

ADDRESSING GUIDELINES

GUIDELINES FOR ADDRESSING IN GREENWOOD COUNTY

1. Roads shall be named in accordance with the following guidelines:
 - a) New names cannot duplicate existing street names within the county. Names that are exact in spelling or phonetically similar will be considered duplicates.
 - b) Where no name is suggested, use of family names or names reflecting a religious or philosophical viewpoint will not be used. These names are often viewed as being "in honor of" the person or group. Such a practice can result in controversy and potentially undermine the effectiveness of the project. Exceptions may be made for names of historical significance.
 - c) Names with exotic or difficult spellings shall be avoided. Short, simple names are best; it is also cheaper to provide street signs for them. They require only one sign length and use only one pole for support.
 - d) Name suffixes such as street, drive, avenue, or path will be used to describe the type of road being named. (Avenue or boulevard would be an inappropriate choice for a short county dirt road; likewise, lane or path would not be used for a major thoroughfare.) Court shall be used in all dead-end streets.
 - e) Use of a naming theme in a particular area would help promote community identity. It would also help locate a particular street.
 - f) Unusual or lengthy names require longer response time for a driver unfamiliar with an area. They also attract sign vandals or thieves.
 - g) Street names used within county municipalities should be extended into the unincorporated areas as far as possible and practical. This helps establish continuity between the two areas.
 - h) Names commonly used by residents provide the best choice for names.
 - i) Names that describe the locale will be used wherever possible.
 - j) Abbreviations will not be allowed.

2. Existing unnamed roads will be named either by petition or by assignment of the county.
3. The Department of Public Service and Planning will provide a petition listing the property owners along the concerned roadway. Only signatures of listed owners will count towards the fifty-one percent (51%) majority required for approval. If a husband and wife (or any two or more persons) own the same tract of land, then only one signature will be counted towards the majority. The Department of Public Service and Planning must approve the proposed name before a petition is circulated. A copy of the petition form is attached.
4. A location map for each street or streets named will be provided by or to the Department of Public Service and Planning.
5. All roads developed after the effective date of this ordinance will be named in accordance with these guidelines. The names will be approved by the Department of Public Service and Planning prior to being shown on the final subdivision plat. Signs will be installed by the developer at the developer's expense.
6. Where more than one existing street in a community has the same name, all but one duplicated name will be changed in accordance with the following standards:
 - a) A new name will be selected either by the Department of Public Service and Planning or by the residents of the road. All requirements for naming a road will be followed.
 - b) The Department of Public Service and Planning will post a sign on the affected road notifying the residents that the name is being changed. The residents will have fifteen (15) days to contact the Department and comment on the change.
 - c) At the conclusion of the fifteen day period, the Planning Board will hold a public hearing to receive public comments. A recommendation from the Board will be forwarded to appropriate County or City Council for final approval.
 - d) The residents on the renamed road will be notified of their new address in accordance with the procedures outlined herein.
 - e) Notice of the change will be sent to the Department of Public Works so that a correct street name sign can be ordered and installed.

7. Addresses will be assigned for all property and principle buildings using the following guidelines:
- a) A different number will be reserved for each 80' of street frontage on each side of the road.
 - b) All properties north of east-west streets and east of north-south streets shall have even numbers. All properties south of east-west streets and west of north-south streets shall have odd numbers.
 - c) No building shall be assigned more than one number.
 - d) Multi-unit buildings, such as apartments and commercial strips, shall be assigned a single address and a suite or unit number.