

Fannin County E-911

Addressing Ordinance

Article I. Title, Purpose, Authority and Jurisdiction

- SECTION 101 Title

This ordinance shall be known and maybe cited as the Property Address Ordinance for Fannin County, a political subdivision of the State of Georgia.

- SECTION 102 Purpose

The purpose of this ordinance is to provide a uniform property numbering system along both public and private streets and roadways in order to facilitate provisions of adequate public safety and emergency response services. This ordinance is further designed to eliminate duplicate or phonetically similar street names, to provide for the uniform making of streets and roadways, and to provide for the assignment of identifying numbers for all properties and buildings throughout the County. It is further designed to establish an official map and listing of all streets and roadways in Fannin County, and to establish the procedures by which a street or roadway may be named or by which an existing name maybe changed.

- SECTION 103 Authority

The Board of Commissioners of Fannin County, a political subdivision of the State of Georgia, is charged with providing for the safety and well being of the citizens of Fannin County, Georgia. To that end, it is imperative that the various emergency services of Fannin County, Georgia, be able to identify the location of any business or residence in Fannin County, Georgia, in order to facilitate the delivery of services. In addition, this ordinance is adopted under the authority and provisions of the General Statues of the Georgia Code Section 25-3-4 G and local modifications thereto.

- SECTION 104 JURISDICTION

This ordinance, the regulations, and the procedures contained herein shall apply to and govern each and every lot, parcel or tract of land and improvement thereon, with the County of Fannin.

Article II. Definition of Terms

For the purpose of this ordinance, certain terms of words used herein shall be defined as follows:

- Board of Commissioners – The governing body of Fannin County, a political subdivision of the State of Georgia, which included the Chairman, and two Post Commissioners, designated as Post One Commissioner, and Post Two commissioners.
- Building – Any structure having a roof supported by columns or by walls, and intended for shelter, housing or enclosure of persons.
- 911 Address – A number assigned to any building by the addressing authority in prescribed manner to identify a physical location.

- Developer – A person, firm, or corporation submitting an application for development for a subdivision, planned unit development, industrial park or mobile home park and upon whose final responsibility for ensuring compliance with the terms and conditions of this ordinance rests.
- Driveway – A private way, beginning at the property line of a lot abutting a public road, private road, easement or private right-of-way, giving access from that public road, recorded easement, recorded private road or private right-of-way, and leading to a building, use or structure on that lot. A driveway may not serve more than three (3) 911 addresses.
- Dwelling, Single-Family – A building arranged or designed to be occupied by one (1) family.
- Building Number – Number assigned to any house, residence, dwelling, business, warehouse, or other structure or property in a sequential manner. The house number is also known as a 911, street, or physical address.
- Mailing Address – Number assigned or used by the U.S. Postal Service for the purpose of delivery of the U.S. Mail. Mailing addresses may or may not be identical to the property address.
- Manufactured Home – A portable manufactured housing unit designed for transportation on its own chassis and placement on a temporary or semi-permanent foundation having a measurement of 32 feet or more in length and 8 feet or more in width. As used in this ordinance, mobile home also means a double-wide home which is two or more portable manufactured housing units designed for transportation on their own chassis, which connect on a site of for placement on a temporary or semi-permanent foundation having a measurement of 32 feet or more in length and 8 feet or more in width.
- Manufactured Home Park – The land leased or rented, being used or proposed to be used by manufactured homes occupied for dwellings or sleeping purposes.
- Official Name – The name of any roadway in the unincorporated area of Fannin County, as approved by the Fannin County Property Address Coordinator.
- Manufactured Home Park Private Road – Any street, roadway, or driveway which serves two or more manufactured homes for residential purposes, and which has not been dedicated to the public use.
- Property Address Coordinator – The person charged with the administration of this section
- Street Name - The official name of any roadway, public or private, designated by the Fannin County E911 Mapping and Addressing Department.
- Suffix – The following may be used after a roadway name: avenue, boulevard, circle, court, crossing, drive, gardens, heights, highway, lake, landing, lane, park, place, plaza, point, ridge, road, roadway, square, street, terrace, trace, trail, village or way.

