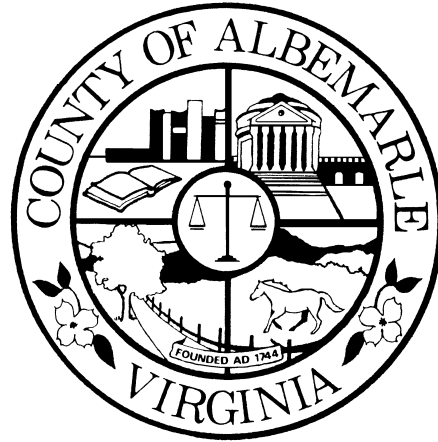


# **Albemarle County**



## **Road Naming and Property Numbering Ordinance and Manual**

**Adopted August 5, 1992  
Revised and Readopted  
October 13, 1993  
August 5, 1998  
January 9, 2002**

## **ORDINANCE**

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

### **NAMING OF ROADS AND NUMBERING OF PROPERTIES**

#### **Sec. 7-200 Purpose and intent.**

The purpose and intent of this article are as follows:

A. In order to provide for more efficient delivery of emergency and other services and to provide for uniformity in road naming and assignment of property numbers, there is hereby established a system for naming roads and numbering properties within the county.

B. It is intended by this article that all roads within the county which serve or are designed to serve three (3) or more dwelling units or business structures shall be named; and that all dwelling units and business structures within the county shall be assigned property numbers.

C. For purposes of this article, the term "road" means any public street or private road.

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

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

#### **Sec. 7-201 Designation of agent.**

The director of planning and community development is hereby designated the agent under Virginia Code § 15.2-2019 for the purpose of assigning road names and property addresses, and for the development and maintenance of a manual and maps, as provided in sections 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)

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

#### **Sec. 7-202 Manual to be developed and adopted.**

The agent shall develop a manual prescribing: (i) a system for the naming of roads and numbering of properties within the county; (ii) the design of road signs; (iii) standards for site preparation for such signs; and (iv) standards for the maintenance of such signs. Compliance with the procedures and standards set forth in the manual shall be mandatory upon its approval by the board of supervisors. The manual may be amended from time to time by resolution of the board.

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

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

### **Sec. 7-203 Maps to be developed and maintained.**

The agent shall prepare and maintain current maps showing all public and private roads which are officially named pursuant to the authority established herein within the county, the names of such roads, and the numbering of all properties.

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

**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 shall be as follows:

A. The county engineer shall be responsible for placing signs at each intersection and at other locations deemed necessary by the agent on:

1. Each public street or private road which serves or is designed to serve three (3) or more dwelling units or business structures which 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 (2) parcels but not more than two (2) addressable structures, but only at such time when the road serves three (3) addressable structures; provided that if a subdivision or site plan is approved which would be served by the road, then the subdivider or developer shall be responsible for such placement, as provided in paragraph (B)(1).

B. The subdivider or developer shall be responsible for placing 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 which is bonded for future acceptance into the secondary system of state highways; and
3. Each existing road for which the placement of signs becomes the responsibility of the subdivider or developer, as provided in paragraph (A)(3).

C. The subdivider or developer shall maintain signs it is required to place until such time as the roads are taken into the secondary system of state highways, or are taken over for maintenance by the homeowners as required pursuant to a private road maintenance agreement. Thereafter, the signs shall be maintained by the county except where a special installation has been allowed under part III, section 2(d) of the manual developed and adopted pursuant to section 7-202.

(§§ 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)

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

### **Sec. 7-205 Content of road signs.**

Each road sign placed pursuant to this article shall display the name of the road or roads, and such other information as the agent may deem necessary, including, but not limited to, secondary or other road numbers as 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)

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 in the county shall display the assigned number in a manner that is easily readable in accordance with the manual within thirty (30) days of the address effective date as established by the United States Postal Service. A certificate of occupancy shall not be issued to an addressable structure built subsequent to the United States Postal Service's established address effective date which is 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)

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

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

The county shall pay the cost of fabrication and placement of each sign it is required to install pursuant to section 7-204(A). The subdivider or developer shall pay the cost of fabrication and placement of each sign it is required to install pursuant to section 7-204(B). The owner of each dwelling unit or business structure shall pay the cost of the fabrication and placement of 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)

