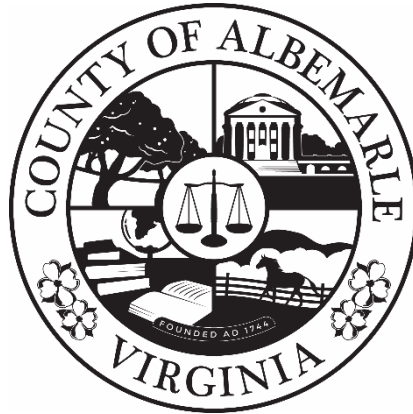


Albemarle County



Road Naming and Property Numbering Ordinance and Manual

**Adopted August 5, 1992
Revised and Readopted
October 13, 1993
August 5, 1998
January 9, 2002
March 18, 2020
October 20, 2021**

ORDINANCE

**AN ORDINANCE
AMENDING AND REENACTING
CERTAIN SECTIONS IN CHAPTER 7
entitled**

NAMING ROADS AND NUMBERING PROPERTIES

Sec. 7-200 Purpose

The purpose of this article is as follows:

- A. *Efficiency and uniformity.* In order to provide for more efficient delivery of emergency and other services and to provide for uniformity in road naming and assigning of property numbers, this system for naming roads and numbering properties within the County is established.
- B. *All roads named, all addressable structures numbered.* This article is intended to ensure: (i) that all roads within the County that serve or are designed to serve three or more addressable structures are named and (ii) that all addressable structures within the County are assigned property numbers.
- C. *Definitions.* The following definitions apply in the administration of this article:
 - 1. *“Road”* means any public street, private street, or driveway used as the primary means of vehicular access to an addressable structure.
 - 2. *“Public street”* means a street maintained by the Virginia Department of Transportation (VDOT) as part of the primary or secondary system of highways.
 - 3. *“Private street”* means any street or other way or means of vehicular access approved as a “private street” or “private road” under any Albemarle County ordinance regulating the subdivision of land, that is not designed, constructed, bonded or approved to be maintained by VDOT as part of the secondary system of state highways, regardless of ownership.
 - 4. *“Driveway”* means any means of vehicular access that is not a public or private street.

(§ 16.01-1, 7-8-92; 10-13-93; Code 1988, § 16.01-1; Ord. 98-A(1), 8-5-98; Ord. 20-7(1), 3-18-20, effective 5-1-20)

State law reference-Va. Code § 15.2-2019.

Sec. 7-201 Designation of agent.

The Director of the Department of Community Development is hereby designated the agent under Virginia Code § 15.2-2019 for the purpose of assigning road names and structure addresses, and for developing and maintaining a manual, and any associated maps, as provided in County Code §§ 7-202 and 7-203.

(§ 16.01-2, 7-8-92; 10-13-93; Code 1988, § 16.01-2; Ord. A(1), 8-5-98; Ord. 09-7(1), 7-1-09; Ord. 20-7(1), 3-18-20, effective 5-1-20)

State law reference-Va. Code § 15.2-2019.

Sec. 7-202 Manual.

- A. *Contents of the manual.* The agent will develop a manual prescribing: (i) a system for naming roads and numbering addressable structures within the County; (ii) the design of road signs; (iii) standards for site preparation for those signs; and (iv) standards for maintaining those signs.
- B. *Manual subject to approval by the Board; amendments.* The manual is subject to approval by the Board of Supervisors. Any amendments to the manual must also be approved by the Board.
- C. *Procedures and standards are mandatory.* Compliance with the procedures and standards in the manual are mandatory upon its approval by the Board of Supervisors.

(§ 16.01-3, 7-8-92; 10-13-93; Code 1988, § 16.01-3; Ord. 98-A(1), 8-5-98; Ord. 20-7(1), 3-18-20, effective 5-1-20)

State law reference-Va. Code § 15.2-2019.

Sec. 7-203 Maps.

The agent will prepare and maintain current maps showing all roads that are named pursuant to this article, the names of the roads, and the numbers of the addressable structures.

(§ 16.01-4, 7-8-92; 10-13-93; Code 1988, § 16.01-4; Ord. 98-A(1), 8-5-98; Ord. 20-7(1), 3-18-20, effective 5-1-20)

State law reference-Va. Code § 15.2-2019.

Sec. 7-204 Responsibility for placing and maintaining road signs.

