



## **ORDINANCE GOVERNING THE SIZE AND LOCATION OF ADDRESSING NUMBERS**

**WHEREAS**, the Board of Commissioners of the Town of Pine Level, having realized the need for a written policy regulating the size and placement of addressing numbers and,

**WHEREAS**, the Board of Commissioners deems it to be in the best interest of the health and safety of the citizens of Pine Level to set forth regulations pertaining to the size and placement of addressing numbers,

**NOW THEREFORE, BE IT ORDAINED** by the Board of Commissioners of the Town of Pine Level that:

### **SECTION 1. OWNER'S DUTY.**

It shall be the duty of the owners of all buildings / property to affix numerals indicating the street number which has been previously assigned to such buildings / property by the Town.

### **SECTION 2. SIZE AND LOCATION OF ADDRESSING NUMBERS (RESIDENTIAL).**

In affixing addressing numbers, the property owner shall conform to the following specifications:

- a) Addressing numbers shall be plain block numerals.
- b) All numerals shall be at least three (3) inches in height except as noted in other sections of this ordinance.
- c) Numerals shall be of a color contrasting with the color of the background provided by the material to which they are affixed. Owners are encouraged, but not required, to use numbers made of reflective material and to illuminate addressing numbers so as to be easily visible at night.

**d)** If a building is less than fifty (50) feet from the center line of the street on which it fronts, addressing numbers shall be located on the front of the building which they identify or on a sign, post, mailbox or other device which shall be located between the building and the street such that numbers shall be visible and readable from both left and right approach.

**e)** If a building is set back more than fifty (50) feet from the center line of the street on which it fronts, or if the numerals cannot be read from such center line because of obstruction, the numerals shall be affixed to a post, sign, mailbox or other device which shall be located within ten (10) feet of the driveway or walkway entrance to the premises and which shall otherwise conform to the specifications herein, except as noted in other sections of this ordinance.

**f)** In general, when affixed, all addressing numerals shall be positioned not less than three (3) feet or more than ten (10) feet from the surface of the ground directly below them. Exception to this provision of this ordinance may be granted by the Zoning Administrator.

**g)** On a corner lot, the addressing number shall face the street named in the address.

### **SECTION 3. SIZE AND LOCATION OF ADDRESSING NUMBERS (COMMERCIAL).**

In affixing addressing numbers, the property owner shall conform to the following specifications:

**a)** Addressing numbers shall be plain block numerals.

**b)** All numerals shall be at least six (6) inches in height.

**c)** Numerals shall be of a color contrasting with the color of the background provided by the material to which they are affixed. Owners are encouraged, but not required, to use numbers made of reflective material and to illuminate addressing numbers so as to be easily visible at night.

**d)** If a building is less than fifty (50) feet from the center line of the street on which it fronts, addressing numbers shall be located on the front of the address which they identify or on a sign, post, mailbox or other device which shall be located between the address and the street such that numbers shall be visible and readable from both left and right approach.

**e)** If a building is set back more than fifty (50) feet from the center line of the street on which it fronts, or if the numerals cannot be read from such center line because of obstruction, the numerals shall be affixed to a post, sign or other device which shall be located within ten (10) feet of the driveway or walkway entrance to the premises and which shall otherwise conform to the specifications herein. It is recommended that for commercial property with multiple entrances to individual business that the street numbers and the unit number be placed above the entry door using contrasting three-inch (3") letters.

f) In general, when affixed, all addressing numerals shall be positioned not less than five (5) feet or more than twelve (12) feet from the surface of the ground directly below them. On business units a number affixed on the entrance glass door or above the door is the preferred location. Exception to this provision of this ordinance may be granted by the Zoning Administrator.

g) On a corner lot, the addressing number shall face the street named in the address.

#### **SECTION 4. SIZE AND LOCATION OF ADDRESSING NUMBERS (APARTMENTS, MULTI FAMILY, MOBILE HOMES).**

In affixing addressing numbers the property owner shall conform to the following specifications:

a) Addressing numbers shall be plain block numerals.

b) Numerals shall be of a color contrasting with the color of the background provided by the material to which they are affixed. Owners are encouraged, but not required, to use numbers made of reflective material and to illuminate addressing numbers so as to be easily visible at night.

c) All numerals shall be at least:

**ENTRANCE TO THE PROPERTY**, Six inches (6") in height

**MOBILE HOME LOT**, Three inches (3") in height

**MULTIPLE ADDRESSING ON A SINGLE PARCEL**, An alpha letter (A, B, C,) twelve inches (12") in height will be mounted on the face of the building viewable from the main entry drive.

Each living / business unit will display above the front door to the unit an alpha numeric number three inches (3") in height to match the building and assigned unit. (A1, A2, A3)

#### **SECTION 5. SIZE AND LOCATION OF ADDRESSING NUMBERS (NEW CONSTRUCTION).**

In affixing addressing numbers the property owner shall conform to the specifications in SECTIONS 2-4.

Addressing for new construction will be provided by the Town of Pine Level. The Zoning Administrator or Public Works Superintendent will verify compliance to the ordinance prior to establishing water and sewer service to the parcel of property.

**SECTION 6. SIZE AND LOCATION OF ADDRESSING NUMBERS ON EXISTING RESIDENTIAL, COMMERCIAL, OR MULTI-UNIT PROPERTY FOUND TO BE IN NON-COMPLIANCE.**

All buildings, property found to be in non-compliance must bring their property and building(s) into compliance as specified in SECTIONS 2-5 of this Ordinance.

**SECTION 7. FAILURE TO COMPLY.**

In the event the owner fails to affix the number referred to above within twenty (20) days after notification by the Zoning Administrator or Public Works Superintendent, the water service to the property or building(s) in noncompliance will be turned off until the owner meets and complies with this Ordinance.

**SECTION 8. EFFECTIVE DATE.**

This ordinance shall be in effect as of the date of its adoption and it shall supersede any such ordinance or any portions of such ordinance that may have been in effect prior to the date of adoption.

**SECTION 9. DATE OF ADOPTION.**

Duly adopted this the 14th day of October 2003.