

Address Policy

Town of Apex

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ARTICLE 1 INTRODUCTION

A) Purpose and Authority

The Town of Apex Address Policy (“the Policy”) is designated as the official addressing policy for the Town of Apex in Section 18-1 of the Code of Ordinances. The purpose of ~~this~~ the Policy document is to present guidelines and regulations for every street naming and address numbering scenario that occurs in Apex, North Carolina. The Town of Apex Planning and Community Development Department is the agency to which authority is given to change, modify, or assign addresses within the Town of Apex Corporate Limits or its Extraterritorial Jurisdiction (ETJ).

The Town of Apex Building Inspections and Permitting Department will confirm that streets are adequately numbered before a Certificate of Occupancy (CO) is issued.

B) Role of Addressing

Addresses provide an orderly means of locating people and places within a community. An important aspect of address information is its use for the daily protection of the public and their property. Emergency services, such as police, fire, and EMS, rely on addresses to provide assistance where needed for efficient and effective operations. Public utilities and mail delivery also rely on proper addressing measures. Difficulty in emergency response, utility maintenance, and mail delivery often result from poor addressing.

ARTICLE 2 STREET NAME ASSIGNMENT

A street name identifies the stretch of roadway on which a parcel, unit, or dwelling is addressed. A street suffix, or type, identifies the roadway as unique (if duplicates already exist) and describes the character (length, landscape, occupancy) of the roadway.

The Town of Apex has the authority to assign names to new or unnamed streets within the corporate limits and ETJ. The Town of Apex also has authority to approve road name changes for streets located completely within the corporate limits. The Wake County Board of Commissioners maintains the authority to rename streets within the ETJ. The Town of Apex shall approve a resolution in support of or against the road name change prior to the Board of Commissioners public hearing. Staff from the Town of Apex Planning and Community Development Department shall be present at the Board of Commissioners public hearing in order to represent the Town's stance on the road name change. The Town of Apex and Wake County will conduct concurrent renaming processes and work in cooperation if a road name change extends beyond the incorporated Apex boundaries.

A) Street Naming Instance

All planned and existing routes passable by motor vehicle shall be named when they contain rights-of-way or serve as the primary means of ingress and egress for a minimum of four (4) dwelling units. Public alleys constructed after the original adoption of this Policy shall also be named, but no primary structures shall have addresses assigned to an alley. "Bump-outs," or rounded extensions which are not true cul-de-sacs, are considered a part of the existing roadway and not a new street. ~~Alleys are not to be considered named streets.~~

B) Street Naming Procedure

1) *Developer Initiated Naming*

Planned streets and unnamed existing streets shall be identified by names through the completion of a Road Name Approval Application from the Apex Planning and Community Development Department. A proposed name (with suffix) shall be presented along with an alternate for each road to be named. Road names will be scrutinized based on the criteria set forth in this Policy. The Town of Apex Planning and Community Development Department will send Town-approved road names to the Wake County Geographic Information System (GIS) Department for final County approval. The Wake County GIS E911/Addressing Team will ensure that road names do not conflict with or cause confusion within both the County-wide Street Dictionary and the 911 system. After Wake County approval, the Town of Apex Planning and Community Development Department will inform the applicant of the approved road names. Developers shall submit names for new roads during site plan review in order to label approved names on plans approved by the Town's Technical Review Committee (TRC) or the Town Council. Approved road names, therefore, must be included on the first construction drawing submittal to the Town of Apex. New road names are reserved by the Town of Apex and Wake

County until a subdivision plat or site plan final plat is recorded, at which time the road names become active for use.

2) **Citizen Initiated Renaming**

Public Roads

Street renaming requests proposed by property owners for a public road shall be submitted via the Road Name Approval Application from the Apex Planning and Community Development Department with special mention of a renaming request in the location description line. The person requesting the road name change must own property along said road. The request shall also include the signatures of ~~no less than eighty~~ over fifty percent (~~80~~>50%) of affected property owners in order to be considered by the Town for a possible road name change; ~~requests containing signatures from one hundred percent (100%) of affected property owners will not require a public hearing.~~ The majority (over 50%) of property owners along the road must agree to both the request to change the road name and the requested new road name. An owner of multiple properties along a road, as listed with the Wake County Register of Deeds, will only count as a single owner for the purposes of establishing the signature requirement. Likewise, multiple owners of a single property are jointly treated as one owner. Property owner signatures shall be accompanied by a description of the concerns or reasons prompting the request. Road names will be scrutinized based on the criteria set forth in this Policy. The Town of Apex Planning and Community Development Department will send the proposed road name to the Wake County GIS E911/Addressing Team for County approval. Wake County GIS will ensure that road names do not conflict with or cause confusion within both the County-wide Street Dictionary and the 911 system. If the County confirms that the proposed name presents no conflicts, the Planning and Community Development Department will draft a resolution detailing the request. ~~The resolution shall then be brought before the Town Council. Only after the Town Council approves a resolution to change the road name will the name be officially changed. The Planning and Community Development Department will then notify affected property owners of the road name change and replace the street name signs.~~

When petitioners are unable to secure agreement from one hundred percent (100%) of affected property owners, a public hearing of the Town Council shall be required after Town and County staff reviews. The Town Council shall cause notice of the time, place, and subject matter of the public hearing to be published on the Town's website, prominently posted at the Town Hall, and mailed to affected property owners and tenants no less than ten (10) days prior to the public hearing. Following the public hearing, the Council will either approve the road name change or deny the road name change by resolution. No road name change is final until a resolution is approved by Town Council. The Town of Apex will then notify affected property owners and tenants of the road name change, and the Town will replace the

street name signs. The road name change becomes effective sixty (60) days following Town Council approval or at a later date designated by Town Council.