The responsibility for placing and maintaining road signs required by this article is as follows:

- A. *County Engineer.* The County Engineer is to place signs at each intersection and at other locations deemed necessary by the agent on:
 - 1. Each road that (a) serves or is designed to serve three or more addressable structures and (b) is not approved as a part of a subdivision or site plan;
 - 2. Each road funded by the county or the Virginia Department of Transportation; and
 - 3. Each existing road serving more than two parcels but not more than two addressable structures, but not until the road serves three addressable structures; provided that if a subdivision or site plan is approved that would be served by the road, then the subdivider or developer is responsible for placing the signs pursuant to subsection (B).
- B. *Subdivider or developer.* The subdivider or developer is to place signs at each intersection and at other locations deemed necessary by the agent on:
 - 1. Each road approved as part of a subdivision plat or site plan;

2. Each existing road in an existing subdivision or development that is bonded for future acceptance into the secondary State highway system; and
 3. Each existing road for which placing signs becomes the responsibility of the subdivider or developer, as provided in subsection (A)(3).
- C. *Maintenance.* The subdivider or developer must maintain signs that it is required to place until the roads are taken into the secondary State highway system, or are taken over for maintenance by the homeowners as required pursuant to a private road maintenance agreement. Thereafter, the signs on roads in the secondary State highway system will be maintained by the County except where a special installation has been allowed under the manual.
- D. *Location.* Where practical and permitted, road name signs should be co-located on existing sign posts.

(§§ 16.01-1, 16.01-5, 7-8-92; 10-13-93; Code 1988, §§ 16.01-1, 16.01-5; Ord. 98-A(1), 8-5-98; Ord. 02-7(1), 1-9-02; Ord. 20-7(1), 3-18-20, effective 5-1-20)

State law reference-Va. Code § 15.2-2019.

Sec. 7-205 Content of road signs.

Each road sign placed pursuant to this article must display the name of the road or roads, and any other information the agent deems necessary, including, but not limited to, secondary or other road numbers prescribed by the Virginia Department of Transportation.

(Chap. 16.01, § 16.01-5, 7-8-92; 10-13-93; Code 1988, § 16.01-5; Ord. 98-A(1), 8-5-98; Ord. 20-7(1), 3-18-20, effective 5-1-20)

State law reference-Va. Code § 15.2-2019.

Sec. 7-206 Numbers to be displayed.

The owner or other person responsible for each addressable structure must display the assigned number in a manner that is easily readable in accordance with the manual within 30 days after the address effective date as established by the United States Postal Service. The County will not issue a certificate of occupancy to an addressable structure that is (a) built after the United States Postal Service's established address effective date and (b) served by a named road, until the number is displayed in accordance with this article.

(§ 16.01-6, 7-8-92; 10-13-93; Code 1988, § 16.01-6; Ord. 98-A(1), 6-17-98; Ord. 20-7(1), 3-18-20, effective 5-1-20)

State law reference-Va. Code § 15.2-2019.

Sec. 7-207 Responsibility for cost of signs and numbering.

- A. *When the County pays for signs.* The County will pay the cost to fabricate and place each sign it is required to install pursuant to County Code § 7-204(A).
- B. *When the subdivider or developer pays for signs.* The subdivider or developer must pay the cost to fabricate and place each sign it is required to install pursuant to County Code § 7-204(B).

C. *The owner pays for numbers.* The owner of each addressable structure must pay the cost to fabricate and install each set of numbers for a structure.

(§ 16.01-1, 7-8-92; 10-13-93; Code 1988, § 16.01-1; Ord. 98-A(1), 6-17-98; Ord. 20-7(1), 3-18-20, effective 5-1-20)

State law reference-Va. Code § 15.2-2019.

Sec. 7-208 Site plan, subdivision plat, and building permit requirements.

A final subdivision plat or final site plan that shows any road required to be named will not be approved by the County unless the subdivision plat or site plan displays on its face the approved name of each road. A building permit will not be issued by the County for any structure within the area shown on a subdivision plat or site plan until road signs have been installed by the subdivider or developer.

(§ 16.01-7, 7-8-92; 10-13-93; Code 1988, § 16.01-7; Ord. 98-A(1), 8-5-98; Ord. 20-7(1), 3-18-20, effective 5-1-20)

State law reference-Va. Code § 15.2-2019.

Sec. 7-209 Official address.

Each road name approved and each structure number assigned for a property pursuant to this article is the official address of the property for all purposes.

(§ 16.01-8, 7-8-92; 10-13-93; Code 1988, § 16.01-8; Ord. 98-A(1), 8-5-98; Ord. 20-7(1), 3-18-20, effective 5-1-20)

State law reference-Va. Code § 15.2-2019.

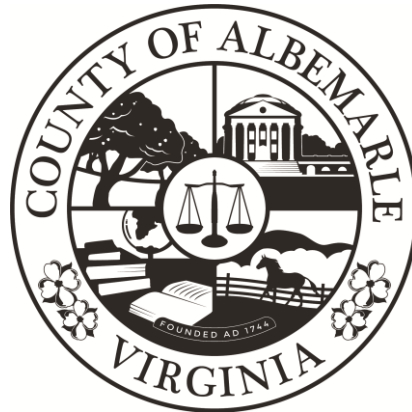
Sec. 7-210 Violation and penalty.

A willful violation of this article by any person is punishable as a class 1 misdemeanor. In addition to the penalty specified above, the agent may seek any other lawful remedy, including injunctive relief, to correct or abate a violation of this article.

