited to a maximum of two characters. Only the following eight directional indicators will be permitted (shown by abbreviation): N, S, E, W, NW, NE, SW, SE.
11. A road suffix is required for road names and are limited to the Postal Service Standard Suffix Abbreviations found in the United States Postal Service, Publication 28, Appendix C, which may be amended from time to time.

12. Road names, including all spaces, but excluding any directional indicators or suffixes, must not exceed 18 characters.

**C. Naming New Roads and/or Accesses**

1. An unnamed access will be named only if it meets one or more of the following conditions:
  - a. If the access serves three or more residences, businesses or addresses.
  - b. If the access is maintained by the Franklin County Highway Department.
  - c. If the access provides ingress/egress to three or more lots, tracts, or parcels of land and has a road easement with a width of at least fifty (50) feet.
  - d. If an emergency services agency (i.e. police, fire, or ambulance) determines that there is a safety issue which could be remedied by the access being named.
  - e. If the access is being platted as part of a subdivision, and accesses three or more lots or tracts.
2. In cases where an unnamed access exists and is required to be named in accordance with this policy, the procedures are as follows:
  - a. If the access is required to be named under the reason listed in (C)(1)(e), a revised subdivision plat containing the approved road name must be approved by the Planning & Zoning Department in accordance with the Franklin County Unified Land Use Regulations and recorded with the Recorder of Deeds office.
  - b. If the access is required to be named for any of the reasons listed in (C)(1)(a), (b), (c), or (d), then an application must be submitted to the Addressing Authority, along with a legal description of the access that is to be named. A \$35 fee, as well as any applicable recording fees and road sign fees, must accompany the application. The request will be forwarded to the County Commission for review. If approved, the applicable Commission Order must be recorded with the Recorder of Deeds office.
  - c. At the discretion of the Addressing Authority, there may be circumstances which require the County to complete the required road naming for any of the reasons set forth above in (C)(1)(a), (b), (c), or (d). In these cases, a request, along with a general or legal description of the access that is to be named, will be forwarded to the County Commission for review. If approved, the applicable Commission Order must be recorded with the Recorder of Deeds office.
3. The applicable document(s) must be recorded prior to the Addressing Authority adding the road to County records, ordering road signs, or issuing any address(es) on the newly-named access.

**D. Road Name Change/Re-naming**

1. There are circumstances that would necessitate the changing of an existing road name, including, but not limited to:
  - a. The existing name does not comply with this policy.
  - b. An emergency services agency (i.e. police, fire, or ambulance) determines that there is a safety issue which could be remedied by the road name being changed.
  - c. The property owners request the name to be changed, in compliance with Section E: Requesting a Road Name Change.

2. If a road name change is being considered because of a name duplication, the following point system will be used to determine which road's name must be changed. One point will be given for each item listed below, and the road with the least amount of points will be changed. If the points are equal, then the road name will be changed at the discretion of the Addressing Authority.
  - a. First-named road
  - b. Most addresses assigned to road
  - c. County-maintained road
  - d. Existing signage
  - e. Historical significance
  - f. Similarity to subdivision or city name
  - g. Business(es) on road
3. In cases where a road name is required to be changed in accordance with this policy, the procedures are as follows:
  - a. If the subject road is part of a subdivision that is under review by the Planning & Zoning Department, a revised subdivision plat containing the revised and approved road name must be approved by the Planning & Zoning Department in accordance with the Franklin County Unified Land Use Regulations and recorded with the Recorder of Deeds office.
  - b. If the road name change is required under (D)(1)(a) or (b), or for any other reason determined by the Addressing Authority, then an application must be submitted to the Addressing Authority, along with a legal description of the road that is to be renamed. A \$35 fee, as well as any applicable recording fees and road sign fees, must accompany the application. The request will be forwarded to the County Commission for review. If approved, the applicable Commission Order must be recorded with the Recorder of Deeds office.
  - c. At the discretion of the Addressing Authority, there may be circumstances which require the County to complete the required road name change. In these cases, a request, along with a general or legal description of the road that is to be renamed, will be forwarded to the County Commission for review. If approved, the applicable Commission Order must be recorded with the Recorder of Deeds office.
  - d. If the road name change is citizen-initiated, then it must follow the requirements set forth in Section E: Requesting a Road Name Change.

