

**AN ORDINANCE TO ADOPT
THE NEWTON COUNTY SUBDIVISION, ROAD NAME
AND PROPERTY ADDRESSING GUIDELINES
TO REPEAL CONFLICTING PROVISIONS;
TO PROVIDE FOR AN EFFECTIVE DATE;
AND FOR OTHER PURPOSES**

BE IT ORDAINED by the Board of Commissioners, Newton County, Georgia, as follows:

Section 1

Newton County does hereby adopt the Newton County Subdivision, Road Name and Property Addressing Guidelines attached as Exhibit "A" and incorporated herein by reference thereto.

Section 2

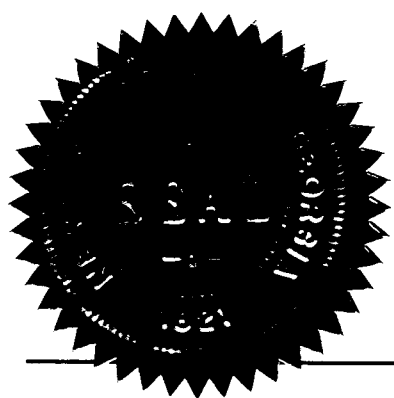
All ordinances or regulations or parts thereof in conflict herewith are hereby repealed.

Section 3

This Ordinance shall be in force and take effect on March 8, 2006.

Adopted and approved by the Board of Commissioners on the 7th day of March, 2006.

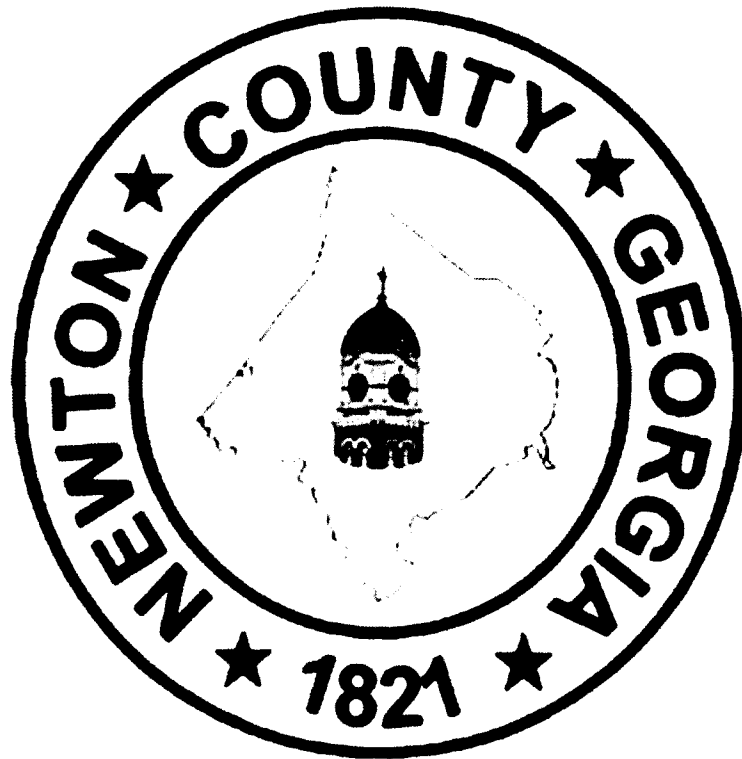
NEWTON COUNTY BOARD OF COMMISSIONERS



By: Aaron Varner
Aaron Varner, Chairman

Attest: Jackie Smith
Jackie Smith, Clerk

NEWTON COUNTY TAX ASSESSORS AND APPRAISERS
1111 USHER STREET
COVINGTON GEORGIA 30014



SUBDIVISION, ROAD NAMES AND PROPERTY ADDRESSING GUIDELINES
March 1, 2006 DRAFT



Newton County Subdivision, Road Names and Property Addressing Guidelines

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Newton County Subdivision, Road Names and Property Addressing Guidelines

Section I; Purpose, Authority and Administration

1.01. Title

This Ordinance shall be known as the Newton County Subdivision, Road Name and Property Addressing Guidelines.

1.02. Purpose

The purpose of this Ordinance is to provide a more efficient system of road and subdivision naming and property addressing for Newton County along both private and public streets and roadways in order to facilitate the provision of adequate public safety services and to maintain efficient emergency response by the Newton County Emergency Communications / 9-1-1 Center.

