

Chapter 3

Joint - Addressing Ordinance: Camden County, Kingsland, St. Marys, and Woodbine, Georgia

Addressing & Street Naming

Sec. 1. – Purpose of article

The purpose of this article is to establish a procedure for the assignment or reassignment of address numbers and street names for property in Camden County. The policies and procedure utilized to assign or change address numbers shall be detailed in the *Addressing and Street Naming Policies and Procedures Manual* (Sec. YY-4:4).

Sec. 2. – Scope of article

The scope of this article shall include the assignment or reassignment of all official address numbers and street names, after first complying with the provision of GA Code §32-4, if applicable, to residential, nonresidential and other property according to the *Addressing and Street Naming Policies and Procedures Manual*, within the county inclusive of the corporate limits of the Cities of Kingsland, St Marys and Woodbine, including assignment of subaddresses.

Sec. 3. – Addressing Council

The Addressing Council shall be responsible for developing and amending policies and procedures contained within the *Addressing and Street Naming Policies Manual*. Resolutions shall be discussed by the members of the Council. These resolutions must be recognized by an absolute majority.

The Addressing Council will be made up of 10 members representing the following entities:

- Camden County (2) *including Addressing Coordinator (Chairperson)*
- City of Kingsland (2)
- City of St Marys (2)
- Woodbine (1)
- 911/Emergency Response (1 from each Jurisdiction)

Sec. 4. – Role of the Addressing Coordinator

The Addressing Coordinator role, housed within the Department of Planning and Community Development, shall be responsible for the final approval and notification of all new street names, after first complying with the provisions of GA Code §32-4, if applicable, and address information. The Addressing Coordinator shall also be responsible for facilitating changes to

existing street names and address numbers and subaddresses. Primary duties are listed below and also includes those in the *Addressing and Street Naming Policies and Procedures Manual*.

(1) *Assignment of address numbers.* The Addressing Coordinator shall confirm and assign official address numbers in accordance with this article.

(2) *Street naming.* The Addressing Coordinator shall be responsible for researching, verifying and confirming the recommended name, type and directional for streets within the county inclusive of the corporate limits of the Cities of Kingsland, St Marys and Woodbine.

(3) *Database development and maintenance.* The Addressing Coordinator shall be responsible for the maintenance of the Camden County Master Address Repository (MAR). This MAR shall contain the address numbers, street names, and subaddresses which have been assigned to parcels of land, buildings and their internal occupancies, or other facilities.

(4) *Addressing and Street Naming Policies and Procedures Manual.* The Addressing Coordinator shall be responsible for maintaining the *Addressing and Street Naming Guidelines and Procedures Manual* that sets forth the Address Reference System rules and other guidelines for the assignment of address numbers, street names, and subaddresses throughout the County and inclusive of the corporate limits of the Cities of Kingsland, St Marys and Woodbine. The Manual may be amended from time to time by the Addressing Council to reflect new land use patterns, changes in addressing conditions and other changes as necessary.

Sec. 5. – Addressing format.

Address format established. All addresses shall comply with the Federal Geographic Data Committee (FGDC) United States Thoroughfare, Landmark, and Postal Address Data Standard. Each address shall at a minimum be comprised of the following elements, in the following order:

- 1) Address number, conforming to the coordinate grid
- 2) Directional prefix, as necessary, based on the Address Reference System referenced in *Addressing and Street Naming Procedures Manual* (Sec. YY-4:4)
- 3) Street name, conforming to this article and addressing policies
- 4) Street type, conforming to the list maintained in the addressing policies
- 5) Subaddress type, as necessary, and conforming to the addressing policies
- 6) Subaddress identifier, as necessary. The subaddress identifier may be comprised of letters, numbers or a combination of the two.

Sec. 6. – Violations and penalties

(a) *Enforcement.* The property owner shall display the assigned address in accordance with the requirements of this article. The failure of any person, firm or corporation which is an owner of a house, building or other structure to have affixed thereto or to have otherwise displayed the official address number of such property in accordance with the standards contained in the

Addressing and Street Naming Policies and Procedures Manual shall be considered a violation of this article and an abatable nuisance. In addition to other remedies provided by law, the Code Enforcement Officer shall have the authority to pursue enforcement of this article following written notice to the property owner or occupant in control of the property from the Code Enforcement Officer. The property owner of the property shall have five (5) days from the date of written notice to correct the deficiencies listed therein.

If the individual who received notice does not correct such deficiencies, the Code Enforcement Officer shall have authority to secure injunctions and abatement orders to insure compliance through the applicable Municipal/Magistrate Court.

(b) *Criminal enforcement.* Any person who violates this article or any provisions thereof, shall be guilty of a misdemeanor and may be fined not more than five hundred dollars (\$500.00).

(c) *Civil enforcement.* In addition to criminal penalties, any person, firm or corporation violating any provisions of this article shall be subject to a civil penalty of one hundred dollars (\$100.00), which can be recovered by the county in a civil action in the nature of a debt, if the offender does not pay the penalty within a prescribed period of time after being cited for violation of this article. No civil penalty shall be assessed until the person alleged to be in violation has been notified of the violation by the Code Enforcement Officer. Failure to correct the violation within five (5) days of the date of service of the notice, or by the end of the period of any extension, may result in the assessment of a civil penalty or other enforcement action. For good cause determined by the Code Enforcement Officer, the correction period may be extended by the Code Enforcement Officer. Each day of continuing violation shall constitute a separate violation.

(d) *Referral to attorneys.* If payment of penalties is not received within five (5) days after written demand for payment is made, the Code Enforcement Officer may refer the matter to the city/county's attorney, who is authorized to institute a civil action in the name of the city/county in the applicable Municipal/Magistrate Court for recovery of the penalty.

(e) *Other relief.* The city/county's attorney may secure, on behalf of the governing body, in addition to other remedies provided by law, injunctions, mandamus, abatement, or any other appropriate relief to prevent, enjoin, abate or address such unlawful action.