#### **E. Requesting a Road Name Change/Re-naming**

1. All requests for a road name change must be submitted in writing, on a form provided by the Addressing Authority. Such requests must be accompanied by a \$75 review fee, an aerial map(s) showing all parcels having access to the road, and a petition containing the following information:
  - a. A statement detailing the reasons for the requested road name change.
  - b. If a specific road name is desired, the suggested name should be included on the petition, along with two (or more) alternate name suggestions.
  - c. Name, mailing address, property address, and phone number of each affected owner.

- d. The signature of each affected owner of land, clearly indicating whether the signer supports or opposes the name request.
2. Citizen-initiated road name changes require the support of 75% of the affected land owners.
3. Each requested road name change must be submitted as a separate request.
4. Certain circumstances may require additional supporting information to be submitted, prior to a decision being made.
5. After review, all land owners listed on the petition will be notified by mail whether the request has been approved or denied.
6. If approved, the following requirements must then be met:
  - a. If the subject road is part of a subdivision that is under review by the Planning & Zoning Department, a revised subdivision plat containing the revised and approved road name must be approved by the Planning & Zoning Department in accordance with the Franklin County Unified Land Use Regulations and recorded with the Recorder of Deeds office.
  - b. If the subject road is not part of a subdivision that is under review by the Planning & Zoning Department, after the applicable recording and road sign fees have been submitted, the request will be forwarded to the County Commission for review. If approved, the applicable Commission Order must be recorded with the Recorder of Deeds office.
  - c. Applicant(s) must bear the cost of posting or changing any street signs located at the affected intersection(s).
  - d. The applicable document(s) must be recorded and all costs paid in full, prior to the Addressing Authority revising the road name in County records, ordering road signs, or changing any address(es) on that road.

#### **F. Road Name Appeals**

The naming/renaming of a road can be appealed to the Franklin County Commission by the relevant parties involved.

1. All appeals must be submitted in writing, on a form provided by the Addressing Authority. Such requests must be accompanied by a \$150 appeal fee, and an aerial map(s) showing all parcels having access to the road. Applicants may submit additional items that will aid the Commission in making an informed decision.
2. After review, the applicant(s) will be notified by mail whether the appeal has been approved or denied.

#### **G. Sign Requirements**

1. All public and private roads in Franklin County will be identified by a street sign, which will be ordered and installed by Franklin County.
2. Colors of street signs will be as follows:
  - a. County-maintained roads will be green with white, reflective lettering
  - b. Privately-maintained roads will be blue with white, reflective lettering
3. Sizes of street signs will be as follows:
  - a. When installed, signs must be no less than five feet tall.



- b. Sign plates must be at least 9" tall with 6" capital letters, 5" lowercase (suffix and directional indicators may be smaller)
- 4. Road names must be identified using an upper/lowercase legend.
- 5. Signs will be placed as near to the intersection as practical, with the plate face parallel to the street it identifies.
- 6. Existing street signs that were ordered and installed by Franklin County and that fail to meet the color and size requirements, but are otherwise in good repair, will be replaced only at the discretion of the Addressing Authority.

#### **H. Sign Costs**

- 1. The responsibility for the costs of placing and replacing road signs is set forth below.
  - a. Owner(s) are responsible for the costs associated with the following circumstances:
    - i. The renaming of a road is initiated by citizen request, in compliance with this policy.
    - ii. The naming/renaming of a road is required by this policy.
    - iii. Any part of an existing private road street sign needs to be replaced or reinstalled due to damage, fading, or theft, and has been previously replaced at least one time.
  - b. County will pay the costs associated with the following circumstances:
    - i. The naming/renaming of a road is initiated by the County.
    - ii. Any part of an existing private road street sign needs to be replaced or reinstalled due to damage, fading, or theft, and has not been previously replaced.
    - iii. Road signs for County-maintained roads
- 2. Sign costs are as follows:
  - a. \$200 for a new, one-plate sign. Each extra plate will be another \$50 (e.g. a two-plate sign is \$250).
  - b. Part replacements will be calculated using the cost of the item(s), plus the cost of installation as calculated by the Franklin County Highway Department.

#### **I. Private Street Sign Replacement Request**

- 1. All requests for a replacement must be submitted in writing, on a form provided by the Addressing Authority. If the plate or post is damaged, but not missing, such requests must be accompanied by photos of the damaged sign.
- 2. Unless the request is for a signpost containing multiple plates, each road sign replacement must be submitted as a separate request.
- 3. Certain circumstances may require additional supporting information to be submitted.
- 4. After review, the applicant(s) will be notified if the request has been approved or denied.
- 5. Applicable costs must be paid in full before sign is ordered or installed.