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

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

No final subdivision plat or final site plan which shows a road required to be named shall be approved unless the subdivision plat or site plan displays on its face the name or names of such street or road, approved by the agent. No building permit shall be issued for any structure within the area shown on such 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)

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

**Sec. 7-209 Official address.**

Upon adoption of this article and approval of the manual and the map(s), the street name and number assigned to each property within the county shall be the official address of such 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)

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

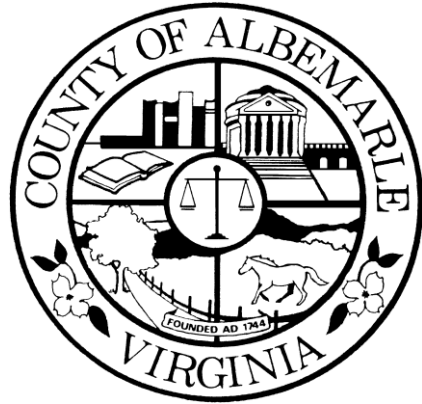
**Sec. 7-210 Violation and penalty.**

Any person who willfully fails to comply with any requirements of this article and the regulations adopted hereunder shall be deemed guilty of a class 1 misdemeanor. In addition to the penalty specified above, the county executive or his designee 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)

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**

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

**INTRODUCTION**

This manual is to prescribe 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 Section 16.01-3 of the Code of Albemarle.

The Director of the Department of Planning and Community Development or designated agent shall be responsible for the interpretation and administration of the provisions of this manual.

**DEFINITIONS**

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

*Addressing Grid:* A series of intersecting lines running north-south and east-west on 1000 foot intervals which is coincident with the Virginia State Coordinate Grid System 1927 datum used to assign address ranges to road segments.

*Agent:* The Director of Planning and Community Development for Albemarle County, Virginia.

*Cul-de-sac:* A vehicular turnaround area at the end of a dead-end street provided for the purpose of safe and convenient reverse of traffic in one continuous forward movement.

*Direction:* The geographic orientation of a named road segment (either east-west or north-south).

*Designator:* Suffix used to indicate the road type.

*Primary Access:* A road or driveway used as the primary means of vehicular access to an addressable structure.

**PART I. ROAD NAMING**

**1. Roads Requiring Names**

In addition to the requirements of section 16.01-1(c) of the Code of Albemarle, private roads which serve less than three addressable structures may be named as provided for in Section 6 of Part I of this manual.

**2. Review and Approval of Proposed Road Names**

All proposed names shall be reviewed by the agent 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 shall approve the name.

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

- a. All approved road names shall be listed in a Master Road Names Directory to be maintained in the offices of the agent.

- b. The location of all approved road names listed in the Master Road Names Directory shall be illustrated on a master set of Road Names Maps to be maintained in the offices of the agent.

#### **4. Road Name Guidelines**

While it is intended that these guidelines be complied with, the agent may modify, vary, or waive any guideline in Part I, Section 4, in a particular case.

- a. A proposed road name which duplicates an existing or reserved road name in Albemarle County or the City of Charlottesville shall not be approved. An exception may be made for cul-de-sacs which have the same name as the road from which they originate (example: "Amberfield Court" which originates from "Amberfield Drive").
- b. Road names are limited to three (3) words not including the road type designator.
- c. A road name shall not exceed more than sixteen (16) characters including spaces and the designator's abbreviation.
- d. A road name shall not include numbers, dashes, apostrophes or other non-alphabetical characters.
- e. Compass points such as NORTH and EAST shall not be used in road names.
- f. Articles (the, a, an) shall not be used to begin road names.
- g. Road names duplicating facilities shall not be approved (example: "Bowling Alley", "Tennis Court").
- h. Usage of names derived from community names or geographic features shall be limited to locations in close proximity to such communities or geographic features.
- i. No proposed road name shall be approved which begins with a word that appears as the first word in five or more official road names.
- j. No proposed name shall be accepted which is a homonym of an official road name or may be easily confused with an official road name (example: "Forrestview" and "Forestvue").
- k. Where a proposed road is a continuation of or in alignment with an approved road, it shall utilize the same road name as the approved road. A new road name shall be required if the proposed road is disconnected from the existing road by an offset greater than sixty (60) feet.

#### **5. Road Type Designators**

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

While it is intended that these guidelines be complied with, the agent may modify, vary, or waive any guideline in Part 1, Section 5, in a particular case.

