

**Sec. 26-183. Road naming and addressing. (Ord. 022-10HR; 5-18-10)**

(a) *General provisions. (Ord. 022-10HR; 5-18-10)*

- (1) *Purpose.* A uniform system for road naming is essential in expediting the response time from all emergency services agencies, such as police, fire, ambulance or other rescue services; in facilitating postal and other service delivery; and in reducing confusion for the driving public.
- (2) *Guidelines.* In addition to the regulations set forth herein, a uniform system of naming roads and numbering properties and principal buildings, called “Guidelines for Road Naming and Addressing in Richland County”, will be maintained by the Planning Department.
- (3) *Jurisdiction.* The regulations set forth herein and in the “Guidelines for Road Naming and Addressing in Richland County” shall apply only to those properties, buildings, streets, and public or private roadways that are located within the unincorporated area of Richland County, and those incorporated areas that are included through intergovernmental agreement. It shall be the responsibility of all municipalities and political subdivisions not included through intergovernmental agreement to coordinate road naming and property numbering with the Planning Department.

(b) *Changing a road name. (Ord. 022-10HR; 5-18-10)*

1. Existing road names may only be changed pursuant to Section 6-29-1200, South Carolina of Laws, 1976, as amended, and include the following reasons:
  - a. A road name duplicates or is similar to another, either phonetically or by spelling, within a 9-1-1 community or an emergency service district. In accordance with State Law, “Existing duplicated road names must be changed as necessary by the local government to ensure the efficiency of the emergency response system”; or
  - b. The 9-1-1 Central Dispatch/Communications Department submits a written request to the county that a particular road name is causing confusion with the dispatch and/or delivery of emergency service delivery; or an emergency service provider requests in writing that a particular street name is causing service delivery confusion; or
  - c. The United States Postal Service presents a request in writing stating that a particular road name is causing service delivery confusion; or

- d. When road configurations exist or change so that a road is split into two (2) or more non-continuous sections; or
- e. When conditions result in confusion for emergency services delivery; or
- f. A change may simplify markings or giving directions to persons looking for an address; or
- g. Any other good and just reason that may appear to the Planning Commission.

2. *Administrative procedures for changing a road name.*

- a. The Planning Commission shall hold a public hearing regarding the proposed road name change after providing notice of such public hearing in a newspaper of general circulation at least fifteen (15) days prior to the hearing. The Planning Department shall mail written notice to the property owners of record, which are adjacent to or abutting the road, of the time, date, and location of the public hearing.
- b. After the public hearing, the Planning Commission shall either approve, deny, or select an alternative name. The Richland County Planning Commission is responsible for approving and authorizing street names in its area of jurisdiction pursuant to Section 6-29-1200, Code of Laws of South Carolina, 1976, as amended.
- c. Written notice shall be mailed to the affected property owners of the Planning Commission's determination.

(c) *Addressing.* (Ord. 022-10HR; 5-18-10)

- (1) *Approval agency.* The Planning Department shall assign address numbers in the unincorporated areas of Richland County; and shall coordinate municipal addresses that are to be added to the E9-1-1 database. The Planning Department shall also assign and maintain addresses within the jurisdiction of any municipality with whom there is an intergovernmental agreement.
- (2) *Notification of address.* Written notification of the proper address of each building shall be mailed to the owner, occupant, or agent of each building in all instances where a new number is assigned.
- (3) *Notification of new address information to proper agencies.* Notification shall be sent to all residents/property owners, the Richland County 9-1-1

Communications Department, the U.S. Postal Service, the E9-1-1 database maintenance organization, appropriate state agencies, and public utility and affected emergency service providers whenever a new address has been assigned. It shall be the responsibility of the occupant to notify their respective telephone companies by informing the company of the correct address at the time telephone service is requested.

(4) *Placement and posting of numbers.*

- a. When a house or building has been assigned its respective number or numbers, the owner, occupant, or agent/person in charge shall place or cause to be placed upon each house or building controlled by him/her the number or numbers assigned under the uniform system as outlined in this Section and in the “Guidelines for Road Naming and Addressing in Richland County”.
- b. All numbers shall be made of a durable, clearly visible, and reflective material that contrasts with the color of the house, building or structure on which it is being placed.
- c. The numbers must be posted as numerals and must not be spelled out.
- d. The address shall be placed on existing buildings within twenty-one (21) days from the date shown on the written notification that is referenced in subsection (c) (2), above.
- e. Residential numerals shall be at least three (3) inches in height, and numerals for multiple dwelling units and nonresidential buildings shall be at least six (6) inches in height, and shall be placed on the front of the building facing the road or on the end of the building nearest the road.
- f. Numbers shall be conspicuously placed immediately above, on, or at the side of the door facing the road off which the structure is addressed so that the number is clearly visible from the road line.
- g. In the case where the building cannot be seen from the road or is situated more than fifty (50) feet from the road line, the building number shall also be placed near the walk, driveway, or common entrance to the building, or upon the mailbox, gatepost, fence, or other appropriate place so as to clearly be visible from the street or road.
- h. The road address number shall be displayed on both sides of the mail box. If mailboxes are grouped together, the road address

number shall be displayed on the mailbox door, as well as on the side visible towards the road.

- i. Costs and installation of the numbers shall be paid for by the property owner or occupant or person in charge of house or building.

(d) *Enforcement, violations, and penalties.* (Ord. 022-10HR; 5-18-10)

- (1) *Enforcement of posting numbers.* The office of the Richland County Fire Marshal shall be responsible for enforcing the posting of numbers. Prior to the issuance of a citation for any structure without properly posted numbers, the Fire Marshal shall consult with the Planning Department regarding the proper address of the structure in question. The Planning Department shall issue a notice of violation giving the violator ten (10) days from the date the letter is mailed, to correct the violation. Such notice of violation shall be in writing and sent by certified or registered mail or delivered by personal service. If the property owner, occupant, or agent has not properly posted the address after the ten (10) day time period, then the Richland County Fire Marshal or a local fire officer shall issue a citation. Such person shall be deemed guilty of a misdemeanor and upon conviction shall be fined or imprisoned for a term not to exceed the authority of the Magistrate's Courts. Each day that such violation continues to exist shall constitute a separate offense.
- (2) *Tampering with street signs, posting illegal street signs.* Removing or defacing a street name sign in any manner, placing a street name sign in any unapproved location, or being found in possession of a stolen street sign shall constitute a violation; and such person shall be deemed guilty of a misdemeanor and upon conviction shall be fined or imprisoned for a term not to exceed the authority of the Magistrate's Courts.
- (3) *Damage to street signs.* It shall be unlawful for any person, corporation, firm, or organization to alter, remove, deface or damage any street name signs placed by the county pursuant to this Section. Any violation of this Section shall be deemed a misdemeanor and upon conviction shall be fined or imprisoned for a term not to exceed the authority of the Magistrate's Courts.
- (4) *Naming of streets not approved by the Planning Commission.* Failure to obtain proper approval of any road name used within the unincorporated areas of Richland County and the recordation of any plat containing any road name not approved by the Planning Commission shall constitute a violation; and such person shall be deemed guilty of a misdemeanor and upon conviction shall be fined or imprisoned for a term not to exceed the authority of the Magistrate's Courts.

- (5) *Removing or defacing numbers.* Any person who unlawfully removes, defaces, mars, changes, destroys, or renders an existing number or numbers unreadable in any manner shall be deemed guilty of a misdemeanor, and upon conviction shall be fined or imprisoned for a term not to exceed the authority of the Magistrate's Court.

**Sec. 26-184. Reserved. (Ord. 027-09HR; 5-19-09)**