

# Addressing and Street Naming Guidelines and Procedures Manual

*Forsyth County, North Carolina*

*City of Winston-Salem, North Carolina*

*Town of Bethania, North Carolina*

*Village of Clemmons, North Carolina*

*Town of Lewisville, North Carolina*

*Town of Rural Hall, North Carolina*

*Village of Tobaccoville, North Carolina*

*Town of Walkertown, North Carolina*

ATC Reviewed: January 24, 2017

ATC Reviewed: December 13, 2017

ATC Reviewed: January 29, 2019

ATC Reviewed: January 30, 2020

ATC Reviewed: January 26, 2021

ATC Reviewed: January 25, 2022

ATC Reviewed: January 24, 2023

ATC Reviewed: January 9, 2024



## Table of Contents

|            |   |           |
|------------|---|-----------|
| <b>I</b>   | <b>Purpose</b> .....  | <b>6</b>  |
| <b>II</b>  | <b>Introduction Purpose</b> .....                                       | <b>6</b>  |
| A          | Organization of this Manual   |           |
| <b>III</b> | <b>Administration of Addressing</b> .....                               | <b>7</b>  |
| A          | Authority and Responsibility  |           |
| B          | Addressing Coordinator  |           |
| 1          | <i>Primary Duties of the Addressing Coordinator</i>                     |           |
| C          | Addressing Technical Committee  |           |
| 1          | <i>Representation</i>   |           |
| 2          | <i>Primary Duties of the Addressing Technical Committee</i>             |           |
| 3          | <i>Meetings</i>   |           |
| 4          | <i>Appeals</i>  |           |
| <b>IV</b>  | <b>Address Reference System</b> .....                                   | <b>10</b> |
| A          | Address Reference System Type and Axes and Points of Beginning          |           |
| B          | Coordinate Grid System for Forsyth County                               |           |
| <b>V</b>   | <b>Address Numbering Rules</b> .....                                    | <b>12</b> |
| A          | Introduction  |           |
| B          | Address Assignment  |           |
| 1          | <i>Numbering Grid</i>   |           |
| 2          | <i>Block and Block Range Rules</i>                                      |           |
| 3          | <i>Address Number Format</i>  |           |
| 4          | <i>Spacing</i>  |           |
| 5          | <i>Order</i>  |           |
| 6          | <i>Parity</i>   |           |
| 7          | <i>Display of Address Numbers</i>                                       |           |
| C          | Residential Addressing Rules  |           |
| 1          | <i>Single Family</i>  |           |
| 2          | <i>Multifamily (apartments, townhomes, condominiums)</i>                |           |
| 3          | <i>Mobile Home Parks</i>  |           |
| 4          | <i>Accessory Structures</i>   |           |
| 5          | <i>Request to Change Address Number</i>                                 |           |
| D          | Nonresidential Addressing Rules   |           |
| 1          | <i>Commercial (offices, retail, shopping centers, hotels, etc.)</i>     |           |
| 2          | <i>Industrial</i>   |           |
| 3          | <i>Public Uses (schools, parks, stadiums, convention centers, etc.)</i> |           |
| E          | Corner and Multifrontage Lots   |           |
| F          | Temporary Addresses   |           |
| G          | Utility Features  |           |
| H          | Subaddress Assignment   |           |
| 1          | <i>Subaddress Type</i>  |           |
| 2          | <i>Subaddress Identifier</i>  |           |
| 3          | <i>Subaddressing Rules</i>  |           |
| I          | Place Names   |           |
| <b>VI</b>  | <b>Street Names</b> .....   | <b>19</b> |
| A          | Introduction  |           |
| B          | Street Naming: When Required  |           |

## Table of Contents Continued

|             |  |           |
|-------------|--|-----------|
| C           | Street Name Format   |           |
| 1           | <i>Directional Prefixes</i>  |           |
| 2           | <i>Street Names</i>  |           |
| 3           | <i>Street Type Designations</i>  |           |
| D           | Renaming of Streets  |           |
| 1           | <i>Petitioner Initiated Street Name Change</i>                                 |           |
| 2           | <i>Street Name Clarification</i>   |           |
| 3           | <i>Street Renaming/Naming due to Construction</i>                              |           |
| 4           | <i>Street Renaming/Naming due to Public Safety</i>                             |           |
| 5           | <i>Closing of a Street</i>   |           |
| E           | Effective Dates for General Address Changes                                    |           |
| <b>VII</b>  | <b>Naming Process .....</b>  | <b>27</b> |
| A           | City of Winston-Salem New Street Naming  |           |
| B           | Forsyth County New Street Naming   |           |
| <b>VIII</b> | <b>Street Signs .....</b>  | <b>28</b> |
| <b>IX</b>   | <b>Appendix of Workflows .....</b>   | <b>31</b> |
| A           | Single Address Assignment Workflow   |           |
| B           | Street Name Approval Workflow  |           |
| 1           | <i>Forsyth County &amp; Other Jurisdictions</i>                                |           |
| 2           | <i>City of Winston-Salem</i>   |           |
| C           | Address and Street Name Assignment for Projects with Subdivision Plat Workflow |           |
| 1           | <i>Minor Subdivision Plan Approval</i>   |           |
| 2           | <i>Major Subdivision Plan Approval</i>   |           |
| D           | Address Number or other Address Element Change Workflow                        |           |

## List of Figures

| Figure    | Description                                   | Location |
|-----------|---|----------|
| Figure 1  | Main Address Grid                             | p 11     |
| Figure 2  | Addressing for Multi-Level Apartments         | p 14     |
| Figure 3  | Mobile Home parks                             | p 15     |
| Figure 4  | Accessory Structures                          | p 15     |
| Figure 5  | Commercial - Single Buildings/Single Occupant | p 16     |
| Figure 6  | Commercial – Strip Development                | p 16     |
| Figure 7  | Corner lots                                   | p 17     |
| Figure 8  | Subaddress Types                              | p 18     |
| Figure 9  | Subaddress Flooring                           | p 18     |
| Figure 10 | Symmetrical Building Address                  | p 19     |
| Figure 11 | Symmetrical Apartment Addressing              | p 20     |
| Figure 12 | Non-Symmetrical Building                      | p 20     |
| Figure 13 | Street Naming                                 | p 22     |
| Figure 14 | Address Format                                | p 23     |
| Figure 15 | Street Extensions                             | p 24     |
| Figure 16 | Before and After joined streets               | p 25     |
| Figure 17 | Same Name Street Exceptions                   | p 25     |
| Figure 18 | Street Geometry                               | p 26     |
| Figure 19 | Renaming due to Construction                  | p 28     |

## List of Tables

| Table   | Description                            | Location |
|---------|--|----------|
| Table 1 | Subaddress Table                       | p 19     |
| Table 2 | Street Types                           | p 24     |
| Table 3 | Contact Information for Municipalities | p 29     |



## I Purpose

The purpose of this document, *Addressing and Street Naming Guidelines and Procedures Manual* for Forsyth County, North Carolina, is to assist county and municipal governments with implementing and maintaining a consistent, safe, useful and standardized addressing system. These enhanced addressing procedures have the following objectives:

1. Ensure that first responders have a predictable addressing system that will enable them to respond to all residential and business emergencies as administered through the Emergency 911 system.
2. Provide a mechanism for the efficient delivery of mail, goods and services to county and municipal residents and businesses.
3. Ensure that addresses and street names in the County and municipalities are assigned in a manner that is consistent and transparent.

## II Introduction

An **address** is used to describe the specific location of a building, a tenancy within a building, or a parcel of land. The most commonly used way to locate a specific feature or property is the assigned premise address. Premise addresses are used daily by police, fire and rescue services, private citizens, the postal service, delivery services, utility companies, and general government services to locate specific places. In general, street names are the reference point and the assigned numbers create unique identifiers for each structure or occupancy.

Uniformity and consistency are basic requirements so that any given property can be quickly and easily located. In Forsyth County and its Municipalities, it is important that each addressing system be fully documented so that addresses are consistently represented. The community's safety and welfare depends on the ability of emergency services and other service providers to quickly and accurately locate every property.

Addressing must be given a high priority during the development review process to assure consistency. A good address system should be easy to implement, easy to use and predictable. The general gridded addressing systems in use in Forsyth County, the City of Winston-Salem, and other municipalities in the county meet these requirements. A system that defines ranges of numbers in a grid pattern allows flexibility for future development while maintaining the order of existing and approved development. A good address grid system requires minimal change with respect to existing addresses. A grid system is referred to in the Federal Geographic Data Committee (FGDC) *United States Thoroughfare, Landmark and Postal Address Data Standard* (hereinafter, the **Address Standard**) as an axial system. These systems define baselines as consistent starting points for numbering either at one edge of an area or at a defined point within the area. Forsyth County encompasses more than one such axial system and these are taken into account when addressing new developments.

Beginning in 2015, MapForsyth | City-County Geographic Information Office, a department of Forsyth County and the City of Winston-Salem, was charged with address assignment for the County and the City of Winston-Salem, through an interlocal agreement between the two jurisdictions. Addressing functions previously performed by the joint City/County Planning and Development Services have been transferred to MapForsyth, which now includes an Addressing Team.

While current addressing assignment and notification practices used in Forsyth County and its Municipalities generally are designed to create a uniform address system across the County, some past addressing practices resulted in street names and addressing patterns that do not follow current rules. Those past practices created conflicts, especially at the boundaries between the unincorporated areas and municipal jurisdictions. Some of these conflicts may be resolvable without significant disruption to citizens and business, while others may not. Some of these inconsistencies, also termed **anomalies**, may be retained, and managed through the use of aliasing in the databases used by the County and Municipalities. Other anomalies that are not related to boundaries between differing systems may also exist. In general, when these are identified, they are evaluated in terms of their impact on public safety and welfare, and a change is only required where there are significant life and property safety issues involved. MapForsyth will work with affected property owners and businesses in these instances.

#### **A. Organization of this Manual**

This Manual is designed to cover four major aspects of addressing in Forsyth County and its constituent cities: Administration of Addressing, the Address Reference Systems, Addressing Procedures, and Street Names.

The Administration of Addressing section states the responsibility for addressing within Forsyth County, and for the Municipalities in the County who are participating in the Master Address Repository (MAR).

The Address Reference Section provides the rules that govern address assignments and changes. Addressing is a system with embedded logic and order that makes it possible for people to locate specific places through the address.

The Address Numbering Rules section describes the individual workflows in which addresses are assigned or changed. Also discussed in this section is Block Range Rules, Address Number Format, Addressing of improvements, and Subaddresses.

The Street Names section provides the rules for naming streets in Forsyth County and all the jurisdictions within Forsyth County except for the Town of Kernersville, the City of King, and the City of High Point. This section outlines the process for naming or renaming streets in Forsyth County.

### **III Administration of Addressing**

#### **A. Authority and Responsibility**

All requests for address assignments, address changes, revisions to addressing plans, and address verifications, as well as requests for street name approvals, assignments or changes, are reviewed by MapForsyth for the County (unincorporated areas), the City of Winston-Salem, and other municipalities excluding the Town of Kernersville, the City of King, and the City of High Point. Requests may be approved if the request falls within the guidelines of this Manual in accordance with the North Carolina State Building Code, the Forsyth County, North Carolina, Code of Ordinances, the City of Winston-Salem Code of Ordinances, and the code of ordinances of the participating Municipalities.



MapForsyth will assign addresses in all incorporated and unincorporated areas of Forsyth County, with the exception of the Town of Kernersville, the City of King, and the City of High Point. The Town of Kernersville is responsible for all addressing in their city limits and in their Extra Territorial Zoning Jurisdiction (ETZJ). Street names must be approved by the MapForsyth Addressing Team before they can be used in Forsyth County excluding The Town of Kernersville, the City of King, and the City of High Point.

The assignment of an official building or feature number provides a convenient reference to a property, dwelling, infrastructure feature or other object as a reference for its location. It neither creates a property interest that does not otherwise exist, nor does it act as a waiver of any regulatory requirement to build on a property that is otherwise necessary under the law.

## **B. Addressing Coordinator**

The Addressing Coordinator is responsible for the assignment and notification of all new street name and address information. The Addressing Coordinator is also responsible for facilitating changes to existing street names and address numbers.