(Ord. of 7-8-92; Ord. of 10-13-93; Code 1988, § 16.01-9; Ord. 98-A(1), 8-5-98; Ord. 20-7(1), 3-18-20, effective 5-1-20)

State law references-Va. Code §§ 15.2-1429, 15.2-2019

Albemarle County



Road Naming and Property Numbering Manual

**Adopted August 5, 1992
Revised and Readopted October 13, 1993
Revised and Readopted January 6, 1999
Revised and Readopted December 5, 2001
Revised and Readopted February 8, 2017
Revised and Readopted January 15, 2020
Revised and Readopted October 20, 2021**

**ALBEMARLE COUNTY
ROAD NAMING AND PROPERTY NUMBERING MANUAL**

INTRODUCTION

This Manual prescribes a system for the naming of roads; the numbering of properties and structures; and the erection and maintenance of associated signage as provided for in County Code § 7-200 et seq.

The Director of the Department of Community Development or his/her designee will interpret and administer this Manual.

DEFINITIONS

Addressable Structure: Any building used for human habitation, or gathering, or for the production or sale of goods or services.

Agent: The Albemarle County Director of Community Development.

Computer Aided Dispatch (CAD) System: A computer system used to manage incoming 911 calls at the Charlottesville-University of Virginia-Albemarle County Emergency Communications Center.

Designator: Suffix used to indicate the road type.

Driveway: Any means of vehicular access that is not a public or private street.

Geographic Information System (GIS): A system used for the management, analysis, and display of geographic knowledge that is represented using a series of information sets including mapping, data, and processing and workflow models.

Private street: Any street or other way or means of vehicular access approved as a “private street” or “private road” under any Albemarle County ordinance regulating the subdivision of land, that is not designed, constructed, bonded or approved to be maintained by VDOT as part of the secondary system of state highways, regardless of ownership.

Public street: A street maintained by the Virginia Department of Transportation (VDOT) as part of the primary or secondary system of highways.

Road: Any public street, private street, or driveway used as the primary means of vehicular access to an addressable structure.

PART I. ROAD NAMING

1. Roads Requiring Names

All roads within the County that serve or are designed to serve three or more addressable structures must be named.

2. Review and Approval of Proposed Road Names

The agent will review all proposed road names for conformance with the guidelines established herein. If a proposed road name is found to be in accordance with all provisions of Part I of this Manual, the agent will approve the name.

3. Maintenance of Master Road Names Directory and Road Names Map

All approved road names will be listed in the County's GIS maintained in the offices of the agent.

4. Road Name Guidelines

The following guidelines apply, provided the agent may modify, vary, or waive any guideline in Part I, Section 4, provided that such a modification, variation, or waiver is consistent with County Code Section 7-200.

Procedures and standards

- a. A proposed road name may not duplicate an existing or reserved road name within a United States Postal Service zip code in Albemarle County or the City of Charlottesville. An exception may be made for dead end streets that have the same name as the road from which they originate (e.g., if "Amberfield Court" originates from "Amberfield Drive").
- b. Road names are limited to three words, not including the road type designator.
- c. A road name may not exceed 16 characters, including spaces. The designator's abbreviation does not count towards this limit.
- d. A road name may not include numbers, dashes, apostrophes, or other non-alphabetical characters.
- e. Compass points such as NORTH and EAST may not be used in road names.
- f. Articles (the, a, an) may not be used to begin road names.
- g. Road names may not duplicate facilities or generic descriptions of road features (e.g., "Bowling Alley," "Tennis Court," "Dirt Road").

- h. Road names derived from community names or geographic features are limited to roads in close proximity to such communities or geographic features.
- i. No proposed road name may begin with a word that appears as the first word in five or more official road names. Homophones and homographs are considered the same word for the purposes of this restriction. The restriction also includes roads where the first word is concatenated to subsequent words or contains different punctuation marks (e.g., Greensleeves Rd is considered to start with the “Green” or “Star’s” is considered the same as “Stars”).
- j. No proposed name may be a homophone or homograph of an official road name or easily confused with an official road name (e.g., “Forrestview” and “Forestvue” are homophones and “bow” in “Bow and Curtsie Ln” and “Bow Tie Dr” is a homograph).
- k. When a proposed road is a continuation of or in alignment with an approved road, it must utilize the same road name as the approved road. A new road name will be required if the proposed road is disconnected from the existing road by an offset greater than 60 feet.
- l. When a proposed road name is spelled in a way that could lead to confusion during emergency response, the agent will suggest an alternative road name. Examples include words with very few vowels or non-standard spellings (e.g., “Checkrz Ln” or “Nite Owl Rd”).
- m. Proposed road names must not be ineligible for naming rights under *Virginia Code* § 33.2-213.

5. Road Type Designators

Road type designators must be consistent with the roadway's expected traffic use, width of right-of-way, and physical design/location.

The following guidelines apply, provided the agent may modify, vary, or waive any guideline in Part 1, Section 5.