A public hearing is not required for requests containing signatures from one hundred percent (100%) of affected property owners where all owners are in agreement to both the request to change the road name and the requested new road name. However, if agreement on the new road name is not unanimous among all affected property owners, the request will be presented to the Town Council according to the aforementioned public hearing requirements. If the County confirms that the proposed name presents no conflicts, the Planning and Community Development Department will draft a resolution detailing the request. The resolution shall then be brought before the Town Council. Only after the Town Council approves a resolution to change the road name will the name be officially changed. The Planning and Community Development Department will then notify affected property owners and tenants of the road name change, and the Town will replace the street name signs. The road name change becomes effective sixty (60) days following Town Council approval.

Road name change requests which have gathered fifty percent (50%) or less of property owner agreement will not be considered for review by Town staff or Town Council.

Property owned by the Town of Apex or other government entity will be excluded from the majority ownership determination. Likewise, property owned by a homeowner association (HOA) will be excluded from the majority ownership determination in order to avoid possible conflicts of interest.

Private Roads

Street renaming requests proposed by property owners for a private road shall be submitted via the Road Name Approval Application from the Apex Planning and Community Development Department with special mention of a renaming request in the location description line. The person requesting the private road name change must own property along said road. Private road name changes require unanimous (100%) agreement by all property owners affected by the name change, and the agreement must be for both the road name change and the new road name. Property owner signatures shall be accompanied by a description of the concerns or reasons prompting the request. Road names will be scrutinized based on the criteria set forth in this Policy. The Town of Apex Planning and Community Development Department will send the proposed road name to the Wake County GIS E911/Addressing Team for County approval. Wake County GIS will ensure that road names do not conflict with or cause confusion within both the County-wide Street Dictionary and the 911 system. If the County confirms that the proposed name presents no conflicts, the Planning and Community Development Department will approve the request and notify the private road owner(s). The private

road owner(s) must notify all tenants of the road name change after the name change is approved. The Town will mail a separate notification regarding the road name change to all property owners and tenants. The property owners are also responsible for replacing all street name signs. The replacement signs must conform to the requirements of Article 6 of this Policy.

3) ***Town Initiated Renaming***

The Town shall have the authority to rename streets within its corporate limits as needed for reasons related to public safety or inappropriateness. Circumstances and situations may change with the passage of time which may render previously safe and acceptable street names as no longer protecting public health, safety, and general welfare. Once made aware of a potential issue related to an existing street name, Town Administration and Department Directors shall investigate the issue and reach consensus on whether or not a road name change is needed.

The Town shall initiate the process by proposing a suitable road name to replace the name of concern. The Town of Apex Planning and Community Development Department will send the proposed road name to the Wake County GIS Department for County approval. Wake County GIS E911/Addressing Team will ensure that the proposed road name does not conflict with or cause confusion within both the County-wide Street Dictionary and the 911 system. The Town will then notify affected property owners and tenants of the intent to change the road name and request input regarding the matter. No earlier than 30 days after notification letters have been sent to the affected property owners and tenants, the Town Council shall cause notice of the time, place, and subject matter of the public hearing to be published on the Town's website, prominently posted at the Town Hall, and mailed to affected property owners and tenants no less than ten (10) days prior to the public hearing. If alternate names are proposed by the affected owners and tenants, the Planning and Community Development Department shall verify the approvability of the names using Town guidelines and a review by the County. Following the public hearing, the Council will either approve the road name change or deny the road name change by resolution. No road name change is final until a resolution is approved by Town Council. The Town of Apex will then notify affected property owners and tenants of the road name change and replace the street name signs. The road name change becomes effective sixty (60) days following Town Council approval or at a later date designated by Town Council.

C) **Street Naming Guidelines**

1) ***Same Names/Homophones***

Names duplicating or sounding similar to existing road names are prohibited. Despite spelling differences, phonetically similar sounding names are considered duplicate streets. Also, same names but different suffixes are considered duplicate streets.

2) **Confusing Names**

Names are prohibited that are difficult to pronounce or have uncommon spellings of common names (Example: Lighthouse is acceptable; Litehouse is not).

3) **Proper Names**

Avoid proper names of individuals or businesses (Example: Hannaford Drive). Proper names may be authorized, if deemed appropriate, at the discretion of the Town Council.

