

STREETS AND SIDEWALKS

Chapter 21

STREETS AND SIDEWALKS\*

**Art. I. In General, §§ 21-1—21-20**

**Art. II. Excavations, §§ 21-21—21-55**

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**Art. IV. Street Standards, §§ 21-101—21-112**

**Art. V. Street Naming and Address Guidelines §§ 21-120—21-128**

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\***Charter reference**—Special assessment for street improvements, § 6.106.

**Cross references**—“Sidewalk” and “street” defined, § 1—3; duties of city-county beautification commission with respect to streets, § 2-32; regulating governing signs abutting or visible from I-75 right-of-way, § 3-16 et seq.; buildings and building regulations, Ch. 7; moving houses or other buildings over or across streets, § 7-131 et seq.; erosion and sediment control, Ch. 10; motor vehicles and traffic, Ch. 13; operation of sound amplifiers on streets, § 14-31 et seq.; trimming, cutting, etc., trees on streets or sidewalks, § 15-9; railroads, Ch. 18; littering streets, § 20-37 et seq.; utilities, Ch. 23; vehicle for hire, Ch. 24; zoning ordinance, App. A.

**State law references**—General authority of city as to streets and sidewalks, Ga. Const. Art. IX, § II, ¶ III (a)(4), OCGA § 36-34-3; street systems, OCGA § 32-4-90 et.seq.; street improvements, OCGA § 36-39-1 et.seq.

## STREETS AND SIDEWALKS

### ARTICLE I. IN GENERAL

#### **Sec. 21-1. Certain ordinances relating to streets not affected by Code.**

Nothing in this Code or the ordinance adopting this Code shall affect any ordinance dedicating, naming, establishing, locating, relocating, opening, closing, paving, widening or vacating any street or public way in the city, or any ordinance establishing and prescribing the grades of any street in the city, and all such ordinances are hereby recognized as continuing in full force and effect to the same extent as if set out at length in this Code.

#### **Sec. 21-2. Changing grade.**

No person shall raise or change the grade of, or otherwise interfere with, any street or sidewalk, without first obtaining written permission from the city council.

(Code 1967, § 21-6)

#### **Sec. 21-3. Obstructions, generally.**

No person shall obstruct any street or sidewalk in the city, except temporarily in the moving of goods, merchandise or agricultural products in the necessary course of trade, without permission from the city council.

(Code 1967, § 21-2)

**Cross references**—Obstructing streets by picketing, § 15-13; trains blocking crossings, § 18-1.

#### **Sec. 21-4. Display of merchandise.**

It shall be unlawful for any person to display, for sale or otherwise, any boxes, barrels, coops, buggies, plows, mowing machines, rakes, hoes, shovels or any other article of merchandise whatsoever on the streets or sidewalks of the city, without permission from the city council.

(Code 1967, § 21-1)

**Cross reference**—Provisions of litter-control ordinance relative to crates, boxes and other containers on streets or other public property, § 20-38.

#### **Sec. 21-5. Playing ball.**

No person shall throw, catch, bat or kick any ball or otherwise engage in the playing of any game with a ball, on any street or sidewalk.

(Code 1967, § 21-8)

#### **Sec. 21-6. Bicycle riding or skating on sidewalks; skating on streets in fire district.**

No person shall ride a bicycle or skate on the sidewalks of the city and no person shall skate on any street within the fire district of the city.

(Code 1967, § 21-7)

**Cross reference**—Fire district, § 7-17.

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### **Sec. 21-7. Camping on streets.**

No person shall camp on any street in the city.  
(Code 1967, § 15-3)

### **Sec. 21-8. Spitting on sidewalks.**

It shall be unlawful for any person to spit upon the paved or tiled sidewalks of the city.  
(Code 1967, § 15-19)

**Cross reference**—Provisions of litter-control ordinance relative to spitting hulls, peelings, etc., on sidewalks, § 20-39

### **Sec. 21-9. Damaging, defacing, etc., street name signs.**

No person shall injure, deface, destroy, tear down or remove any sign or other device placed by authority of the city council for the purpose of indicating the name of any street.

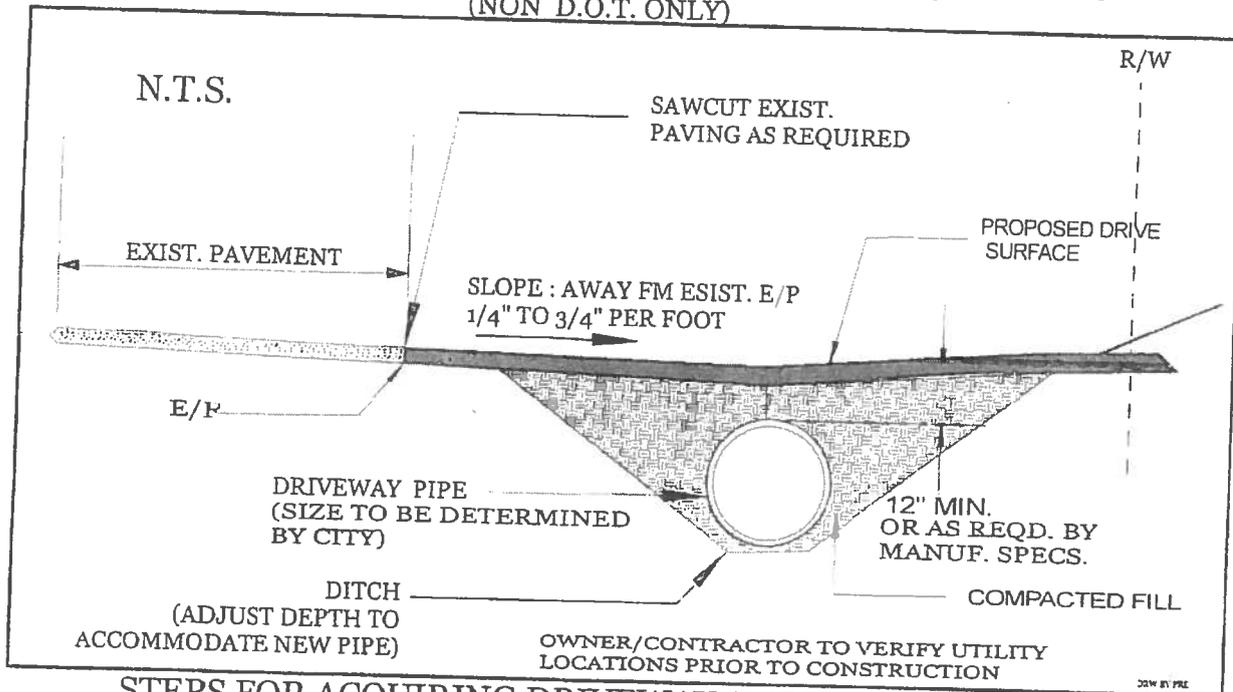
(Code 1967, § 21-5)

