

Charles County Addressing Ordinance
CHARLES COUNTY ORDINANCE FOR THE NAMING AND RENAMING OF
STREETS AND THE ASSIGNMENT OF ADDRESS NUMBERS

ARTICLE I - PURPOSE AND AUTHORITY

1.0 Purpose: The purpose of this regulation is to establish a system for the assignment of street names and numbering of houses in Charles County, thus eliminating the confusion and potential hazards to public safety which might otherwise exist.

1.1 Authority: These regulations are based on the statutory authority contained in Article 66B, Code of Public General Laws of Maryland, May 1971, as amended.

ARTICLE II - APPLICATION, EFFECTIVE DATE, AND TERRITORIAL LIMITS

2.0 This regulation shall take effect immediately after adoption and shall apply to Charles County. In no case, however, shall any provision of this regulation be deemed applicable with the incorporated territory of any municipality in the County.

ARTICLE III - GRID ADDRESS NUMBERING SYSTEM

3.0 Generally, the County will effect and retain a uniform systematic house numbering system throughout the County which will promote continuity, avoid duplications, and eliminate house renumbering. This system will be established and known as the "Grid Address Numbering System."

3.1 When possible, continuity of house number hundred blocks will be maintained when streets enter the County from Incorporated Towns within the County.

3.2 Street Directions, when traveling south on a north-south street, the odd numbers will be on the right side and even numbers on the left. When traveling east on an east-west street the odd numbers will be on the right side and even numbers on the left.

3.3 On a street which changes direction, it will be numbered consecutively from beginning to end. It will not conform to the Grid Address Numbering System.

3.4 On a one-intersection circular street, the house number hundred block will be determined by the direction of the majority of other streets in the immediate area.

3.5 Criteria for Determining House Numbers: To reduce the frequency of errors, duplications, and renumbering, the following principles of house numbering procedures will be followed to the degree possible.

A. When it is apparent that re-subdividing may take place due to lot sizes on the same street side, a sufficient quantity of house numbers should be reserved for the vacant areas between structures to permit assignment of numbers for any future development or improvement thereon.

B. Structures facing each other on the opposite side of the same street should be assigned numbers in relation to each other. That is: 6 facing 5 or 7, 5 facing 4 or 6; and in the instance where a structure fronts off the inside curvature of a street and faces more than one structure fronting off the outside curvature of same street: 6 between 5 and 7, or 7 between 6 and 8. This will also apply when there are more structures on one side of the street than the opposite side due to variances of lot sizes.

C. Suffixes such as "A" or "1/2" to house number digits will not be permitted. However, when a single-

entrance structure has more than one floor comprising of other offices or places of business, suite numbers may be added after the house number assigned to that structure. EXAMPLE: 1111 Planner Drive, Suite 201. This will also apply to a basement used in the same manner. In the case of a single-entrance place of business with apartments overhead or alongside, numbers may be used after the house number assigned to the structure. EXAMPLE: 2222 Planner Drive, Apartment 2.

D. Structures with multiple entrances shall be assigned a house number for each separate entrance. This will also apply to bays in a warehouse. When a large, single-entrance warehouse is erected, located, or situated on a parcel of land, a sufficient quantity of house numbers should be reserved between other structures on the same street for possible partitioning into additional bays for which house numbers may be required. Rear entrances of multiple-entrance structures, such as strip shopping centers, bays, and apartments, shall display the assigned number that was given for the front or main entrance.

E. Each store in a shopping center will be assigned its own house number. However, a sufficient quantity of house numbers will be reserved for each store or office in excess of twenty-foot widths to permit future assignment of house numbers if any of the stores or offices therein are partitioned to establish other places of business.

F. Structures on parcels of land fronting on more than one street will be assigned a number according to location of driveway. However, a house number should be reserved along each street on which the parcel faces to provide for the assignment changes or additions to the structure thereon.

G. Structures on parcels of land fronting on more than one street containing a circular driveway from street to street will be assigned a number along the street in which the front door or main entrance faces. If the front entrance cannot be determined, an address will be assigned according to the main street.

3.6 Assignment of House Numbers: Each residential, commercial, or industrial structure erected, located, or situated on a parcel of land in the County will be assigned a house number based on the Grid Address Numbering System.

3.7 The two major sources from which information is received for assignment of new house numbers are the Subdivision Record Plats and Building Permits.

3.8 Notification of Assignments of House Numbers: The owner or occupant of a structure erected, located, or situated on a parcel of land for which a house number has been assigned will be notified by the County.

3.9 In addition to the property owner, developers, builders, electricians, and plumbers; engineering, real estate, and mortgage firms may be given this information upon submission of a record plat--or site plan-- showing legal descriptions of property for particular house numbers in which they are interested.

3.10 Changes to Existing House Numbers will be done whenever errors in assignment are discovered.

3.11 The following procedures will be followed to the degree possible, consistent with good judgement and common sense, when house numbers in those areas of the County do not conform to the Grid Address Numbering System.

A. Conduct a street-by-street survey of house number hundred blocks. Where house number changes are necessary, they will be made to coincide with any street name changes which have to be made in that area.

3.12 Whenever a house number is to be changed, an official notification of each proposed change will be mailed to the occupant and/or owner of property being renumbered, indicating the new number.

3.13 Owners and/or occupants of structures on streets scheduled only for renumbering will be afforded sufficient time for them to make necessary adjustments.

3.14 Records: A record of each house number assigned or changed will be entered on applicable maps or other media as may be employed for such records and maintained on a continuing and permanent basis.