**ALBEMARLE COUNTY
STREET AND ROAD TYPE DESIGNATIONS**

<i>ALY</i>	<i>Alley</i>	A narrow or minor road in a community.
<i>AVE</i>	<i>Avenue</i>	A major road in a community.
<i>BND</i>	<i>Bend</i>	Generally a minor road in subdivision.
<i>BLF</i>	<i>Bluff</i>	Generally along high ground.
<i>BLVD</i>	<i>Boulevard</i>	Wide road with median and landscaping.
<i>BR</i>	<i>Branch</i>	Generally a narrow minor road either coming off a major

		road (it may reconnect with the original road it split from), or connecting two or more minor roads.
<i>BRK</i>	<i>Brook</i>	A narrow or minor road running along or near a past or present waterway.
<i>CYN</i>	<i>Canyon</i>	A narrow road lined on both sides by tall landforms or buildings.
<i>CTR</i>	<i>Center</i>	Shopping, commercial areas.
<i>CIR</i>	<i>Circle</i>	A road that returns to itself.
<i>CMN</i>	<i>Common</i>	See "Square".
<i>CV</i>	<i>Cove</i>	Generally a minor road in a subdivision.
<i>CT</i>	<i>Court</i>	Generally shorter, permanent dead ends or cul-de-sacs.
<i>CRK</i>	<i>Creek</i>	See "Brook".
<i>CRES</i>	<i>Crescent</i>	Generally shorter, permanent dead ends or cul-de-sacs.
<i>CRST</i>	<i>Crest</i>	Generally short curved minor roads.
<i>XING</i>	<i>Crossing</i>	A road that crosses a geographic feature such as a creek or mountain pass or, a short road that serves as a connector between two other roads.
<i>XRD</i>	<i>Crossroad</i>	A road that runs through one or more major intersections, or a road the runs through multiple intersections with minor roads.
<i>DR</i>	<i>Drive</i>	A winding arterial/collector.
<i>EST</i>	<i>Estate</i>	Single ownership (three or more dwellings).
<i>EXT</i>	<i>Extended (Extension)</i>	A road or street that extends a previously existing road to serve as a connector between main roads, communities, commercial areas, or a combination of these.
<i>FARM</i>	<i>Farm**</i>	Single ownership (three or more dwellings).
<i>FRD</i>	<i>Ford</i>	A road that crosses a past or present or present waterway.
<i>GLN</i>	<i>Glen</i>	Generally a road that runs through or along a narrow valley.
<i>GRN</i>	<i>Green(e)</i>	See "Square".
<i>GRV</i>	<i>Grove</i>	Generally a minor road in a subdivision.
<i>HTS</i>	<i>Heights</i>	Generally along high ground.
<i>HL</i>	<i>Hill</i>	Generally along high ground.
<i>HWY</i>	<i>Highway</i>	Federal or state designated primary road.
<i>HOLW</i>	<i>Hollow</i>	Generally a road that runs through or along a geographic area characterized by one or more natural depressions.
<i>KNL</i>	<i>Knoll</i>	Generally along high ground.
<i>LN</i>	<i>Lane</i>	Generally a narrow road.
<i>LOOP</i>	<i>Loop</i>	A drive that begins and ends on the same road.
<i>MNR</i>	<i>Manor</i>	Single ownership (three or more dwellings).
<i>MDW</i>	<i>Meadow</i>	Generally a minor road running through an area of low-lying grassland.
<i>MEWS</i>	<i>Mews</i>	A road or street lined on either side by dwellings converted from stables or dwellings built to look like stables, or a road running through an area with groups of stables.
<i>ML</i>	<i>Mill</i>	A minor road or street running to or near a past or present mill, factory, processing plant, workshop, or other similar structure.
<i>MTN</i>	<i>Mountain</i>	Generally along high ground at an elevation greater than

