

Addressing and Roads Ordinance

Adopted November 2020

PURPOSE, AUTHORITY AND GENERAL REGULATIONS

22-103-1-1 Title and Purpose

This Ordinance shall be known as the Addressing and Roads Ordinance for Town of Braselton, Georgia. These regulations are established to provide a system of unique road names and addresses which are essential for successfully:

- Improving the response time of fire, police, ambulance vehicles and other emergency services
- Expediting postal and general delivery services
- Enhancing the ability to locate a business and/or residences based on their address

22-103-1-2 Authority

This Ordinance is enacted pursuant to the authority conferred by Section 46-5-122 of The Official Code of Georgia Annotated, as amended, to promote the public health, safety, morals, convenience, order, prosperity, and general welfare of the present and future inhabitants of Town of Braselton, Georgia. The corporate limits of the Town of Braselton extend into Jackson, Hall, Gwinnett, and Barrow Counties (“the County”). The applicable department and official in those Counties (“County Addressing Administrator”) that has the designated authority to officially assign road names and addresses has the final responsibility for such purposes. The Town of Braselton Manager’s office and the Planning & Development Department are hereby assigned overall responsibility to ensure that the naming of new roads, re-naming of roads, and assignment of addresses within the Town’s corporate limits have been approved by the applicable County Addressing Administrator and that any new road or street names proposed are not a duplicate of an existing street or road name within the Town limits and that such road/street names meets other requirements as specified in this ordinance.

22-103-1-3 Jurisdiction

The provisions set forth herein shall apply to those roads, both PUBLIC and PRIVATE (including manufactured/mobile home parks, condominium developments, apartment complexes, malls, shopping plazas, strip buildings, businesses, business or office parks) and addresses which are currently or will be located within Town of Braselton, Georgia.

22-103-1-4 Resources

This Ordinance shall conform to all applicable standards and regulations as administered and enforced by all County Addressing Administrators.

DEFINITIONS OF TERMS AND ABBREVIATIONS

22-103-2-1 Definitions

For the purpose of this Ordinance, the following terms are defined below. Unless specifically defined, words or phrases used in this Ordinance shall be interpreted to have the meaning in common usage and to give this Ordinance the most reasonable application.

Apartment: Unit within a building consisting of two (2) units or more for rent

Council: The Town of Braselton Mayor and Council (TOB)

Building: A structure having a roof supported by columns or walls for the shelter, support or enclosure of persons, animals, or equipment and requiring a separate power meter to be installed for the building to have electrical service. This will also include mobile homes or manufactured homes. For the purposes of this Ordinance, the term “building” may also include other manmade structures meeting the same requirement as in the first sentence.

Condominium: Ownership of a single unit within a structure that may include common areas and facilities.

Driveway: A private road, easement, or private right-of-way, giving access from a public road, private road, or private right-of-way, leading to a building. A driveway does not serve more than two (2) lots/buildings that have or require separate power meters to be installed for electrical service. If a driveway is said to serve more than two (2) lots/buildings, it then shall be assigned and designated with a private road name with all properties addressed along such named private road.

Frontage unit: A frontage unit is a standard interval in feet used to assign consecutive property numbers on a street or road.

County: Barrow County, Hall County, Gwinnett County and Jackson County

County Addressing Administrator: A department, employee, or other designated official or person designated by the County governments of Barrow, Jackson, Gwinnett, and Hall and charged with the responsibility of assigning addresses and approving road names as defined in this Ordinance.

Honorary Road Name: A secondary road name designated to an individual person or organization.

House number: The number assigned by the County Addressing Administrator to any building for the purpose of identification of the location.

GIS Services Manager: The person designated by the applicable county to perform GIS duties.

Town of Braselton Planning & Development Department: The Planning & Development Department will be tasked with ensuring all proposed street/road names are not a duplicate of any existing road/street name in the Town of Braselton. This department will also be tasked to ensure that new developments and/or any proposed road/street name or address changes has obtained the applicable

approvals from the County Addressing Administrator. This department will also be charged to ensure compliance with other applicable sections of this ordinance.