4) **Inappropriate Names**

Names that offend the community or are otherwise deemed inappropriate by the Town of Apex will not be approved.

5) **Directionals**

Cardinal directions (North, South, East, West) and intermediate directions (Northeast, Northwest, Southeast, Southwest) are prohibited.

6) **Numerals**

Numbers – spelled out, ordinal or numerical – are not allowed.

7) **Punctuation**

Punctuation marks (periods, hyphens, apostrophes) are not allowed.

8) **Unapproved Suffixes**

Suffixes other than Town of Apex approved suffixes are prohibited (Article 2 Section E).

9) **Double Suffixes**

Double suffixes are prohibited (Example Willow Trace Street).

10) **Min/Max Length**

Names must be no smaller~~er~~shorter than three (3) characters and no larger~~er~~longer than fourteen (14) characters in length. Exceptions may be made for site plans that are determined to be major site plans by the Town's Unified Development Ordinance (UDO).

D) Special Street Name Situations

1) **Continuous Subdivision Streets**

Continuous streets that run from one subdivision into another subdivision shall attempt to continue with the same name.

2) **Cul-de-sacs**

Cul-de-sacs that are set aside from the street by a neck are to be named. Bump outs that are depressions in the street shall not be named.

3) **Forks**

The fork with the highest traffic volume will continue with the name assigned to the forking street.

4) **Loops**

Loop streets continue with the same name until they terminate themselves. A street shall not cross over itself and cause an intersection of same-name streets.

E) Street Suffix Guidelines

The allowed road suffixes are listed below, followed by their approved abbreviation and a description of the conditions under which each suffix is to be used.

1) **Alley (ALY)**

A public or private vehicular way providing secondary service access along rear or side property lines of lots which are also served by a higher order street type. ~~Narrow, privately maintained service way intended for pedestrian and service vehicle traffic; typically located behind buildings or near rear property lines.~~

2) **Avenue (AVE)**

Wide public thoroughfare within a city or town, often lined with trees.

3) **Bend (BND)**

Short road with a curved shape.

4) **Boulevard (BLVD)**

Broad city thoroughfare, tree-lined and landscaped with a median strip.

5) **Bypass (BYP)**

North Carolina Department of Transportation (NCDOT) approved highway or section of highway that passes around a congested area.

6) **Circle (CIR)**

Circular or arched short roadway that intersects the road from which it originates or returns to itself; short connector.

7) **Corner (COR)**

Generically named roadway.

8) **Court (CT)**

Short dead-end roadway, especially one that is wide and nearly surrounded by houses; cul-de-sac.

9) **Cove (CV)**

Short roadway with only one outlet and a circular turnaround; cul-de-sac.

10) **Crescent (CRES)**

Roadway with arced shape.

-
- 11) **Crossing (XING)**
Roadway which is at least a collector street and will cross a minimum of one major road.
 - 12) **Drive (DR)**
Curvilinear roadway for access to a local destination.
 - 13) **Expressway (EXPY)**
High-speed, divided multi-lane major arterial street with few or no intersections.
 - 14) **Extension (EXT)**
A road which has been added to a previously existing road.
 - 15) **Fork (FRK)**
Generically named roadway associated with a fork.
 - 16) **Freeway (FWY)**
High-speed, high-capacity, limited-access public transportation thoroughfare serving regional and state-wide travel; free of tolls.
 - 17) **Highway (HWY)**
High-speed, high-capacity, limited-access public transportation thoroughfare that connects towns and regions; State, Interstate, or US distinction.
 - 18) **Lane (LN)**
Secondary connector street.
 - 19) **Loop (LOOP)**
Circular roadway that loops around and terminates itself or returns to the same street from which it originates.
 - 20) **Parkway (PKWY)**
Broad landscaped highway divided by a vegetated median, occasionally constructed for scenic view.
 - 21) **Path (PATH)**
Generically named roadway with no more than two (2) travel lanes.
 - 22) **Peakway (PEWY)**
Broad landscaped, major thoroughfare divided by a vegetated median.
(NOTE: Name used at town's discretion in approved location.)-
 - 23) **Place (PL)**
Short roadway or cul-de-sac.
 - 24) **Plaza (PLZ)**

Generically named roadway sided by an open area within a town and accessible to pedestrians; mixed-use road with businesses and homes.

25) **Point (PT)**

Cul-de-sac; short roadway adjacent to a waterway.

26) **Road (RD)**

Generically named roadway.

27) **Run (RUN)**

Local access roadway that dead ends, usually with a cul-de-sac, and feeds short road branches.

28) **Square (SQ)**

Generically named roadway sided by an open, usually four-sided area at the intersection of two or more streets used as vegetated open space.

29) **Station (STA)**

Generically named roadway that is fronted by a place of interest or depot; a road along which an urban setting exists or is mimicked.

30) **Street (ST)**

Public roadway within a city or town, usually lined with residences and sidewalks.

31) **Terrace (TER)**

Residential street.

32) **Trace (TRCE)**

Short, connecting roadway or dead-end road.