<i>PARK</i>	<i>Park</i>	that for a hill.
<i>PKWY</i>	<i>Parkway</i>	Reserved for entranceways to public parks.
<i>PASS</i>	<i>Pass</i>	A scenic or landscaped road.
<i>PSGE</i>	<i>Passage</i>	See “Trail” or “Path”.
		A narrow minor road lined on either side by buildings or geologic formations that serves as a connector between two other roads.
<i>PATH</i>	<i>Path</i>	A short and/or narrow road.
<i>PL</i>	<i>Place</i>	A dead end or cul-de-sac road from which other cul-de-sacs originate.
<i>PNES</i>	<i>Pines</i>	A narrow road running through an area dominated, in the past or present, by pine trees or pineapple plants.
<i>PLZ</i>	<i>Plaza</i>	See “Square”.
<i>PT</i>	<i>Point</i>	Generally along high ground.
<i>REACH</i>	<i>Reach**</i>	Generally a minor road in a subdivision.
<i>RNCH</i>	<i>Ranch</i>	A road leading to or running alongside a large farm(s).
<i>RST</i>	<i>Rest</i>	A short or narrow road with a dead end or cul-de-sac.
<i>RDG</i>	<i>Ridge</i>	Generally along high ground.
<i>RIV</i>	<i>River</i>	See “Brook”.
<i>RD</i>	<i>Road</i>	Generally an arterial/collector road connecting to the primary system.
<i>ROW</i>	<i>Row</i>	A short street that parallels another road.
<i>RUN</i>	<i>Run</i>	See “Trail” or “Path”.
<i>SPG</i>	<i>Spring</i>	See “Brook”.
<i>SPUR</i>	<i>Spur</i>	Usually a short minor road coming off a longer, major road that neither connects with another major road nor reconnects with the original road it branched from.
<i>SQ</i>	<i>Square</i>	Generally a central area with buildings clustered around it.
<i>STA</i>	<i>Station</i>	A road or street connecting to a stopping place with one or more buildings, like a commercial hub.
<i>ST</i>	<i>Street</i>	A community or subdivision road.
<i>TER</i>	<i>Terrace</i>	Generally a minor road in a subdivision.
<i>TRCE</i>	<i>Trace</i>	Generally a minor road in a subdivision.
<i>TRL</i>	<i>Trail</i>	Generally reserved for roads through uninhabited areas.
<i>TPKE</i>	<i>Turnpike</i>	Reserved for historic turnpikes.
<i>VLY</i>	<i>Valley</i>	Generally a minor road running through an area of low lying grassland located between hills.
<i>VW</i>	<i>View</i>	See “Parkway”.
<i>WALK</i>	<i>Walk</i>	See “Trail” or “Path”.
<i>WAY</i>	<i>Way</i>	A minor road or street often which dead ends.

Four and five-letter designators may be spelled out completely in suffix space on sign.

****You may use Farm and Reach, but only if spelled out completely.**

6. Road Naming Process

a. Policy on Participation in Road Naming

- (1) The process of naming roads is limited to the owners of property abutting the road in question.
- (2) Where the road abuts several properties, the abutting owners will be given the first opportunity to propose the name.
- (3) If there is no participation from the abutting owners, or they cannot agree on a road name, the agent will name the road in accordance with County procedures.

b. Processing Requests for Road Names

Requests to name unnamed roads or to re-name roads must be made in writing to the agent and must include the following information:

- (1) A list of the parcel numbers for the properties abutting the unnamed road in question along with the proposed name of the road.
- (2) A list of all owners of property abutting the road in question together with certification, to the satisfaction of the agent, that all such owners were notified of the proposed name.
- (3) Signatures of at least two-thirds of the owners of parcels abutting the unnamed road in agreement of a common road name. When determining the percentage of owners in agreement, an owner owning more than one parcel abutting the road in question is equivalent to an owner owning one parcel.

Upon validating that at least two-thirds of the owners of parcels abutting the road in question have signed the petition in favor of a common road name, and that the proposed name is otherwise consistent with Part I of this Manual, the agent will approve the road name.

- (4) The agent may administratively approve a change to the name of an existing named road to correct errors. In all other cases, including when a two-thirds majority is not in agreement, the agent will forward the road name change request to the Board of Supervisors for approval.

c. Road Name Reservation Process

Road names may be reserved during the preliminary plan or plat review process by a written request to the agent. Names will remain reserved for five (5) years unless the project is disapproved, abandoned, or otherwise voided. Once a final subdivision plat or site plan is approved, any reserved road names not used in the final plat or plan will no longer be reserved.

d. Road Naming in the Subdivision and Site Development Review Process

- (1) A developer may contact the agent prior to submission of a subdivision plat or site plan to determine the viability of proposed names. Road names may be reserved as provided in Section 6.c.
- (2) Proposed road names must appear on all final site plans and subdivision plats, where applicable.
- (3) No final site plan or final subdivision plat may be approved by the agent until all travelways in the project requiring road names are assigned agent-approved road names.
- (4) Names approved on a preliminary plan/plat will be reserved for five (5) years and must be shown on the final plan/plat.

7. Final Authority of Board of Supervisors to Assign Road Names

The Board of Supervisors may name or rename any road at any time.

PART II. NUMBERING

1. Assignment of Numbers by Agent

- a. All numbers for properties and addressable structures will be assigned by the agent or his/her designee following the procedures and guidelines contained in this Manual, provided that the agent may waive, vary, or modify any guideline in Part II. Numbers assigned by any other person or entity will not be recognized.
- b. Numbers will be assigned to any new addressable structure. Numbers will not be officially assigned until the final site plan or subdivision plat has been approved, if applicable. Numbers will be assigned for unoccupied structures (e.g. personal wireless facilities) when requested by individuals for structures that do not require site plan or subdivision approval. For those structures that will be occupied, numbers will not be assigned prior to an approved footing inspection.
- c. Number Range of Road Established
 - (1) A numbering grid overlay established number ranges for many existing roads. Extensions of these roads will continue where the numbering concluded using procedures described in this section. For new roads, the low end of the number range will be at the point where the new road intersects an existing named road. Numbering increases from that point. The range values should be different from the range values of streets that the road may cross. (e.g., if an existing road has a range value in the 3000's, the new road that intersects the existing road should have a range value with three digits.) The lowest range value assigned for a road is 100. If a value range begins with an even number, it should end in an odd number or vice versa. This

ensures address parity for CAD purposes.

