

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EUHARLEE
SITTING FOR CITY PURPOSES FOR THE PURPOSE OF PROVIDING FOR THE
DESIGNATION OF STRUCTURE NUMBERS; PROVIDING FOR THE POSTING OF
DESIGNATED STRUCTURE NUMBERS; PROVIDING FOR THE TYPES OF NUMBERS;
PROVIDING FOR THE IMPLEMENTATIONS AND EXCLUSIONS; REQUIRING THE
ASSIGNMENT OF STRUCTURE NUMBERS FOR NEW STRUCTURES AND NEW LOTS;
PROVIDING FOR THE ASSISTANCE OF UTILITY COMPANIES IN REQUIRING
COMPLIANCE AND PROVIDING PENALTIES FOR VIOLATIONS.**

WHEREAS, The City of Euharlee is developing at a rapid rate in all phases of new construction; and

WHEREAS, The City of Euharlee does not now have a general city-wide system of street numbers within its boundaries; and

WHEREAS, a city-wide system of structure numbers will substantially reduce the response time of Emergency Vehicles within the City of Euharlee; and

WHEREAS, a city-wide system of structure numbers would simplify the location of a home, business or industry for these aforementioned public safety services, utility services, private delivery services and general public, and:

WHEREAS, a city-wide system would aid the United States Postal Service in the delivery of mail and would eliminate the future changing of addresses necessitated by the rapid growth within the City of Euharlee.

THEREFORE BE IT ORDAINED by the Council of The City of Euharlee, that by virtue of the authority vested in them by law, that a structure numbering system be adopted as follows:

ARTICLE I

1. Short Title:
 - 1.1 This Ordinance shall be further referred to as the "Structured Numbering Ordinance".

ARTICLE II

2. Designation of Street Names and Numbers:
 - 2.1. Streets now being maintained by the City of Euharlee shall in the future be named and numbered as now designated on an Official Index of the City of Euharlee as amended by each Implementing Resolution.

ARTICLE III

3. Designation of Structure Numbers:
 - 3.1. Structure numbers for dwelling units, places of business, industrial locations and all other structures and uses requiring same shall be assigned by:
 - 3.1.1. The City of Euharlee Planning and Zoning Department in Conjunction with the United States Postal Service
 - 3.2. The Planning and Zoning Department shall keep a record of all numbers assigned under this Ordinance. Such records may be maintained in data processing storage systems if so desired.

ARTICLE IV

4. Posting of Designated Structured Numbers:
 - 4.1. The owner or occupant or person in charge of any dwelling unit, structure or use to which a number has been assigned, shall be notified in writing by the Planning and Zoning Department of the number assigned to the same at any time after adoption of this Ordinance.
 - 4.2. Within sixty (60) days after receipt of such written notification, the owner, occupant or person in charge of any dwelling unit, structure or use to which a number has been assigned shall cause the same to be posted in either one or two locations depending upon the following conditions;
 - 4.2.1. If the mailbox is located on the same side of the street and adjacent to the driveway or curb cut, the number shall be affixed to the mailbox in letters two inches in height or larger and of a color of the contrasting with the color of the mailbox. This section does not preclude an individual from also numbering the front entrance of the structure if so desired.
 - 4.2.2. If the mailbox is not on the same side of the street and adjacent to the driveway or curb cut, the number shall be posted at two locations:
 - a. On the mailbox as prescribed by U.S. Postal Service Regulations, and;
 - b. Either on the structure front if visible from the street or on an above-ground sign attached to a post or other object at the driveway or curb cut. The numbers may be attached to both sides of the mailbox post or on both sides of the mailbox. The numbers shall be two inches in height or larger and of a color contrasting with the color of the back-ground.
 - 4.2.3. In the case that a building is served by two or more driveways or curb cuts the number

shall be assigned and posted to the front entrance or driveway.

- 4.2.4. It shall be the duty of the owner, occupant or person in charge of the dwelling unit, structure or use, upon affixing the new number, to remove any different number which might be mistaken for or confused with the number assigned to the structure.
- 4.2.5. In such cases where the assigned number cannot be posted as required above, the number shall be posted as prescribed by the Department of Planning and Zoning after consultation with the owner.