### **1. Primary Duties of the Addressing Coordinator**

The primary duties of the Addressing Coordinator are:

- Coordinate the procurement and distribution of address data among various stakeholders.
- Assist with the maintenance and editing of the addressing database and other GIS layers (Address Points and Street Centerlines) related to the Master Address Repository (MAR).
- Coordinate address assignment, maintenance and change-tracking with all address-using departments and agencies.
- Develop and enforce addressing standards and regulatory requirements.
- Analyze spatial and non-spatial data related to Addressing to ensure accuracy and currency in the GIS and MAR, and/or synchronization with related GIS data for address matching.
- Provide presentations and updates on Addressing issues and solutions to elected officials and the public.
- Manage highly complex Addressing projects.
- Lead the Addressing Technical Committee as assigned by the MapForsyth Geographic Information Officer (GIO).

## **C. Addressing Technical Committee**

### **1. Representation**

The following organizations shall have one (1) representative on the Addressing Technical Committee (ATC), with the exception of the Winston-Salem/Forsyth County Planning and Development Services having two representatives. The committee is established by interlocal agreement and have developed, supported and endorsed the policies and procedures found in this document. The organizations listed are those to be represented:

- MapForsyth Addressing Team (non-voting staff)
- Forsyth County Tax Administration (1)
- Winston-Salem Department of Transportation (1)
- Winston-Salem/Forsyth County Planning & Development Services Planning Division (1)
- Winston-Salem/Forsyth County Planning & Development Services Inspections Division (1)

- Winston-Salem/Forsyth County Emergency Management (1)
- Forsyth County Emergency Services (1)
- Forsyth County Sheriff's Office (1)
- Winston-Salem Fire Department (1)
- Winston-Salem Police Department (1)
- Winston-Salem Sanitation Division (1)
- City-County Utilities Division (1)
- The Town of Lewisville (1)
- The Village of Clemmons (1)
- The Town of Bethania (1)

Eight (8) of the fourteen (14) voting memberships present at a meeting shall constitute a quorum. Voting Members are expected to attend ATC meetings. Those who are unable to attend shall notify the MapForsyth Addressing Team of their absence in a timely manner prior to the meeting.

Members are responsible for actively informing the Committee of actions that involve addressing or street naming in their organizations, and representing their organization on matters to be considered by the ATC.

## 2. Primary Duties of the Addressing Technical Committee

The primary duties of the Addressing Technical Committee (ATC) are:

- Assisting the Addressing Coordinator in resolving complex addressing and street naming problems;
- Revising, as necessary, the *Addressing and Street Naming Guidelines and Procedures Manual*;
- Advocating to the public, elected officials, and member agencies for improvements to addressing systems and practices, including supporting requests for fiscal resources and staff; and
- Hearing appeals from the public on street naming decisions.

## 3. Meetings

The ATC shall meet on an annual basis to review and revise the *Addressing and Street Naming Guidelines and Procedures Manual* and to elect the officers of the Committee. There shall be two officers, the chair and vice-chair, which shall be elected by the voting representatives of members at the annual meeting. The chair and vice-chair shall be elected for a one-year, non-reoccurring term, except when an individual is appointed to a vacant position. This individual may be re-elected for a one-year, non-reoccurring term. If a vacancy occurs of the chair or vice-chair position, a vote will be held at the next meeting of the ATC to fill the vacant position for the remainder of that term. The ATC shall meet as needed to conduct normal committee business or to hear appeals. The assembly of the ATC to hear appeals shall not substitute the required annual meeting of the ATC to revise this manual. MapForsyth will be responsible for the preparation of the meeting including setting the agendas and taking minutes. Meeting locations will be determined on an as-needed basis, therefore, MapForsyth will inform the ATC of the meeting location in a timely manner prior to such meeting.

### *Regular Meeting Voting Rules*

Any business of the ATC shall not be conducted without the presence of a quorum. All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place. A non-vote shall be counted as a yes for the purpose of this section.

#### 4. Appeals

The ATC shall hear all appeals of the decisions of the Addressing Coordinator. Appeal hearings shall take place as needed. The appeals process is described in the Forsyth County, North Carolina, Addressing and Street Naming Ordinance, Article VI, Sections 1-3. (Lewisville appeals go to the Lewisville Zoning Board of Adjustment, City of Winston Salem appeals go to the City of Winston Salem City Council)

##### *Appeal Voting Rules*

A simple majority vote of the committee membership shall be required to grant an appeal of the decision of the Addressing Coordinator. For the purposes of this section, vacant positions on the committee shall not be considered for the calculation of the majority if there are no qualified alternates to take the place of the vacant position.

Upon each decision of an appeal, the ATC shall generate a written document of the final decision of the committee. This decision shall be mailed to the individual(s) who have appealed a decision. This document should include instructions on the next steps for the individual(s) and how to file an appeal of the ATC.

## IV Address Reference System

The term “Address Reference System” refers to the set of rules for assigning address numbers. This section of the manual provides the description of the Address Reference Systems (ARS) that are in use in Forsyth County, and documents the rules that are used in address assignment.

### A. Address Reference System Type and Axes and Points of Beginning

Address numbers that are assigned to buildings, properties and other features in Forsyth County and its municipalities follow a basic grid pattern. The grid provides uniformity in the patterns of address numbers that are created in various neighborhoods. Address numbers generally follow an east-west or north-south pattern and are based on hundred blocks (i.e. one block has numbers in the 100s, the next block in the 200s, etc.). The addressing grid system, when applied properly, results in a minimal need for future address changes. Although there are municipalities within the county with their own addressing grids that present some anomalies with the county’s grid, these can be managed through good communication and cooperation between the cities and the county.

There are three addressing grids currently used in Forsyth County. The primary grid for the County originates in downtown Winston-Salem and extends to the County borders, as described below. Two other historic, small grid systems exist, one originating in downtown Kernersville, and another originating near the Forsyth County/High Point border. The boundaries of these grid systems overlap and care must be taken and coordination with other municipalities must be done when addressing near converging ranges.

### B. Coordinate Grid System for Forsyth County

For Forsyth County, exclusive of Kernersville, the address number assignments shall be based on a coordinate system established within Forsyth County. The meridians of such system shall begin inside Winston-Salem at the intersection of First and Main Streets, and shall be established as follows: north along N. Main Street, N. Patterson Avenue and Old U.S. 52 to the Stokes County line; west along W. First Street, Country Club Road, and Shallowford Road to the Yadkin County

line; south along S. Main Street and U.S. 52 to the Davidson County line; and east along E. First Street and U.S. 421/I-40 Business to the Guilford County line. These meridians shall be the base lines for the purpose of address number assignment and determining whether a street directional is necessary. A directional is only to be used for streets that cross the aforementioned north/south or east/west meridians.

Each street running east and west or substantially in that course, shall for the purpose of numbering under this section, begin at the east and west side of the east/west meridian, as the case may be, with number one, increasing east and west from such initial point to the corporate limits of the county as they now exist or may hereafter be extended.

Each street running north and south, or substantially in that course, shall for the purpose of numbering under this section, begin at the north and south side of the north/south meridian, as the case may be, with number one, increasing north and south from such initial point to the corporate limits of the county as they now exist or may hereafter be extended.

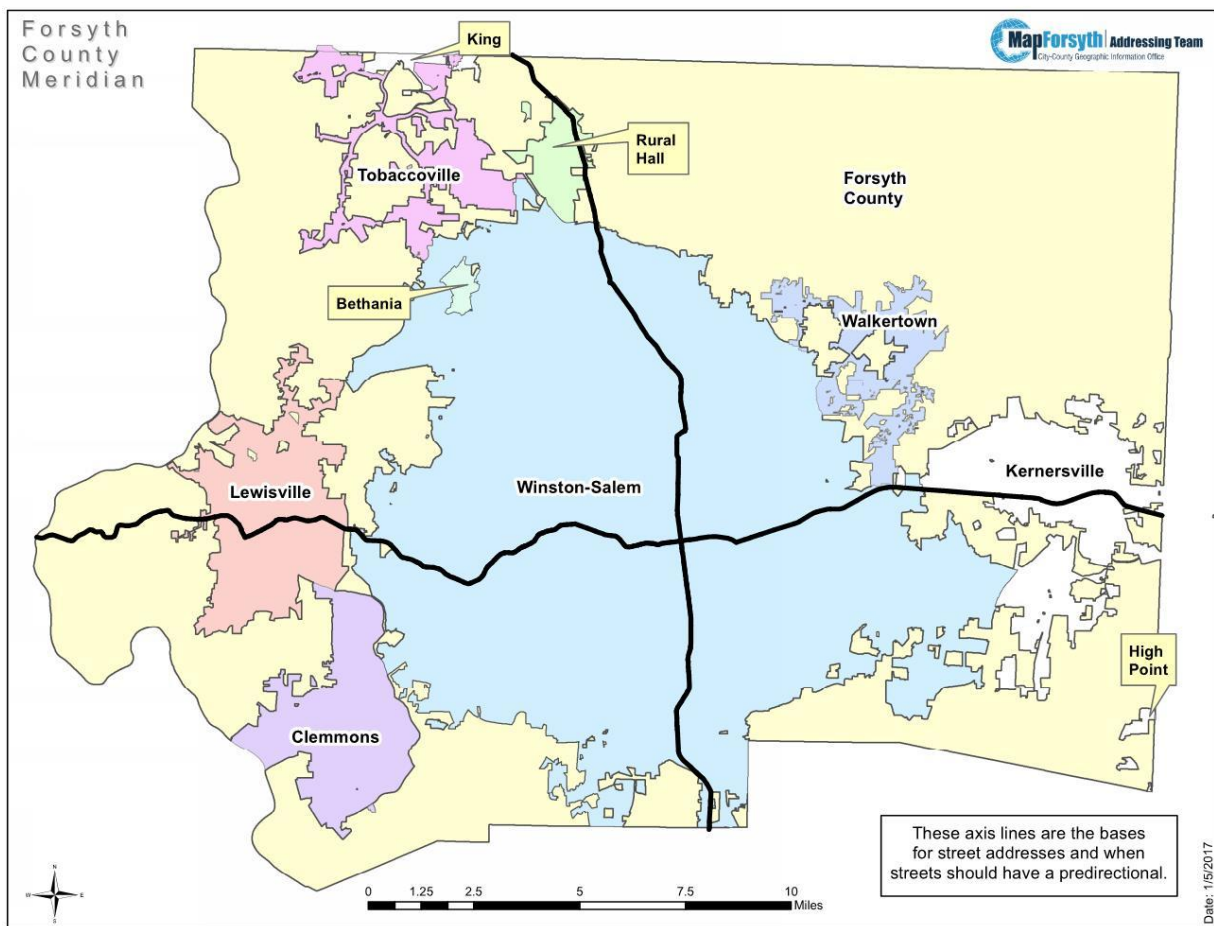


Figure 1. The main address grid for Forsyth County and the individual Municipalities within it. The axis lines that provide the starting points for numbering are shown as heavy black lines.

Any property located in the municipal boundaries of the Town of Kernersville, the City of King, or the City of High Point will be addressed off of the corresponding grid for that town or city. The contact information for these municipalities may be found in Table 2 of this document.

## **V Address Numbering Rules**

### **A. Introduction**

The procedures and policies in this section are designed to facilitate the proper assignment of addresses to properties in Forsyth County. Properties and structures must be assigned addresses in a logical, standard, easy to understand manner in accordance with local, state and federal standards in order to help citizens and emergency personnel to quickly locate people, places and events.

### **B. Address Assignment**

Each residential or nonresidential building or other facility and each individual unit or separate occupancy within any such structure shall be assigned an address number in accordance with the standards defined in this document. Addresses shall be assigned based upon the established Address Reference System.

Vacant parcels may be issued an address if a plat is submitted to the jurisdictions planning department for subdivision. Addresses may also be issued if a property owner or contractor for the property owner request an address for future improvements. A site plan may be required prior to an address.

#### **1. Numbering Grid**

The Address Reference System (ARS) defines the addressing grid for Forsyth County, with the exception of the smaller ARS grids defined for the Town of Kernersville, the City of King, and the City of High Point. The primary grid is centered at the intersection of First Street and Main Street in downtown Winston-Salem. Numbers increase outward from that point in each direction.