The agent, in his/her sole discretion, may deviate from the aforementioned numbering range for a road if any of the following factors create the need for a deviation: the type of development, the relationship of the road to existing roads, and the pattern of address numbers. In urbanized areas, some roads may be provided a 100 block numbering to create a city-style block numbering pattern even if blocks have different lengths.

- (2) When a named road is also located in a neighboring jurisdiction, consideration will be given to numbering that already exists in the other jurisdiction. When a new, named road will extend into a neighboring jurisdiction, both jurisdictions will cooperate to establish a number range acceptable to both jurisdictions.
- (3) No number may be used more than once on a named road.

d. Numbers Assigned

The numbering of the addressable structures and properties along the road segment must use an equal-interval method resulting in one odd/even number pair for every 20 feet of road frontage. Modifications to this pattern may occur depending on the type of development involved, the relationship of the road to other roads around it, and the pattern of address numbers. For example, a shopping center with large anchor tenants and smaller shops may result in assignment of an even number such as 100 for the anchor tenant and adjacent smaller shops numbered in the 100s. Other anchor tenants may also receive an even number such as 200 with adjacent smaller shops numbered in the 200s.

2. General Numbering Guidelines

- a. Even numbers should occur on the right side of the road in the direction of increasing range. Odd numbers should occur on the opposite side of the road.
- b. The specific number of an addressable structure or property is determined by the location where the structure or property's access intersects with the named road.
- c. The number sequence for addressable structures or properties on opposite sides of a road should conform to each other as nearly as possible.
- d. The use of half numbers is not consistent with best practices and is strongly discouraged. Half numbers may be used only when (i) the detached structure that requires an address shares its primary access with an existing structure that has a primary address, and (ii) there is no available address under the General Numbering Guidelines. The Agent may assign a new address using a half number with the existing primary address of the adjacent existing structure as a base. Alphabetical suffixes are acceptable when a secondary address designation is necessary within an existing addressable structure.
- e. Reverse frontage or through lots are numbered along the local road that provides access

to the lot. The agent may assign numbers to addressable structures that are accessed only by an alley or sidewalk.

- f. Corner lots are numbered on the road that provides access. Where the driveway for a corner lot intersects more than one street or the corner lot's addressable structure is much closer to one road, the agent will make the final determination as to which road to base the number, with consideration to such factors as the driveway's length, orientation of the structure, and other relevant factors.
- g. Two addressable structures sharing an access are numbered consecutively with adequate consideration given to possible future development and other addressable needs between the structures.
- h. A temporary number may be issued to a temporary structure (such as a construction site trailer office), to be retired upon removal of the temporary structure.

3. Manufactured/Mobile Home Developments

All roads in manufactured/mobile home parks are treated as private streets unless dedicated for maintenance by the Virginia Department of Transportation, and road name and road signage must apply accordingly. Each manufactured/mobile home lot must be numbered in accordance with this Manual. The manufactured/mobile home park owner must post lot numbers in a manner acceptable to the agent in accordance with Part IV, Section 1, of this Manual.

4. Residential Apartments and Other Multi-dwelling Structures

Individual apartment units are numbered considering the type of unit, the individual apartment entrance location, and building design as follows:

- a. Duplex: A number is provided to each individual unit at its front entrance.
- b. Townhouse: A number is provided to each individual unit at its front entrance.
- c. Garden Apartment: A number is provided to each unit at the entrance. If the apartment unit's entrance is located on an inside foyer, a number is provided outside the building entrance. Each unit located on such foyer is provided with a numerical suffix as a secondary method of addressing. Specifically, ground floors use suffixes in the 100's starting at unit 100, the second floor uses the 200's starting at unit 200 and other levels will start in a similar fashion (the basement level uses 000's starting at unit 001). The building number and road name followed by the apartment unit's numerical designation shall form the address (e.g., 630 Old Shady Grove Road, Unit 101). Numerical characters may not be combined (e.g., 630-101 Old Shady Grove Road). The development name may also be used in the address whenever desirable. For single level garden apartments and house apartments, letters may be acceptable as a secondary method of addressing.

5. Commercial, Office, and Industrial Complexes

For commercial, office, and industrial complexes, a numbering choice will be made by the agent from several methods:

- a. Assign the number to the main building where all mail is to be received for the complex. The development name may be included in the address.
- b. Each principal building in the complex may be provided a separate number, and the buildings may also be named. The development name and/or the building name may be included in the address.
- c. For shopping center developments, a separate number will be assigned for each unit's main entrance. The shopping center name should be included in the address. Consideration should be given when assigning numbers to provide flexibility for adding stores and redivision of spaces. If a space is further divided and no numbers remain available, alphabetical or numerical unit designations are used.
- d. Interior mall shopping centers should have one number assigned for the entire mall. The shopping center name and store name should be included in the address. Individual stores should not be assigned numbers except that secondary addressing may be provided in accord with Part II, Section 2(d) of this Manual. A separate property number may be assigned for the mall business office.
- e. Where deemed appropriate by the agent, a multiple-story building may be assigned one address number at its main entrance. Individual units may be provided with secondary addressing based on floor numbering together with unit appellation such as "suite" or "room." The first floor is assigned numbers beginning with 100 and numbers on each successive floor should increase to the next highest multiple of 100.