Mailing address: The address assigned by the County Addressing Administrator and used by USPS for the purpose of delivery of the United States mail. The property address and mailing address shall be the same for all buildings unless the property owners utilize a post office box for delivery of their mail.

Mobile Home: A moveable or transportable dwelling.

Mobile Home Park: Any site or parcel of land under single ownership where land or units are rented, and community utility(ies) provide for the occupancy of mobile homes.

Official Road Name: The name as designated in the complete list of all roads in Town of Braselton and applicable County and on file with the County Addressing Administrator and Town of Braselton Planning & Development Director or his designee.

Private Road: Any road, which is not maintained by GDOT and/or Town of Braselton and/or a county through the use of public funds or is not a driveway as defined by this Ordinance.

Public Road: Any road which is maintained by Town of Braselton, a county and/or by GDOT.

Road: A public or private one-way or two-way road for ingress and/or egress. Such roads may be of various types including frontage roads, rear access roads, roads with cul-de-sacs and dead-end roads. This definition includes secondary roads but does not include driveways.

Road Sign: A metal blade and necessary hardware used to convey a road name, block range and, where applicable, the state road number.

Unit Designator: The portion of the mailing address used to distinguish individual units within the same structure.

22-103-2-2 Abbreviations

For the purpose of this Ordinance, the following abbreviations are defined below. Unless specifically defined, words or phrases used in this Ordinance shall be interpreted to give them the meaning they have in common usage and to give this Ordinance the most reasonable application.

E 9-1-1: Emergency 9-1-1; a system used that links emergency callers with the appropriate public services.

ESRI: Environmental Systems Research Institute; a global company that provides the means for organizing and analyzing geographical information to help land planners and resource managers make well-informed environmental decisions.

FGDC: Federal Geographic Data Committee; a U. S. committee that coordinates the development of the National Spatial Data Infrastructure.

FHWA: Federal Highway Administration; agency in the U. S. Department of Transportation that supports states and local governments in the design, construction and maintenance of the Nation’s highway system.

GDOT: Georgia Department of Transportation

GISOP: The document used as a guideline by the GIS Addressing Coordinator and GIS Services Manager that will have the authority to authorize and approve alternate methods of displaying road naming and addressing which meet the intent of this Ordinance. This document may be changed periodically at the discretion of GIS Services Manager.

MRAD: Master Road and Address Database

MUTCD: Manual on Uniform Traffic Control Devices; standard for signs, signals and pavement markings in the United States. MUTCD is published by the FHWA.

NENA: National Emergency Numbering Association; professional organization that promotes the implementation and awareness of 9-1-1 and the international three-digit emergency communication systems.

USPS: United States Postal Service

ROAD NAMING

22-103-3-1 Consideration of New or Proposed Road Names

The naming of roads, particularly in new subdivisions, shall be reviewed and approved by the Town of Braselton Planning & Development Director per the Selection Standards outlined below in 22-103-22-103 A. After approval of the by the Town of Braselton Planning and Development Department, the County Addressing Administrator shall have final review and approval of a road name. Persons submitting road names that are rejected shall be notified so that changes may be made prior to the plan review process.

A) Selection Standards

The following standards will be used in consideration of new or proposed road names. All current roads that would otherwise not meet these standards will be granted exceptions and maintain those names until changes, if considered, can be made to conform to this Ordinance. In addition to those outlined in the GISOP, the standards used are as follows:

- 1) Names of new roads or proposed changes must not duplicate, in wording, in sound or pronunciation, an existing road in the Town of Braselton regardless of distance between occurrences or in address ranges/block numbers.
- 2) Road names may not contain abbreviations of words, names or initials
- 3) Numerical references are prohibited, such as Fifth, Ten

- 4) Names of individuals will only be permitted for honorary purposes unless the individual holds a state, national or local significance
- 5) Single alphabetical characters are prohibited
- 6) Road names must be easy to pronounce and easily recognizable in emergency situations
- 7) Special characters will not be permitted; periods, dashes, apostrophes, hyphens, etc.
- 8) Names that may be offensive (slang, words with double meanings) will not be allowed
- 9) Road names will be continuous throughout its entire length, when feasible.
- 10) Names which have homonyms (i.e., other words pronounced similarly but spelled differently) should not be used on any street and certainly not on multiple streets even if the street type is different (e.g., Steven Lane / Stephen Lane; Disk Drive / Disc Lane).