#### **2. Block and Block Range Rules**

Blocks are defined as a single street segment between the intersections of two other streets. For the purposes of addressing, an intersection of a street with an alley does not constitute a block.

The Forsyth ARS is based on a block length of approximately 660 feet.

One hundred (100) address numbers per 660 feet shall be used for calculations to space address numbers. Where the block length is not exact, a minimum of one odd or even address number shall be assigned per each twelve (12) feet of street centerline.

Where a block is significantly longer or shorter than 660 feet, the distance rule, of one number every six (6) feet (or two numbers, one odd and one even, every twelve (12) feet) will apply

Every block shall start a new “hundred” number series (e.g., 100, 200, 300). The lowest number should be at least 10 more than the hundred value of the block (e.g. “110”), and the highest number should be no higher than 90 more than the hundred number (e.g., “190”).

#### **3. Address Number Format**

Address numbers shall be assigned as Arabic numerals. No fractions, decimals, or alpha characters are permitted. Where there are multiple occupancies in a single structure, separate

primary addresses or subaddresses may be assigned. Rules for determining which type of address/subaddress to use are contained in this section. A subaddress is formatted as a Subaddress Type, such as: unit, apartment, suite, etc., and a Subaddress Identifier, such as: Apartment 101, Suite 307, or Unit 200.

#### 4. Spacing

Address numbers are required to have a minimum spacing of 6 (e.g., 110, 116, 122, 128...), except when accommodating new addresses in existing development where the interval may be adjusted to fit the existing range.

#### 5. Order

All address numbers need to be assigned in sequential numeric order, always increasing from the point of origin on the Address Numbering Grid, and should be numerically balanced on both sides of the street.

#### 6. Parity

Even/odd address numbers are assigned consistently on each side of the street and are not to be mixed on the same side of the street. Odd numbers should be assigned on the north and east side of each street.

Odd/even patterns on streets with existing assigned address numbers are required to be maintained when assigning new address numbers. Existing address numbers that are all odd or all even on both sides of a street, or mixed with even and odd numbers on both sides of the street, may require correction to re-establish proper parity. However, the effects of renumbering may outweigh the benefits of so doing in established neighborhoods.

#### 7. Display of Address Numbers

- **Required address display format:**

Every owner or occupant in control of property with a house, building, or other structure shall affix to the house, building or other structure and display at all times the official address number assigned or reassigned to such property pursuant to this article, at a place visible from the street on which the property is addressed. All address numbers shall be displayed numerically in Arabic numerals and shall not be spelled as words. Whenever new official numbers are assigned or reassigned, they shall be displayed pursuant to the provisions of this section by the owner or occupant in control of the property within thirty (30) days following the notification of such assignment or reassignment.

- Size and location of numbers: The size and location of address numbers shall be in accordance with the North Carolina State Building Code.
- Color of Numbers: All displays of official address numbers shall be of a contrasting color (i.e., light numbers on dark surfaces; dark numbers on light surfaces) to the color of the building or structure located on the subject property, and such displays shall be readable when illuminated.
- Structures located distant from the street on which they front: Where a house, building or other structures is located more than one hundred (100) feet from the street on which such property is accessed, or the topography or vegetation of such property prevents the address numbers from being seen from the street, the assigned address numbers shall be posted on a sign or post that is located no more than ten (10) feet from the intersection of the street and driveway. The assigned address numbers posted shall not be less than four (4) inches in height and shall comply with the color requirements above.

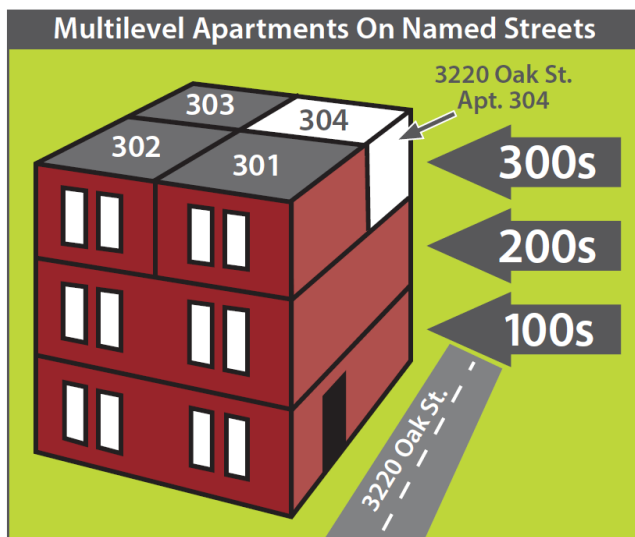


- Maintenance, Applicability to existing structures and Noncompliance requirements are referenced in Section 20-10 of the County Code.

## C. Residential Addressing Rules

### 1. Single Family

Each single-family residence on a lot will receive its own unique street address in accordance with these policies. The address number will be determined by review of the driveway location, street that the front door faces, and other address numbers already assigned on the street. Property that is located in a home/condo owners association will be addressed in accordance with this policy and is not subject to any of the regulations of the home/condo owners association. Any issues that relate to those properties are of a private nature and have no bearing on this document.



### 2. Multifamily (apartments, townhouses, condominiums)

Duplexes with individual exterior doors are assigned two separate addresses with adequate spacing between buildings. A duplex with a common exterior entrance door is assigned one address number and then interior unit number assignments for both units.

*Figure 2. Addressing for Multi-Level Apartments*

If an existing single-family dwelling is divided into two or more units, all units in the structure will be assigned individual addresses or subaddresses. For purposes of addressing, townhouses, row houses, condominiums and apartments are treated as multifamily residential property. While these units may have different forms of ownership, it is irrelevant for addressing purposes whether a unit is renter or owner-occupied.

Each building within a multifamily development must have its own primary address. The interior streets within such a development must be named, and the buildings addressed using those street names. Where all of the unit entrances are exterior on each building, every unit should be given a separate address. Where entrances to individual units are with interior hallways, corridors, or on balconies, the building should receive a primary address, and the units shall be identified by subaddresses per the subaddressing rules.

### 3. Mobile Home Parks

The streets inside a mobile home park are required to be named and each individual lot is assigned an address number in accordance with the addressing rules outlined in this document.



Figure 3. Mobile Home parks



Figure 4. Accessory Structures

### 4. Accessory Structures

If an additional habitable structure (dwelling, garage apartment, or manufactured or mobile home) is added to a lot with an existing single-family dwelling, it shall be given a new address in sequence with the existing structure. If no address numbers are available, the secondary unit on the lot will be assigned the same street address with a subaddress.

In the case of a large rural property with a remote building such as a barn, greenhouse, livestock or poultry house, or other agricultural building that is accessed separately from the access to the main residence, a separate address may be assigned for safety.

### 5. Request to Change Address Number

If a property owner would like to change their address, they may submit a letter to the

Addressing Coordinator requesting the address change. This letter must be signed by all property owners, include the PIN number of the property and the reason for the address number change request. The change of address number is subject to the availability of address numbers along the road on which the property is located and must comply with Section V, Address Numbering Rules, of this document. Address changes initiated by the Addressing Coordinator are non-appealable (Sec 20-12 (a) of the Forsyth County Code). Decisions made by the Addressing Coordinator regarding requests to change an address final and are non-appealable.



## D. Nonresidential Addressing Rules

Nonresidential properties are treated somewhat differently than residential ones. Addresses in commercial buildings, offices, shopping centers, etc. change frequently as businesses move in and out, and the configuration of the interior space is changed for the new tenants. Likewise, the internal configurations of many larger nonresidential buildings are unknown at the time of permitting and approvals, as not all tenants have been secured. Thus some addressing decisions must be made as the building is leased, and some will change over time.

Multiple-tenant buildings, large apartment complexes and campuses with multiple buildings and many separate rooms and tenancies create highly complex addressing schemas. However, detailed and specific addressing significantly assists emergency rescue personnel and all users of such facilities in locating a specific office, classroom, or unit within such complexes.

### 1. Commercial (offices, retail, shopping centers, hotels, etc.)

- **Single Buildings/Single Tenants:**  
Buildings with a single tenant on an individual lot will receive a single street address for the main public entrance.
- **Strip Development:**  
For nonresidential developments located on a strip or in a strip mall, a unique address number will be assigned to businesses that have individual exterior entrances. Extended spacing in address number assignment for each unit shall be required as the units may be subdivided or combined over a period of time.
- **Multitenant Nonresidential Uses:**  
Nonresidential buildings that are occupied by multiple tenants and/or uses without separate exterior entrances are required to utilize subaddresses assigned by the Addressing Coordinator.

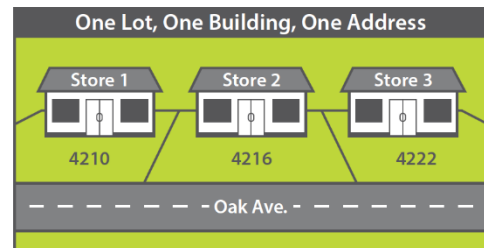


Figure 5. Single Buildings/Single Occupant

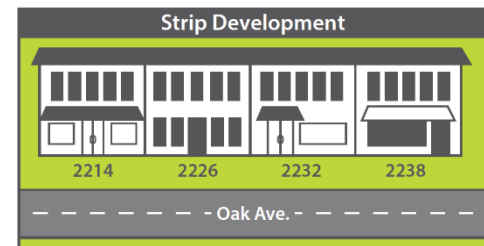


Figure 6. Strip Development

Nonresidential buildings that are occupied by multiple tenants with separate exterior entrances at street level shall be assigned its own unique address.

A single, nonresidential use located in one building shall be assigned a street address for the main public entrance.

If a single use is located in separate buildings that are adjacent to one another, each building may be assigned a specific address at the discretion of Addressing Coordinator.

### 2. Industrial

Warehouses, storage buildings, and other ancillary structures in an industrial complex shall be given individual addresses. Where several buildings are accessed off a single street access on a single property, individual buildings should still be provided with a separate address. If there are individual buildings with multiple tenants each with a separate exterior entrance at street level, each separate entrance shall have its own unique address.

### 3. Public Uses (schools, parks, stadiums, convention centers, etc.)

Public buildings and other places where there are large crowds or assemblies need to be well addressed. Schools often are located by their names as a landmark address, but it is also critical to provide access for emergency vehicles of all types (fire, police, ambulances, HazMat clean up vehicles, and strategic teams for other types of situations, etc).

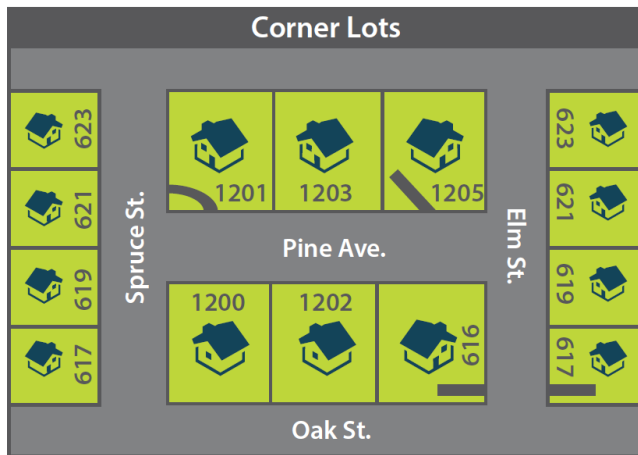


Figure 7. Corner Lots

#### E. Corner and Multifrontage Lots

Site plans may be required for lots with road frontage on two or more roads. The address will be issued based on the location of the front door of the residential structure taking into consideration large lots or lots with environmental factors that may cause the address to be issued differently.

#### F. Temporary Addresses

Temporary addresses may be assigned for a variety of purposes. Temporary uses include seasonal activities, (such as pumpkin patches, and Christmas tree lots) outdoor craft fairs or flea markets, outdoor concerts not in a stadium or other permanent facility, etc.

A temporary address may be issued for a construction trailer that is located in a subdivision or on a nonresidential construction site during the period of construction of the site improvements, buildings, landscaping, or other normal construction activities.

When the activity or construction for which the temporary address was assigned is complete caution should be used in reassigning that address to another location that is intended to be permanent. The address may have a history established in another business system and could cause confusion or problems if reused.