1.03. Administration

- The duly appointed Newton County Board of Tax Assessors or its assigns are hereby given authority to administer and assign uniform and proper subdivision names, road names and property addresses in all the unincorporated areas of Newton County.
- The Newton County Board of Tax Assessors shall be responsible for the interpretation and enforcement of these guidelines.
- Naming and numbering systems and standards for the municipal jurisdictions of Covington, Mansfield, Newborn, Oxford, and Porterdale as indicated on the Official Consolidated Road Map, will be established and maintained by each jurisdiction, or by Newton County Tax Assessors by letters of agreement or arrangement.
- This Ordinance shall be administered by the individual/individuals who shall be designated by the Newton County Board of Tax Assessors.
- The designated agent(s) shall review road and subdivision names and assign property numbers in accordance with the criteria outlined in this Ordinance.
- The designated agent(s) shall report to the Newton County Board of Tax Assessors at their scheduled meetings as needed to keep the members of the Board informed of any pertinent addressing related matters and to provide them with a summary of any such matter.



Section II; Definitions of Terms and Abbreviations

2.01 Definitions

Access: A means of ingress and egress from a building site or parcel of land.

Anchor Separation: A wall between anchor tenants. These walls are generally fire regulated. They are considered independent buildings and should have an individual street address.

Avenue: A road that runs generally east to west, allowed only in municipal (city) jurisdictions (AVE).

Board of Commissioners: The Newton County Board of Commissioners.

Building: A temporary or permanent structure having a roof supported by columns or walls and which can be used for the shelter, housing, or enclosure of persons, animals, or goods.

Building Site: An area of land or property where development is undertaken.

Boulevard: An unusually wide street typically in residential developments, allowed only in municipal jurisdictions, often with a central dividing median (BLVD).

Circle: A short road that returns to itself (CIR).

Consolidated Road Data: software based application that contains street information, previous names, and alias-street data that can be used to feed GIS applications and other systems.

Court: A dead end right-of-way often ending as a cul-de-sac (CT).

Directional: As pertaining to North, South, East, and West, and will precede street name.

Drive: A curving secondary road (DR).

Highway: A designated State or Federal roadway (HWY).

Lane: A short, low traffic, road that branches off another road and ends or connects to another secondary road (LN).

Loop: A short road that starts and returns to the same road (LP).



Lot: A parcel of land or any combination of several parcels of land occupied or intended to be occupied by a principal use or structure, together with any accessory structures or uses and such access ways, parking areas, yards, and open space required in these guidelines.

Manufactured Home Park: Any site or parcel of land under single ownership where land is rented and utilities are provided for the instillation or placement of manufactured homes.

Structure Number: The numerical portion of the street address, as assigned by the Guidelines administrator (Newton County Tax Assessors) or his designee, in accordance with the Official Consolidated Road Data file of Newton County.

Thoroughfare: A general all-inclusive term for; roads, public or private; street, drive, cart way, easement, right-of-way, or any other word or words that means a way of access.

Waterfront Property: Parcels of land that are accessible by waterborne law enforcement.

Section III; Official Consolidated Road Name Data Base; Road Name Signs

3.01 Official Road Name Data Base

Newton County GIS Department shall maintain the Official Consolidated Road Data Base, in digital format, served by ECOM / 9-1-1 center including the unincorporated area and any jurisdictions for which this service is provided under letters of agreement or arrangement.

3.02 Road Name Signs and Standards

Road signs shall meet Newton County/GADOT requirements.

Section IV; Review of Plats and Plans

4.01 Required Documents

- All land subdivisions that create a new road or road section in any jurisdiction within the county must submit one electronic copy of all preliminary and final plats, prior to recording, to the Newton County Tax Assessors for subdivision and



road name approval. The Tax Assessors will assign addresses and Tax map and parcel numbers (PIN) to all final plats prior to recording.

- Two copies of the complete preliminary plat of all phases of multi-phase subdivisions must be submitted to the Newton County Tax Assessors for addressing purposes.
- All multi-unit and multi-structure developments (3 or more building lots) must submit an electronic copy of the preliminary and final site plan, for unit numbering, approval of street names, and assigning of tax map and parcel numbers, prior to receiving preliminary and final approval, and the issuing of building permits.
- The owner of a manufactured home park shall provide two copies of a detailed site plan to the Newton County Tax Assessors indicating requested road names and unit locations.