**ALBEMARLE COUNTY  
STREET AND ROAD TYPE DESIGNATIONS**

<i>ALY – Alley</i>	A narrow or minor road in a community.
<i>AVE – Avenue</i>	A major road in a community.
<i>BND – Bend</i>	Generally a minor road in subdivision.
<i>BLF – Bluff</i>	Generally along high ground.
<i>BLVD – Boulevard</i>	Wide road with median and landscaping.
<i>CIR - Circle</i>	A road which returns to itself.
<i>CV - Cove</i>	Generally a minor road in a subdivision.
<i>XING – Crossing</i>	A road which 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>CT - Court</i>	Generally shorter, permanent dead ends or cul-de-sacs.
<i>CTR - Center</i>	Shopping, commercial areas.
<i>DR - Drive</i>	A winding arterial/collector.
<i>EST - Estate</i>	Single ownership (three or more dwellings).
<i>EXT - Extended (Extension)</i>	
<i>FARM –**- Farm</i>	Single ownership (three or more dwellings).
<i>GRN – Green(e)</i>	See "Square".
<i>GRV - Grove</i>	Generally a minor road in a subdivision.
<i>HL - Hill</i>	Generally along high ground.
<i>HTS - Heights</i>	Generally along high ground.
<i>HWY - Highway</i>	Federal or state designated primary road.
<i>KNL - Knoll</i>	Generally along high ground.
<i>LN - Lane</i>	Generally a narrow road.
<i>LOOP - Loop</i>	A drive which begins and ends on the same road.
<i>PARK - Park</i>	Reserved for entranceways to public parks.
<i>PATH - Path</i>	A short and/or narrow road.
<i>PL - Place</i>	A dead end or cul-de-sac road from which other cul-de-sacs originate.
<i>PT - Point</i>	Generally along high ground.
<i>*PKWY - Parkway</i>	A scenic or landscaped road.
<i>** - Reach</i>	Generally a minor road in a subdivision.
<i>RD - Road</i>	Generally an arterial/collector road connecting to the primary system.
<i>RDG - Ridge</i>	Generally along high ground.
<i>ROW - Row</i>	A short street that parallels another road.
<i>RUN - Run</i>	
<i>SQ - Square</i>	Generally a central area with buildings clustered around it.
<i>ST - Street</i>	A community or subdivision road.
<i>TRCE - Trace</i>	Generally a minor road in a subdivision.
<i>TER - Terrace</i>	Generally a minor road in a subdivision.
<i>TPKE - Turnpike</i>	Reserved for historic turnpikes.
<i>TRL - Trail</i>	Generally reserved for roads through uninhabited areas.
<i>WAY - Way</i>	A minor road or street often which dead ends.

*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

For the purpose of this section, "served" by a road shall include right of use whether or not a property actually uses such road.

### a. Policy on Participation in Road Naming:

- (1) The process of naming roads shall be limited to those who own property served by the road in question.
- (2) Where the road serves several properties, the landowners shall be given the opportunity to propose the name.
- (3) In the event that there is no participation from the landowners, the agent shall name the road in accordance with County procedures.

### b. Processing Requests for Road Names:

Requests to name roads shall be in writing to the agent who shall include the following information:

- (1) A description of the road's location giving the direction and approximate distance from the nearest intersection of two (2) public roads.
- (2) A list of all landowners having property served by the road in question together with certification that all such landowners have been notified of the proposed name.
- (3) Signatures of landowners representing a majority (greater than fifty [50] percent) of parcels served by the road in agreement of a common road name. *When determining the percentage of the parcels served by the road in question, a landowner owning more than one (1) parcel served by the road in question is equivalent to a landowner owning one (1) parcel.*

Upon validating that landowners of more than fifty (50) percent of the parcels served by 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 shall approve the road name.

### 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 shall be reserved unless the project is disapproved, abandoned or otherwise voided.

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

- (1) A developer may contact the agent prior to submission to determine the viability of proposed names. Road names may be reserved as provided in Section 6-c.