#### G. Utility Features

Some business applications, along with electric and other utility companies operating in Forsyth County, require that various utility features (such as electric meters, electric vehicle charging stations, emergency telephone location, gate access, lift and pump stations and others) have an address. Where required, an address shall be assigned to each such feature at the request of the utility. The addresses so assigned shall conform to the Address Reference System rules as outlined herein, and shall have a feature type that clearly identifies them as utility assets.

#### H. Subaddress Assignment

Subaddresses are comprised of the Subaddress Type and the Subaddress identifier. These uniquely identify a building, a portion of a building, or other space within a structure or multi-building campus. They are used in addition to a primary street address, consisting of an address number and a complete street name. Subaddresses are used for both residential and nonresidential tenancies. Subaddresses may contain several levels of identification in complex situations. For example, a complete subaddress might be "Building 4, Suite 610."

### 1. Subaddress Type

The subaddress type is a word used to identify the type of subaddress feature. For Forsyth County and its Municipalities, the list of acceptable subaddress types is listed here:

| Approved Unit Types |              |
|---------------------|--------------|
| Description         | Abbreviation |
| Apartment           | APT          |
| Building            | BLDG         |
| Lot                 | LOT          |
| Suite               | STE          |
| Unit                | UNIT         |

Figure 8. Subaddress Types

### 2. Subaddress Identifier

The subaddress identifier uniquely identifies a specific tenancy or space within a multitenant building or use. Some legacy subaddresses may have had letters as part of the subaddress, however, moving forward only numbers will be used as subaddresses.

### 3. Subaddressing Rules

Subaddresses are required to be three or four digits. In addressing multitenant structures with more than one floor, the subaddresses for individual tenancies on each floor shall begin with the floor number. For example, a suite on the third floor of an office building would be numbered “3XX” with the last two numbers representing the unique suite number.

In a hallway or corridor, subaddress identifiers should be arranged with odd and even numbers on opposite sides of the hallway, in sequential order. Even and Odd number units should not be on the same side of the hall. With some apartment building designs it may be necessary to skip apartment address numbers to maintain parity with apartment units that are across from each other. If the building is subject to rearrangement of the tenant spaces, such as an office building, shopping center, strip mall or similar use, there should be spacing in the numbering to allow for changes to the layout.

Subaddresses are used to identify what floor the apartment or suite is on. All floors should use three or four digits in the subaddress. The basement or subgrade addresses should start with “0”. Letters should not be used as they provide no indication of the floor the apartment or suite is on.

|              |                      |
|--------------|----------------------|
| Third Floor  | 500 Maple St Apt 300 |
| Second Floor | 500 Maple St Apt 200 |
| First Floor  | 500 Maple St Apt 100 |
| Basement     | 500 Maple St Apt 010 |

Figure 9. Subaddress Flooring

When assigning subaddresses the first number could start at the main entrance to the building or a corner of the building. If a building has a common corridor the subaddresses will start at the corridor entrance (Image 5). If the building has a central hallway and a corner main entrance the subaddresses will start at the main entrance and increase as you move away from the main entrance. If the building has a central entrance with apartments on each side of the central entrance subaddresses will start in the corner farthest away from the central entrance (Image 6) If the building is symmetrical the subaddresses can start on either corner farthest from the entrance. When assigning subaddresses priority should be given first to keeping even and odd numbers on opposite sides of the hallway or corridor, then to keeping the same apartment number stacked on top of each other. Ex Apt 101 is under 201 which is under 301.

### Table 1: Subaddress Table

**Guide for Assigning Subaddresses for Multi-Residential Structures**

| <i>Building Type/Apartment Layout</i> | <i>Apartment Access Type</i> | <i>Access Location in Building</i> | <i>Sudaddress Assignment Start</i>       |
|---------------------------------------|------------------------------|------------------------------------|--|
| Symmetrical                           | Exterior Corridor            | Central                            | Corridor Entrance                        |
| Symmetrical                           | Internal Hallway             | Central or Dual                    | Either Corner farthest from the entrance |
| Symmetrical                           | Internal Hallway             | Corner                             | Hallway Entrance                         |
| Not Symmetrical                       | Internal Hallway             | Central                            | Corner farthest from the entrance        |
| Not Symmetrical                       | Internal Hallway             | Corner                             | Hallway Entrance                         |

Symmetrical Building with Exterior Corridor and Central Access

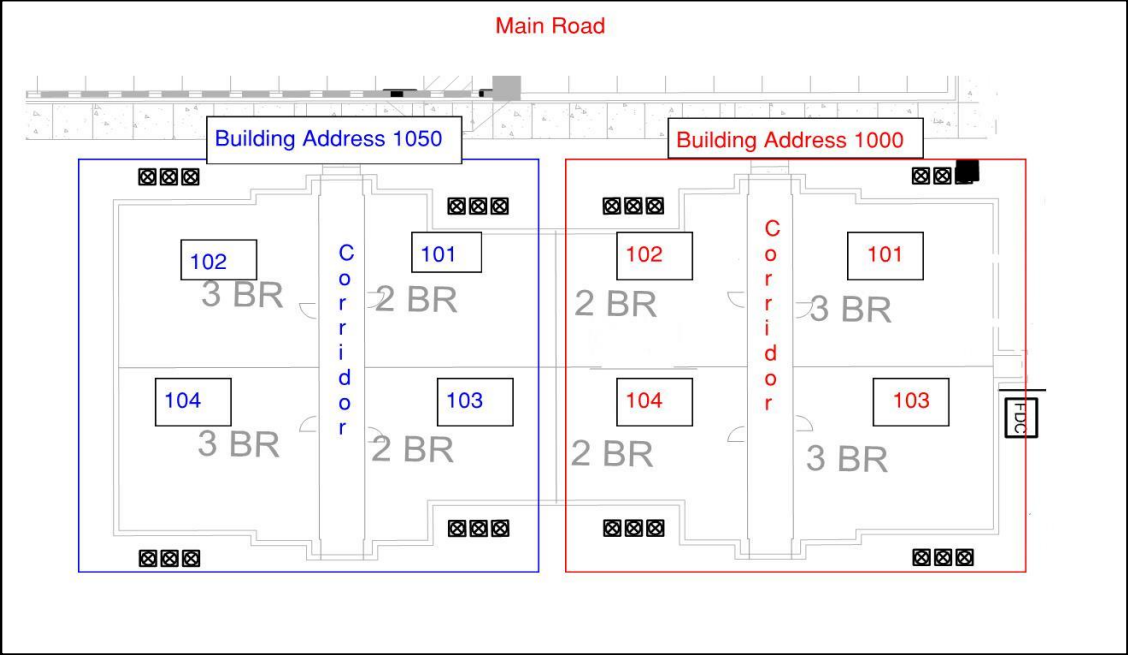


Figure 10. Symmetrical Building Addressing

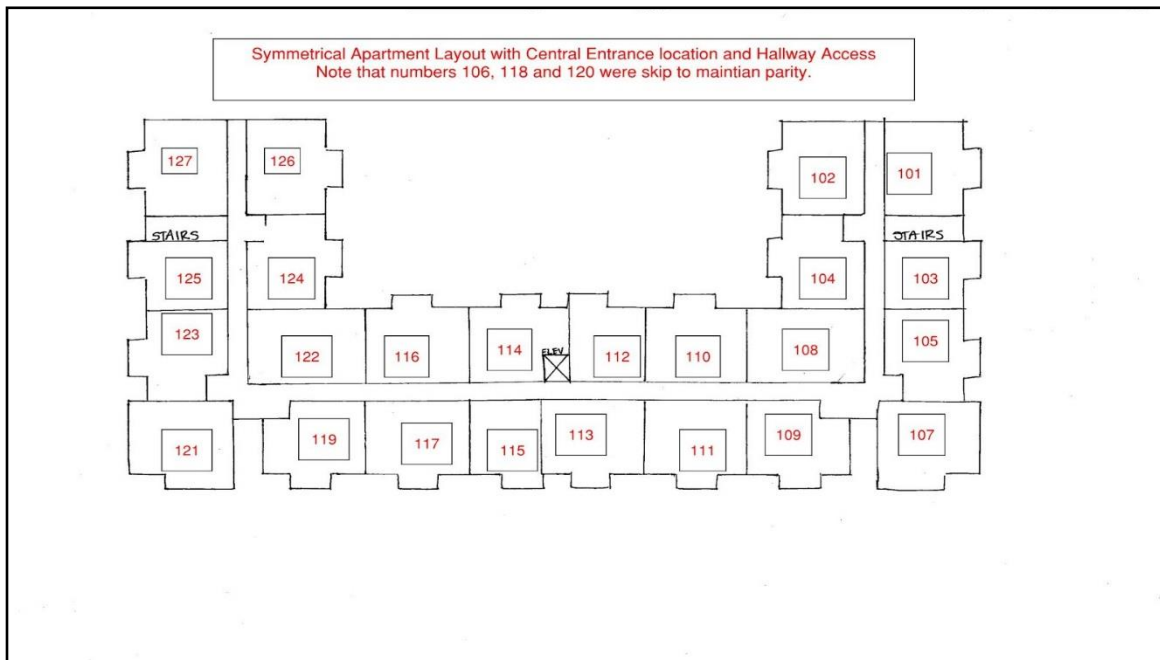


Figure 11. Symmetrical Apartment Addressing

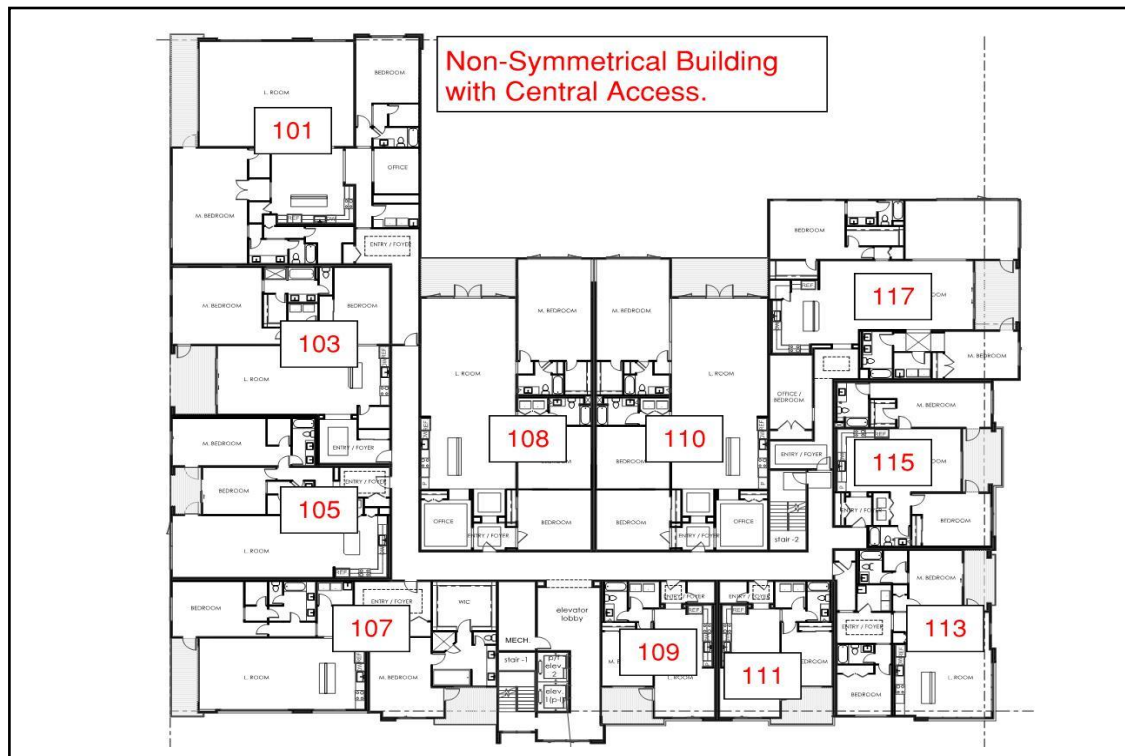


Figure 12. Non-Symmetrical Building

## I. Place Names

Place names are a critical part of a street name. There are several different place name types identified by the FGDC Address Standard. These include the following:

- **Municipal place name:** the official name of an incorporated city or town, with legally defined boundaries.
- **Postal place name:** a name used to identify an area for mail delivery, may or may not coincide with a municipal boundary and often extends beyond the municipal boundary for which it is named.
- **Community place name:** A community name refers to an area, sector, or development, such as a neighborhood or subdivision in a city, or a rural settlement in an unincorporated area, that is not an incorporated general-purpose local government or county. The name may arise from official recognition or from popular usage.
- **County place name:** The official name of the county. For all addresses within Forsyth County, the default value is “Forsyth”. Other adjoining county names may also appear in this field, as some of the municipalities in Forsyth extend into these other counties.
- **Regional place name:** The name for an area that constitutes a metropolitan region for Census or other governmental purposes.
- **State Name:** The name of the state. For all addresses within Forsyth County, the default value is “North Carolina”. This may be abbreviated as “NC.”
- **Country Name:** The name of the country. For all addresses within Forsyth County, the default value is “United States.”

