

ORDINANCE NO. 00-14

**ORDINANCE OF THE BOARD OF COMMISSIONERS OF
COLUMBIA COUNTY, GEORGIA DELETING AND REPLACING
ARTICLE II “PROPERTY NUMBERING”
OF CHAPTER 2-5 “BUILDINGS AND CONSTRUCTION”
OF THE COLUMBIA COUNTY CODE OF ORDINANCES**

THIS ORDINANCE adopted by the Board of Commissioners of Columbia County, Georgia (the “Board”).

WHEREAS, the Board recognizes the need for a uniform policy for address numbering and labeling such addresses, believing that such a policy would increase the expediency and efficiency with which County personnel locate properties; and

WHEREAS, the Board feels the continued growth and development of Columbia County propels the need for updating the provisions governing address numbering;

WHEREAS, the Board desires to amend the Code as recommended;

NOW, THEREFORE, BE IT ORDAINED by the Board, and it is hereby ordained by authority of same that the current article shall be deleted and replaced with the following:

ARTICLE II PROPERTY NUMBERING

Section 2-5-51. PURPOSE AND ADMINISTRATION

- (a) The purpose of this ordinance is to enhance rapid location of properties by law enforcement, fire, rescue, and emergency medical service personnel in Columbia County.
- (b) This ordinance shall be administered by the individual/individuals, who shall be designated by the director of the Columbia County Planning and Development Department, referred to herein as the “Agency”. The designated agent shall assign property numbers in accordance with the criteria outlined in Columbia County Code Chapter 2-5, Article II. The Agency shall be responsible for maintaining official records of this ordinance including, but not limited to, an alphabetical list of all roads with properties, listed in order of their assigned numbers.
- (c) (1) All roads that serve three (3) or more properties shall be named regardless of whether the ownership is public or private.

- (2) As used herein, a “road” refers to any highway, road, street, avenue, lane, private way, or similar paved, gravel, or dirt thoroughfare, and “property” refers to any property on which a permanent structure has been erected or may be lawfully erected.
- (3) A road name assigned by Columbia County shall not constitute or imply acceptance of the road as a public way.
- (4) The Agency shall invite the involvement of those residents of affected neighborhoods in determining new or modified street names.
- (5) No two roads shall be given the same name or similar sounding names.
- (6) Each road shall have the same name throughout its entire length, when feasible, as determined by the Agency.

Section 2-5-52. PROPERTY NUMBERING SYSTEM

- (a) All properties, lots, and parcels of land shall hereafter be identified by reference to the numbering system adopted herein, except that all existing number identification of buildings or lots or parcels not in conformity with this system shall be changed within (6) months from the adoption of this article so as to conform.
- (b) The Agency shall invite the involvement of the residents of affected areas in determining modified street numbers by public notice of such intent. However, nothing in this Chapter shall be considered to usurp authority of the Agency to make final decisions regarding the numbering system, numbers assigned, or compliance with this Chapter without public involvement.
- (c) Numbers shall be assigned along both sides of the road, with even numbers appearing on the left side of the road and odd numbers appearing on the right side of the road.
- (d) The following criteria shall govern the numbering system:
 - (1) All number origins shall begin from the intersection of the primary or secondary through or cross street. For dead-end roads or subdivision cul-de-sacs, numbering shall originate at the intersection of the adjacent road and terminate at the dead-end.
 - (2) The number assigned to each structure shall be the same number assigned to the real property in which the structure is situated.
 - (3) Every structure with more than one principle use or occupancy shall have a separate number for each use or occupancy. For example, duplexes will have two separate numbers.
 - (4) Apartments will have one property number followed by an apartment number based on the building number and apartment location within the building. For example, following the property number, building number one (1) will be

addressed with a one (1) prefixing the apartment number, for example, 475 Belair Road, Apt. 101.

- (5) On those streets accessed from either end, the property numbers shall originate from the end of the street egressing onto the adjoining street carrying the greatest traffic volume.
- (6) Notwithstanding the above, streets with the same name continuing into Columbia County from another municipality shall be numbered consistently based on beginning with the next consecutive number following the last number within the other municipality as feasible.
- (7) Whenever any residence or other structure is constructed or developed, it shall be the responsibility of the new owner to procure an assigned number from the Agency. An assigned number shall be required prior to issuance of the building permit. In new subdivision developments, no numeric address shall be assigned prior to final plat approval by the Columbia County Planning Commission. Numbers shall be assigned and recorded on the final subdivision plat.

Section 2-51-53. COMPLIANCE

- (a) All owners of structures shall, within the time-frame stipulated herein, display and maintain the assigned numbers in a conspicuous place on or near said structure in the following manner:
 - (1) **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.
 - (2) **Structure Posting:** The assigned number shall be displayed on the front of the structure within five (5) feet of the front door where practical. In any case, numbers must be visible from the road.
 - (3) **Size and Color of Numbers:** Properties used for residential purposes shall have posted numbers a minimum of three (3) inches high. Commercial properties shall have posted numbers a minimum of (4) inches high. All numbers shall be a contrasting color to their background.
 - (4) Any number aside from the assigned number shall be removed from the structure, mailbox, post or stanchion, to prevent confusion with the number assigned in conformance with this ordinance. No person, agency, or business shall adopt, assign, display, or cite any number other than that assigned as provided herein for the purpose of designating location of property.
 - (5) For commercial properties, numbers will be posted using both Street Line Posting and Structure Posting.
 - (6) For subdivisions, numbers should be posted using Street Line Posting.
 - (7) In residential application in which the property is located on a private drive where more than one residence is located, the assigned number must be posted on the

main road. It must also be posted adjacent to the access drive of the property using the Street Line Posting.

- (8) In situations where a property is located on a private drive and has more than one structure or a structure with more than one principle use or occupancy, numbers should be posted using the Structure Posting, in addition to the posting requirements of Subsection 7, set forth above.
- (9) The owner, occupant, or person in charge of any house or building to which a number is assigned or modified shall be notified in writing of that assignment at any time after adoption of this article.
- (10) Notices provided herein shall seek to govern or regulate the placing of assigned numbers as prescribed by the United States Postal Service.

Section 2-5-54. PENALTIES FOR VIOLATIONS

Violations of this article shall be subject to penalties as outlined in Section 2-1-10 of this Code.

This Ordinance shall become effective upon its adoption.

ADOPTED December 19th , 2000.

BOARD OF COMMISSIONERS OF COLUMBIA COUNTY, GEORGIA

**By: Patrick K. Farr
Its Chairman**

**Attest: Phebe J. Dent
Its Clerk**

[COUNTY SEAL]

CLERK'S CERTIFICATE

I, Phebe Dent, Clerk of the Board of Commissioners of Columbia County, Georgia, (the "Board") **DO HEREBY CERTIFY** that the foregoing pages of typewritten matter constitute a true and correct copy of an Ordinance, adopted by the Board of Commissioners at a regular meeting of the Board of Commissioners duly held on December 19, 2000 at 6:30 p.m., open to the public and in which a quorum was present and acting throughout, and that the original of said Ordinance appears of record in the Ordinance Book of the Board and has been placed onto a CD Rom, which is in my custody and control. It will also be microfilmed as part of the Board of Commissioners minutes.

Given under my hand and seal of the Board, this 19th day of December, 2000.

 Phebe Dent
**CLERK, BOARD OF COMMISSIONERS
OF COLUMBIA COUNTY, GEORGIA**