**Cross reference**—Damaging property generally, § 15-8.

### **Sec. 21-10**

The following is adopted by the City of Forsyth for residential driveway installation, including steps for acquiring a driveway permit, driveway requirements, and driveway approach application:

**CITY OF FORSYTH RESIDENTIAL DRIVEWAY REQUIREMENTS  
(NON D.O.T. ONLY)**



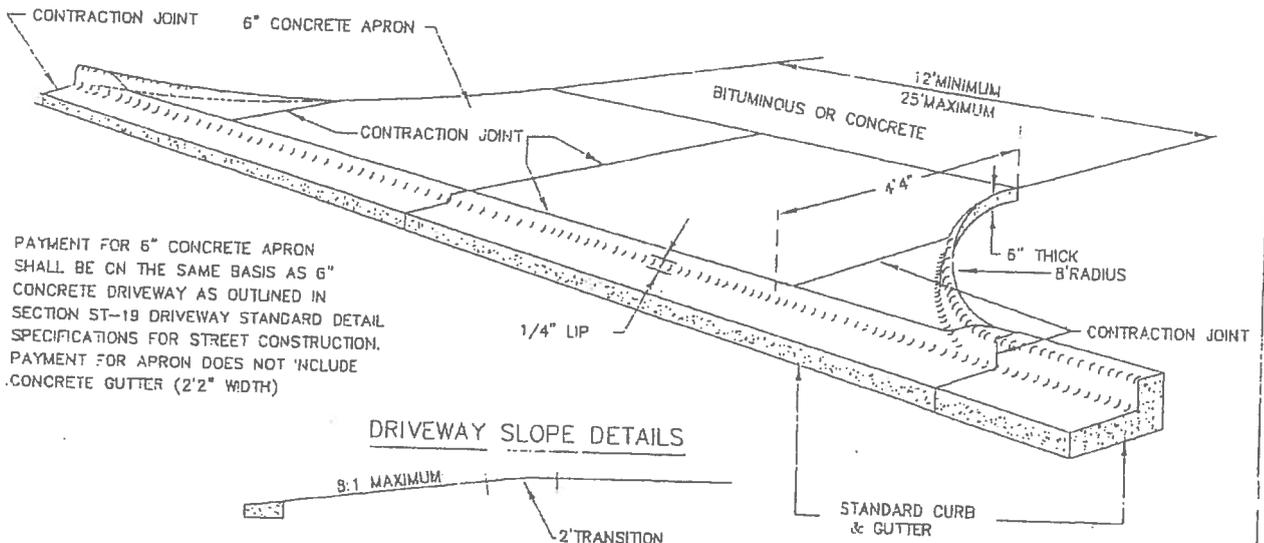
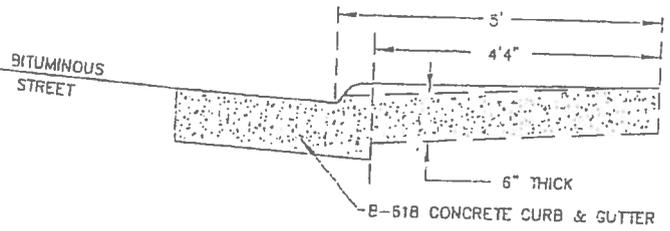
**STEPS FOR ACQUIRING DRIVEWAY PERMIT**

1. OWNER / DEVELOPER/CONTRACTOR TO STAKE CULVERT LOCATION USING VISIBLE MARKINGS (FLAGS, STAKES, RIBBON, OR COMBINATION)
2. OWNER/DEVELOPER/CONTRACTOR TO REQUEST PERMIT APPLICATION FROM CITY OF FORSYTH, COMPLETE APPLICATION AND RETURN TO CITY ALONG WITH PERMIT FEES
3. CITY REPRESENTATIVE WILL THEN INSPECT SITE TO DETERMINE PIPE SIZE (IF REQUIRED) AND APPROVE LOCATION. OWNER WILL BE CONTACTED WITH RESULTS.
4. UPON INSTALLATION OF CULVERT (FROM ABOVE DETAIL), OWNER/DEVELOPER/ CONTRACTOR WILL CONTACT CITY OF FORSYTH FOR FINAL INSPECTION.
5. IF INSTALLATION IS APPROVED, PERMIT WILL BE ISSUED TO OWNER OR REPRESENTATIVE

**DRIVEWAY REQUIREMENTS:**

1. ONLY APPROVED CULVERT MATERIALS WILL BE PERMITTED: (a) CORRUGATED METAL (NEW OR LIKE NEW CONDITION), STEEL PIPE (1/4" OR MORE WALL THICKNESS), A.D.S. DOUBLE WALL PIPE (ONLY WHEN INSTALLED WITH MANUFACTURERS RECOMMENDED FILL COVER).
2. DRIVEWAY SHALL BE GRADED TO PROHIBIT WATER FROM ENTERING ROADWAY (ABOVE DETAIL)
3. DITCH TO BE GRADED TO ACCOMMODATE PIPE (IF REQD.) AS SHOWN ABOVE BY OWNER
4. ALL CULVERT PIPES SHALL HAVE ADEQUATE COVER (PER MFG SPECIFICATIONS)
5. FINAL DRIVEWAY FINISH TO BE CONCRETE, ASPHALT, G.A.B., CRUSHER RUN (NO LOOSE ROCK)
6. OWNER/DEVELOPER/ CONTRACTOR TO FURNISH ALL MATERIALS, LABOR, AND EQUIPMENT
7. ALL DISTURBED AREAS INSIDE RIGHT-OF-WAY TO BE FERTILIZED, SEEDED, AND MULCHED
8. MIN. LENGTH OF CULVERT IS 20'
9. IF CROSSING OF SIDEWALK IS REQUIRED, SIDEWALK SHALL BE TIED TO NEW DRIVEWAY ACCORDING TO A.D.A. REQUIREMENTS. WHERE SIDEWALK CROSSES