It should be further noted that there are mailing addresses in many databases used by various departments, including Tax Assessor, Utilities, Winston-Salem/Forsyth County Planning and Development Services, etc. These mailing addresses may or may not be physically located within Forsyth County. While the MAR provides for addresses within the County, records containing out of County addresses may be included, thus the need for fields to record other county, state and country names.

## VI Street Names

### A. Introduction

The standards in this section were designed to facilitate the proper naming of streets in nearly every possible naming scenario that occurs in Forsyth County. Streets must be named in a logical, easy-to-understand manner in order to help citizens, service delivery, and emergency personnel quickly locate people, places and events. New street information will also be distributed to the Emergency Service agencies that operate inside of Forsyth County. Notification is also to be sent to the Post Office, Municipalities, and utility companies. When streets are named or renamed, the MapForsyth Addressing Team will distribute the information about the new streets to online map data hosting sites such as Google Map Maker, Here.com and TomTom. The time in which the data relating to the new streets is published is out of the control of MapForsyth and its staff. When a new street is added or renamed it can take months before the street information is published by a third party.



## B. Street Naming: When Required

Street names are required for planned or existing public or private streets, or for driveways that serve as the primary means of ingress or egress for three (3) or more buildings or other facilities. Street names may also be required if the built or unbuilt street could be a hazard to public safety.

**Exceptions:** A common driveway serving a multifamily residential unit (ex. duplex, triplex, quadraplex, etc.) with a length of less than 100 feet, and where the structure is clearly visible from the named street that the driveway connects to, shall not require a name.

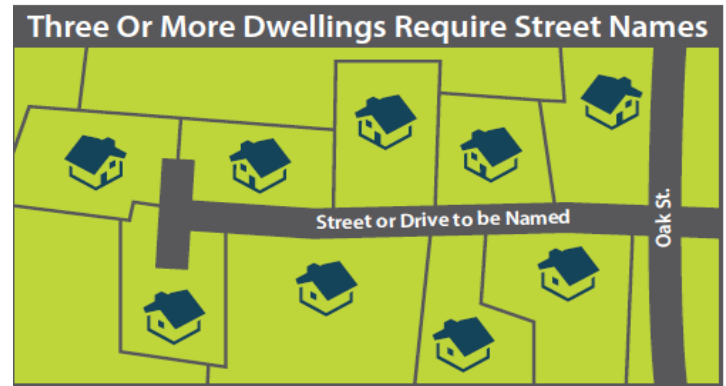


Figure 13. Street Naming

## C. Street Name Format

The parts of street names are defined by the Federal Geographic Data Committee (FGDC) Address Standard in Part 2: Address Data Content.

Each street name may be comprised of the following elements, in the following order:

- Directional prefix (FGDC: StreetNamePrefixDirectional)
- Prefix type (FGDC: StreetNamePrefixType)
- Street name (FGDC: StreetName)
- Street type (FGDC: StreetNamePostType)

All streets will have a PostType, some streets may have a PreType. Where the type is Highway, State Highway, State Route, Interstate, or Interstate Highway, the PreType field will be used. Where any other type is used, it shall normally be a PostType.

## D. Centerline Creation

Multi-residential addresses will be assigned based on site plans submitted to the associated planning jurisdiction and after said jurisdiction approves the site plan.

Prior to any Centerline being created that services as access to a Multi-residential building the following steps must be met.

1. Any rezoning or annexations approved by the appropriate Planning Board and/or Jurisdiction.
2. An overall site plan with all road displayed must be approved by the appropriate Planning Board.
3. A plat with the approved street names must be recorded in the Forsyth County Register of Deeds Office before any information about the address or street is sent to the USPS.

## 1. Directional Prefixes

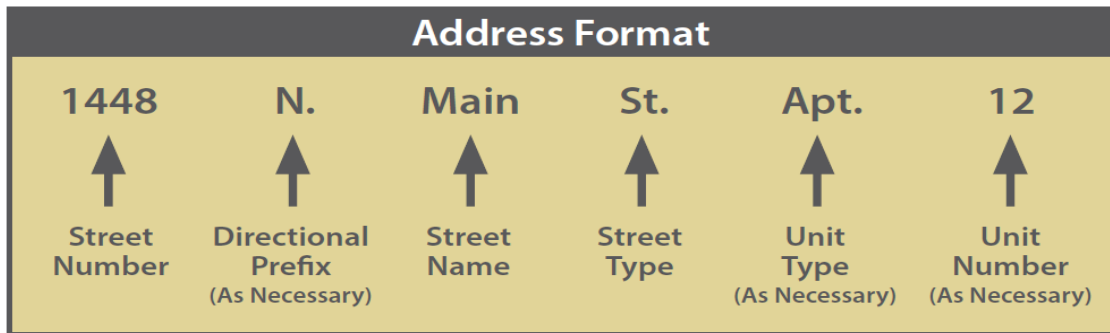


Figure 14. Address Format

**When to Use:** A directional prefix is to be used only for streets that cross the predetermined North/South or East/West axes of the Forsyth County ARS grid.

**Allowable Directionals:** The only permitted directional prefixes are the four cardinal directions: North, South, East, and West. Quadrant designations (Southwest, Northwest, Southeast and Northeast) are not permitted. Street directional suffixes (e.g., Main St South) are not permitted.

**Directional Prefixes Must be in Pairs:** If a directional is used for a portion of a street, its opposite directional must also be used to maintain clarity and ensure that the two numbering sets are differentiated appropriately.

## 2. Street Names

Street names are required to conform to the following rules that are enforced to ensure clarity and public safety.

1. Street names shall not contain more than 30 characters in the county, including the directional (if any) and the street type.
2. No street name shall have less than 3 characters.
3. Street names shall not contain punctuation or special characters including apostrophes, commas, hyphens, periods, or other similar characters.
4. Street names shall not exceed two words, excluding the directional and street type. Exceptions may be given to streets named after persons upon approval of the ATC.
5. Street names shall not contain directional words or street type words
6. Street names that sound like an existing street name, or another proposed name, are prohibited. Adding the letter E or S does not make a street name unique. Examples: Beach St and Beech St; New Town Rd and New Towne Rd; Wood St and Woods St.
7. The use of corporate or institutional names for streets that access the company's property or purposed property is not permitted.
8. The use of a person's name for a street is permitted only if the person has been deceased for a minimum of 5 years (subject to approval of other municipal codes), and made significant contributions to the county, or is an historical figure. Biographical information must be submitted in support of such naming.
9. Street names that are deemed offensive, obscene, or derogatory of any class, race, religion, ethnic group, gender, or age group are prohibited.
10. Street names shall not contain numerals. For example, Second Street is not permitted to be named as "2<sup>nd</sup> Street," where the official name is "Second." Streets cannot



- contain numbers in the street name. For example Two Lakes Dr or 5 Oaks Dr are not permitted.
11. Spelling of words in street names shall conform to the spelling found on [www.merriam-webster.com](http://www.merriam-webster.com). Words that are taken from a foreign language, or that are difficult to spell or pronounce shall not be permitted.
  12. The words “old” or “new” are not to be permitted in any street named after January 1, 2008.
  13. Street names honoring events or people in the City of Winston-Salem shall be made through the Mayor’s Office. Honorary street name signs are temporary and are installed for a short, defined time, usually less than one year. Honorary street signs will be brown and white in addition and secondary to the permanent green and white sign.
  14. The use of official city and state names, landmarks, or names of historic significance can be used as street names as long the name does not exceed 2 words.
  15. It is permissible to use names not found in a standard dictionary, if those names have historical or community significances, or if the name is the official name of a city or state in the United States. These names cannot exceed two words.

**Street Name Integrity:** The name of a street must be maintained from one end to the other. Streets should not change names along their length, with the exception of streets with a directional, which automatically changes where the street crosses the axis.

When an existing street is extended, it shall retain its existing name. Renaming of portions of an existing street is prohibited. If an existing street is disconnected due to development, freeway construction or the like, one portion shall be renamed to identify it as a separate street.

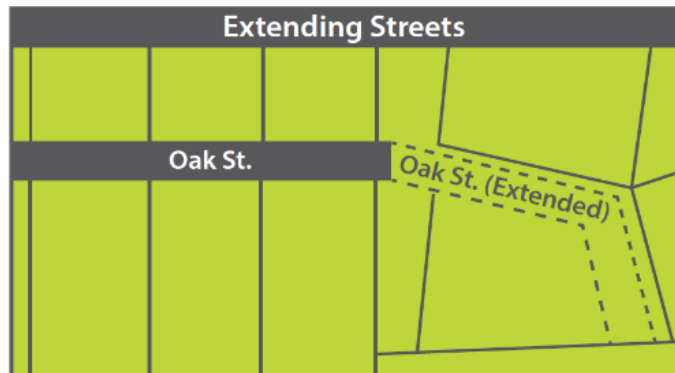


Figure 15. Street Extensions



Figure 16. Before and After of joined streets

If a street is extended and connected to another street, one of the two streets must have a change of name from the point of junction back to the nearest intersection. In reviewing this, consideration should be given to the number of homes that would have to change addresses, the length of street to be changed, any naming issues that may arise, and any other opportunities to bring unique situations up to the current standard in compliance with this document. As determined by the Addressing Coordinator, it is permissible for street names to change at intersections.

It is permissible for a street name to be duplicated if: the two segments have different types, both segments connect directly to each other, and the address ranges assigned to each segment are unique. Only two same-name streets are permitted under this exception.

**Street Geometry:** All streets may only have one beginning point and one ending point. Branches, side streets, and cul-de-sacs that have their own end points must also have their own names. Continuously named streets may not cross themselves or loop back to create an intersection where both intersecting streets have the same name.

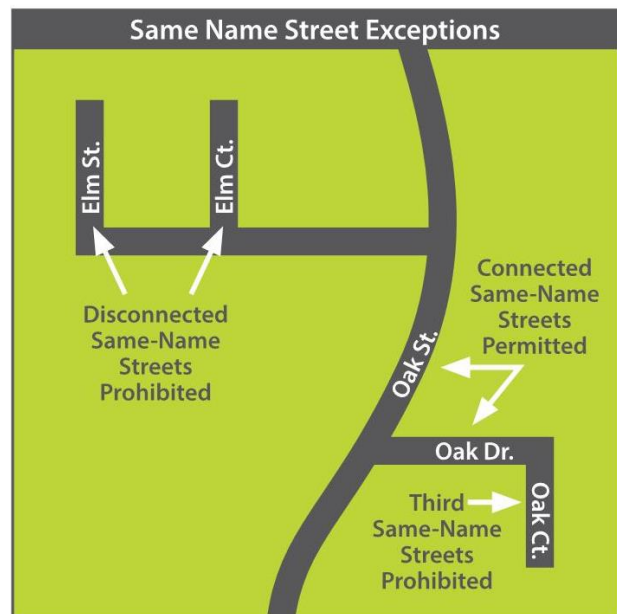


Figure 17. Same Name Street Exceptions

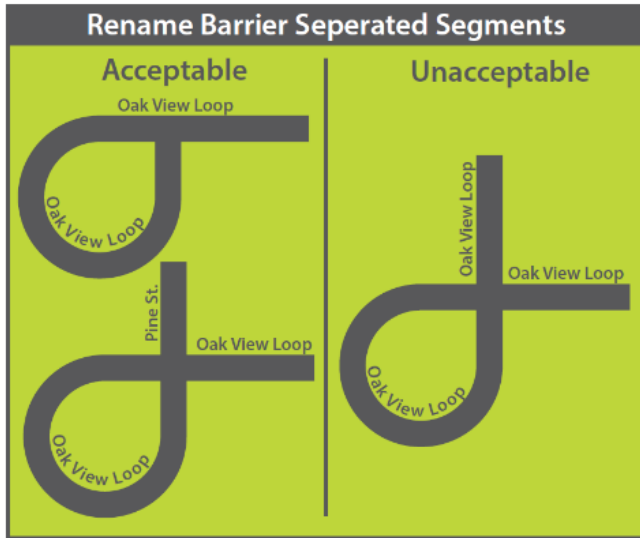


Figure 18. Street Geometry

**Street Naming Options:** As per North Carolina GS § 153A-239.1, in unincorporated areas of the County, new street names are required to be approved by the Board of County Commissioners by a public hearing or may be shown on an approved subdivision plat to be recorded at the Forsyth County Register of Deeds. To expedite the development process and to better serve the citizens of Forsyth County, a list of street names have been pre-approved by the MapForsyth Addressing Team. These pre-approved street names may be used for any public or private street located in the unincorporated areas of Forsyth County. This list is not all encompassing, other street names may be chosen by property owners.