33) **Trail (TRL)**

Nonlinear, local access roadway that generally conforms to natural topography.

34) **Walk (WALK)**

Roadway connecting two roads; named pedestrian walkway.

35) **Way (WAY)**

Short roadway used as an inlet that dead ends; short connector.

ARTICLE 3 STREET ADDRESS SYSTEM

A) Establishment of Numbering Scheme

The frontage interval system is used in assigning addresses within Apex. Using this system, address numbers are assigned every fifty (50) feet of street frontage. This scheme results in approximately two hundred ten (210) numbers per mile, one hundred five (105) on each side of the street.

The central geographic point for addressing is the intersection of Salem Street and Chatham Street. These streets are referred to as baselines. Chatham Street divides Salem Street into North Salem Street and South Salem Street. Salem Street divides Chatham Street into East Chatham Street and West Chatham Street. Historically, streets that cross either Salem or Chatham Street were assigned directionals [i.e. N Hughes and S Hughes Street, E Williams and W Williams Street (Figure 1)]. Using the current addressing system, future use of directionals is not allowed.

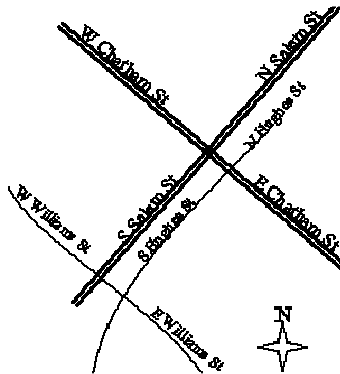


Figure 1

Street blocks are numbered outward from the Salem/Chatham Street intersection. Blocks nearest Salem Street moving in a general east-west direction begin numbering at 100 and increase in hundred-range per block along the same street. This will result in a block adjacent to Salem Street beginning in the 100 range, the second block beginning in the 200 range, etc. Block numbering moves eastward from Salem Street for blocks east of Salem Street and westward for blocks west of Salem Street.

Blocks nearest Chatham Street moving in a general north-south direction begin numbering at 100 and increase in hundred-range per block along the same street. This will result in a block adjacent to Chatham Street beginning in the 100 range, the second block beginning in the 200 range, etc. Block numbering moves northward from Chatham Street for blocks north of Chatham Street and southward for blocks south of Chatham Street.

Assignment of hundred-range blocks where streets do not intersect either Salem or Chatham Street, or where directional orientation in relation to those streets cannot be determined, is based upon the [grid system map incorporated into the Planning and Community Development Department's GIS database](#) street from

which they emerge. A street block assignment is based on the ~~begins where it is nearest to the baseline~~ of the grid system, and the assigned block range corresponds to the number designated for the respective baseline. The ~~400~~ block range starts where the street begins, moving down the street away from its origin. The block range and individual street numbers continue in sequence from the beginning baseline and proceed toward the next baseline. Streets that continue without a break in the block shall increase into subsequent hundred-ranges until there is a break. Block ranges shall break where a street is intersected by another street provided that the next baseline is close enough to not distort address assignments in subsequent blocks. Natural breaks, such as stream buffers and conservation land, shall also serve as block range breaks as needed. ~~If the street name continues past the break, the next hundred range after the last addressed number and reserved space, will begin the block (see Article 4 Section T).~~ If a street name changes at an intersection, street numbering begins in the 100 range in the direction away from the road's beginning. In other words, numbering starts over for each new road.

B) Odd and Even Numbers

Even numbers shall be assigned to lots on the right side of the street and odd numbers on the left side of the street as the street moves away from a baseline (Figure 2). Addresses are assigned in sequential order, increasing from the block's origin, and alternating from both sides of the street. Numbers assigned on one side of the street shall be numerically similar with those on the opposite side.

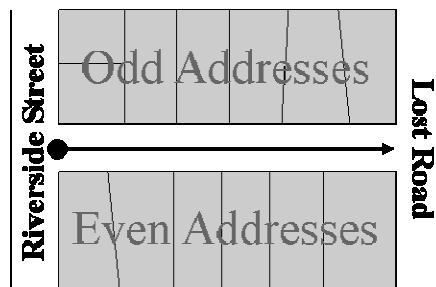


Figure 2

ARTICLE 4 NUMBERING SEQUENCE

A) Linear Streets

Linear streets are addressed beginning at their point of origin. Each block along a street begins a new hundred-range (Figure 3). Due to the length of some blocks, address ranges per block may be considerably smaller than the available 100. The odd and even numbering is maintained down the street following a successive order in which street numbers are similar on both street sides. A general guideline of assignment of new numbers every 50 feet allows adequate frontage space.

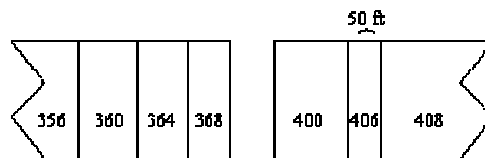


Figure 3

B) Diagonal Streets

Diagonal streets are to be treated as either north-south or east-west linear streets, based on the primary direction.