ARTICLE IV - STREET NAMES

4.0 Origin of Street Names: The County shall assign or approve all names of existing or proposed rights-of-way. Within the limits of Incorporated Towns, the County will coordinate street naming with the appropriate town agency.

4.1 Owners of land, or occupants or owners of structures erected thereon, fronting on an existing unnamed right-of-way may petition for naming of that street in accordance with paragraph 4.3.C below.

4.2 Any existing or proposed unnamed public or private right-of-way providing access to more than one dwelling will be provided a name in accordance with paragraph 4.3.B below. In certain cases, the County, in its sole discretion, reserves the right to determine whether or not a private right-of-way shall be named.

4.3 Selection of Street Names: To eliminate unacceptable duplication of street names and to effect a uniform system of naming or renaming streets, the County will adhere to the following principles of street name procedures to the degree possible:

A. An extension of an existing right-of-way will bear the same name as that assigned when previously dedicated to the public.

B. Any street name assigned by the County to an existing or proposed right-of-way will not be duplicated in name, either in sound or spelling, of any street name already existing in the County.

C. Street names selected by owners, developers, or occupants of structures fronting on existing or proposed right-of-ways must be approved by the County to avoid duplicating street names. Proposed street names may be submitted to the County by one of the following methods:

1. Petition signed by more than 50% of those residing on the street;
2. Selected names shown on an approved preliminary subdivision plat;
3. Written requests for reservation of selected names.

D. Road names assigned are to aid in the response of emergency services throughout the County, once assigned, names will not be changed unless the petitioner can prove significant hardship.

E. A one-intersection circular street will bear one name.

F. When practicable, those named rights-of-way entering the County from Prince George's, St. Mary's, Calvert County, or incorporated towns will bear a different name.

The County will periodically evaluate the effectiveness of this section by conducting a survey of all streets in the County to determine if any street names are duplicated in sound or spelling. The duplicated street name(s), if any, with the fewest residents fronting thereon may be changed.

ARTICLE V - IDENTIFICATION OF PROPERTIES/BUILDINGS

5.0 Identification of Properties and Buildings: The owners of all properties or principal buildings within the County shall number and maintain the numbers of such buildings in accordance with the Grid Address Numbering System adopted in this ordinance. All numbers shall consist of plain legible figures placed in a conspicuous place or places on the building facing the street from which the building is numbered. When numbers on the buildings are not readily visible from the street, auxiliary numbers will be placed on a sign near the street as necessary, with direction arrows to assure rapid approach to each building.

ARTICLE VI - POSTING OF NUMBERS

6.0 Posting Numbers: Numerals indicating the official numbers for each principal building or each front entrance to the building shall be posted in the following manner.

A. Each number shall consist of not less than three-inch high Arabic numerals contrasting in color to the structure on which they are mounted, affixed in such a way as to be located within five feet of the entrance. In those cases where the entrance numbers are not visible from the street, additional numbers shall be installed on the building or on auxiliary signs in such a manner as to be visible from the street.

B. Building numbers will be a minimum of three inches high for locations up to fifty feet from the curb or pavement edge. For each additional twenty-five feet of setback beyond the initial fifty feet of setback, the numbers shall increase in size by one inch in height. For buildings over 150 feet from the curb, auxiliary signs shall be installed.

C. During construction, all buildings/dwellings shall display the County assigned address on an auxiliary sign posted on the property visible from the road. The auxiliary sign may be removed on when the building/dwelling is marked as noted in 6.0.A and 6.0.B.

ARTICLE VII - DUTY OF OWNERS

7.0 Duty of Owners: Whenever any principal building shall be erected or located in the County, in order to preserve the continuity and uniformity of the numbering system and numbers of buildings and properties, it shall be the duty of the owner to procure the correct number, as designated, and immediately fasten the number upon the building.

ARTICLE VIII - DEFACING OF PROPERTY

8.0 Defacing, Etc., Numbers: No person shall deface or remove a number placed upon a principle building in accordance with this ordinance.

ARTICLE IX - COMPLIANCE WITH ORDINANCE

9.0 Compliance with Ordinance: No owner of real property shall attempt to number or fail to number the property or the principle building thereon, if not in conformity with this ordinance. The County shall send a written notice, by first-class mail, to any owner not in compliance with this ordinance, to the owner's address as stated in the records of the county, directing specific compliance with any provision of this ordinance; and the failure or refusal of such owner, within ten days of such notice, to comply with the directives stated therein shall constitute a violation of this ordinance.

ARTICLE X - PENALTIES

10.0 Penalties: The violation of Section 9.0 shall be punished for a first offense by a fine of \$25.00 and for each subsequent offense committed within a period of twelve months by a fine not to exceed \$100.00.

ARTICLE XI - CHANGES AND AMENDMENTS

11.0 Changes and Amendments: These regulations may from time to time be amended or repealed by the County Commissioners. Any person or officer, department, board, commission, or bureau of the County may petition for such change or amendment; however, no such change or amendment shall become effective until after a public hearing in relation thereto, at which parties in interest and citizens shall have an opportunity to be heard. At least fifteen days notice of the time and place of such hearing shall be published in a newspaper of general circulation in the County.

ARTICLE XII - APPEAL PROCEDURES

12.0 Appeal: Under provisions of Article 66B of the Annotated Code of Maryland any person or persons jointly or severally aggrieved by a decision of the Commission, or any taxpayer, or any officer, department, Board, or Bureau of the County may appeal the same to the Charles County Circuit Court in a manner as set forth in Chapter 1100, Subtitle B, of the Maryland Rules. The decision of the Circuit Court may be appealed to the Maryland Court of Appeals.