ARTICLE V

5. Types of Numbers:

- 5.1. Two types of numbers are used under this Ordinance;
 - 5.1.1. A primary number to be assigned to each street frontage of each parcel of land, whether or not the parcel is occupied. The primary number is required to be posted only if the parcel is occupied by a dwelling unit, or structure and the owner, occupant or person in charge is notified under Section 4.1 of the Ordinance. Other primary numbers are reserved for future development of the numbered parcels and will be assigned at the time of development.
 - 5.1.2. Secondary numbers may be used when a number of units, structures and uses co-exist on the same parcel of land. Examples of parcels requiring secondary numbers include mobile home parks, office parks, planned unit developments, recreational vehicle parks, recreational areas, shopping centers and other uses where the use of secondary numbers would clarify the location of a unit or-use for public safety purposes. To provide secondary numbers, the administering department shall work with the owner, manager or person in charge of the project to determine a logical numbering system under the following guidelines:
 - 5.1.2.1. Existing numbered units and uses shall retain the present set of addresses with only the primary number being changed if the primary number is not in sequence with the overall system.
 - 5.1.2.2. A single building on a single parcel of land and with more than one unit may be given numerical designations such as Suite 5, Apartment 5, etc. if so desired.
 - 5.1.2.3. Multiple buildings on the same parcel of land may be given secondary numbers consisting of number designations if the buildings are accessed from a main entrance to the project. Generally the number designations should increase in a clockwise direction from the main entrance.
 - 5.1.2.4. Mobile home park parks, recreational vehicle parks and similar uses shall be given number designations for lots or sections and number designations for individual lots or sites.

ARTICLE VI

6. Implementation in Stages:

- 6.1. This Ordinance shall be implemented in stages, covering small sections of the entire city by the adoption of Implementation Resolutions for each section of the city.
- 6.2. It shall be the policy of the City of Euharlee not to change existing numbered addresses if the existing system follows a logical and expandable order.

ARTICLE VII

7. Exempt and Excluded Structures:

- 7.1. The intent of this article is to exclude from this Ordinance those structures that do not present a significant danger to human life if destroyed by fire or other events.
- 7.2. The following structures shall be excluded from the provisions:
 - 7.2.1. Agricultural buildings not requiring a separate mailing address such as a barn, poultry house, outbuilding, or equipment storage buildings.
 - 7.2.2. Buildings used as dwelling units or offices, or requiring a separate mailing address, shall not be exempt.

ARTICLE VIII

8. New Structure and Lots:

- 8.1. Structure numbers will be assigned to each new lot, tract or building site on the original drawings of the final subdivision plat, mobile home park plan, planned unit development or other plan requiring the approval of the City of Euharlee Planning and Zoning Department.
- 8.2. No building, electrical, plumbing or mechanical permit for any new or remodeled or repaired structure will be issued by the Building Official of the City of Euharlee, following the implementation of this Ordinance in the affected area of the City of Euharlee until the owner, developer or builder has procured from the Planning and Zoning Department the official structure number or numbers. Final approval for a Certificate of Occupancy of any principal building erected or repaired, or use requiring said number, shall be withheld until permanent and proper numbers have been displayed in accordance with the standards of this Ordinance.

ARTICLE IX

9. Utility Company Compliance:

- 9.1. Following the implementation of this Ordinance in any area of the City of Euharlee, all utility services regulated by the Georgia Public Service Commission or any utility cooperative service organization, shall withhold service from any building until the owner or other requesting party has furnished the utility with the valid structure number.

- 9.2. It shall be the responsibility of the City of Euharlee Planning and Zoning Department to notify each affected utility service and provide lists of official numbers assigned each structure or use.

ARTICLE X

10. Implementations by the City of Euharlee Departments:

- 10.1. Every department and official under the jurisdiction of the City of Euharlee Council shall not render any non-emergency service until the occupant, owner or requesting individual has provided the department with a valid structure number. Non-emergency service includes any service provided by the City of Euharlee except fire, rescue, law enforcement or emergency medical services.

ARTICLE XI

11. Penalties:

- 11.1. Any firm, person or corporation who shall do anything prohibited by this Ordinance as the same exists or as it may hereafter be amended or who shall fail to do anything required by this Ordinance as the same exists or as it may hereafter be amended shall be guilty of a misdemeanor, amenable to the process of the Magistrate Court of the City of Euharlee and, upon conviction, shall be punished by a fine not to exceed \$500.00. Each and every day that such violation exists shall be deemed a separate offense.

ARTICLE XII

12. Effective Date and Repealer:

- 12.1. Sixty (60) days after the adoption of an Implementation Resolution for each area of the City of Euharlee, this Ordinance shall take effect and be in full force and effect in that area of the city.
- 12.2. All Ordinances, Resolutions and parts of Ordinances and Resolutions in conflict with this Ordinance are repealed upon enactment of this Ordinance.

ADOPTED, this 7th day of March, 2006

Kathy S. Foulk, Mayor

ATTEST:

Liz H. Dempsey, City Clerk