C) Circular Streets

Circular streets begin at the lowest numbered intersection and are numbered in increasing intervals to the highest numbered intersection (Figure 4). The outside numbers are addressed, and then the inside is addressed to match. This will result in fewer numbers on the inside, as well as missing intervals between inside numbers.

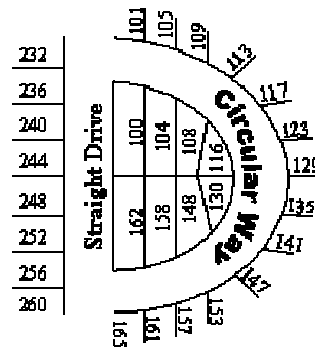


Figure 4

D) Cul-de-sacs

Cul-de-sac numbering begins at the intersection and moves toward the turnabout (Figure 5). Numbering shall be as with a normal street proceeding with odd on the left side of the circle and even on the right side of the circle.

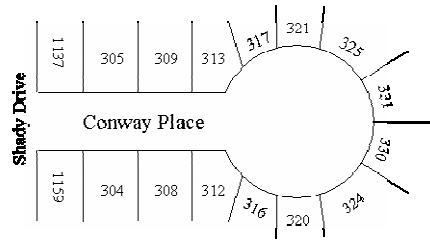


Figure 5

E) Corner Lots

Corner lots are given two addresses, one off of each street. A structure on a corner lot is assigned a number from the street which the front entrance faces (Figure 6). If the front entrance is indistinguishable, a side street used for primary access shall be assigned. If the primary access to a commercial/industrial structure is from a side road that the structure does not face, a side road address is assigned.

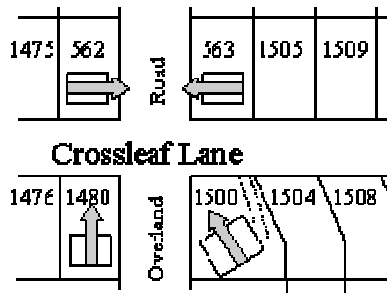


Figure 6

F) T-Intersections

T-intersections are treated as block dividers. If a lot opposite the joining street begins on the former block, the lot will be assigned a number for that block interval (Figure 7). If the lot begins across from the joining street and ends on the latter block, the lot will be assigned a number from the new block interval.

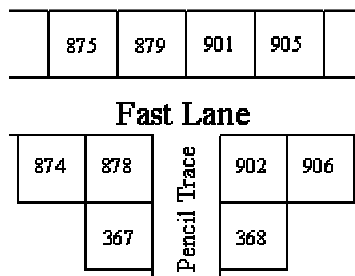


Figure 7

G) Dog-Leg Intersections

Dog-leg intersections, or offset intersections, are treated as normal intersections (Figure 8). The offset road is treated as if it were continuous. New dog-leg intersections are not permitted.

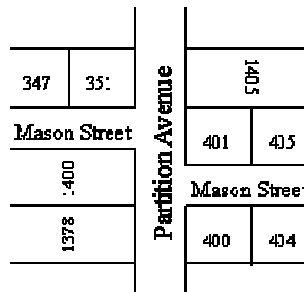


Figure 8

H) **Stacked Addresses**

Stacked addresses result from structures being placed behind other structures (Figure 9). If the stacked units share a common driveway or face the same road, the secondary unit shall be assigned its own number. If this is impossible, the secondary unit shall be numbered with a hyphenated number suffix (i.e. 122-B). New flag lots that would require stacked addresses are not allowed.

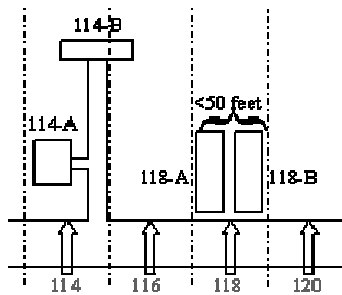


Figure 9

I) **Apartments and Condominiums**

1) **Apartment and Condominium Complexes (Private Roads)**

Apartment complexes shall have a number assigned to each building. Numbers are then assigned to individual apartments. Streets within the complex shall be named. Each building is assigned a number off of the private street name, such as 8000 Peach Road. Apartments can now be located by using floors as part of the address. Floor 3 is considered a 300 level address. A floor below ground level is regarded as Floor 0. Each individual apartment on the floor is assigned a number 01-99. Using this example, an apartment or condominium on 8000 Peach Road, Floor 3, Apartment 26 has the address 8326 Peach Road (Figure 10). Buildings within apartment and condominium complexes are assigned odd addresses on the left and even addresses on the right of the roads. Building 7000 therefore would be on the left and Building 8000 on the right. Odd and even apartment numberings apply to apartments on building floors as well.

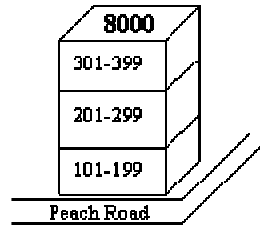


Figure 10

2) Infill Apartment Structures (Public Rights-of-Way)

Apartment buildings located along public streets where no new address numbers are available are assigned individual apartment numbers off of the street address. Apartments 101-199 are designated for Floor 1, 201-299 for Floor 2, and so forth. In Figure 11, the apartment building is located at 117 Wayside Street. The seventh apartment on the left side of Floor 2 on 117 Wayside Street is assigned the address 117 Wayside Street, Apartment (Apt.) 213.

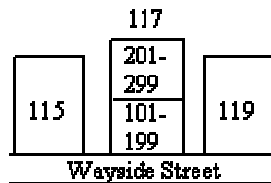


Figure 11

J) Townhouses and Side-By-Side Duplexes

Townhouses and side-by-side duplexes are addressed as if they were individual addresses along the street (Figure 12).

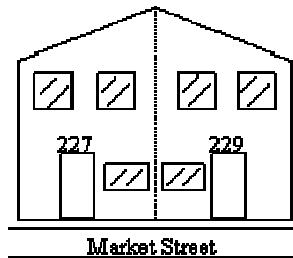


Figure 12

K) Multilevel Duplexes

Multilevel duplexes are treated as if they are individual units along a street. Multilevel duplexes are assigned appropriate street numbers, with the lowest street number on the lower level and the higher number on the higher level. An example would be a two-story duplex with the bottom unit assigned 517 Paved Road and the top unit assigned 519 Paved Road (Figure 13).

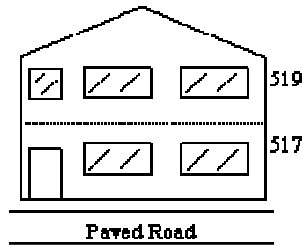


Figure 13

L) Single-Level Businesses

Individual businesses within single-level building are assigned address numbers off of the street (Figure 14). If no room is available for individual street addresses, suite addresses shall be assigned to individual businesses. In this situation, the middle of the building determines the street address for the entire building.

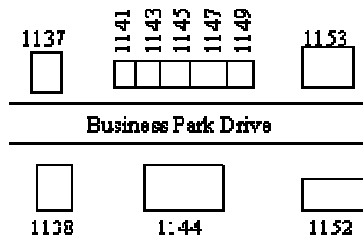


Figure 14

M) Multilevel Businesses

Businesses in a multilevel building are assigned one number for the entire building. Each unit within the building is assigned an internal address that reflects the floor number and suite number. Suite numbers 101-199 are assigned for Floor 1, 201-299 for Floor 2, and so forth. An example address would be 1482 Fairview Boulevard, Suite (Ste.) 324 (Figure 15).

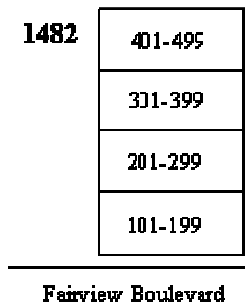


Figure 15

N) Central Business District

Within the central business district, some second floor units are commonly accessed from the street. A unit within a downtown building that has this street access is addressed with an alphabetical suffix (Figure 16). An example is 103-A

for the first floor address and 103-B for the second floor address. Within these individual addresses, suite numbers may be assigned, such as 103-A N Salem Street, Suite 2.

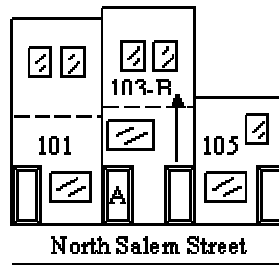


Figure 16

O) Shopping Centers

1) *Single-Level Centers*

Individual businesses or units within single-level shopping centers are assigned address numbers off of the street (Figure 17). Where possible, individual businesses are to be numbered off of privately named streets.

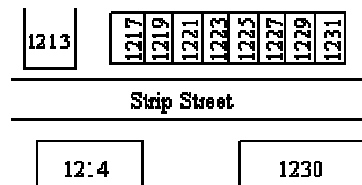


Figure 17

2) *Multilevel Centers*

Multilevel shopping centers are assigned a main address based on the middle of the building. Each individual business is then assigned a suite number. Suites on Floor 1 are assigned 100 level numbers, Floor 2 assigned 200 level numbers, and so forth. The lowest suite number for each floor is assigned to the suite nearest the lowest street address (Figure 18). Where possible, individual businesses are to be numbered off of privately named streets.

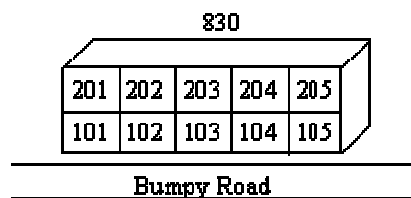


Figure 18

P) Shopping Malls

Shopping malls are enclosed shopping centers accessible only to pedestrians. For single-level buildings, the suites are assigned numbers in the 100 range. Multilevel buildings have 100-range numbers on the first floor and 200-range numbers on the second floor. Additional floors follow the same pattern. Each mall entrance is designated an address off of which the suite addresses are assigned (Figure 19). Entrance numbers are chosen by assigning a different block number off of the main street to each mall entrance. Example addresses include 1100 Mall Street, Suite 238 and 1300 Mall Street, Suite 266. Assigning suite addresses in relationship to mall entrance locations enhances response time for emergency services. When the construction plans are signed, the designated addressing assigner and a designee from the fire and police departments will assign addresses. They shall issue suite numbers that allow sufficient space for address additions.

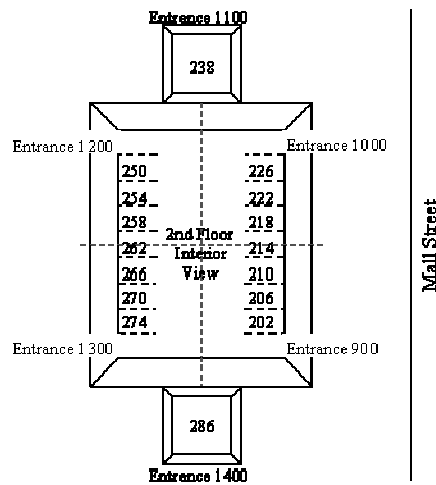


Figure 19

Q) Mobile Home Parks

Mobile home parks shall have all roads named (Figure 20). Mobile homes along the roads shall be assigned street numbers as normal, except addresses are assigned every five (5) feet.

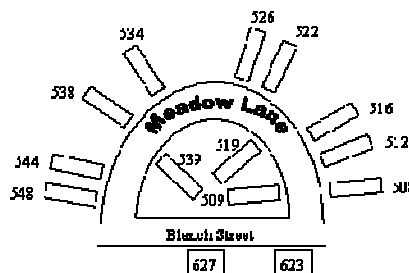


Figure 20

R) Hidden Structures and Lots

Hidden structures and lots are the consequence of obscured views from the road. If a structure cannot be seen from the road, the address shall be assigned at the site where the driveway meets the road (Figure 21).

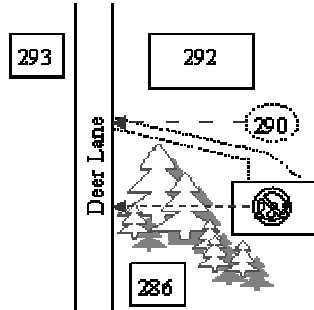


Figure 21

S) Temporary Structures

Temporary structures are small buildings erected on properties for a specific use over a limited time. Construction sites and some automobile dealerships are examples of where temporary structures are used. Temporary structures can receive mail and may need the use of emergency services; therefore, an address is required for safety as well as convenience. The temporary structure shall be assigned the main parcel address.

T) Segmented Streets

Segmented streets are only allowed for temporary separations, such as Apex Peakway construction or new subdivision phases of development. The two portions of street that will be joined in the near future are allowed to share the same street name, provided that the two portions will be joined to become one road. Otherwise, same street names are not allowed. If a street is built in segments, the address numbers for the unbuilt section shall be reserved for future use (Figure 22). The neighboring existing section shall then start with the next consecutive number following the unbuilt section.

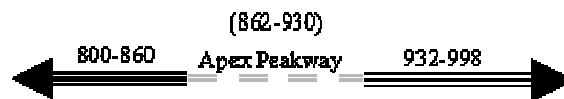


Figure 22

U) Structures Within Rights-of-Way

Land within the rights-of-way that is vacant and landscaped is not assigned an address. In some instances – a subdivision, for example – a guardhouse, information center, or other structure may be built in a right-of-way. The structure is therefore assigned a number. Number assignment is based upon whether the structure is on the left or right side of a driver approaching the structure (Figure 23). This numbering maintains the odd and even number pattern.

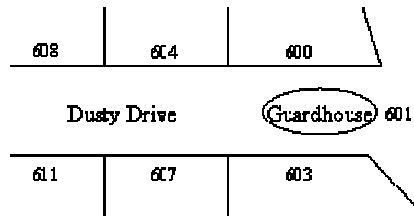


Figure 23

- V) **Alley-Loaded Structures**
Primary structures with vehicular access from a public alley shall be assigned an address for the frontage road. Where a primary structure faces a common area rather than a right-of-way, an address shall be assigned for the most appropriate neighboring street; coordination with Town emergency services is required; and directional street signage is recommended for wayfinding purposes.

ARTICLE 5 ADDRESS FORMAT

A) Each street address in Apex is comprised of the following format:

Number Number Suffix Street Directional Street Name Street Suffix

B) As described in this ~~policy~~**Policy**, some of these components are either no longer allowed or are used under specified circumstances.