- (2) Proposed road names shall appear on all final site development plans and subdivision plats, where applicable.
- (3) No final site development plan or final subdivision plat shall be approved by the agent until all road names have been approved by the agent.
- (4) Names approved on a preliminary plan/plat shall be reserved for the life of the preliminary plan/plat and shall be shown on the final plan/plat.

e. **Road Name Change Process**

Requests to rename roads shall be in writing to the agent and shall include the following information:

- (1) A description of the road's location giving the direction and approximate distance from the nearest intersection of two (2) public roads.
- (2) A list of all landowners having property served by the road in question together with certification that all such landowners have been notified of the proposed name.
- (3) Signatures of landowners representing a majority (greater than fifty [50] percent) of parcels served by the road in agreement of a common road name. When determining the percentage of the parcels served by the road in question, a landowner owning more than one (1) parcel served by the road in question is equivalent to a landowner owning one (1) parcel.

Upon validating that landowners of more than fifty (50) percent of the parcels served by 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 may make administrative approval to correct errors in prior approvals of road names, otherwise, the agent shall forward the road name change request to the Board of Supervisors for approval.

**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 shall be assigned by the agent following the procedures and guidelines contained in this manual. Numbers assigned by any other person or entity shall not be recognized.
- b. Numbers shall be assigned to any new addressable structure shown on a site development plan or lot created by subdivision. Numbers shall not be officially assigned until the final site development plan or subdivision plat has been approved. Numbers shall also be assigned when requested by individuals for new structures that do not require site development plan or subdivision approval.

## **2. Uniform Numbering System Established**

All numbers shall be determined by the uniform numbering system hereby established. This uniform system shall utilize a grid system combined with an equal-interval numbering system.

## **3. Albemarle County Numbering Grid Defined**

- a. The Albemarle County Numbering Grid shall be based on the grid superimposed over the State having lines at 10,000 foot intervals oriented north-south and east-west. The Numbering Grid shall have lines every 1000 feet interpolated between the 10,000 foot grid lines. The Numbering Grid thereby establishes a series of 10,000 square foot cells or blocks covering the entire County.
- b. The axes or baselines of the Numbering Grid shall have their origin at the intersection of the 1000 foot gridlines nearest to the actual intersection of Wertland Street and 15th Street NW in the City of Charlottesville.
- c. Numbering along the axes of the grid begins with zero at the origin and increases outward from that point with 100 numbers allotted per 1000 feet (thus resulting in a pair of numbers every twenty feet). This grid shall be used to determine the direction and address range of a given road segment.

## **4. Numbering Procedures**

- a. Direction of Road Determined
  - (1) Before numbering along a named road may proceed, the direction of the road must be determined (east-west or north-south). Generally, a road's direction shall be determined as that of the Numbering Grid baseline the road in question most closely parallels.
  - (2) Consideration may also be given to the type of development involved, the relationship of the road in question to other roads around it, and the pattern of address numbers that result.
- b. Number Range of Road Established
  - (1) The number range along a named road shall be established by the Numbering Grid baseline which has the same direction as the named road.
  - (2) In the event that a named road crosses one of the baselines of the Numbering Grid, the number range of that named road shall be adjusted so that no number occurs twice along the named road.
- c. Numbers Assigned

Once the direction and number range of a particular road segment has been determined, the numbering of the addressable structures and properties along the road segment shall be done utilizing an equal-interval methodology. The numbers shall be assigned beginning at the end of the road segment nearest the origin of the Numbering Grid. The numbers shall then be evenly distributed within established number range.

## **5. General Numbering Guidelines**

- a. Even numbers shall occur on the right hand side of the road in the direction of increasing range. Odd numbers shall occur on the opposite sides.
- b. All addressable structures and properties shall be on the named road which a structure's or properties numbered primary access intersects. The specific number shall be determined by the point at which the access meets 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. Half numbers may be used when there is no available address to assign under the General Numbering Guidelines to a detached structure requiring an address that shares its primary access with an existing structure with a primary address. 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 shall be numbered along the local road which provides access to the lot.
- f. Corner lots shall be numbered on the road which provides access. Where the driveway for a corner lot intersects more than one street, the agent shall 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. When two (2) addressable structures share an access, they shall be numbered consecutively with adequate consideration given to possible future development between the structures.
- h. Temporary numbers shall not be issued. A number may be issued to a structure that is intended to be temporary (such as a construction site trailer office), and upon removal of the temporary structure, the number shall be retired.

## **6. Mobile Home Developments**

Within mobile home parks all roads shall be treated as private roads unless dedicated for maintenance by the Virginia Department of Transportation and road name and road signage shall apply accordingly. Each mobile home lot shall be numbered in accordance with this manual. The mobile home park owner shall be responsible for posting lot numbers in a manner acceptable to the agent in accordance with Part IV, Section 1, of this manual.