4.02 Consultation with Newton County Emergency Communications / 9-1-1 Center.

- A copy of each plat and plan submitted shall be forwarded to the Newton County Emergency Communications / 9-1-1 (ECOM/9-1-1) Director for review and comment. The ECOM/9-1-1 Director shall inform the Board of Tax Assessors' designated agent if the Director determines that any proposed road or subdivision name should be rejected to address public safety concerns.

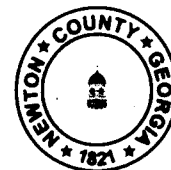
Section V; Road and Subdivision Names

5.01 Road and Subdivision Name Requirements

- All roads that serve three (3) or more properties shall be named regardless of whether the ownership of the road is public or private.
- All named roads shall have road name signs installed.
- New road or subdivision names must meet the requirements of Sections II and V of this Ordinance and will not be allowed if they duplicate or closely resemble approved names of existing roads or subdivisions within Newton County.
- The Newton County Tax Assessors are hereby given the authority to refuse or accept any road or subdivision name. The Newton County Tax Assessors are authorized to rely on any opinion of the ECOM-9-1-1 Director provided pursuant to Section 4.02 in making a determination to refuse a road or subdivision name.

5.02 Road and Subdivision Name Guidelines

- Road names shall not include more than sixteen (16) characters, including spaces and designator's abbreviation. Only three streets in a subdivision may use the



subdivision name as follows: (1) One street must be the entrance of the subdivision, (2) the second street must intersect the first at a perpendicular angle and be a different type from the first street i.e. (Quail Lane vs. Quail Drive); and (3) the third street must be a cul-de-sac and intersect the first or second streets at a perpendicular angle.

5.02.1 Permitted Prefixes and Suffixes

- Road and subdivision names that are **pleasant sounding**, **appropriate**, **easy to read** and **relate to local history** shall be promoted.
- Newton County Tax Assessors are authorized to add compass point directional names to a road name, example; **East** Davie Ave.
- Compass points may only be included in the body of a road name by writing as one (1) word, ex. : **Northpoint** Boulevard.

Prefixes of Road and subdivision names expressly ***prohibited*** are as follows;

- | | |
|------------|-----------------------|
| a) OAK | g) CREEK or CREEKSIDE |
| b) HARBOR | h) HOLLOW |
| c) WOOD | i) SPRINGFIELD |
| d) GREEN | j) RIVER |
| e) LAKE | |
| f) OLD/NEW | |

Road naming actions expressly ***prohibited***:

- a) Use of initials,
- b) Use of numbers either ordinal or written,
- c) Use of suffixes as primary road name,
- d) Sound alike and deceptively similar names,
- e) Use of special characters such as hyphens, apostrophes, or dashes, and
- f) Old English spellings.

5.02.2 Road or Street Suffix Abbreviations

The following list is the approved suffixes and acceptable abbreviations. No approved suffix shall be allowed in the street name.

- a) Avenue AVE (municipal use only)
- b) Boulevard BLVD (municipal use only)
- c) Circle CIR
- d) Court CT (less than 10 houses or less than 500 ft in length)
- e) Cove CV



- f) Drive DR
- g) Highway HWY
- h) Lane LN
- i) Loop LP
- j) Mountain MTN.
- k) Mount MT.
- l) Parkway PKWY
- m) Place PL (subdivision use only)
- n) Road RD
- o) Street ST (municipal use only)
- p) Terrace TER
- q) Trail TRL (subdivision use only)
- r) Trace TRCE (subdivision use only)
- s) Way WAY (subdivision use only)

Section VI; Structure Numbering

6.01 Uniformity of Addressing System

All roads that are officially designated on the Official DataBase, whether public or private, shall be numbered uniformly and consecutively along the roadway centerline. Numbers shall be assigned along the entirety of all named thoroughfares if three or more addressable structures are located on and accessed from them.

6.02 Structure Numbering System

6.02.1 In General

- **Odd numbers** shall be assigned to the (**LEFT**) side of the roadway by ascending numbers moving away from the origin point.
- **Even numbers** shall be assigned to the (**RIGHT**) side of the roadway in a like manner.