MATERIALS: MNDOT 3A32 CONCRETE MIX  
 W/6.5% ± 1.5% AIR ENTRAINMENT



PAYMENT FOR 6" CONCRETE APRON  
 SHALL BE ON THE SAME BASIS AS 6"  
 CONCRETE DRIVEWAY AS OUTLINED IN  
 SECTION ST-19 DRIVEWAY STANDARD DETAIL  
 SPECIFICATIONS FOR STREET CONSTRUCTION.  
 PAYMENT FOR APRON DOES NOT INCLUDE  
 CONCRETE GUTTER (2'2" WIDTH)

DRIVEWAY SLOPE DETAILS



**TYPICAL RESIDENTIAL DRIVEWAY APRON  
 DETAIL DRAWING ST-7**

NOT TO SCALE  
 4-96  
 REVISED: 6-00  
 3-11



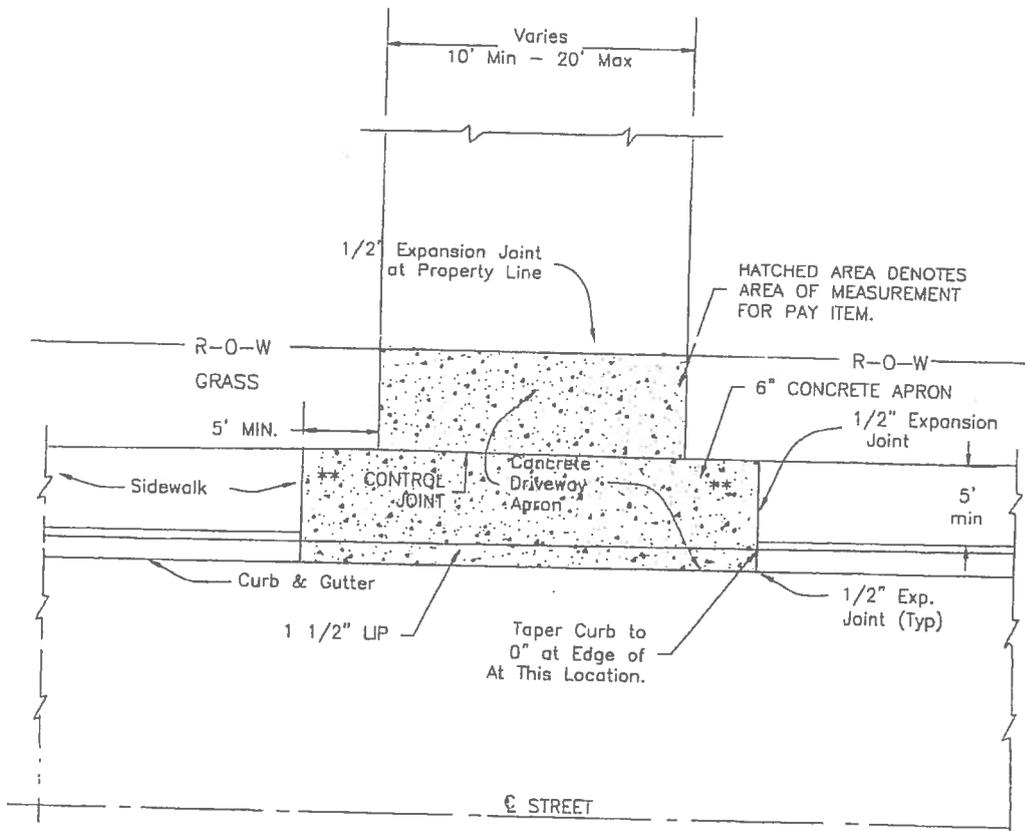
STANDARD DETAILS



TITLE  
DRIVEWAY DETAIL  
FOR RESIDENTIAL DRIVEWAYS

Issue Date  
January, 2007

STD-32  
Revision Date



\* Sidewalks at back of curb by permission of City of Sherwood Engineering Department (only when conditions dictate).

\*\* Sidewalk area at driveway shall have cross slope of 1:50.

Thickness and reinforcements are required for conditions & expected wheel loading - 6" minimum thickness.

DRIVEWAY GRADES SHALL BE DESIGNED BY ENGINEER TO KEEP STORMWATER IN STREET, 2% MINIMUM SLOPE AT SIDEWALK CROSSING, MAXIMUM % OF GRADE CHANGE IS 16.

No: \_\_\_\_\_  
Date: \_\_\_\_\_

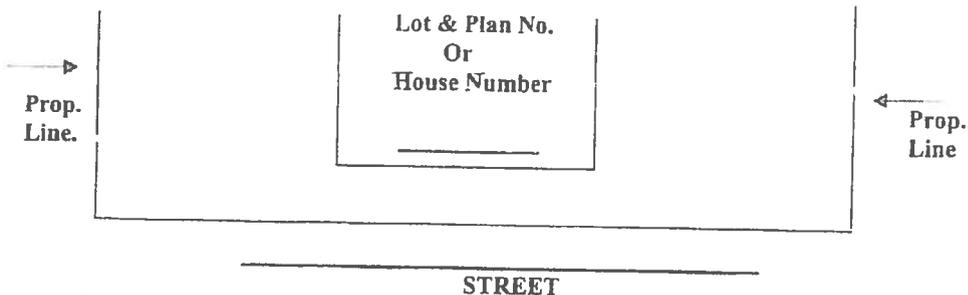
**DRIVEWAY APPROACH APPLICATION**

Ramp     New                       Widen                       Rebuild

Culvert     Length: \_\_\_\_\_      Diameter: \_\_\_\_\_

I, \_\_\_\_\_  
(name, please print)                      (Street)  
\_\_\_\_\_  
(City)                      ( COUNTY )                      (Postal Code)                      (Phone No.)

hereby apply to the City of FORSYTH for the construction of a driveway approach between the curb and sidewalk at:



and agree to conform with the City's rules and regulations governing the construction of driveways and to pay all costs where necessary.