## **7. Residential Apartments and Other Multi-dwelling Structures**

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

- a. Duplex: A number shall be provided to the front entrance of each individual unit.
- b. Townhouse: A number shall be provided to each individual unit at its front entrance.

- c. Garden Apartment: A number shall be provided to each unit at the entrance. If the apartment unit's entrance is located on an inside foyer, a number shall be provided outside the building entrance. Each unit located on such foyer shall be provided with a numerical suffix as a secondary method of addressing. Specifically, ground floors shall use suffixes in the 100's starting at unit 101, the second floor shall use the 200's starting at unit 201 and so on to other levels (the basement level shall use 000's starting at unit 001). The building number and road name followed by the apartment unit's numerical designation shall form the address (Example: 630 Old Shady Grove Road, Unit 101). Numerical characters shall not be combined (as in 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.

## **8. Commercial, Office and Industrial Complexes**

For commercial, office and industrial complexes, a numbering choice shall 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 development, a separate number shall 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. In the event a space is redivided and no numbers remain available alphabetical or numerical unit designations shall be 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 11.5.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 shall be assigned numbers beginning with 100 and numbers on each successive floor should increase to the next highest 100
- f. Series (second floor - 200 series; third floor - 300 series, etc.). A basement or floor below ground level may use a three digit series beginning with zero.

## **9. Agencies to Be Notified of Numbers Assigned**

- a. The agent shall notify the following agencies and departments of all approved road names and assigned numbers within five (5) days of approval or assignment, as the case may be:

Albemarle County Department of Real Estate  
 Albemarle County Department of Building Inspections  
 Albemarle County Department of Police  
 Albemarle County Department of Sheriff  
 Albemarle County Service Authority  
 Albemarle County Registrar's Office  
 Albemarle County Fire/Rescue Administration  
 University of Virginia  
 Charlottesville-Albemarle Emergency Operations Center  
 United States Postal Service Address Programs Support Office

- b. The agent shall also notify any other governmental agencies or departments and utility requesting notification.

**PART III. SPECIFICATION FOR ROAD NAME SIGNAGE**

**1. Materials and Physical Description for Signs**

- a. The road name sign blank shall be made from extruded edge aluminum material, conforming to ASTM 6209 for Alloy 5052-H38 or its equivalent. The sign blank thickness shall be 0.83” or greater and each corner of the sign blank shall be square cut.
- b. There shall be two sizes of road name signs; standard and oversize. Standard signs shall be six (6) inches in vertical length (height) while oversize signs shall be nine (9) inches in vertical length. Standard signs shall be used along all secondary and subdivision roads except at intersections with primary roads. Oversize signs shall be used along primary roads and at secondary and subdivision roads intersecting primary roads.

The letter type shall conform to Federal Highway Association "Standard Alphabets for Highway Signs", Series B, upper case, as prescribed below and in d.

The size of the sign blanks; message lettering; and reserved spaces for route and block numbers for Standard and Oversize signs are as follows:

	<u>STANDARD</u>	<u>OVERSIZE</u>
	(Local/Subdivision)	(Primary/Collector)
<u>SIGN BLANKS</u>		
Horizontal length	24” min to 46” max	30” min to 48” max
Vertical length	6”	9”
*Route Decal	6” x 1.25”	12” x 2.5”
Reserved Space		
Block Number	6” x 2.5”	12” x 3.5”
Reserved Space		

<u>MESSAGE LETTERING:</u>	<u>SIZE AND TYPE</u>	
Prefix Capitals	2” B	3” B
Name Capitals	5” B	6” B
Suffix Capitals	2” B	3” B
Route Decal	1” B	2” B