6.02.2 Posting Structure Numbers

- Except as otherwise provided in these Guidelines, all owners of structures shall display and maintain the assigned structure numbers in the following manner:
 - a) **Street Line Posting:** The assigned number shall be displayed on a post, fence, wall, mailbox or on some other structure with a height of no less than four (4) feet at the property line adjacent to the access drive of the numbered structure. The posted numbers shall be visible from both directions on the road.



- b) Structure Posting: The assigned number shall be displayed on the front of the structure within five (5) feet of the front door where practicable.
- c) Any number aside from the assigned number shall be removed to prevent confusion with the number assigned in conformance with this ordinance.
- d) Standards for residential properties:
 - 1) Residential properties must use Street Line Posting,
 - 2) Residential property located on a private drive where more than one residence is located, the assigned number must be posted on the main road and adjacent to the access drive of the property using Street Line Posting,
 - 3) In situations where a property is located on a private drive and has more than one structure or a structure with more than one occupancy, numbers must be posted using Street Line Posting and Structure Posting.
- e) For commercial properties, numbers shall be posted using both Street Line Posting and Structure Posting.

6.02.3 Subdivisions

The lowest structure number possible in a sub-division is 10.

6.02.4 Highways and County Roads

- Along highways and county roads numbers shall be assigned at intervals of 20.0 feet along a roadway centerline, with 264 intervals equaling one (1) mile. Thus, structure number 264 is one mile from origin point, 528 equals 2 miles, 792 equals 3 miles, 1,056 equals 4 miles, etc.
- Each structure shall be assigned a structure number based on the number of the appropriate segment of roadway centerline, not applicable in a subdivision. The line perpendicular to the road centerline shall determine the structure number, which intersects the centerline of the house or driveway leading to the structure.
- In cases where a structure has a loop driveway or more than one driveway, the structure number shall be assigned to the driveway that best services the main access to the structure. The number at the point of perpendicular intersection shall be the number of the structure.

6.02.5 Multi Unit Structures and/or Developments

The Tax Assessors shall assign capital letters (A, B, C,) for units of one level buildings and add a floor/level Number (1,2,3,) to the unit identifying letter for multi-level buildings. Basement units will be identified with LL.



6.02.6 Shopping Centers

Shopping centers shall be assigned one number for each anchor separation. The individual shops shall then be assigned a capital letter (alpha) suite identifier. When there are more anchor separations than block numbers available, then one number will be assigned to the structure. The interior units will be assigned a unit or suite identifier by the owner/manager.

6.02.7 Manufactured Home Parks

The Tax Assessors will assign unit numbers and approve final road names. It shall be the responsibility of the manufactured home park to display official numbers on the manufactured home units or an address post for each lot.

6.02.8 Multi-Family Homes

Multi-family units must be addressed from named roads. Developments that create internal access must be named and signage installed according to Newton County Addressing Guidelines prior to occupancy.

6.03 Structure Numbering System- Special Cases

6.03.1 Corner Lots

Number assignment for corner lots will be made according to its **access**. Structures located on corner lots required or opting to use structure posting shall display official numbers on the structure facing the street from which the official numbers were assigned. Number assignments to corner lots prior to adoption of these procedures may remain. Address assignments shall in no way interfere with zoning requirements.

6.03.2 Flag or Panhandle Lots

Buildings obtaining access through a panhandle to a public street will be addressed to the public street to which they obtain access. If the lot contains three or more principal structures that share a common access, the access shall need to be named as a street for addressing purposes.

6.03.3 Private Driveways or Unnamed / Unplatted Driveways

Three or more addressable structures obtaining access on an unnamed, unplatted, drive sharing a common access, will require the naming of that drive before number assignment, regardless of the length of the driveway. The cost of the street sign shall be



the responsibility of the owners served by the driveway and shall meet Newton County sign standards and be erected by Newton County. The property owners of the addressable structures may select the street name; however, said name must meet the naming standards contained in Section IV.

6.03.4 Waterfront Lots and Special Case Lots

Waterfront lots shall be numbered according to their road access; some waterfront lots will be addressed on a case-by-case basis because of road access unavailability. In addition to the standard requirements of displaying the address, structures located on waterfront property shall display official numbers on both the street and waterfront sides of the structure. If the structure is more than 150 feet from the named road or is not visible from the named road, the address number shall be displayed on the structure and at the end of the driveway or easement that provides access to the structures, and be visible and legible from all directions of travel.