The list shall be maintained by the MapForsyth Addressing Team. Please refer to the appropriate jurisdiction’s street naming process if a name from the list is to be used in any incorporated area of the County.

**Reserving Street Names:** If a citizen wishes to reserve a street name, they shall submit the street name in writing to the MapForsyth Addressing Team for review. Upon approval, the street name may be placed on reserved status for a period of time depending on the submittal. If no formal plans or development is submitted and there is no specific location for future development, the street name may be reserved for a period of 2 years. If a formal plan, master plan or development is submitted through a Planning Department, the street name may be reserved for a period of 5 years. If a street name is recorded on a plat in the Forsyth County Register of Deeds office but has never been built or developed, the street name may be reserved for a period of 15 years in accordance with NCGS § 136-96. Each reservation time period shall start after the approval of the street name by the Addressing Coordinator.

The Master Reserved Street Name list shall be maintained by the MapForsyth Addressing Team.

### 3. Street Type Designations

MapForsyth assigns street type designations such as Street, Avenue, Road, Boulevard, etc. as a part of the street naming process.

All new street names shall have one of the approved street type suffixes listed below in Table 1: Legacy Street Types are not allowed to be used in street names.

**Table 2: Street Types**

| Street Type Approved for Use | Legacy Street Types<br>(not approved for future use) |
|------------------------------|--|
| Alley                        | Commons  |
| Avenue                       | Expressway   |
| Boulevard                    | Landing  |
| Bypass                       | Manor  |
| Crossing                     | Path   |
| Circle                       | Park   |
| Court                        | Place  |
| Cove                         | Plaza  |
| Drive                        | Ridge  |
| Highway                      | Row  |
| Extension                    | Square   |
| Lane                         | Trace  |
| Loop                         |  |
| Parkway                      |  |
| Road                         |  |
| Run                          |  |
| Street                       |  |
| Trail                        |  |
| Terrace                      |  |
| Way                          |  |

#### D. Renaming/Naming of Streets

There are five main scenarios that could warrant a street renaming:

1. The name of a street can also change if the owners of record of the real property that abuts the street petition to have it changed.
2. Street names may change for the purpose of clarification.
3. Streets may need to be renamed due to construction projects that create a disconnected street segment.
4. Streets may also be renamed if the name is considered to be a risk to the homes or businesses on said street.
5. Street names may change due to the closing of a street.

##### 1. Petitioner-Initiated Street Name Change

If a property owner wants to change the name of the street, they must own a parcel fronting the street to be renamed. Each property owner gets one vote, regardless of the number of parcels owned. They must file an application with the Addressing Coordinator, and collect signatures from 75% of real property owners. If less than 75% agreed to the new name, the street name will not change. For streets with five (5) or fewer properties, signatures from the majority of real property owners must be obtained. If a petitioner-initiated street renaming takes place in the

unincorporated area of Forsyth County, Board of County Commissioner approval is required regardless of the percent of approval from the property owners.

Any property that has addressed improvements, be those real or personal, and uses a right-of-way or easement to access their property will have the same voting rights as a property owner that owns real property that abuts the street to be renamed. If a property owner has a right of way or easement but does not have any addressed improvements on the property off the street to be renamed, they will not have voting rights.

All property owners must be contacted, including vacant properties, and must have documentation of a “Yes” or “No” on the petition, along with signature. All real property owners along said street including vacant properties must be notified about the street name change proposal. The petitioner must provide documentation that all owners have been notified either by a “Yes” or “No” vote with signature on the petition or by proof of certified mailings to the owners. If less than 75% of owners are documented with a “Yes” vote the street name will not change.

## 2. Street Name Clarification

In some places the street name that is being used differs from historic documents (whether name and/or spelling). In these locations, the Addressing Coordinator will determine the best course of action by prioritizing the following potential impacts: 1) Public Safety- Would changing the street name to the one that is being used have an adverse effect on public safety? 2) Plat(s) that are recorded in the Forsyth County Register of Deeds Office prior to documented questions regarding the spelling submitted to the MapForsyth Addressing Team. If a plat exist that contradict the spelling of the street name, then the plat that is recorded first will be used. Once the name that is going to be used is determined, the Addressing Coordinator will mail, first class, official address notice letters.

## 3. Street Renaming/Naming Due to Construction

If a previously continuous existing street segment is separated or interrupted due to new development, barrier, or construction of a new road, then one street segment must be renamed in order to avoid confusion. Existing streets that meet this criteria should be renamed following the renaming priority policies in this document.

## 4. Street Renaming/Naming Due to Public Safety

In the event that a street name is found to be a public safety risk, the Addressing Coordinator can initiate the street renaming process.

## 5. Closing of a Street

If a portion of an existing street is to be permanently closed by the installation of barriers or the removal of pavement, two separate street segments with the same name would occur. In this situation, one of the two street segments must be renamed. Street renaming in this case is dependent upon the method of closure as follows:

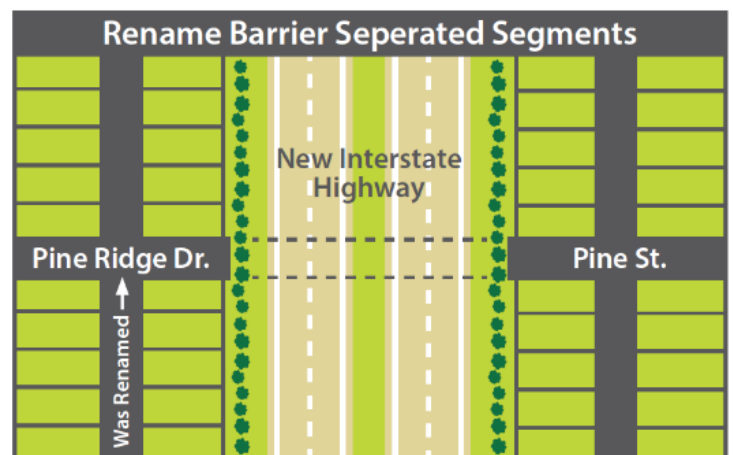


Figure 19. Renaming due to construction.

- **For a Petitioned Closing.** If the street closing was initiated by petition, the street segment adjoining the properties whose owners submitted the petition that closed the street is the segment to be renamed.
- **Staff or Elected Body Initiated Closing.** If a street closing is initiated by staff or an elected body, the street segment with the fewer homes, dwellings, and/or commercial structures along the street should be renamed in order to minimize the number of impacted property owners.
- **Street Realignment.** If the path of a street segment is realigned by an official construction project, disconnected remnants of the original street segment will most likely be required to change street names in order to avoid the confusion of having two street segments with the same name.

*Voting Procedures for Scenarios 3 – 4 Previous:*

In cases where the construction has changed the shape and/or location of the street, a street is renamed due to public safety, and/or a street is closed and the name must be changed, the MapForsyth Addressing Team will contact all the real property owners by first class mail and collect suggestions for the new street name. When streets are being named or renamed, careful consideration must be given to the property owner and ingress/regress ownership because street name changes will have differing impacts based on ownership types. Each owner of property should have voting rights on the new street name as they have an interest in the property. The ownership type will determine the number of votes each property receives based on ownership and number of properties owned.

A property owner is defined as an individual, trustee, an executor, an administrator, another fiduciary, a corporation, a limited liability company, an unincorporated association, a partnership, a sole proprietorship, a company, a firm or another legal entity owning property. The owned property may abut the street to be named, or right-of-way that is listed on the most recent recorded deed in the Forsyth County Register of Deeds Office, or in the estate file in the Forsyth County Clerk of Courts Office at the time the Street Naming Petition is filed with the Addressing Coordinator.

After those proposed street names are collected, the MapForsyth Addressing Team will review the requested names. The names that meet the street naming standards of this document can be voted on by the real property owners. The suggested name that meets the street naming requirements outlined in this document and has the majority votes cast by the property owners will be the new street name. If property owners choose not to vote on the suggested name that meets the street naming requirements outlined in this document, a new street name will still be chosen by the majority of votes received.

A fifteen (15) day time period is allowed for property owners to return name suggestions. Suggestions can be received by letter, email, or fax. Once a name is approved by the MapForsyth Addressing Team, a letter will be sent via first class mail to the property owners asking them to vote on the approved name. At that time, another fifteen (15) day time period is allowed for votes to be returned to the MapForsyth Addressing Team. If only one street name of those suggested meets the standards of this document, that name will become the new street name without having to hold a vote.

Any person or persons owning a parcel of land shall have a vote according to the number of parcels owned. For this purpose, a parcel of land shall be one with an individual deed recorded at the Forsyth County Register of Deeds Office. If a person owns five individual parcels abutting the street to be named, they shall have five votes. If a person owns one parcel of land abutting the street to be named, they shall have one vote. If multiple persons own a single parcel of land abutting the street to be named, they shall have one combined vote. This shall be the same for person(s) owning property that has a right of way or easement recorded in the Forsyth County Register of Deeds Office abutting the street to be named or renamed.

The voting scenarios described are not all inclusive. Other ownership situations will be evaluated at the discretion of the Addressing Coordinator.

#### **E. Effective Dates for General Address Changes**

Street names that are approved between June 1<sup>st</sup> and November 1<sup>st</sup> may have an effective date of the first business day in January. Street names that are changed between November 1<sup>st</sup> and June 1<sup>st</sup> may have an effective date of July 1<sup>st</sup>.

Other effective dates, as decided by the Addressing Coordinator, may be necessary aside from those referenced above. This may be due to street construction projects completion dates or the official opening of street. No less than a thirty (30) day notice will be given between the approval date of a new street name and the effective date of a new street name.

## **VII Naming Process**

### **A. City of Winston-Salem New Street Naming**

This section describes the process for naming a new street in the city limits of Winston-Salem without using a recorded plat.

1. MapForsyth Addressing Team requires a street to be named due to number of dwellings or improvements or the potential for more dwellings or improvements on the unnamed street.
2. Property owners that own property on the street are contacted, asking what they would like to have as the new street name. Property owners will have no less than fifteen (15) calendar days to contact a MapForsyth Addressing Team member with their suggestions. The MapForsyth Street Naming/ Renaming Application must be completed and any applicable fees paid before the new street name can be adopted.
3. After the new name is determined it will go through a public hearing with the City of Winston-Salem Public Works Committee. This is a public hearing and notification of the hearing will be sent via first class mail to the property owners no less than fifteen (15) calendar days before the hearing date. A notice of public hearing will also be posted in the court house, and mailed first class to two public places to be posted no less than fifteen (15) calendar days before the hearing date.
4. If the street naming is approved by the City of Winston Salem Public Works Committee, the new street name will then be voted on by the City of Winston-Salem Council the following regular monthly meeting.
5. If the new street name is passed by the City of Winston-Salem Council, the MapForsyth Addressing Team will notify all property owners of the new address by mail. The address numbers will be reviewed and may also change. It is the responsibility of the property



owners to post their new address, and notify any services that they have of their new addresses. The MapForsyth Addressing Team will work with the property owners to set an effective date of the new street name. The MapForsyth Addressing Team may choose to have the effective date of July 1<sup>st</sup> or January 1<sup>st</sup>. The property owners will have no fewer than thirty (30) calendar days from the date the street name is approved by the City of Winston Salem Council to change their address.