B) Prefixes and Suffixes

Directional prefixes and suffixes will be used only when necessary. If used, cardinal (North, South, East & West) directions will only be used as prefixes and ordinal (Northwest, Northeast, Southwest, & Southeast) directions will only be used as suffixes, in accordance to established baselines as outlined in the GISOP. The use of both a prefix and suffix for addresses and road names will not be permitted.

C) Road Types

Each approved road name will be required to have a road type. There shall only be one road type per road name. Road types permitted for use in Town of Braselton will be in compliance with the standards of the USPS. (See USPS Publication 28) The County Addressing Administrator has the authority to determine which road type(s) shall be suitable for the new or proposed name.

22-103-3-2 Reserving Road Names

A request for road name reservation can be presented to the Town of Braselton Planning & Department for any new planned development. These road names will be reviewed and reserved in the road name inventory, if approved. Road names may only be reserved for two (2) years. Upon reaching the two-year mark from date of reservation, the names will no longer be reserved, should a written extension request not be made. A new request for an additional one (1) year extension of the road name(s) reservation must be submitted to the Town of Braselton Planning & Department. The County shall establish procedures for reserving road names with the County Addressing Administrator.

22-103-3-3 Approvals

All proposed road names shall be reviewed and approved by the applicable County Addressing Administrator and the Town of Braselton Planning & Department during the development review period. The appropriate Town of Braselton GIS Layers shall be amended by the applicable County GIS Manager to reflect all newly approved road names.

22-103-3-4 Road Naming by Petitions

If property owners, tenants, or entities wish to name a road or rename an existing road, they must meet all requirements of the County Addressing Administrator and submit to the Town of Braselton Planning & Department for approval.

22-103-3-5 Honorary Designations

Honorary Designations are discouraged but can be initiated by the Town of Braselton Mayor and Council.

22-103-22-3-6 Renaming Existing Roads for Emergency Purposes

Roads (public or private) may be changed by the County Addressing Administrator as necessary for health, safety and welfare reasons and efficiency of the emergency response system. In any case where such a renaming of an existing road is proposed, the County Addressing Administrator will coordinate with the Planning and Development Director to ensure the proposed name is not a duplicate of an existing street or road name in the Town of Braselton.

22-103-3-7 Temporary Road Names

Temporary road names for events or special occasions will not be permitted unless otherwise permitted by the County Addressing Administrator.

22-103-3-8 Road Name Signage

Sign location and installation shall be in accordance with the rules and regulations of the MUTCD (Manual on Uniform Traffic Control Devices) published by the Federal Highway Administration (FHWA) under 23 Code of Federal Regulations (CFR), Part 655, Subpart F. <http://mutcd.fhwa.dot.gov/> . Road signs will contain the prefix (if used), road name, road type, suffix (if used) and block numbers. Private roads will be marked as such in accordance with the Manual on Uniform Traffic Control Devices (MUTCD).

22-103-3-9 Official Road Name Database / Road Book

Names that are assigned to roads shall be kept by the applicable County department and Braselton Planning & Development Department.

ADDRESSING

22-103-4-1 Addressing Applicability

Addresses will be assigned on all roads and shall have a road sign placed on the main road or highway.

22-103-4-2 Property Legal Descriptions

The adoptions and implementation of this Ordinance shall not affect the legal descriptions of any property or be used to determine legal descriptions.

22-103-4-3 Ordering of Addressing Components

Components of a property address shall always be in the following order: Address Number, Address Number Suffix (if used prior to Ordinance), Directional Prefix (if any), Road Name, Road Type, Directional Suffix (if any), Unit Type Designation (if applicable), and a Unit Number (if applicable).

22-103-4-4 Assignment and Standards

Addresses shall be determined based on the requirements and regulations of the applicable County and County Addressing Administrator.