6. Agencies to Be Notified of Numbers Assigned

- a. The agent will maintain a database of addressable structures in the County's GIS that will be publicly available as provided by law. When assigning new addresses to addressable structures, the agent will notify the property owner in writing as well as the local branch of the United States Postal Service that delivers mail to the new address.
- b. The agent will also notify any other governmental agencies or departments and utilities about the assignment of an address upon request by any of the agencies, departments or utilities.

PART III. SPECIFICATION FOR ROAD NAME SIGNAGE

1. Materials and Physical Description for Signs

a. Standard Signs

Standard signs must be used along all single lane roads except at intersections with multi-lane roads having posted speed limits greater than 40 mph.

¹ For privately maintained roads, place the word PRIVATE in Route Decal Space.

² The “letter group” designation (e.g., 6”) indicates the height of the uppercase letters, lower case letters will be proportional to the height of the uppercase letter for that group as detailed in the Standard Alphabet for Highway Signs.

The less common designators such as FARM, WAY, HEIGHTS, and TRACE may be placed in the main message field if space is available.

The sign may be constructed using the cut letter process. The green and white colors must be uniform throughout the length of the sign.

- (1) When the cut letter process is used, the sign blank must be covered on both sides for the entire length of the blank with a high intensity (prismatic) reflectorized green background sheeting, 3M "Scotchlite" brand product number 3877 or equivalent product. High intensity (prismatic) reflectorized sheeting 3M "Scotchlite" product number 3870 or equivalent product must be used for the silver-white letters and numerals. The reflective material must be applied to both sides of the blank name plate with mechanical equipment in a manner specified by the sheeting manufacturer. The sign background must be comprised of not more than one piece of reflective sheeting. The letters and numerals must be applied on both faces of the sign using the cut letter process. The reflective sheeting must have a minimum guaranteed life of ten years. Signs must be replaced when they surpass the minimum guaranteed life.
- (2) The maximum space available on a standard nine-inch (9”) sign for the road name must be 32 inches and an oversize twelve-inch (12”) sign must be 44 inches of space for the road name. Spacing between letters within a street name should conform to the spacing dimensions shown in the Virginia Supplement to the Manual on Uniform Traffic Control Devices for Streets and Highways unless it would result in a sign width greater than the maximum space available. If the name will not fit in the space available, a 30 percent force factor may be used. Finally, if the approved road name will not fit on the maximum length sign with the Series-C letters and a 30 percent force factor, the County Engineer may issue a waiver at his/her sole discretion.
- (3) At the end of the road name are three spaces in a stacked orientation that are reserved for the route decal, the block number, and the road type suffix. If the block number is to be affixed in decal form, the decal must be of the same material as the main sign sheeting. The directional triangle, a 1.5-inch equilateral triangle for the nine-inch sign or 2.0-inch equilateral triangle for the twelve-inch sign, of silver-white "Scotchlite" material or equivalent product, is to be affixed in front of or at the end of the block number to point in the direction of increasing numerical values. See "Detail B" for location of spaces.
- (4) The route field background must be reflective white with vinyl, non-reflective black lettering/numbering.

2. Post and Hardware Specifications

- a. A metal post must be used to mount all signs.
- b. The post must be a 14-gauge square galvanized steel quick punch break-away post complete with anchor base or equivalent, 9’x2”x2” for standard signs, and 10’x2”x2” for oversized signs. Hole diameters should be seven-sixteenths of an inch, centered, and aligned with holes on the opposite side.
- c. The standard signs must be assembled and attached to the post using caps, cross pieces, and heavy-duty aluminum vandal-resistant screws, bolts and/or nuts, as depicted in Figures III-1 through III-5. The oversize signs must be attached to the post using the direct-mount method and cap as depicted in Figures III-6 through III-10. The direct-mount method requires two single-sided oversize signs for each road name, mounted on opposing sides of the post. Each oversize sign must be riveted to the post at two points horizontally centered on the sign – one point located one inch below the top edge and one point located one inch above the bottom edge. The two oversize signs must be riveted to each other at each of the four corners, one inch from the corresponding horizontal edge and one (1) inch from the corresponding vertical edge. A two-inch spacer must be used between the two oversize signs at each of the four corner points to ensure the two signs are rigid and have a consistent two-inch gab between them as depicted in Figure III-7.
- d. A special sign post and/or installation may be allowed at the discretion of the County Engineer, provided it is equal to or exceeds the specifications above. Where deviation from the standards is allowed, a sign maintenance agreement between Albemarle County and the responsible party may be required for the perpetual maintenance of any special installation.