## **B. Forsyth County, Clemmons, Lewisville, Rural Hall, Tobaccoville, & Walkertown New Street Naming**

This section describes the process for naming a new street in the unincorporated area of Forsyth County without using a recorded plat.

1. MapForsyth Addressing Team requires a street to be named due to number of dwellings or improvements or the potential for more dwellings or improvements on the unnamed street.
2. Property owners that own property on the street are contacted, asking what they would like to have as the new street name. Property owners will have no less than fifteen (15) calendar days to contact a MapForsyth Addressing Team member with their suggestions. The MapForsyth Street Naming/ Renaming Application must be completed and any applicable fees paid before the new street name can be adopted.
3. After the new name is determined, it will go through a public hearing with the Forsyth County Commissioners. Notification of the hearing will be sent via first class mail to the property owners no fewer than fifteen (15) calendar days before the hearing date. A notice of public hearing will also be posted in the court house, and mailed first class to two public places in the township where the new street is located to be posted no less than fifteen (15) calendar days before the hearing date. The new street name must be heard at two briefings and a public hearing and then it will be voted on by the Forsyth County Commissioners.
4. If the street naming is approved by the Forsyth County Commissioners, the MapForsyth Addressing Team will notify all property owners of the new address by first class mail. The address numbers will be reviewed and may also change. It is the responsibility of the property owners to post their new address and notify any services that they have of their new addresses. The MapForsyth Addressing Team will work with the property owners to set an effective date of the new street name. The MapForsyth Addressing Team may choose to have the effective date of July 1<sup>st</sup> or January 1<sup>st</sup>. The property owners will have no fewer than thirty (30) calendar days from the date the street name is approved by the Forsyth County Board of Commissioners to change their address.

## **VIII Street Signs**

Street signs will be maintained, replaced, or installed by the jurisdiction in which they fall. If a citizen or developer is naming a street the first time, the cost for the sign is their responsibility. When a street renaming is initiated by the MapForsyth Addressing Team, there will be no cost to the property owners for the signs.

For the cost of new street signs, reference shall be made to the appropriate jurisdiction in which the street sign falls.



**Table 3: Contact Information for Municipalities**

| <b>Municipality</b> | <b>Location</b>                                    | <b>Phone</b>   |
|---------------------|--|----------------|
| Bethania            | 5385 Ham Horton Lane, Bethania, NC 27010           | (336) 922-4744 |
| Clemmons            | 3715 Clemmons Road, Clemmons, NC 27012             | (336) 766-7511 |
| High Point          | 211 S Hamilton Street, High Point, NC 27260        | (336) 883-8517 |
| Kernersville        | 134 E Mountain Street, Kernersville, NC 27284      | (336) 996-3121 |
| King                | 229 S Main Street, King, NC 27021                  | (336) 983-8265 |
| Lewisville          | 6510 Shallowford Road, Lewisville, NC 27023        | (336) 945-5558 |
| Rural Hall          | 423 Bethania-Rural Hall Road, Rural Hall, NC 27045 | (336) 969-6856 |
| Tobaccoville        | 4260 Tobaccoville Road, Tobaccoville, NC 27050     | (336) 983-0029 |
| Walkertown          | 5177 Main Street, Walkertown, NC 27051             | (336) 595-4212 |

**PAGE INTENTIONALLY LEFT BLANK FOR SPACING  
ONCE MORE DIAGRAMS ARE INCLUDED.**

## IX Appendix of Workflows

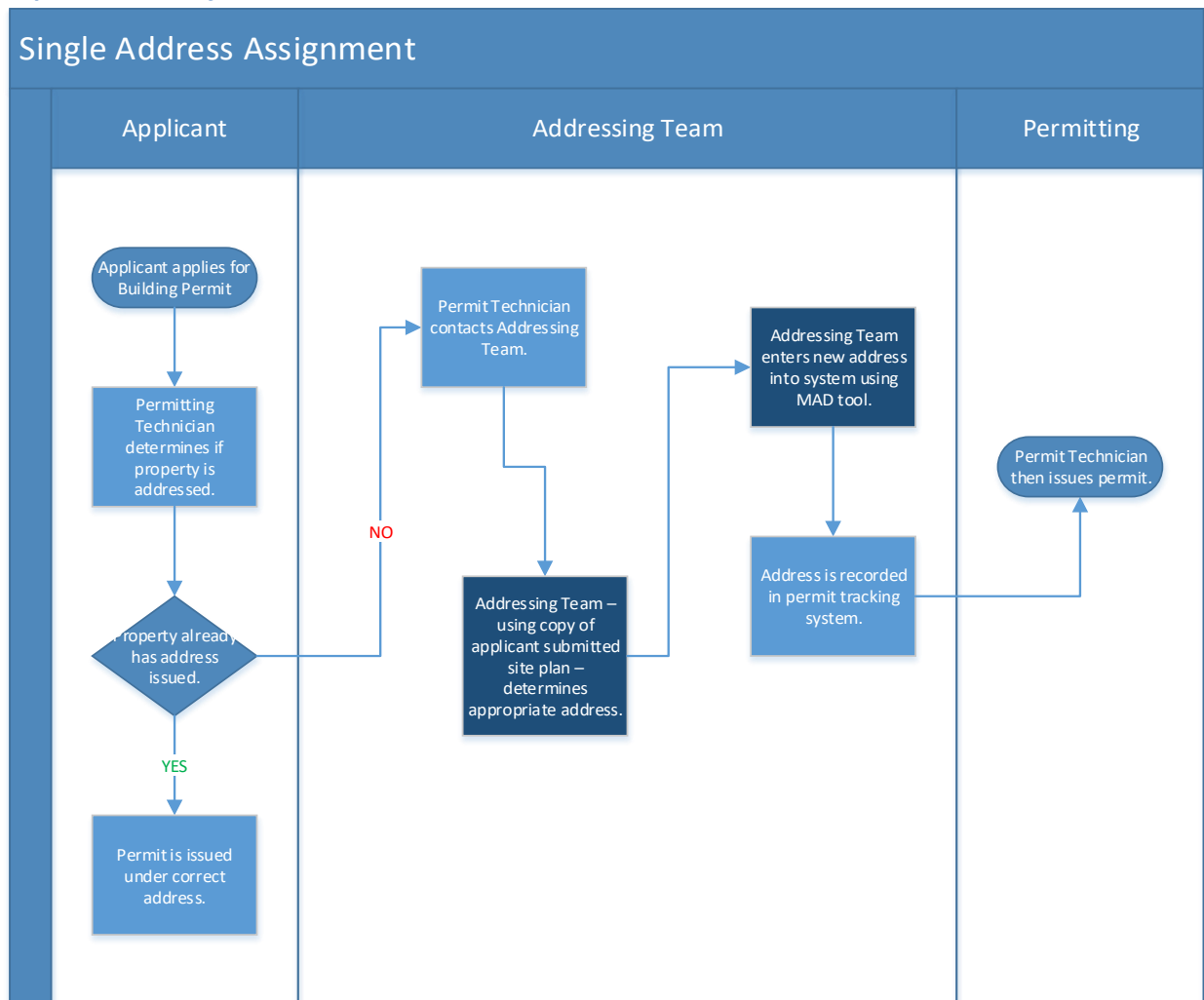
**NOTE:** These procedures are designed to work when the MAR is fully functional. In many of the steps a temporary procedure is described. This provides an intermediate stage for the Addressing Coordinator to use until the MAR is completed. These temporary actions are provided in shaded text. As the new processes become available, these should be removed from the Manual.

### A. Single Address Assignment Workflow

The single address assignment workflow is designed to manage situations where:

1. a vacant property is found with no address of record;
2. a single existing property with an address needs an additional address for an accessory or other type of structure or addressable feature; and
3. a freestanding feature, such as a utility or other civic furniture, often located in the right-of-way or on public property, requires an address.

#### Steps in this Workflow



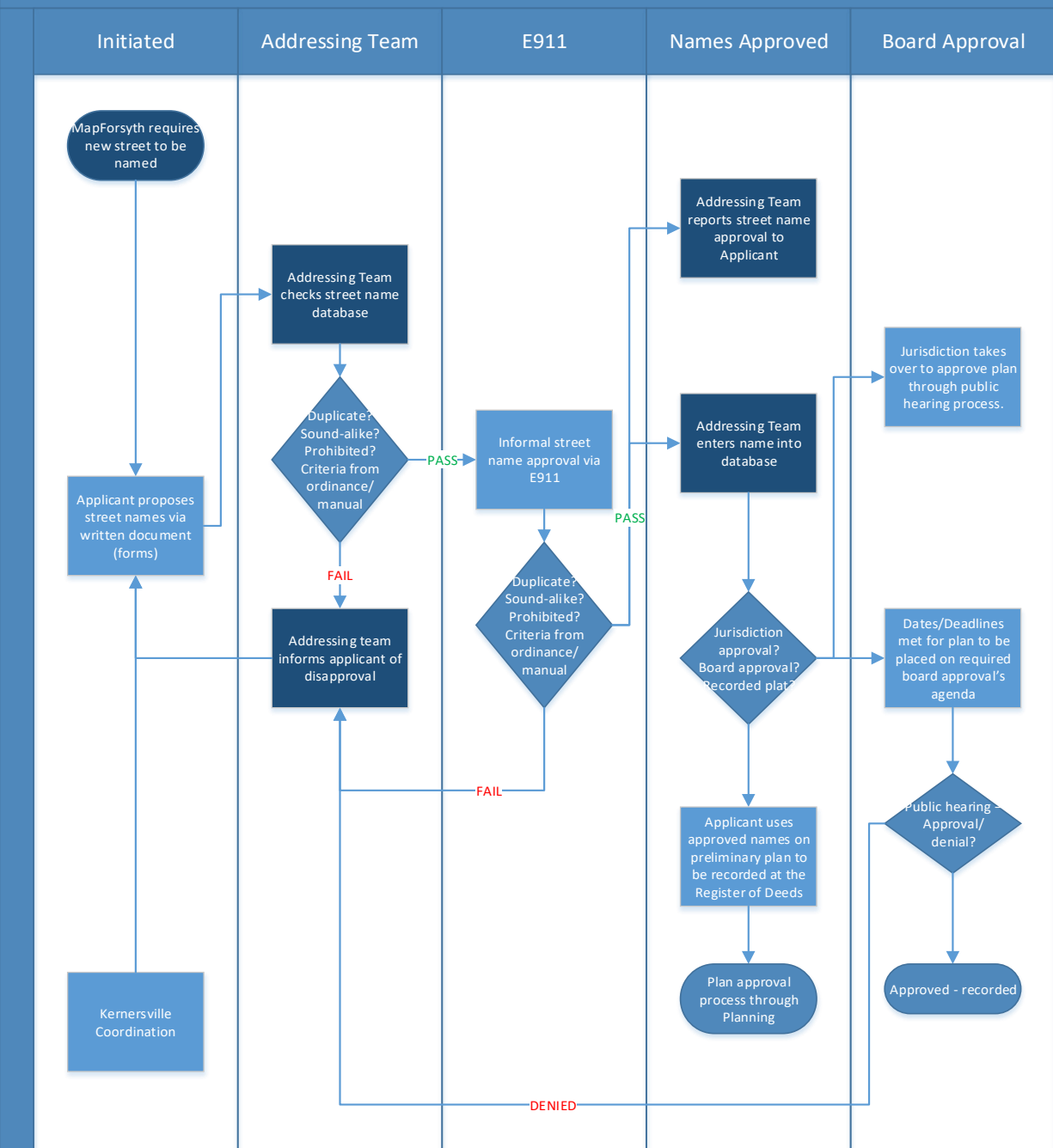
## **B. Street Name Approval Workflow**

Street names must be reviewed and approved by the MapForsyth Addressing Team. They also must be placed on a plat to be recorded at the Register of Deeds or approved by the governing board by a public hearing in which the street is located.