Section VII; Amendments

7.01 Amendment Procedures

- The Newton County Board of Commissioners may, from time to time, on its own motion, on request from the Newton County Board of Tax Assessors or on petition, amend, supplement, change, modify, or repeal these Guidelines.
- Amendment to the Official Road Name Map established by these guidelines or any address may be initiated by: The Newton County Board of Commissioners, Board of Tax Assessors, Planning Commission, or by petition of 100% of the property owners accessible from a road.

7.01.1 Petitions for Amendment

- All petitions shall be in writing and filed with the staff of the Newton County Tax Assessors.
- A fee of \$100.00 shall accompany all petitions for a change in text of these guidelines or any road name. All petitions for changes for a road name shall include the names and addresses of the current property owners whose property address will change. The required petition for road name change is set forth in Section X.



7.01.2 County-initiated Amendments

- Prior to the processing of a county-initiated amendment to a road name or address, the County shall secure the support of the ECOM/9-1-1 Center and the United States Postal Service (USPS);
- Based on input from ECOM/9-1-1 and the USPS, the Board of Tax Assessors shall develop alternative solutions for changing the road name and/or address;
- The Board of Tax Assessors shall invite any property owners directly impacted by the proposed change to a meeting to discuss the proposed change, present alternative solutions, seek input as to the property owners' preferred alternative, and discuss a timetable for implementation.

7.01.3 Public Hearing

Upon approval of a proposed name or address change by the staff of Newton County Tax Assessors, the petition will be scheduled for a public hearing before the Newton County Board of Tax Assessors. Notice of the public hearing shall be advertised in the legal organ of Newton County at least fifteen (15) days prior to the meeting date. Notice shall be sent to all property owners directly impacted by the petition.

7.02 Board of Tax Assessors Action

Once the public hearing has been conducted and closed, the Newton County Tax Assessors shall render a decision on the amendment. If the Newton County Tax Assessors denies an application for a road name change or for a particular text change to these Guidelines, an amendment for the same road segment or text change shall not be made until twenty-four (24) months from the date of the previous denial. This provision is waived when the Newton County Board of Commissioners, Newton County Planning Commission, Tax Department, Mapping/GIS, or ECOM/9-1-1 Center files the petition.

Section VIII; Variances

8.01 Variance Request Procedures

The Newton County Tax Assessors may authorize a variance from these Guidelines when, in its opinion, undue hardship may result from strict compliance. In granting any variance, the Newton County Tax Assessors shall make the findings required below. No variance shall be granted unless the Newton County Tax Assessors finds:

- That there are special circumstances or conditions affecting said property that the strict application of the provisions of these Guidelines would deprive the applicant of the reasonable use of his land,



- That the variance is necessary for the preservation and enjoyment of a substantial property right of the petitioner,
- That the circumstances giving rise to the need for the variance are peculiar to the parcel and are not generally characteristic of other parcels in the jurisdiction of these Guidelines, and
- That the granting of the variance will not be detrimental to the public health, safety, and welfare or injurious to other property in the territory in which the property is located.

Section IX; Appeals

9.01 Appeals

Any person or persons severally or jointly aggrieved by any decision of the Newton County Tax Assessors under these Guidelines may take an appeal to the Board of Commissioners by filing a notice of appeal within ten days of the date of the decision of the Newton County Tax Assessors. The secretary of the Newton County Tax Assessors shall transmit the record to the Board of Commissioners, and the Board of Commissioners shall hear the appeal de novo within forty five days of the filing of the notice of appeal.

Section X; Road Name Change Petition

Road Name Change Petition

Current Road Name: _____

County Road Number: _____

Proposed Road Name: _____

Contact Person Name: _____

Contact Person Phone #: _____



Property Owners impacted by change:

#1: _____ #2: _____

#3: _____ #4: _____

#5: _____ #6: _____

#7: _____ #8: _____

#9: _____ #10: _____

#11: _____ #12: _____

#13: _____ #14: _____

#15: _____ #16: _____

#17: _____ #18: _____

#19: _____ #20: _____