Article III. Street Names

- SECTION 301
 - A. The Fannin County Property Address Coordinator shall maintain a listing of all official street names, or Master Street Address Guide (MSAG) in Fannin County, as well as, maintain an Official County Map, exhibiting the approved names and location of all roads

in Fannin County, and shall serve as a clearinghouse for all information regarding the names and location of roadways in Fannin County.

- B. Any amendment to such list shall be made only by the Fannin County E911 Mapping and Addressing Division, unless additions to such lists are made through the procedure for approval of new subdivisions, planned unit developments, manufactured home parks or through other land development regulations.
- C. A sign showing the official name and road number shall identify all roadways in the unincorporated areas of Fannin County. These road signs shall be placed at all intersections and shall identify intersecting streets. Fannin County Public Works shall provide signs for all county roads and private roads that intersect with county roads. Property owners will be responsible for providing signs for private roads that do not intersect with county and/or state roads.
- D. Street Name Signs shall be green in color for county roads and blue in color for private roads with 3" High Intensity reflective letters.

- **SECTION 302 Street Naming Procedures**

- A. Under the authority and provisions of the General Statutes of Georgia Code Sec: 25-3-4G and local modifications thereto, a county may by ordinance, name or rename any road within the county and not within a city and may assign or reassign street numbers for use on such a road. In naming or renaming a public road, a county may not:

Change the name or identification number of any given to the road by the Georgia Department of Transportation.

- B. The Fannin County Property Address Coordinator is authorized to determine the need for road names and name changes and to make such additions, changes, or deletions, to the Master Street Address Guide for both private and public roads within the County.
 - 1. If the Property Address Coordinator determines that a private road provides access to four (4) or more residences, businesses, industries, or combination thereof, regardless of the length of such road it will be named and addressed. This may be done by following the guidelines set forth in this section.
 - 2. Exceptions: Fannin County E911 is not responsible for road naming within any municipality.
 - 3. Private Roads: Residents may submit a Road Name Suggestion Form, provided by the Fannin County E911 Addressing Department. All residents on the road must sign the form. Residents who are renting must have it signed by the property owner. Once Fannin County E911 receives the form, residents will be contacted to verify the validity of the form. The road name choice will be adopted if majority agreement has been determined, and the name is in accordance with sections 303 and 305. If majority agreement cannot be reached, within 10 working days from the time, the form was issued, Fannin County E911 will name the road, and the name may be subject to final approval from the Fannin County Board of Commissioners. All decisions of the board are final.
 - 4. New Subdivisions: Fannin County E911 Addressing and Mapping will assign address numbers to new subdivisions which are developed in conformance with the Fannin

County Land Development Ordinance, as the same now exists or may hereinafter be amended and in which new streets are proposed. In conjunction therewith, the following items must be submitted:

- A. A copy of an approved plat from the Land Development Officer.
- B. The names proposed for each identified street on the plat.

The Property Address Coordinator will review the proposed street names. Names will be approved, if there is no duplication and if the same is in accordance with this Ordinance. The developer will be required to erect and maintain street signs within the development.

- **SECTION 303 Street Name Duplications**

- A. The County may not assign a road name that is deceptively similar to the name of any other public or private road.
- B. Street names should not closely approximate phonetically the name of any street within the County, irrespective of a differing suffix.
- C. To the extent that a road currently exists in the form of Joe Doe Road and also Joe Doe Connector or Street, the same shall not be renamed.

- **SECTION 304 Manufactured Home Park, Condominiums, Apartments, Planned Unit Developments, Public Housing Developments, Tiny Home Parks and Travel Trailer Parks**

Owners of existing manufactured home parks, condominiums, apartments, planned unit development, public housing developments, Tiny Home Parks and travel trailer parks, shall submit an approved plat of their development, the location, name and width of each roadway to the Fannin County E911 Addressing Department. Each lot or building within the development must also be identified.

- **SECTION 305 Street Name Requirements**

The Fannin County 911 Department – Mapping and Addressing Division may disapprove newly proposed street names that fall under the following categories.

- A. Street names which have numbers as a part of the name.
- B. Street names which are difficult to pronounce.
- C. Street names which are over 16 characters in total length, including spaces and suffixes.
- D. Street names that are similar to the name of an existing subdivision unless the street lies within that subdivision.