A) Multiple Structures Sharing Driveway

If more than two (2) addressable structures access a common driveway as defined, that driveway will be assigned a private road name and all addresses will be assigned along such private road, unless determined otherwise by the County Addressing Administrator.

B) Corner and Multiple Fronting Parcels

Corner or double fronting parcels shall be assigned an address based on the requirements and regulations of the County Addressing Administrator.

C) Duplex/Attached Structures

Each unit of structure shall receive its own individual address as determined by the County Addressing Administrator. This would include townhouses and condominiums.

D) Multiple Unit Structures

Separate internal units within, or associated with, residential or commercial complexes shall have an individual address and be uniquely identified by the use of a unit type, unless otherwise determined by the County Addressing Administrator. All educational, medical, residential, industrial facilities, and/or any other type of property with private roads that is sold shall not be allowed to change addressing or road names without approval of the County Addressing Administrator and Town of Braselton Planning & Development Director (road/street name only). If road names or addresses are changed without approval, the property owner will be subject to fines as set forth by the County and Town Code of Ordinances.

E) Vacant Parcels

Vacant parcels less than one acre may be pre-addressed at the discretion of the County Addressing Administrator.

F) Miscellaneous Structures

Structures requiring an address for metering or permitting purposes shall be given their own individual address and a unit designator, unless otherwise determined by the County Addressing Administrator. These structures would include billboards/signs, power poles, utility assets and others.

G) Mobile/Manufactured Home Parks

Unless otherwise determined by the County Addressing Administrator, mobile home lots shall have sequential address numbers throughout the mobile home park. Each lot will have a separate address number assigned. The address number of each lot must be clearly displayed on the mobile home which is located on that lot and must be clearly visible from the road. If the lot is more than 50 feet from the road, the address number shall be displayed at the end of the road or easement giving access to that mobile home. Addresses are not transferrable with the mobile home.

H) Wireless Towers

Unless otherwise determined by the County Addressing Administrator, wireless towers shall be assigned one address to the tower owner. Should the tower have multiple carriers, each carrier will be assigned a suite number that will include the address of the tower owner. A sign or post which clearly indicated the address number assigned to the tower shall be located at the entry point of the road on which the tower is located.

22-103-4-5 Numbering System

The County Addressing Administrator shall develop and maintain a system of numbering addresses. This addressing system shall be used in designating addresses for new and existing structures and to resolve address problems which tend to confuse the traveling public or tend to delay the response of emergency services, mail delivery and other service providers.

22-103-4-6 Specifications and Placement of Address Numbers

All structure numbers shall be constructed of a durable, weather resistant material. The color shall contrast with the color scheme of the structure, and if mounted on glass, shall contrast with the background and be clearly visible. Reflective numbers for nighttime identification are required, if not in a well-lit area.

In accordance with Section 505 of the 2012 International Fire Code, address numbers for both residential and commercial buildings should not be less than four (4) inches in height. Unit designators for these facilities should not be less than four (4) inches. In all cases, a number larger than the minimum size may be required where the minimum size does not provide adequate identification from the traveled roadway or is proportional to the building size. All numerical identifications must be easily

identifiable without obstruction of view. Any dwelling or individual business located at more than 50 feet from the roadway and/or not clearly visible shall be required to have numerical posting at both the entrance or driveway and located in close proximity to the front door or entrance way.

22-103-4-7 Responsibility for Placement of Address Numbers

It shall be the responsibility of each and every property owner, trustee, lessee, agent and occupant of each residence, apartment building, business or industry to post and maintain, at all times, address numbers as required under this Ordinance. All addresses shall be displayed in such a way that they are unobstructed and legible from the traveled roadway.

A) New Addresses

The owner, occupant, or agent of each house, building or other structure assigned an address shall place or cause to be placed the number on the house, building, or other structure within thirty (30) days after receiving notification from the County Addressing Administrator of the proper number assignment or within thirty (30) days of occupancy, whichever is sooner.

B) Existing Addresses

Further, the owner, occupant or agent of any existing house, building or other structure existing as of the date of the adoption of this Ordinance, shall place or cause to be placed the number on the house, building or other structure within sixty (60) days after the adoption of this Ordinance.