Please Mark On:

1. Proposed Location of Driveway Approach and proposed width
2. Minimum distance from house to property line.
3. Lot dimensions: \_\_\_\_\_

REGISTERED OWNER SIGNATURE: \_\_\_\_\_  
RETURN THIS SIGNED APPLICATION WITH PAYMENT

**OFFICE USE ONLY**

DATE APPLICATION CHECKED AND APPROVED: \_\_\_\_\_  
ESTIMATED COST

\$ _____	(APPROVED BY)	(DATE PAID)
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**THIS AMOUNT IS NOT REFUNDABLE**

ENGINEER'S REPORT:                       Concrete                       Asphalt

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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### **Sec. 21-11. Fee for installation.**

Fees for the permitting of driveway installations pursuant to this ordinance shall be as prescribed from time to time by the City Council.

### **Secs. 21-12—21-20. Reserved.**

## ARTICLE II. EXCAVATIONS

### DIVISION 1. GENERALLY

### **Sec. 21-21. Safety precautions.**

It shall be the duty of the person making any excavation or cut pursuant to a permit issued under this article to maintain a Georgia Department of Transportation (GDOT) approved safety barrier at the site until the excavation or cut is repaired completely. The cut shall be maintained as to not impede normal traffic flow at all times.

(Code 1967, § 21-5.1)

### **Sec. 21-22. Restoration of surface.**

Upon completion of an excavation or cut pursuant to a permit issued under this article, it shall be the duty of the holder of the permit to repair and restore the surface of the street or sidewalk to the City's satisfaction according to standard Department of Transportation (DOT) specifications. The repair and restoration must be accomplished within 30 days, after which the City will repair and restore the sidewalk and bill the holder of the permit the full cost of said repairs. If the cost is not paid within 10 days after billing by the City, a lien will be placed against the holder of the permit and/or the property being serviced by such utility and no further permits will be issued until the lien is satisfied in full.

(Code 1967, § 21-5.1; Ord. of 9-13-79, § 4)

### **Secs. 21-23—21.35. Reserved.**

### DIVISION 2. PERMIT

### **Sec. 21-36. Required; exceptions.**

It shall be unlawful for any person to make any cut or excavation in any city street or sidewalk, without first obtaining a permit therefor from the city council. This section shall not apply to any duly authorized employee or agent of the city.

(Code 1967, § 21-5.1; Ord. of 9-13-79, § 1)

### **Sec. 21-37. Application.**

The application for a permit required by this division shall state the name of the person who expects to cut the street or sidewalk or make the excavation therein, for whom, for what reason and where the work is to be done and the number of days required to do the work.

(Code 1967, § 21-5.1)

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### **Sec. 21-38. Fee.**

The applicant for a permit under this division shall pay such fee as may be designated from time to time by the city council.

(Ord. of 9-13-79, § 1)

### **Sec. 21-39. Issuance.**

The issuance of a permit applied for under this division shall be within the discretion of the city council, such discretion to be exercised upon the determination of the public interest or want of public street or sidewalk is concerned.

(Ord. of 9-13-79, § 2)

### **Sec. 21-40. Provisions as to holder's liability.**

Any person who shall obtain a permit required by this division shall thereby assume full responsibility for any loss or damage to the city or any person as a result of the excavation or cut or acts of negligence in connection therewith and shall indemnify the city against any loss resulting from any damage to either the person or property of any person and every such permit shall contain this provision.

(Code 1967, § 21-5.1)

### **Sec. 21-41. Display.**

In the event a permit is issued under this division, a copy thereof shall be publicly displayed at the site of the excavation or cut during the entire period that the work is being done.

(Ord. of 9-13-79; § 3)

### **Secs. 21-42—21-55. Reserved.**

## ARTICLE III. STREET NUMBERS FOR BUILDINGS

### **Sec. 21-56. Quadrants and base lines.**

(a) The city is divided into four (4) sections or quadrants. The median or base lines which separate the city into these districts are as follows:

(1) North and south lines: North Lee Street and South Lee Street;

(2) East and west lines: West Main Street and East Main Street.

(b) The city may be divided into as many additional districts as are necessary and property therein may be renumbered in order, as the districts are selected.

(Code 1967, § 21-9)

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### **Sec. 21-57. Numbering system.**

(a) All numbering of property in the city shall be consecutive and related to the base line described in Section 21-56; i.e., all east and west streets shall be numbered from the north and south base lines, regardless of the location of any street. The same shall apply to all north and south streets.

(b) All numbering shall be on a basis of twenty (20) feet to each number and shall be continuous across street intersections, except where it is necessary to reduce that field in intersecting streets.  
(Code 1967, § 21-9)

### **Sec. 21-58. Assignment of number.**

The city clerk is hereby authorized to assign numbers for property in accord with this article and this shall constitute the number to be used for any property in the city.  
(Code 1967, § 21-9)

### **Sec. 21-59. Standard for and display of number generally.**

The standard number adopted by the city shall not be less than two and one-half (2½) inches high. This standard is not intended to be arbitrarily fixed, but any substantial compliance therewith will be accepted by the city. The owner, or if he fails, the occupant of a building shall erect thereon, or on the lot occupied by such building, the number assigned thereto not farther than forty (40) feet from the street line and clearly visible from the street line and from the street in accordance with such standard.  
(Code 1967, § 21-9)

### **Sec. 21-60. Display of improper number.**

When numbers have been provided for streets and property on same, it shall thereafter be unlawful for the owner or occupant of any improved property to use number other than those provided by the city.  
(Code 1967, § 21-9)

### **Sec. 21-61. Temporary numbers during construction.**

Every person constructing a building of any kind shall, during construction, erect on the property a temporary number, as designated by the city, which shall not be smaller than five (5) by twelve (12) inches, posted not farther than ten (10) feet from the front of the lot on which the construction is being done, and which shall be visible from the street. Such number shall remain in place until a permanent number is erected pursuant to this article.  
(Code 1967, § 21-9)

### **Secs. 21-62—21-100. Reserved.**

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### ARTICLE IV. STREET STANDARDS

#### **Sec. 21-101. Streets required to meet standards.**

All streets constructed in the City of Forsyth following the enactment of this article shall meet all design and construction standards set out herein. The designation of a street by its builder or developer as private or as limited access shall not release the street from the standards.

(Ord. of 8-17-93, § 1)

#### **Sec. 21-102. Design requirements for streets.**

(a) Minimum right-of-way width: Fifty (50) feet with curb and gutter.

(b) Minimum pavement width: For streets in developments restricted to single-family residential use—twenty-two (22) feet excluding curb and gutter; and for all other streets—twenty-eight (28) feet including curb.

(c) Minimum cul-de-sac right-of-way: One hundred (100) feet diameter.

(d) Minimum cul-de-sac pavement width: Eighty (80) feet diameter, excluding curb.

(e) Minimum alley right-of-way and pavement width: Sixteen (16) feet.

(f) Maximum vertical grade: Twelve (12) percent.

(g) Minimum vertical grade: One and one-half (1 ½) percent.

(h) Minimum horizontal radii of center line curvature: One hundred (100) feet.

(i) Minimum sidewalk width: Four (4) feet.

(Ord. of 8-17-93, § 1; Ord. of 1-4-05)

#### **Sec. 21-103. Street intersections.**

Street intersections shall be as nearly at right angles as possible. No street intersections shall be at an angle of less than seventy-five (75) degrees.

(Ord. of 8-17-93, § 1)

#### **Sec. 21-104. Slope development.**

Street alignments are subject to performance standards as are appropriate to the city and state construction requirements as may be adjusted to any given site limitation, but at a minimum:

(a) The street system shall follow parallel contours of the land as closely as possible.

(b) Depth of cuts and fills shall be held to a minimum in order to avoid excessive land disturbance. The smallest practical area shall be denuded at any one time during the construction period. Suitable

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vegetative cover or mulch shall be applied immediately following construction to all denuded areas located on a street right-of-way.

(c) Permanent drainage structures shall be designed for anticipated runoff and be installed in the initial phase of road construction.

(Ord. of 8-17-93, § 1)

### **Sec. 21-105. Grading.**

All streets, roads and alleys shall be graded by the builder or developer so that pavement and sidewalks can be constructed as required. The minimum width of grading shall be the pavement width as specified in Section 21-102, plus six (6) feet on each side. Deviation from the above will be allowed only when due to special topographical conditions.

(a) *Preparation.* Before grading is started, that part of the right-of-way consisting of the area to be paved plus the shoulders, shall be first cleared of all stumps, roots, brush, other objectionable materials, and all trees not intended for preservation.

(b) *Cuts.* All tree stumps, boulders, and other obstructions shall be removed to a depth of two (2) feet below the subgrade. Rock and fill areas, when encountered, shall be scarified to a depth of twelve (12) inches below the subgrade.

(c) *Fill.* All suitable material from roadway cuts may be used in the construction of fills, approaches, or at other places as needed. Excess materials, including organic materials, soft clays, etc., shall be removed from the roadway. The fill shall be spread in layers not to exceed twelve (12) inches loose and compacted. The filling of utility trenches and other places not accessible to compacting shall be mechanically tamped.

(d) *Subgrade.* The subgrade shall be properly shaped, rolled, and uniformly compacted to conform with the lines, grades, and typical cross sections as shown on drawings approved as set out in this article. Unsuitable materials shall be excavated and replaced with acceptable compacted material.

(Ord. of 8-17-93, § 1; Ord. of 1-4-05)

### **Sec. 21-106. Storm drainage.**

An adequate drainage system, including necessary open ditches, pipes, culverts, intersectional drains, drop inlets, bridges, etc., shall be provided for the proper drainage of all surface water. Cross drains shall be provided to accommodate all natural water flow, and shall be of sufficient length to permit full roadway width and the required slopes. The size of pipe to be provided shall be engineeringly determined by the builder or developer, but in no case shall the pipe diameter be less than fifteen (15) inches.

A storm drainage plan shall be submitted at the preliminary review stage and shall contain the following information: location of proposed drainage ways, streams and sediment ponds; location, size and invert elevations of proposed drainage structures, including culverts, pipes, etc.; area of land contributing runoff to each drainage feature; location of easements and rights-of-way for drainage ways and maintenance accesses therefor; typical improvements around drainage features and culverts, if any; direction of water flow through the drainage area and computed velocities at those points deemed necessary by the city; and detailed engineering drawings on all impoundments structures, dams, sediment ponds, etc.

(Ord. of 8-17-93, § 1)

**Cross reference**—Erosion and sediment control, Ch. 10.

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### Sec. 21-107. Street improvements.

(a) *Curb and gutter required.* All streets shall provide curbs and gutters constructed with either precast concrete curb or integral concrete curb and gutter conforming to Georgia Department of Transportation specifications.

(b) *Paving required.* All streets must be prepared according to the following methods or by equivalent methods acceptable to the city.

(1) *Base.* The base shall consist of crushed stone or other approved material having a minimum thickness, after being thoroughly compacted, to six (6) inches and constructed on a prepared subgrade in accordance with these specifications and in conformity with the drawings submitted to and approved by the city. All materials shall generally conform to minimum acceptable standards of the Georgia Department of Transportation. All materials shall be mixed to the extent necessary to produce a thoroughly pulverized and homogeneous mixture. No base material shall be deposited or shaped when the subgrade is frozen or thawing or during unfavorable weather conditions.

(2) *Pavement.* Wearing surface shall conform to mixes found suitable by the Georgia Department of Transportation or an independent testing laboratory and shall be applied after prime coat. Unless otherwise approved by the city, pavement shall be constructed as follows: prime coat shall be cut-back asphalt or cut-back asphalt emulsion applied on a clean slightly damp surface in the amount of from one-tenth (0.10) to three-tenths (0.30) gallons per square yard, depending on the nature and condition of the surface; and wearing surface shall consist of an approved plant mix prepared in a central plant and composed of aggregate and bituminous material having an in-place minimum compacted thickness of one and one-half (1 ½) inches.

(3) *Sealing of joints.* Care and precaution shall be taken that all joints between the surface mixture and such structures as manholes and curbs are well sealed.

(4) *Damage to public streets.* The developer shall be responsible for damage and maintenance of previously accepted streets when undergoing construction on developments. Any pavement disturbed shall be fully restored in accordance with minimum acceptable standards of the Georgia Department of Transportation. Such restoration shall be fully completed within thirty (30) days from the date of first disturbance, provided, however, that the city may direct earlier completion in instances involving dire hazard to the public safety. When construction traffic of new development impacts severely on existing city streets, as determined by the City of Forsyth Public Works Department and the developer fails to take necessary corrective action, permits may be voided or withheld until proper repairs have been made. The cost of such restoration shall be paid by the developer or builder of a street subject to this article. Also, the developer's maintenance bond may be used for these off-site repairs and maintenance.

(Ord. of 8-17-93, § 1; Ord. of 1-4-05)

### Secs. 21-108—21-111. Reserved.

**Editor's note**—An Ord. of Jan. 4, 2005, repealed former §§ 21-108—21-111 in their entirety which derived from an Ord. of Aug. 17, 1993, § 1. Former § 21-108 pertained a guarantee against faulty material, former § 21-109 pertained of preliminary street

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approval, former § 21-110 pertained to the requirement for conformity of street work to approved plan, and former § 21-111 pertained to modifications of street plans.

### **Sec. 21-112. Final street plan approval.**

(a) Following completion of construction, upon the posting of a guaranty or surety and upon the submittal of a set of as-built plans conforming with the approved plan and the standards of the City Code as surveyed by a registered surveyor or civil engineer, the city council shall approve the street and accept a deed to the street right-of-way.

(b) Following the approval of the street by the city council and the acceptance of a deed to the right-of-way, the city clerk shall note the approval within the city minutes, and shall attach a plat of the street, to the city minutes, and shall record the plat and deed in the public deed records of Monroe County, Georgia, and shall furnish copies thereof to the developer or builder.

(Ord. of 8-17-93, § 1)

## **ARTICLE V. Street Naming and Address Guidelines Ordinance**

### **SECTION 21-120. PURPOSE**

This policy provides a framework for the City of Forsyth to develop a standard system by which addresses may be assigned and maintained from this time forward. This addressing system shall be used in designating addresses for new and existing parcels and/or structures and to resolve address problems which may confuse citizens or delay the response of emergency services and other service providers by:

- A. Establishing a legal framework for operation of the Street Naming and Addressing.
- B. Creating a formal system with standards and regulations for assigning street names to be administered by the Zoning Administrator.
- C. Creating a formal system with standards and regulations for assigning addresses to be administered by:
  1. Zoning Administrator – for new parcels and/or structures
  2. Zoning Administrator – for existing parcels and/or structures.
- D. Providing for notification of interested parties of assigned new street names and address numbers, and maintain a master record of addresses.
- E. Provide minimum standards and regulations for display of addresses and road signs that comply with Georgia Department of Transportation (GDOT), National Fire Protection Association (NFPA), Manual on Uniform Traffic Control Devices (MUTCD), and local ordinance standards.
- F. Providing for the enforcement of these guidelines.

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### SECTION 21-121. STREET NAMES

#### ***Section 21-121.1 – Authority***

The naming of new public and private streets in the City of Forsyth is the responsibility of the Forsyth City Council. Street names proposed by the proponent of a development which incorporate new public or private streets, any interested body, or any Town citizen are subject to Council approval.

#### ***Section 21-121.2 – Highway and Route Numbers***

A street name shall not be given a highway number or county route number. Such highways and routes shall receive a street name to be used in conjunction with an address.

#### ***Section 21-121.3 – General Rules for Assigning Street Names***

Street names shall be assigned in a manner that enhances the safety of our citizens and provides the greatest efficiency for citizens receiving city services. When assigning new street names or re-naming streets within the City of Forsyth the following principles shall be followed:

- A. **No adverse impact** on Public Safety; accurate dispatch and ability to locate by emergency responders is the priority.
- B. **Least impact** to existing conditions and neighborhood characteristics.
- C. **Minimize impact** on individual property owner.
- D. **Avoid Duplication.** A road shall not be given a name which duplicates the name of an entire or portion of an existing street name in the City or County unless:
  - 1. The request is to extend an existing road and continue the existing name.
  - 2. The request creates an intersecting feature such as a court or cul-de-sac that uses the primary road name and different suffix type (i.e. Smith Court is created as a new street intersecting with existing Smith Drive).
- E. **Avoid Confusion.** A street name should be appropriate as well as easy to read, spell, and pronounce – even for children – in an emergency situation.
- F. **Avoid Emotion.** Except where historically significant, avoid using proper names as street names (*e.g., John Smith Road*). While this naming practice may not cause problems today, it will certainly create problems in the future if a name change or street closing becomes necessary. Furthermore, use of a first and last name usually results in an unnecessarily long street name. It is recognized that many

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streets already bear names of historically significant individuals and will continue to do so; but the desire to commemorate local history must be tempered by the ultimate goal of making street names easy to use for citizens, visitors, and service providers (especially in the area of emergency services).

- G. **Promote Continuity.** A continuous street should have one name and one name only throughout its entire length, even if the street changes direction one or more times. In the case of permanent voids (such as a pond or closed railroad crossing) where a portion of a road is permanently closed or non-continuous, the road can have the same name on both sides of the void if the void can be easily breached by an alternate route. If, however, a new street is added on the opposite side of a permanent void, in line or out of line with an existing street, that new street should be given a unique name. Also, it may be desirable to make exceptions to this "one name" rule in areas where a grid pattern prevails and streets are named according to their primary direction of travel.
- H. **Keep Names Short.** Street names should be made up of one word, preferably of 15 characters or fewer. Remember that a full street name may very well be made up of a pre-direction, street name, street type, and quadrant. Keeping the street name under 15 characters will reduce data entry errors and make the production of street signs more manageable. Names should generally not exceed ten characters in length (including spaces). This helps ensure that the above-mentioned criteria are met and that standard street signage across the Town and Region are consistent.
- I. **Use Themes.** Where possible, use naming themes in subdivisions or even larger geographic areas such as quadrants. Choosing names related to a single theme (*e.g.*, flowers, states, presidents) is suggested as a means of general identification for streets in a subdivision, rather than duplicating the name and differentiating only by the street type designator. As an example, use *Jefferson Drive* and *Reagan Drive* rather than *Jefferson Drive* and *Jefferson Lane*. Also, consideration should be given to naming streets in alphabetical order to further aid navigation. Under this system, *Alabama Drive*, for example, would be nearer the main entrance to a subdivision than would *Delaware Drive*.
- J. **Individuals and Businesses.** Public streets shall not be named in a manner to honor any living person. Public streets shall not be named after any commercial organization or could be construed as advertising a particular business.
- K. **Cardinal Prefixes.** The use of cardinal prefixes, such as North, South, East and West, shall not be considered part of the base name. (Example: Northridge is not an appropriate name). Cardinal prefixes such as North shall not be used unless there is a South. (*e.g.* North Lake would not be appropriate unless there was a South Lake)
- L. **Historic, Feature, and Landmark Names.** Historic names and/or names referring to applicable geographic features shall be encouraged whenever practical. Feature or Landmark names must be reasonable and within close proximity to the feature or landmark to be used. Example: Ocmulgee River Overlook implies one could actually see the Ocmulgee River.
- M. **Private Streets.** Named private streets must intersect a public street.
- N. **Punctuation.** Street names containing punctuation or special characters should be avoided. Apostrophes, hyphens, or dots may be included when necessary (to avoid confusion, for example), but it is especially important that special characters such as commas, quotation marks, and asterisks

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not be used. Names with hyphens, apostrophes, or dashes are discouraged and only considered on a case-by-case basis provided other criteria have been met.

### O. **Prohibited Names**

1. No use of "Old" and "New" with a base name.
2. No use of abbreviations or a single letter of the alphabet for the base name.
3. No use of a number as the base name.
4. No names that sound like others already in the system (e.g. Wray, Ray, Reigh).
5. No use of uncommon foreign words or hard to pronounce words.
6. The use of compound names shall be discouraged (Example: Clearlake, Baytree).

P. **Suffixes.** A list of possible suffixes is located in Appendix B.

Q. **Duplicates.** Duplicate street names are not permitted. A street name is considered a duplicate if an existing street shares the same street name. Number of words, spaces, spelling differences, and street types do not make the street name unique.

Example: SUN RAY LANE

SUN RAY TRAIL (duplicate)

SUN RAE LANE (phonetic duplicate)

SUNRAE LANE (duplicate despite number of words)

SON RAE LANE (phonetic duplicate)

R. **Modifiers.** A modifier is an extra word added to a street name to make it more unique. This is useful when a street name is considered a duplicate.

Example: CANARY COURT is a duplicate.

Suggested modifiers: YELLOW CANARY COURT (not a duplicate)

CAGE CANARY COURT (not a duplicate)

SINGING CANARY COURT (not a duplicate)

### ***Section 21-121.4 – Process for Assigning Street Names***

A. The proposed name of any new streets will be verified with the Zoning Administrator's database to avoid duplication before any assigning will be completed.

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- B. An official name shall be given to a private street and approved by the Planning and Zoning Department when:
  - 1. The private street services two (2) or more residences, or
  - 2. The location and/or length of the private road is such that for safety and emergency purposes, it is more appropriate to name the private street than to assign addresses from the main road.
  
- C. A Street Naming Advisory Committee may be contacted as needed when naming issues arise. The Street Naming Advisory Committee composed of the City Administrator, Chief of Forsyth Fire Department, Chief of Forsyth Police Department, Forsyth City Clerk, Forsyth Zoning Administrator, Director of the Monroe County Tax Assessors Office, or their representative, is hereby appointed to review, rationalize, and recommend to the Forsyth City Council, as appropriate, the following:
  - 1. Changes in the names or new names for streets and other public and non-dedicated ways of the City of Forsyth, so as to avoid duplications and/or confusing similarities.

### ***Section 21-121.5 – Changing Existing Street Names***

- A. The existing road name, or the name applied to a right-of-way as shown on an approved preliminary plat or recorded plat, shall be changed when:
  - 1. Road construction has resulted in the extension of a road to another road so that both roads are joined in such a manner that both roads may be considered one road.
  - 2. In the instance of changing a road name, one of the two existing road names shall be used. The Zoning Administrator shall determine which road name is used based upon:
    - a. The road name which results in the fewest number of address changes.
    - b. The road name which is the oldest.
  
- B. Street name changes shall only be allowed when the name is a duplicate of another street within a designated postal area or within Monroe County and interferes with the accurate dispatch of emergency vehicles or postal delivery. A road name may also be changed when one road has two commonly used names or where portions of what appears to be the same road have two or more names.
  
- C. In the case of a street name change, the following procedure will be followed:
  - 1. The reason for the street name change shall be documented with date and reporting party.
  - 2. A new numeric address shall be determined using the Zoning Administrator's addressing standards in accordance with the requirements outlined in Article 5.

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3. Upon approval of the new street name by the Zoning Administrator, confirmation of the new street name will be mailed to each property owner affected by the change.
4. No street name will be changed upon recommendation of the Street Naming Advisory Committee if 51 percent of the adjacent property owners on the street to be renamed disagree with the renaming of said street.
5. The owners of each property abutting each side of said street to be renamed will count as one property, and the total number of properties abutting on each side of said street to be renamed will be the total number of properties from which the 51 percent is to be derived.
6. Each property and their owners will be entitled to agree or disagree in the renaming of said street.

### ***Section 21-121.6 – Notification of Street Names***

- A. The Zoning Administrator shall notify interested persons whenever a road is named for the first time and whenever an existing road name is changed.
- B. In cases of naming roads for the first time, a written notice shall contain:
  1. The new road name.
  2. A structure's new address.
  3. The extent of the road that the new road name is to be applied to.
- C. Notification of any new or re-named streets will be sent to the following, as applicable:
  1. Property Owners
  2. 911
  3. U.S. Postal Office
  4. City Clerk
  5. Monroe County School Board
  6. Monroe County Clerk
  7. Forsyth Public Works
  8. Utility Providers (power, gas, etc.)
  9. Monroe County Tax Assessors Office

## **SECTION 21-122. SUBDIVISIONS AND RESERVING STREET NAMES**

Developers shall be responsible for obtaining approval for street names prior to receiving final approval of subdivision applications. Developers are encouraged to preserve any historic link to the land which

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they are developing, e.g. field names the land may be previously known as, or previous property names located on site such as farm names or any other associated historic link. Where no historic link to the land can be established for the use of a street name, the developer will be encouraged to have a historic link to the locality.