- **SECTION 306 Changing an Established Road Name**

Residents may petition to change the name of their road by submitting a Road Name Change Form as provided by the Fannin County E911 – Mapping and Addressing Division. The primary petitioner must send a copy of the petition to all residents. All structural property owners must

sign the petition. Residents renting must have it signed by the property owner. Only one resident per household may sign the petition. Once the petition has been completed, it must be returned to the Fannin County E911 Mapping and Addressing Division. Once received, residents will be contacted to verify the validity of the signed petition. If all residents are in 100% agreement the new road name will be forwarded to the Commission Chairman for approval. If 100% agreement cannot be reached, no action will be taken. If the road is a county road, the request will be forwarded by the Fannin County E911 – Mapping and Addressing Division to the Board of Commissioners for discussion, and it is the board's decision to approve or deny the request for change. Only one (1) petition will be accepted per road in a 12 month period. All decisions of the Fannin County Board of Commissioners are final.

Article IV. Property Addressing

This ordinance requires that the owner of any residence, industry, business, or other structure, have property identification numbers posted on the property for the health, safety, and general welfare of the citizens of Fannin County, Georgia.

Property addressing includes the assignment of street numbers within Fannin County, Georgia.

Exceptions:

- A. This does not include the assignment of numbers to interior offices and rooms in houses, buildings and other structures.
- B. Motor homes, campers, 5th wheel campers, and Tiny Homes shall not be assigned a 911 address unless the same is deemed to be permanent or semi-permanent in nature by virtue of a permanent concrete or gravel slab/foundation with power, water and septic permitted by the county health department.
- C. Vacant Property
- D. Municipalities will be addressed accordingly by the Fannin County E911 – Mapping and Addressing Division and in coordination with the governing authority of the given municipality.
- E. Mobile homes, campers and tiny homes must be in place before an address is assigned.
- F. Geodomes / Camping Platforms (Glamping Areas) shall not be issued an address as they are not permanent structures.

- SECTION 401 Authorization

The Fannin County E911 Mapping and Addressing Department is hereby authorized to assign property addresses on streets which are not presently numbered, and to re-address streets, which are not numbered in accordance with Section 402 using the guidelines set forth in Section 302. Fannin County E911 – Mapping and Addressing Department shall have the discretion to determine the property addresses to be assigned and posted in concordance with Section 102.

- SECTION 402 Assigning Addresses to Buildings and Property

Minimum Requirements for Property Addressing:

- A. In order to address a property in accordance with the addressing schematic there must be a minimum of construction that consists of a permanent driveway and a foundation or footers under construction. To obtain an address for a new construction, the property owner must call the Fannin County E911 – Mapping and Addressing Division to apply for a property number. This process takes 7 to 10 working days, as the site must be physically visited.
- B. Manufactured Home Parks and Trailer Parks must have lots identified by clearly posted lot numbers, and construction of no less than a permanent driveway for each lot.
- C. As a matter of general policy, using the Linear Addressing System, even numbers shall be assigned to properties on the right side of the street and odd numbers shall be assigned on the left side of the street beginning from the point of origin.
- D. One property identification number shall be assigned at an interval of 5.28 feet (the equivalent of 1000 addresses for each mile of roadway)
- E. Property addresses for corner lot properties shall be determined by where the driveway entrance meets the street.
- F. If a property has more than one driveway the property address will be determined by the first driveway.
- G. Road sections shall be addressed on a block by block basis using generally accepted property-addressing standards.

Article V. General Standards

It shall be unlawful for any person(s) to:

- A. Name or designate the name of any public road, neighborhood public road, private subdivision street or private manufactured home park road, in the unincorporated areas without compliance with this ordinance.
 - B. Erect any street sign on a public road, neighborhood public road, private subdivision street or private manufactured home park road in the unincorporated areas of Fannin County, without compliance with this ordinance or expressed permission of the Fannin County E911 – Mapping and Addressing Division.
 - C. Remove, deface, damage or obscure a street sign in the jurisdiction of this Ordinance.
 - D. Number or assign a number to any structure without compliance of this ordinance.
 - E. Name a private street or road which duplicates or is substantially similar to the name of an existing street or road within the unincorporated areas of Fannin County.
- **SECTION 501 Display of Property Address Numbers**
 - A. It shall be the duty of the property owner of the house, building or manufactured home fronting on a street to properly display the number that has been assigned by the Fannin County E911 – Mapping and Addressing Division.
 - B. The property address number must be illuminated or reflective and displayed by the main entrance to the building or structure on the street end of the building nearest the road so it is clearly visible from the street.

- C. If the structure is more than 75 feet from the roadway to which the structure fronts, or if the structure is not visible from the roadway, the property address number shall also be displayed at the end of the driveway nearest the road which provides access to the structure. The numbers should also be visible from both directions on the street.
- D. Manufactured home or trailer parks shall have the park address number clearly displayed at the entrance of the park. Each lot should have a lot number posted at the lot entrance.
- E. Numbers placed on a mailbox for U.S. Postal delivery shall not serve as a substitute for display of the property address unless the mailbox is at the entrance of the property driveway. The numbers must be displayed on each side of the mailbox as to be seen from either direction.
- F. Single family dwellings numbers shall be at least 3.5 inches in height and shall be posted and maintained so as to be visible from the road or in compliance with 501c if applicable.
- G. Numbers for multiple dwelling units and nonresidential buildings shall be at least 5 inches in height and shall be placed on the front of the building facing the road or in compliance with 501c if applicable.

Article VI. Enforcement

- Section 601 Enforcing Officers

A. Any Peace Officer of the State of Georgia or Fannin County or the Fannin County Code Enforcement May enforce all matters concerning the enforcement of the Ordinance.

B. The enforcing officer shall be authorized to issue citations to violators of any provisions of this Ordinance or to the owner or any other person who may be in the possession of any property upon which any condition exists which constitutes a violation of provision of this Ordinance.

- SECTION 702

Any violation of this Ordinance may be subject to civil remedies as set forth in Georgia Code Section 15-10-40 to 15-10-51 Article 3.

Article VIII. Legal Provisions

- SECTION 801 Severability

Should any section or provision of this Ordinance be declared by the courts to be unconstitutional or invalid such decisions shall not affect the validity of the Ordinance as a whole, or any part thereof other than the part declared to be unconstitutional or invalid.

- SECTION 802 Conflict

Insofar as the provisions of this Ordinance are inconsistent with the provisions or any other local laws, the provisions of this Ordinance shall control. Insofar as the provisions of the Ordinance

are inconsistent with the provisions of any State or Federal law, the State or Federal law shall control.

Article VII. Appeal

Any action taken by the Property Address Coordinator, with the exception of a citation, or under the guidelines set forth in this Ordinance may be appealed by the property owner(s) to the Fannin County Planning Committee. Such an appeal must be filed in writing within thirty (30) days of the action from which the property owner takes objection and filed with the Fannin County Clerk.

Article VIII. Amendment Procedure

This Ordinance may be amended from time to time by the Fannin County Board of Commissioner, as specified under Board policy for amending County Ordinances.

Article IX. Effective Date

This Ordinance shall be in full force and effect upon adoption by the Fannin County Board of Commissioners.

This ordinance was approved by the Fannin County Board of Commissioners, after required notice, public hearings, publication of agenda and a majority vote in favor of adoption on February 13, 2024. Each ordinance is effective upon adoption.

James V. Hensley Jr., Chairman

Attest:

Sherrice K. Walker, County Clerk



CERTIFICATION

STATE OF GEORGIA

COUNTY OF FANNIN

I, Sherri L. Walker, the duly appointed County Clerk for the Board of Commissioners of Fannin County, Georgia, and keeper of the minutes in and for the said Board of Commissioners, do hereby certify that the attached constitutes a full, complete and correct copy of the original approved by the Fannin County Board of Commissioners at a regular meeting held on February 13, 2024.

Given under my official signature and seal of office, on this the 13th day of February, 2024.

Sherrie L. Walker
Sherri L. Walker, Certified County Clerk
Fannin County Board of Commissioners

(SEAL OF OFFICE)