Figure III-1
Standard (9”) Sign



Figure III-2
Cap (Standard Sign Installation) Top View



Figure III-3
Cap (Standard Sign Installation) Side View

Standard Sign Cap Specifications:

- sized for 2" square tubing
- made of aluminum
- sign bracket designed for extruded blade
- sign slot $5\frac{1}{4}$ " to $5\frac{1}{2}$ " in length
- each vertical surface pre-drilled for securing cap to post and sign to cap



Figure III-4
Cross Piece (Standard Sign Installation) Top View



Figure III-5
Cross Piece (Standard Sign Installation) Side View

Cross Piece Specifications:

- sign brackets set at 90°
- made of aluminum
- sign brackets designed for extruded blade
- sign slots $5\frac{1}{4}$ " to $5\frac{1}{2}$ " in length
- each vertical surface pre-drilled for securing signs to cross piece



Figure III-6
Oversize (12'') Sign Showing Direct Mount Method



Figure III-7
Oversize Sign Showing 2'' Spacer (Gab) Detail



Figure III-8
Oversize Sign Showing Corner Attachment Detail



Figure III-9
Cap (Oversize Sign Installation) Top View



Figure III-10
Cap (Oversize Sign Installation) Side View

Oversized Sign Cap Specifications:

- sized for 2'' square tubing
- made of aluminum
- pyramid shape
- design for pressure fit

3. Location of Post and Sign

- a. To minimize the number of separate signs, co-location of road name signs on existing sign posts is encouraged.
- b. The signpost must be placed in the road right-of-way at least three horizontal feet from any above ground or underground utility or equipment line. The installer must contact “Miss Utility” (1-800-552-7001 or 811) before installing signs. At the intersection of a primary and secondary road or if a road name changes at an intersection of two secondary roads, two sign locations are to be used. For all new roads, a minimum of two signs are required at every intersection. The signpost must be located on the right side of the street for a right turn onto the secondary road, where possible. The sign must be a minimum of five horizontal feet on the centerline radius of the curve from the outer edge of the pavement for roads without ditch lines. The sign must be installed behind an existing ditch line while remaining within the road right-of-way. On roads with ditch lines less than three feet from the edge of pavement, signs will be placed two horizontal feet back from the ditch line. (See “Detail A” for diagram). For urban road sections with curb and gutter, the signpost will be placed behind the edge of the curb and five horizontal feet on the centerline radius of the curve from the edge of pavement. If a sidewalk is adjacent to the curb, the signpost will be placed behind the sidewalk and within the right-of-way. Signs and posts must not obstruct wheelchair ramps or loading areas in the vertical or horizontal direction.
- c. At the intersection of two secondary roads, only one sign location is to be used except as otherwise required in Part III of this Manual. This is to be the right-corner of the intersection for inbound traffic to the subdivision (see “Detail A” for diagram).
- d. The County Engineer may allow an alternate sign location upon finding that due to existing site conditions, the foregoing locational requirements cannot be practicably met, or that an alternate location will equally or better serve the purposes of this Manual. Any alternate location is subject to County Engineer approval prior to installation of the sign.

PART IV. DISPLAY OF ADDRESS NUMBERS

1. General Guidelines for Display of Address Numbers

- a. Address numbers must be displayed at the property’s or addressable structure’s road entrance on a mailbox, post, fence, or other suitable location that is easily discernible from the road. If (i) the structure is 100 feet or less from the road, (ii) the entrance door of the structure is clearly visible from the road, and (iii) there is no mailbox, post, fence or other suitable location at the road entrance, numbers must be displayed on, above, or at the side of

the main entrance door in a manner that is clearly visible from the road upon which it is numbered.

- b. The address number must be displayed as numerals rather than spelled out. Secondary address designations must comply with Part II of this Manual.
- c. The numerals and any lettering, must be at least three inches in height on a contrasting background (dark figures over a light background or light figures over a dark background).
- d. If the mailbox is not located on the named road from which the number is assigned, the entire address (number and road name) must be shown on that mailbox to avoid confusion. In such cases, the number also must be displayed on the property or addressable structure as stated above.
- e. On corner lots, the number must face only the street upon which the property is numbered.
- f. Any numbers previously displayed that could be confused with or mistaken for the assigned address number must be removed from the mailbox and property.
- g. The property owner must maintain numbers to remain clearly discernible from the roadway upon which the property is numbered.

2. Display of Address Numbers for Multi-Unit Buildings and Multi-Building Complexes

- a. If a building is divided into multiple units with separate entrances, and each unit is assigned an individual number, then each unit number must be displayed on or next to the main doorway.
- b. The address range of all individual unit numbers within a multi-unit building must be displayed in a manner that is clearly visible from the road upon which the units are numbered. If more than one building shares an access, then the address range must also be displayed on each building.

3. Additional Signage Required When Necessary

The agent may also require numbers or address ranges to be posted in additional locations as deemed necessary for the purpose of County Code § 7-200, et seq.