22-103-4-8 Changes of Addresses

If an address number is changed for any reason, the County Addressing shall be responsible for assigning the new address number. Requests for address reassignment should be made to the County Addressing Administrator. All requirements and rules set forth by the County and County Addressing Administrator shall be adhered to.

COMPLIANCE AND ENFORCEMENT

22-103-5-1 Compliance

No owner of real property shall attempt to number or fail to number the property or the principle building, if not in conformity with this Ordinance. The applicable County department and/or County Addressing Administrator shall have the authority to enforce all applicable laws and ordinances within their jurisdiction as it relates to road/street names and addressing. The Town of Braselton will not assume any responsibility for the inability of emergency services (i.e. sheriff, fire, 911 departments) to locate the property in the event of an emergency due to incorrect property identification.

22-103-5-2 Development Plan Requirements

All land subdivisions that creates a new public or private road or road section in any jurisdiction within Town of Braselton must have a pre-approved list of road names and addresses from the Town of

Braselton Planning & Development Director and County Addressing Administrator before submitting a final plat or commercial building permit to Town of Braselton Planning & Development Department. Any subdivision or site that requires new addresses will be reviewed by the County Addressing Administrator.

22-103-5-3 Business Licenses

All businesses, new or existing must have their address properly displayed in accordance to this Ordinance. All new businesses must have their address verified/confirmed by the Planning and Development Director before a license can be issued.

22-103-5-4 Building Permits

No permit shall be issued for any structure until the owner/developer/contractor obtains an official address assigned by the County Addressing Administrator.

22-103-5-5 Certificate of Occupancy

The Certificate of Occupancy (CO) for any structure erected, repaired, or modified shall be withheld by the Town of Braselton Planning & Department until the address is posted on the structure as outlined in this Ordinance.

22-103-5-6 Enforcement Responsibilities

The responsibility for the enforcement of the provisions of the Roads and Addressing Ordinance, in addition to the legal authority of Town of Braselton is as assigned below:

- **The Town of Braselton Planning & Department or County Addressing Administrator or other applicable County enforcement agency:** The applicable County department and Code Enforcement division or any designee(s) of the Town of Braselton Planning & Department shall have the responsibility of enforcing this Ordinance and issuing citations for violations.

22-103-5-7 Penalties for Violation

Any person, business or property owner that violates or fails to comply with the provisions of this Ordinance shall be guilty of an infraction punishable by a fine as determined by the applicable County and/or the Town of Braselton Municipal Court.

ADMINISTRATION

22-103-6-1 Appeals

The procedures for appeals shall be established by the County and County Addressing Administrator or other applicable County department. Any appeal for a road/street name denied by the Town of Braselton Planning and Development Director shall be submitted to the Town Manager of the Town of Braselton for a decision.

22-103-6-2 Severability of Provisions

All provisions in other Ordinances for Town of Braselton in conflict with this Ordinance are hereby repealed. If any provisions of this Ordinance or the application thereof to any person or circumstance are held invalid, the invalidity does not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision or application and to this end, the provisions of this Ordinance are severable.

22-103-6-3 Liability

Town of Braselton, its officers, agents or employees, together with any person following their instructions in rendering services, are not liable for civil damages as a result of an act or omission under this Ordinance, including but not limited to, developing, adopting, operating, or implementing an addressing system or plan.

22-103-6-4 Procedure

Town of Braselton, its officers, agents or employees, together with any person following their instructions in rendering services, are not liable for civil damages as a result of an act or omission under this Ordinance, including but not limited to, developing, adopting, operating, or implementing an addressing system or plan.

When a street name change is requested by:

- A property owner with access to the subject street.
- A developer of property with approved access to the subject street.

The County shall define and establish the official procedure for approving new road/street names and assigning addresses. All road/street names shall also be approved by the Town of Braselton Planning and Development Director prior to the approval of any final plat, building permit. All proposed road/street name changes shall also be approved by the Town of Braselton Planning and Development Director prior to obtaining final approval and assignment by the County Addressing Administrator.

Notification requirements are as follows:

Notification requirements shall be established by the County Addressing Administrator or other applicable County department.