- 1) The *number* is the numeral issued by the Town for identification use along the street. The number can be no longer than five digits.
- 2) The *number suffix* is used in situations where existing address numbers allow no room for new numbers. The number suffix is reserved for situations where its designation cannot be avoided, such as stacked addresses and the central business district. Examples are individual alphabetical letters.
- 3) The *street directional* is assigned to existing streets that cross one of the baselines (Salem and Chatham Streets). Street directions are assigned since address numbers are duplicated along the same street on both sides of the baseline. For example, Apex contains 103 N Salem Street and 103 S Salem Street. The street directional designates whether a section of street is north, south, east, or west of the adjacent baseline. Cardinal and intermediate directions are no longer allowed for new street names.
- 4) The *street name* is used to identify the street along which a parcel/unit/structure is located. The street name is the named roadway or access way. Street names originate from subdivision plats or Road Name Approval Applications. Duplicate street names are not allowed.
- 5) The *street suffix* identifies the road type. The street suffix indicates the typical character of the street, as in length, speed limit, and shape. Only previously Town approved suffixes are allowed. Refer to Street Suffix Guidelines under Street Name Assignment (see Article 2 Section C)).

ARTICLE 6 ADDRESS SIGNAGE

A) Display of ~~S~~street ~~S~~signs

Streets shall be identified at intersections with Town approved signs. Street sign design, placement, and installation shall adhere to the guidelines provided in the Town of Apex Standard Specifications and Standard Details, as well as the standards set forth in the Federal Highway Administration's Manual on Uniform Traffic Control Devices (MUTCD) and the North Carolina Supplement to the MUTCD.

B) Display of Address Numbers~~The proper display of address numbers for a building is as follows:~~

Section 18-3 of the Town of Apex Code of Ordinances states, "Every property owner of improved property shall display in a conspicuous place on the property the number assigned, which number shall be of a type described in the official addressing policy, and which number shall be maintained in a legible condition." Specific requirements are detailed below.

- 1) Numbers shall be easily seen from the street.
- 2) Numbers shall be of contrasting color with their background.
- 3) Numbers shall be block Arabic numerals, not script, written, or decorative.
- 4) Residential numbers shall be a minimum of four (4) inches high and a minimum of half (0.5) an inch wide.
- 5) Commercial numbers shall be a minimum of six (6) inches high and a minimum of half (0.5) an inch wide.
- 6) If view of a house or building is obstructed, or if the distance from the road is too great, house or building numbers shall be on a sign attached to a fence, gate, or lawn stake (30-inch height limit).
- 7) House or building numbers on corner lots shall face the street named in the address. Refer to Corner Lots under Numbering Sequence (see Article 4 Section E).
- 8) The house number shall be on the mailbox in addition to the house. If the mailbox is on a different street than the house address, the mailbox shall display the entire street address (street name and number).
- 9) House or building numbers shall be illuminated or easily visible at night.
- 10) House or building numbers shall be located on each electrical meter and main disconnect except where installed to serve a one or two family dwelling. The numbers shall be a minimum of three (3) inches in height and of contrasting color with the background.

ARTICLE 7 GLOSSARY

Alley

A public or private vehicular way providing secondary service access along rear or side property lines of lots which are also served by a higher order street type.

~~A narrow, privately maintained service way intended for pedestrian and service vehicle traffic; typically located behind buildings or near rear property lines.~~

Baselines

The central downtown intersecting streets from which house and building addresses are assigned for the town; Salem and Chatham Streets.

Block

A section of town bounded on each side by a street. From the street frontage, a block begins and ends at an intersection, whether it is a three- or four-way intersection.

Cardinal Direction

One of the four main points on a compass; north, south, east, and west.

Central Business District

All business establishments fronting on the north side of Chatham Street between Seaboard Street and Commerce Street and on Salem Street between Chatham Street and Center Street.

Collector Street

A street, shown on the Thoroughfare and Collector Street Plan map, typically intended to ~~that~~ collects local traffic and outlets to a thoroughfare of larger volume capacity.

Cul-de-sac

A street extension with a wide circular turnaround at the end, and only one outlet.

GIS

Geographic Information System. GIS is a spatial information system designed for data analysis, management, and mapping.

Infill

The development or redevelopment of vacant land that has been bypassed or underused by urban expansion.

Intermediate Direction

One of the four directions that falls between two of the cardinal directions; northeast, northwest, southeast, and southwest.

Lawn Stake

A ground level weather resistant sign used as a home address plaque.

Major Road

A thoroughfare that serves a large volume of traffic and provides access to other roads and services of interest.

NCDOT

North Carolina Department of Transportation. The NCDOT constructs, directs, maintains, operates, and plans the aviation, ferry, highway, public transportation, and rail systems in North Carolina. The NCDOT also licenses the citizens and motor vehicles that use these transportation systems. More information:

<http://www.ncdot.org><https://www.ncdot.gov>.

Property Owner, affected

A person or entity owning property which has legal access to the subject road.

Rights-of-Way

The area which encompasses public streets, sidewalks, and utility strips.

Street, private

A street that has not been accepted by the Town of Apex or NCDOT.

Street, public

A street that is maintained by the Town of Apex, NCDOT, or other government entity.

Tenant

A person or entity occupying land, property, or structures rented or leased from a landlord or property owner.

Thoroughfare

A roadway, shown on the Thoroughfare and Collector Street Plan map, typically intended to carry high volumes of traffic and often providing connectivity between two parts of town or between towns.