### *Steps in this Workflow:*

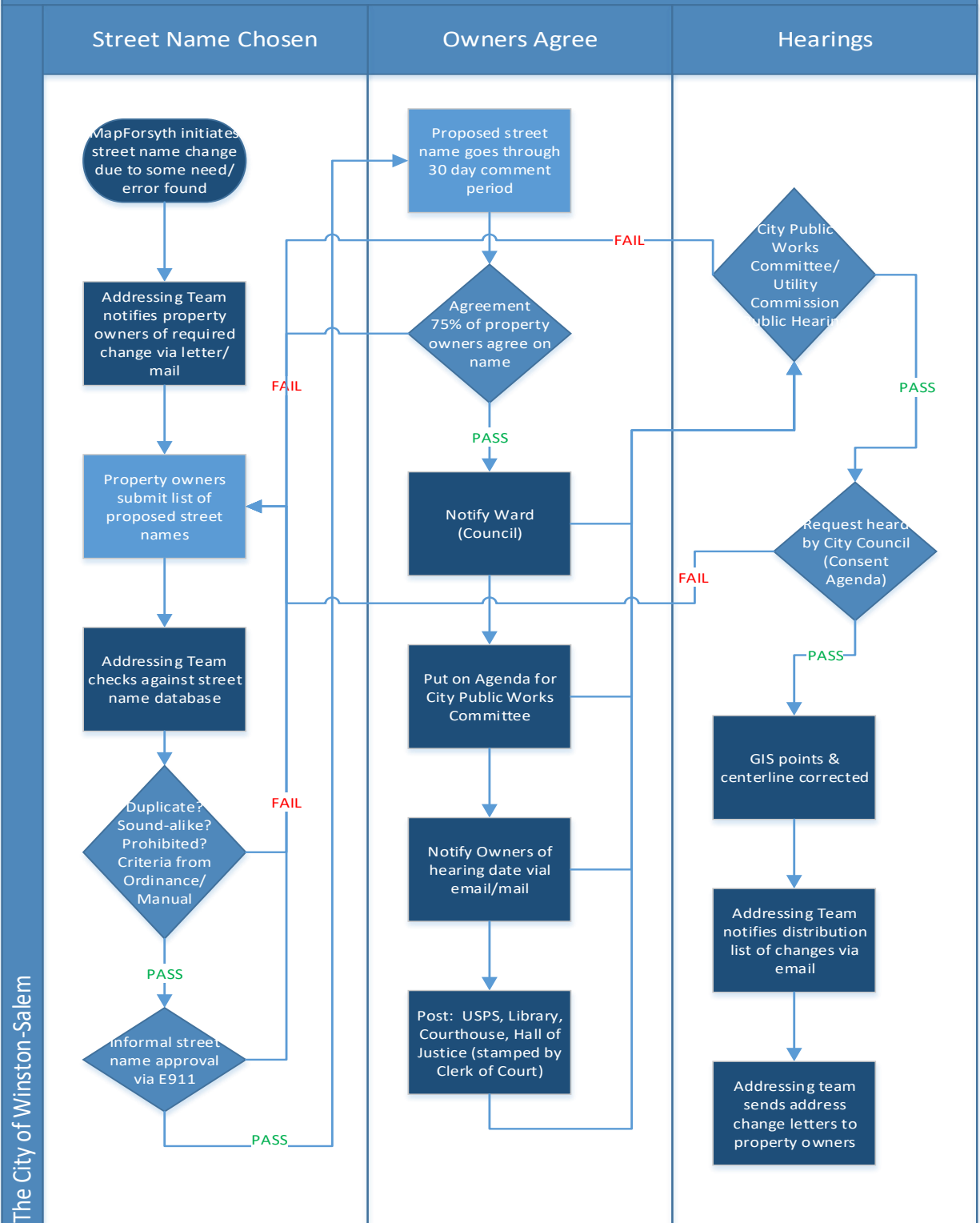
#### *1. Forsyth County and Other Jurisdictions*

# Forsyth County and Other Jurisdictions Street Name Approval



2. City of Winston-Salem

## City of Winston-Salem Street Name Approval

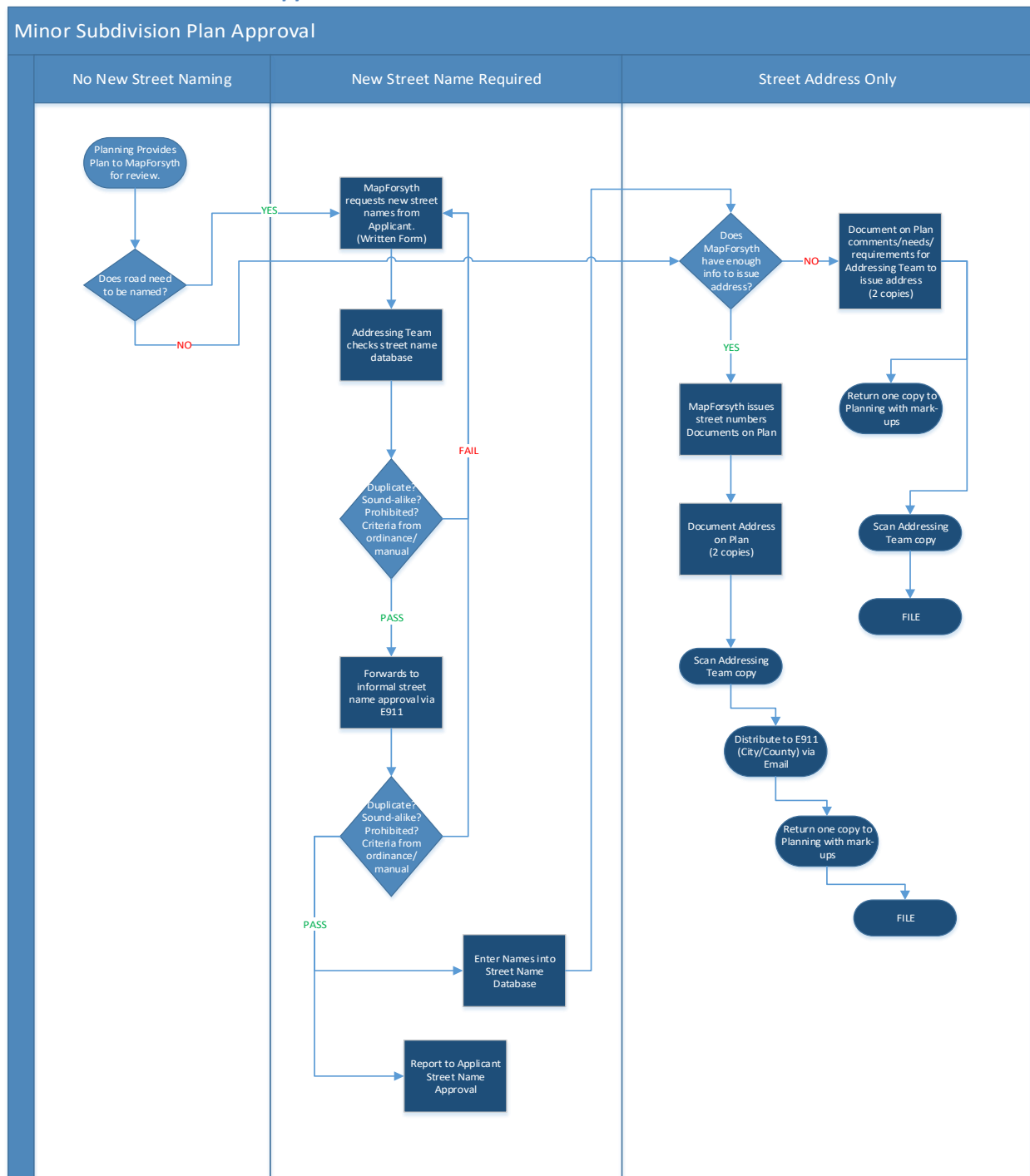


### C. Address and Street Name Assignment for Projects with Subdivision Plat Workflow

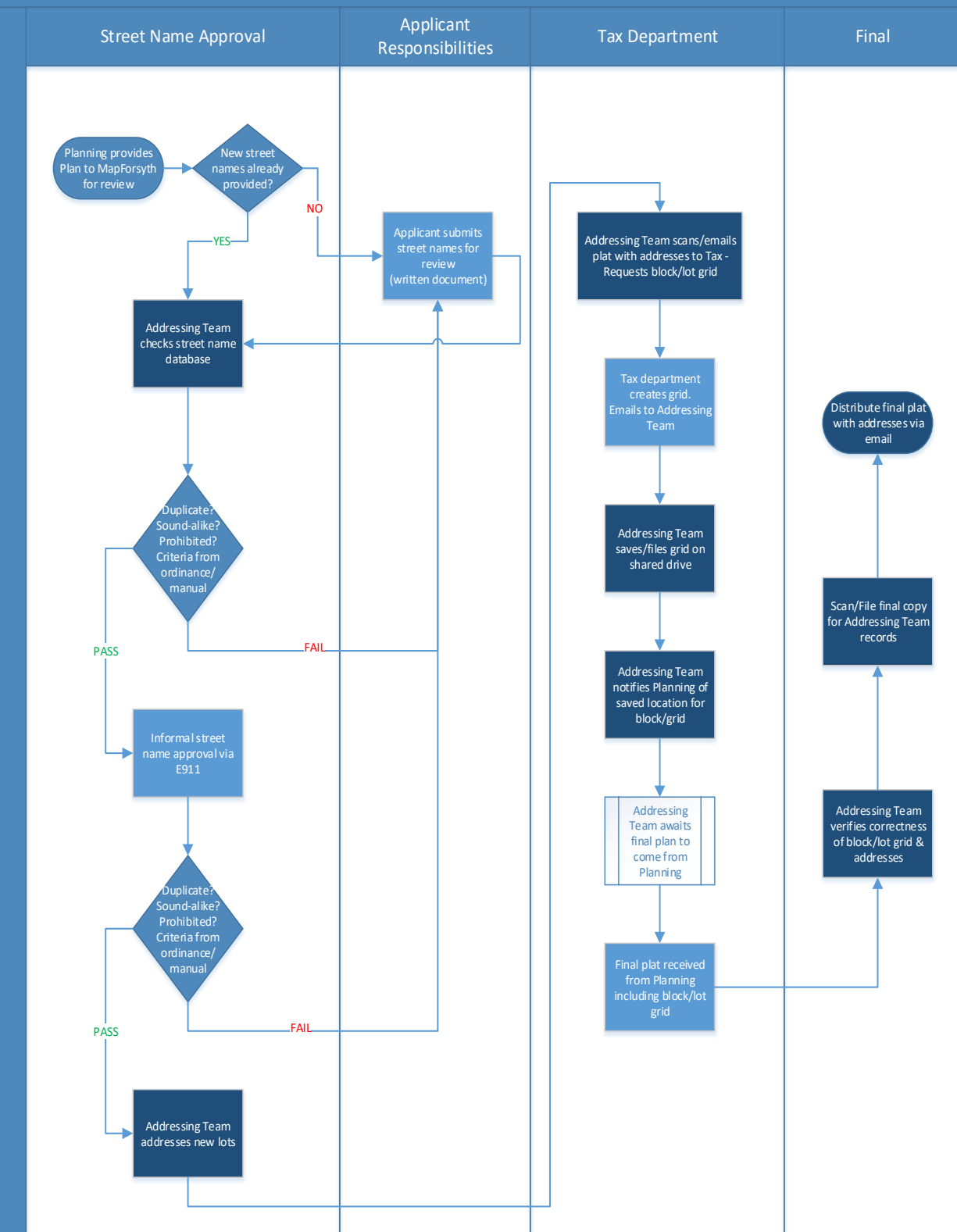
The Subdivision Plat Approval Workflow includes the steps for minor subdivision plan approval and major subdivision plan approval.

#### Steps in this Workflow:

#### 1. Minor Subdivision Plan Approval



# Major Subdivision Plan Approval



2. Major Subdivision Plan Approval



#### D. Address Number or other Address Element Change Workflow (except Street Name)

This workflow is used when an address is reported to be incorrect, or to have an anomaly in it. The staff researches the information provided, and determines what part of the address needs to be changed (if any), and then either informs the applicant or notifier whether the correction will be made or not. If the issue is with the street name, then the matter is referred to the street name change process prior to other corrections or changes being made.

##### Steps in this Workflow:

