

CHAPTER 26

ORDINANCE FOR HOUSE NUMBERING

Uniform Rules of House Numbering Ordinance

BE IT ORDAINED that the Uniform House Numbering Ordinance of the City of East Dublin be adopted to read as follows:

Section 26-1. Established.

There is hereby established a uniform system for numbering property and buildings within the City shall be defined as follows and shall be described on a map entitled Property Numbering Base Line Map of the City of East Dublin:

- (1) Base Line. Beginning on Central Drive and running from the Oconee River city limit to the intersection of US 319 and GA 31 until US 319 splits and becomes US 319 North and GA 29 South thence proceeding to the city limit of both US Highway 319 and GA Highway 29.

Section 26-2. Numbering.

- (a) Property; odd and even numbers. The numbering of property on each street shall begin at the appropriate base line, and such numbers shall change from one hundred (100) to the next higher hundred on the basis of grid lines shown on the base line map. All numbers shall be assigned on the basis of one (1) number for each 20 feet of property frontage along a street. All property on the right hand side of a street as one leaves a base line and proceeds outward shall bear even number, and likewise all buildings on the left hand side of the street as one leaves a base line and proceeds outward shall bear odd numbers.
- (b) Building numbers. A building shall be assigned the number assigned to the 20 foot interval of street frontage in which its main entrance lies. If the main entrance of the building is exactly upon the line which divides a 20 foot interval from another 20 foot interval, the number assigned to either interval may be assigned to the building entrance.
- (c) Multiple entrances. Where a building has a number of entrances, each serving a separate occupant, then each entrance shall be assigned a separate number provided that there shall be enough numbers assigned to the lot on which the building is located to provide a number for each entrance. In the event there are not sufficient numbers assigned to the lot to serve each separate entrance, then each separate entrance shall carry the principal number plus a suitable letter suffix.
- (d) Multifamily dwellings. A multifamily dwelling having only one (1) main entrance shall be assigned only one (1) number, and separate apartments in the building will carry a letter designation such as A, B, C in addition to the number assigned to the main

entrance of the building.

- (e) Apartment projects with more than one building. In the case of an apartment project containing two (2) or more apartment buildings, one (1) of the numbers assigned to the property on which it is located shall be assigned to the total project. In addition, each building shall be numbered beginning with the number 1. Finally, each apartment in a particular building shall be assigned a letter designation in addition to the number of the building in which it is located.
- (f) Extended streets. All buildings facing streets not extended through to the base line shall be assigned the same relative number as if the street had extended to the base line.

Section 26-3. Responsibility for Placement of Numbers on Buildings.

After a house or building shall be assigned its respective number or numbers, the owner, occupant or agent shall place or cause to be placed upon each house or building controlled by him the number or numbers assigned to such house or building under the system established by this article.

Section 26-4. Effective Date of Numbers.

All numbers assigned to houses and buildings shall be placed on such houses and buildings within thirty (30) days after the adoption of this ordinance.

Section 26-5. Cost of Numbers Responsibility of Property Owners.

The cost of numbers shall be borne by the property owner. The numbers used shall be not less than three (3) inches in height and shall be made of durable and clearly visible material.

Section 26-6. Location of Numbers.

The numbers shall be conspicuously placed on the property so that the number can be seen plainly from the street line. Whenever any building or house is situated more than fifty (50) feet from the street line such number shall be placed near the walk, driveway or common entrance to such building or house, or upon a gate, post, fencepost, tree or other appropriate place so as to be easily discernible from the sidewalk.

Section 26-7. Record of Property Numbers; Established; Open to Public.

For the purpose of facilitating a correct numbering system, a record of all streets, avenues, and public ways, showing the proper numbers of all property fronting upon all streets, avenues or public ways shall be prepared and shall be on file in the office of the City Clerk. These records shall be open to inspection of all persons during office hours.

Section 26-8. Administration by City Administrator.

It shall be the duty of the city administrator to inform any party applying therefor the number or numbers belonging to or embraced within the limits of any lot or property as provided by this article. In the case of conflict as to the proper number to be assigned to any building, the administrator shall determine the number of each building.

Section 26-9. New Buildings; Numbers Required; Prerequisite to Issuance of Building Permit and Final Approval of Structure.

Whenever any building shall be erected or located in the city, the owner shall procure the correct number or numbers as designated by the city administrator and shall immediately fasten the number or numbers so assigned upon such building as provided by this article. A building permit shall not be issued for any house, building or structure until the owner has procured from the administrator the official number of the premises. Final approval of any structure erected, repaired or altered or modified shall be withheld by the city administrator until proper numbers have been affixed to such structure.

Section 26-10. Street Names; Zoning Board to Examine, Make Recommendations.

For the purpose of clarifying and systematizing the street names in the city, the zoning board shall examine all street names within the city, and when it shall find duplication of street names or similarity of street names which might cause confusion, or when it shall find street names that will cause difficulty in the assigning of numbers, it shall then recommend appropriate name changes to city council.

Section 29-11. New Subdivisions - Plats to Show Street Names; Certification by Zoning Board.

Every subdivision plat submitted to the zoning board shall show proposed names of all streets, and the zoning board shall certify that these proposed names do not conflict with existing street names before such street names are officially adopted.

Section 29-12. Same - Numbering.

The various lots shown on plats of new subdivisions shall be numbered in accordance with the uniform numbering system established by this article. The numbers assigned to the various lots shall be approved by the city administrator.

Adopted the 10th day of January, 2000.