

ORD # 530.00

**Hart County, Kentucky
Addressing and Road Naming Ordinance**

WHEREAS, the Board of County Commissioners of the County of Hart has determined there is a need to have an ordinance for the County of Hart which requires a uniform method of road naming and addressing to provide for the safety, preserve the health and welfare, and promote the order, comfort, and convenience of the County of Hart and its inhabitants

NOW, THEREFORE, BE IT ORDAINED, by the Fiscal Court Members of the County of Hart, Kentucky, as follows:

1. Short Title

This Ordinance may be cited as the "County of Hart Road Naming and Addressing Ordinance."

2. Legislative Intent

The purpose of this ordinance is to establish a consistent methodology for addressing, road naming, and for the enforcement thereof as it relates to the properties and buildings throughout the county's jurisdiction in order to support services dependent upon physical addresses.

This Ordinance will clarify and set requirements of individuals, public bodies, and departments, and define procedures for road naming and address assignment.

3. Jurisdiction

The jurisdiction of this ordinance includes the entire unincorporated geographic area of Hart County, excluding lands held by the Federal Government.

4. 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 give them the meaning they have in common usage and to give this ordinance the most reasonable application.

County: the County of Hart, Kentucky

Fiscal Court: Hart County Fiscal Court



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911 Coordinator: The official of Hart County, as designated by the Fiscal Court, including his authorized agent or delegate, charged with the administration of this article.

Building: A structure having a roof supported by columns or walls for the shelter, support or enclosure of person(s). This will also include mobile homes, manufactured homes, and recreational vehicles serving as a residence. For the purposes of this ordinance, the term "building" may also include other manmade structures meeting the same requirement as in the first sentence.

Situs Address: The number assigned by the 911 Coordinator to any building for the purpose of identification of the location.

Addressable Structure: A building for which a situs address is necessary, including homes, businesses, churches, schools, government buildings, and any other structure deemed necessary by the 911 Coordinator.

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 buildings that have or require separate power meters to be installed for electrical service.

Frontage unit: A frontage unit is a standard interval in feet used to assign consecutive property numbers on a street or road. The standard frontage unit adopted for use throughout Hart County is 5.28 feet.

Mailing address: The address assigned by the 911 Coordinator and used by the United States Postal Service for the purpose of delivery of the United States mail. The property address and mailing address will be the same for all buildings unless the property owners utilize a post office box for delivery of their mail.

Official Road Name: A unique descriptor for a road or portion of a road. The road name list and the road name map on file with the Hart County 911 Emergency Management shall be the official road names and map for Hart County roads, unless changed by action of the Fiscal Court.

Private Road: Any road, which is not maintained by the Kentucky Department of Transportation, Hart County Road Department, National Parks Service or Corps of Engineers, and/or municipality through the use of public funds, or is not a driveway as defined by this ordinance.

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.



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

State Road Number: A number assigned by the Kentucky Transportation Cabinet to all state maintained roads.

Unincorporated: All of Hart County excluding the incorporated community of Munfordville and lands held by the Federal Government.

5. Guidelines for Naming an Unnamed Road

- a. Choose a unique name (Dogwood Lane and Dogwood Drive are considered to be duplicate names). Uniqueness is critical to avoid duplication addressing and confusion for emergency services. Under no circumstances will duplicate road names be accepted. A road may have alternate or an alias road name if it has a Federal or State designation (US 31W is Dixie Highway)
- b. Avoid special characters such as hyphens, apostrophes, periods or decimals.
- c. Do not use North, South, East or West.
- d. Do not use personal or proper names. There are many people with the same first or last names, which could create confusion when trying to locate a particular road.
- e. Do not use numbers as part of a road name.
- f. Do not select discriminatory or profane names.
- g. Names that have historical or geographical significance are encouraged.
- h. Select names of birds, fish, animals, plants, trees or flowers that are indigenous to the area.
- i. When selecting a road name, choose two (2) alternate names in case the primary name has already been selected or is already in use.

6. Renaming a Road

- a. In the event that two roads in the county have the same name, the road with the greater number of residents will be allowed to retain the name, while the other is assigned a new name.
- b. Request for name changes must include a completed petition signed by at least 50% + 1 of the property owners along the affected road.



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- c. A petition to change an existing road name must include a fee to cover all associated costs.
- d. Petition applications may be obtained from the Hart County Judge Executive's office, Hart County Courthouse, Munfordville, KY 42765.
- e. A unique name must be chosen (Dogwood Lane and Dogwood Drive are considered to be duplicates).
- f. All existing road names, which were in use before the effective date of this ordinance, will be grandfathered into use except in the case of road name duplication. For roads grandfathered into use, road names having the same name but different suffixes will not be considered duplicates (Dogwood Ln and Dogwood Dr) unless they are located in the same community.
- g. The 911 Coordinator will review requests to determine if all procedures are met and to ascertain that the proposed name does not duplicate an existing name nor does not have a sound-alike name, and also to ensure that the petition meets all other requirements of this ordinance. It will be the responsibility of the magistrate in the appropriate district to finalize names through the Fiscal Court.

7. Road Name Signs

- a. Road name signs shall be acquired and installed for unincorporated areas of Hart County.
- b. The initial acquisition and installation of road name signs for private roads (not including private subdivision) shall be the responsibility of Hart County. In the event that a sign on a private road is damaged or stolen, it will be the responsibility of the property owners on the road to replace the sign within 30 days.
- c. New subdivisions will have the sign post erected and signs installed by the developer. The developer will bear all costs for the signs and their posts
- d. Specifications for Road Signs shall be:

Sign Size: Minimum six-inches tall

Sign Color: Green for Public, Blue for Private, and Brown for Historic Places

Letter Size: Minimum three-inches tall

Letter Color: Reflective white



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e. Specifications for the Sign Post shall be:

Placed in the public right of way

Utilize State-approved hardware including Anchor post

Breakaway hardware

Minimum of 7 foot tall

Appropriate brackets and cross arms

8. Addressing

The purpose of this section is to provide a logical and uniform property numbering system. Addressing should be simple and cost effective to maintain, allow for community growth, logical for emergency and delivery services

- a. The County shall maintain addresses in rural portions of the County including all unincorporated areas.
- b. All roads, both public and private, shall be named and addressed if three (3) or more addressable structures are located on or accessed by them.
- c. When each building has been assigned its respective address, the 911 Coordinator shall notify by phone or in person the owners, occupants, or agents of the affected building advising of the new address.
- d. When the person or business applying contacts the Munfordville/Hart County Planning Commission about the establishment of a road that will have three or more buildings as defined will be required to first submit the proposed names of the road(s) to the 911 Coordinator, and then submit a fee determined by the Fiscal Court to cover the cost of installing the required road name signs.

9. Addressing Schemes

- a. Four addressing schemes are used in Hart County, depending on the location of the address being assigned. These schemes are city, subdivision, rural and place.
- b. City-style (block) addressing uses an addressing scheme that assigns 100 addresses per city block and the address range increasing by 100 after crossing an intersecting street or other feature. The road network in cities is typically regular with streets having consistent orientations and other streets intersecting at right angles. Addresses are assigned to the front of the house, not to the location of its driveway or mailbox. This style of addressing needs



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to carefully anticipate varied distances between homes and to reserve extra addresses for later infill of houses on parcels not yet developed

- c. Subdivision-style is similar to city-style addressing with typically 100 addresses per block, but the road network being irregular and block lengths being inconsistent. Also, parcels are typically of various sizes and a single house with an address may occupy multiple parcels. Thus addressing in subdivisions needs to more carefully anticipate varied distances between homes and to reserve extra addresses for later infill of houses on parcels not yet developed. Addresses are assigned to the front of the house, not to the location of its driveway that may actually lead to another road. This method allows for varied spacing of addresses and the scheme supporting future addressing in-fill.
- d. Mileage based style is a unit system based on distance or mileage where every 5.28 feet is a new address. There can be 1000 addresses in a mile if needed since a mile is 5,280 feet.
- e. Place addressing is performed in special addressing situations such as condominiums, resorts, parks, etc. In these cases, addressing may not follow the rules mentioned in the above schemes and a single address for the entire place is assigned, and then sub addressing is used to distinguish slips (marinas), apartments (condominiums), sites (campgrounds), room (campus), etc.
- f. Address parity shall mean that odd addresses are found on the opposite side of the street of the even addresses. Odd and even addresses on the same street side will be avoided and if found shall be corrected. Even numbers must always be on the right side and odd on the left side of the street/road as the numbers ascend from the origin. The origin of the road shall be determined as follows: For roads with only one entrance, numbers shall begin at the origin of the road, which shall be the intersection with the adjacent road, and ascend to the terminus, which shall be the dead end. The origin of roads with two entrances will have a starting point determined by proximity to the Hart County Courthouse. Numbers shall originate at the end closest to the Hart County Courthouse and will ascend to the terminus of the road, which is the end farthest from the Hart County Courthouse.
- g. When possible, existing addresses will be grandfathered into the addressing scheme in order to inconvenience the least number of people possible.

10. New Address Assignment

- a. The owner, occupant, or person in charge of any house or business in need of an address in the unincorporated area of Hart County and all municipalities shall apply through the Hart County Judge Executive's



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office. The application should include the following information, but is not limited to:

- Name of applicant;
 - Location of property for which an address is to be assigned;
 - Status of the property (single family, duplex, trailer, etc.)
 - Description of the property (brown mobile home)
 - Name of the road or roads abutting the property;
 - Location of access points
 - Addresses of neighboring properties
 - Map or site plan location of the structure proposed for addressing.
 - Fee
- b. The Address Coordinator shall perform the following functions:
- Verify property location and appropriate access road.
 - Determine the proper addressing scheme (city, subdivision or mileage).
 - Consider adjacent addresses and their addressing logic
 - Notify the appropriate agencies and applicant of the assigned address

11. Display of Address Numbers

- a. The official address number must be displayed on the front of a building or at the entrance to a building, whichever is most clearly visible both day and night from the street or road.
- b. If a building is more than 100 feet from any road, the address number shall be displayed at the end of the driveway or easement nearest the road which provides access to the building. Numerals must be of contrasting color to the background. It is preferable that these numbers be reflective to ensure better visibility at night.
- c. Numerals indicating the address number of a single-family dwelling shall be at least four inches in height and shall be posted and maintained so as to be legible from the road.
- d. 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 100 feet from the road, the address number shall be displayed at the end of the road or easement giving access to that mobile home.



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- e. Old number: every person whose duty is to display the assigned number shall remove any different number which might be mistaken for the number assigned in conformance with this ordinance.
- f. The address shall be placed on the structure or at the beginning of the driveway, as defined in this ordinance, within ninety (90) days from the date of the enactment of this ordinance.

12. 911 Coordinator

- a. The 911 Coordinator is hereby designated administrator of this ordinance and shall have authority to verify, modify or assign addresses.
- b. The 911 Coordinator shall assign and maintain a record of all addresses for Hart County.
- c. The 911 Coordinator shall maintain a database of existing road names, such that duplication and sound-alike road names are neither assigned nor approved.
- d. The 911 Coordinator shall notify the appropriate agencies of all address and road name changes.

13. Variances and Exceptions

The 911 Coordinator may issue variances and exceptions from the requirements of this ordinance such that would not be contrary to the public interest, or the spirit and intent of this ordinance, and where, due to special conditions, a literal enforcement of the provisions of this ordinance would result in an unnecessary hardship. In granting a variance, the 911 Coordinator may prescribe appropriate solutions, as it deems necessary to preserve the intent of this ordinance. In granting a variance or exception to this ordinance, the 911 Coordinator must determine the following:

- a. Special conditions and circumstances exist which are peculiar to the road naming or addressing involved, and which are not applicable to other roads or addresses.
- b. The literal interpretation of the provisions of this ordinance would deprive the applicant of rights commonly enjoyed by other citizens.
- c. Special conditions and circumstances do not result from the actions of the applicant; and
- d. Granting the variance requested will not confer on the applicant any special privilege that is denied by this ordinance to other citizens.



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e. All variances and exceptions granted will be forwarded to the Fiscal Court for their information.

14. Enforcement

After the effective date of this ordinance, any person, firm, or agent thereof who intentionally violates this ordinance shall be guilty of a Class B misdemeanor, for the conviction of which, the maximum penalty by law may be imposed. Each day's continuing violation is a separate and distinct offense. Owners or occupants of buildings already constructed which do not comply with this ordinance will be notified and requested to meet these requirements within thirty (30) days from the date of the notification. A warning notice will be issued after sixty (60) days if the requirements have not been met. If the owner or occupant does not comply voluntarily with this ordinance within thirty (30) days of delivery of a warning notice by mail or by hand delivery to the building in violation, enforcement action pursuant to ??? may be initiated.

15. Limitation of Liability

The county, directors, officers and agents are not liable for any damages in civil action for injuries, death or loss to persons or property incurred by any person as a result of any act or omission of any of its employees, directors, officers or agents, except for willful or wanton misconduct, in connection with developing, adopting, implementing, maintaining or operating any 911 system.

16. Severability

Should any section or provision of this article be decided by a court of competent jurisdiction to be unconstitutional or invalid, such decision shall not affect the validity of the article as a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

17. Previous Ordinances Null and Void

This ordinance shall supersede and replace all Hart County Addressing and Road Naming Ordinances or portions thereof previously adopted.

*Considered and approved this 29 day of September
2016*

*Co Judge Executive
Jerry J. Martin*

Fiscal Court Clerk

Joe Gardner



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