Private	1" B	2" B
Block Number	2" B	3" B

*\*For private roads, place the word PRIVATE in Route Decal Space*

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

- c. The sign may be constructed using the cut letter process. The green and white colors shall be uniform throughout the length of the sign.
  - (1) When the cut letter process is used, the sign blank shall be covered on both sides for the entire length of the blank with a high intensity (encapsulated) reflectorized green background sheeting, 3M "Scotchlite" brand product number 3877 or equivalent product. High intensity (encapsulated) reflectorized sheeting 3M "Scotchlite" product number 3870 or equivalent product shall be used for the silver-white letters and numerals. The reflective material shall be applied to both sides of the blank name plate with mechanical equipment in a manner specified by the sheeting manufacturer. The sign background shall be comprised of not more than one piece of reflective sheeting. The letters and numerals shall be applied on both faces of the sign using the cut letter process. The reflective sheeting shall have a minimum guaranteed life of ten (10) years.
- d. The maximum space available on a standard (6" high) sign for the road name is thirty (30) inches and an oversized (9" high) sign has 32 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 this will result in a sign width greater than the maximum space available. If the name will not fit in the space available, a thirty (30) percent force factor may be used. Finally, if the approved road name will not fit on the maximum length sign with the Series B letters and a thirty (30) percent force factor, a modification shall be required from the County Engineering Department.
- e. At the end of the road name there are three (3) spaces either six (6) inches (for the 6" sign) or twelve (12) inches (for the 9" sign) in length which are stacked one over the other. These spaces 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 will be of the same material as the main sign sheeting as specified above. The directional triangle, a 1.25 inch equilateral triangle for the six (6) inch sign or 1.5 inch equilateral triangle for the nine (9) 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.
- f. The route decal shall be non-reflectorized with a black message on a white color field.

## **2. Post and Hardware Specifications**

- a. A metal post will be used to mount the signs to.
- b. The post shall be a 9"x2"x2" 14 gauge square galvanized steel quick punch break-away post complete with anchor base or equivalent. Hole diameters should be seven-sixteenths inch, centered and aligned with holes on the opposite side. There shall be no holes drilled into the post more than 18" above the top of the in-ground anchor.
- c. The signs will be attached to the mounting bracket(s) and post, using heavy duty aluminum vandal resistant screws, bolts and/or nuts.
- d. A special sign post and/or installation may be allowed at the discretion of the Director of Engineering provided it is equal to or exceeds the specifications above. Where allowed, a maintenance agreement between Albemarle County and the responsible party shall be required for the maintenance of any special installation.

## **3. Location of Post and Sign**

- a. The sign post shall be placed in the road right-of-way a minimum of three (3) horizontal feet from any above ground or underground utility or equipment line. The installer shall be responsible for contacting "Miss Utility" before installing signs (1-800-552-7001). At the intersection of a primary and secondary road or in the event a road name changes at an intersection of two (2) secondary roads, two (2) sign locations are to be used. For all new roads, a minimum of two (2) signs are required at every intersection. The sign post shall be located on the right hand side of the street for a right turn onto the secondary road, where possible. The sign shall be a minimum of five (5) 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. Those roads that have ditch lines less than three (3) feet from the edge of pavement will have signs placed two (2) horizontal feet back from the ditch line. (See "Detail A" for diagram.) For urban road sections with curb and gutter, the sign post will be placed behind the edge of the curb and five (5) horizontal feet on the centerline radius of the curve from the edge of pavement. If a sidewalk is adjacent to the curb, then the sign post will be placed behind the sidewalk and within the right-of-way. Signs and posts shall not obstruct handicapped ramps or wheelchair loading areas in the vertical or horizontal direction.
- b. At the intersection of two (2) secondary roads, only one (1) sign location is to be used except as required in 4.a. This is to be the right hand corner of the intersection for inbound traffic to the subdivision (see "Detail A" for diagram).
- c. The Director of Engineering 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 would equally or better serve the purposes of this manual. This must be confirmed with the County Engineering Department prior to installation of the sign.



## **PART IV. DISPLAY OF ADDRESS NUMBERS**

### **1. General Guidelines for Display of Address Numbers**

- a. Address numbers shall be displayed at the primary access entrance on a mailbox, post, fence or other suitable location that is easily discernible from the road. If the structure is one hundred (100) feet or less from the road, the entrance door of the structure is clearly visible from the road, and there is no mailbox, post, fence or other suitable location at the primary access entrance, numbers shall 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 shall be displayed as numerals and shall not be spelled out. Secondary address designations shall comply with Part 11.5.d.
- c. The numerals displayed, and where applicable, lettering, shall be at least three (3) 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 has been assigned, the entire address (number and road name) shall be shown on that mailbox to avoid confusion. In such cases, it will be necessary to also display the number on the property as stated above.
- e. On corner lots, the number shall only be displayed to face the street upon which the property is numbered.
- f. Any numbers previously displayed which could be confused with or mistaken for the assigned address number shall be removed from the mailbox and property.
- g. Numbers shall be properly maintained by the property owner to ensure they are clearly discernible from the roadway upon which the property is numbered.

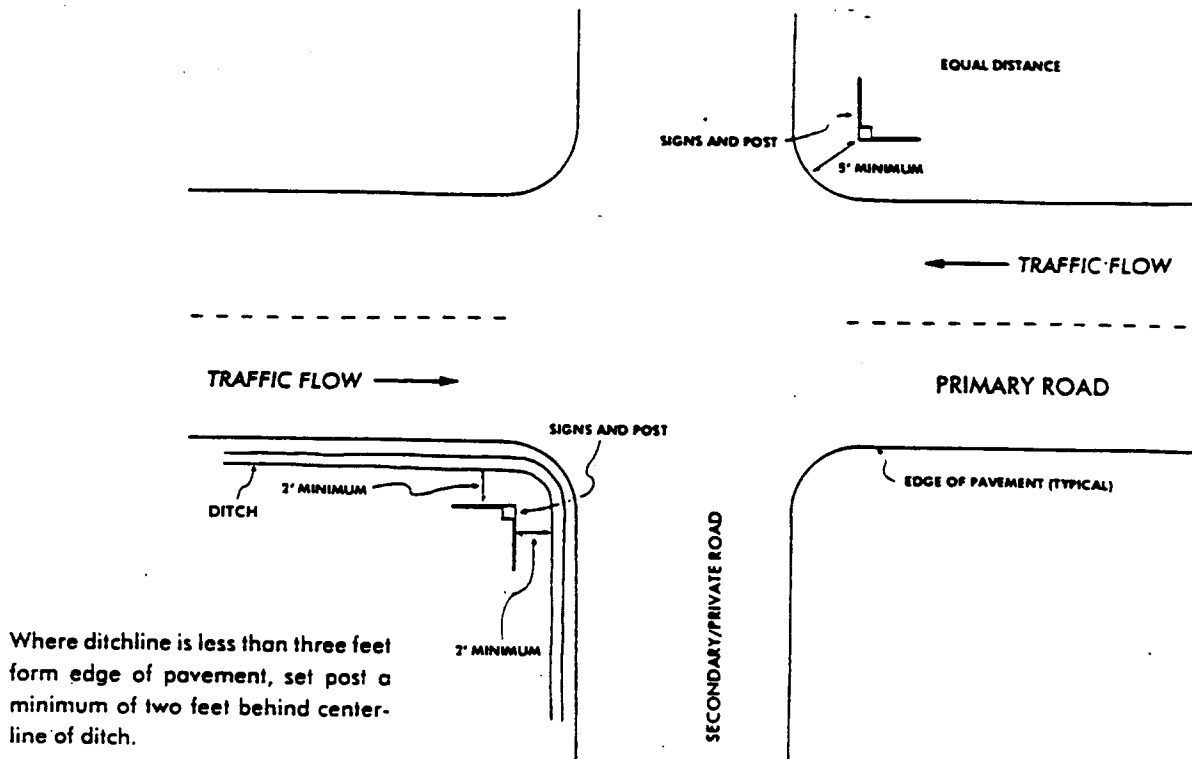
### **2. Display of Address Numbers for Multi-Unit Buildings and Multi-Building Complexes**

- a. If a building is divided into multiple units with separate entrances, and each unit has been assigned an individual number, then each unit number shall be displayed on or next to the main doorway.
- b. The address range of all individual unit numbers within a multi-unit building shall 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 shall also be displayed on each building.

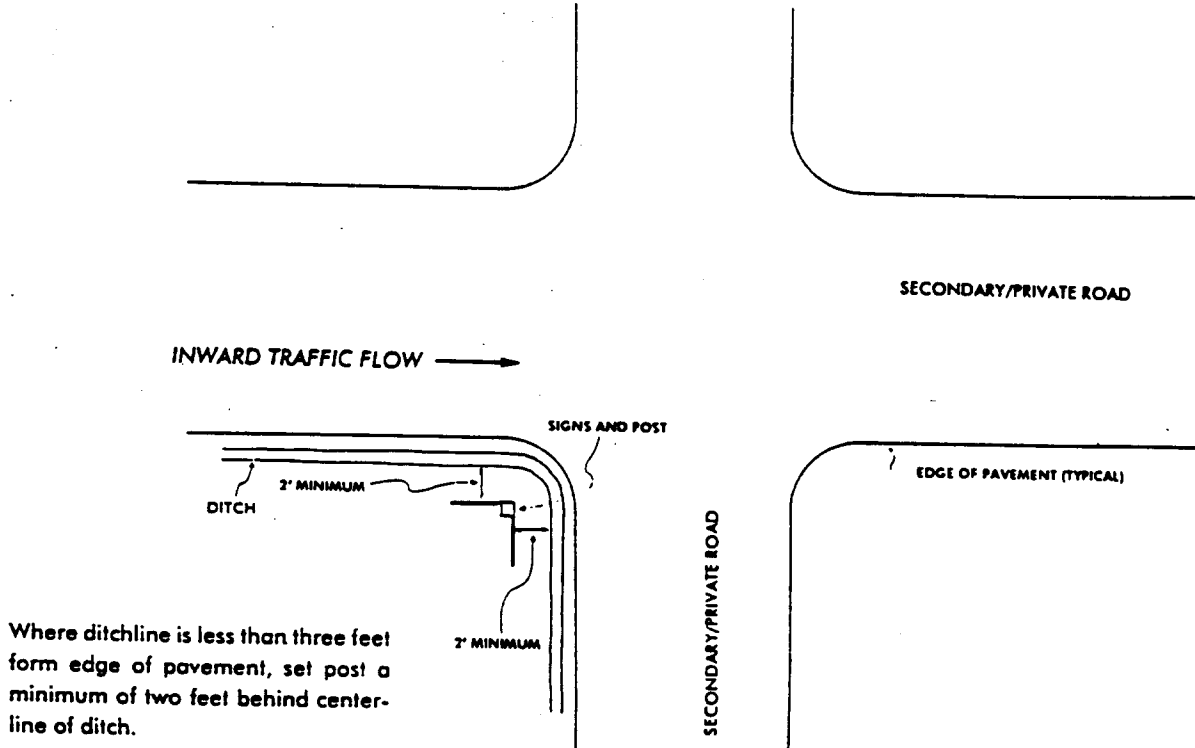
### **3. Additional Signage Required When Necessary**

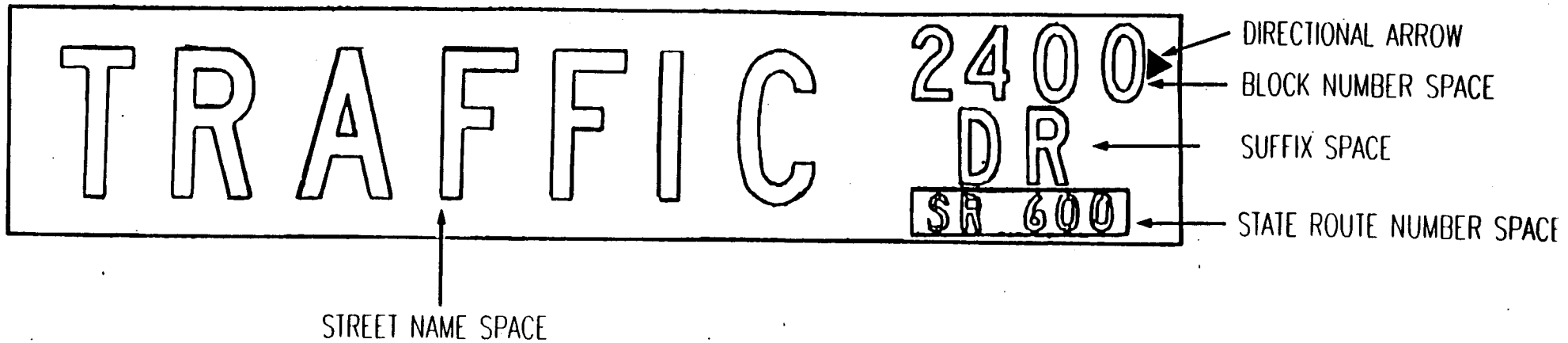
The agent may also require numbers or address ranges to be posted in additional locations as deemed necessary to the purpose of Chapter 16.01 of the Code of Albemarle.

**INTERSECTION OF PRIMARY AND SECONDARY/PRIVATE ROADS**



**INTERSECTION OF TWO SECONDARY/PRIVATE ROADS**





DETAILS B

# DETAILS C

SAMPLE INSTALLATION SQUARE POST