### ***Section 21-122.1 – Policy***

Developers may submit street names for review and reservation. Reserving street names allows the developer to pre-approve street names and reserve them for their use. This process prevents other new developments from using duplicate street names. Street names will only be reserved for up to two years. After the timeframe has expired, the street name will be released for use unless it is reserved again.

Developers must contact the City's Zoning Administrator directly for reservation of approved street names for all public streets, private streets, driveways, or easements. The following list of considerations should be taken into account when reviewing and requesting street names:

- Street name duplication and phonetic duplications
- Reserved street names
- Street types
- Existing streets in adjoining plats (street name continuity)
- Streets in adjoining plats not yet recorded (street name continuity)
- Jurisdiction
- Proximity to a similarly sounding street name

### ***Section 21-122.2 – Procedures***

Please email or fax the following information to the City of Forsyth's Zoning Administrator:

1. List of street names with street types. You may submit more names than necessary for review, but you can only reserve a number equal to the number of streets within the subdivision or site plan, once an application is submitted.
2. Location map of subdivision or site plan (required) and/or preliminary plat (preferred if available).
3. Contact information.
4. Providing a copy of the preliminary overall plan showing the street layouts will allow for a more accurate review of street names and street types.

During subdivision review, some previously approved street names may be rejected due to changes in street layouts, street types, spelling, or expiration of reserved street names. Adjoining plats and connecting streets may also impact street name approvals.

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### **SECTION 21-123. COMMEMORATIVE STREET NAMING**

#### ***Section 21-123.1 – Purpose***

The City of Forsyth recognizes the interest from the public to honor individuals who participate in or contribute to the betterment of the community in an extraordinary manner. The intent of this section is to set guidelines that shall advise the public of street naming requirements.

#### ***Section 21-123.2 – Definition***

For the purposes of these guidelines, commemorative naming refers to the bestowing of an additional name to portions of streets or highways, commemorating persons or events, as a way to honor or memorialize the person or event in question. A commemorative street name does not change the official street name or address of any property along that stretch of street or highway.

#### ***Section 21-123.3 – Guiding Principles***

- A. A proposed name will only be considered for persons posthumously; a minimum of five years must elapse from the date of death before a commemorative name proposal will be considered.
- B. For events, at least 25 years must have elapsed since the occurrence of the event.
- C. A commemorative name will only be considered for subjects with a strong association with the area, or of outstanding significance to the cultural legacy or development of the area, the state, or the nation.
- D. A proposed name will be supported by the local community and reach beyond a single or special interest group.
- E. A commemorative name will not be used to commemorate victims or mark the location of accidents or tragedies.

#### ***Section 21-123.4 – Procedures***

Before contemplating a proposal and undertaking the necessary research, proponents should contact the Forsyth Zoning Administrator in order to obtain guidelines and procedures for establishing a commemorative name in the City of Forsyth. All requests shall comply with the *Section 21-121.3– General Rules for Assigning Street Names*.

- A. All requests for ceremonial name consideration must be by letter. In order for a portion of a street or highway to receive consideration for commemorative naming the individual or organization, hereinafter referred to as the “petitioner,” must submit the following information with the ceremonial street name request:
  - 1. Current street name.
  - 2. Proposed ceremonial name.
  - 3. Petitioner contact name and information (address and phone number).

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4. A statement that the petitioner agrees to pay all costs associated with the request, including the cost of the new street sign.
  5. Map delineating the length of the section of street or highway to be named.
  6. Rationale for the proposal.
  7. Evidence that the proposed name is not in use elsewhere in the City of Forsyth or Monroe County and that the proposed name is acceptable and has broad community support.
  8. Brief biography and photograph of the person to be commemorated, including a description of his/her association with the area where the feature is located and an explanation of the unique contribution that would single him/her out for commemoration in this fashion.
  9. For events, a description of the event and its association with the feature in question.
  10. Statement of the proponent's relationship to the person or event to be commemorated.
- B. The requestor shall be responsible for all the costs for City staff time, public noticing and any signage associated with the ceremonial naming, and to that end, shall submit with the request a deposit as outlined in the City's schedule of fees.
- C. Upon receipt of the written request for street name consideration, the City Clerk shall forward the request to the Zoning Administrator and Public Works Department for review. The City Clerk may also coordinate with the Street Naming Advisory Committee as applicable. The Zoning Administrator and Public Works Department will determine whether the name has been assigned to another street in the City or elsewhere in Monroe County. The Street Naming Advisory Committee and Postmaster may be consulted in this determination. A name that has been assigned to another street in the City or County, or that has similar spelling or pronunciation as another street in the City or County, shall be determined to be ineligible.
- D. In the event that the street name is eligible, the City Council shall conduct a public meeting and shall evaluate the written presented material from the nominating party and any input from Zoning Administrator, Public Works Department, Street Naming Advisory Committee and Postmaster, as applicable. The meeting shall include a public hearing noticed and held in accordance with the requirements of the City of Forsyth.
- E. A spokesperson for the ceremonial street naming request must be present at the public hearing to address any questions from the City Council. An oral presentation may be given, but is not required, as a supplement to the written documentation.
- F. After considering written and oral testimony at the public hearing, Council shall approve or deny the request for a ceremonial street name.

### **SECTION 21-124. ADDRESS NUMBERING**

#### ***Section 21-124.1 – Zoning Administrator***

- A. The Zoning Administrator shall have the overall administration and coordination responsibility to administer these guidelines following initial implementation.

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- B. Street addresses shall be issued by the Zoning Administrator for all parcels and principle dwellings and buildings located on all officially mapped public and private roads.
- C. Addresses will be provided only on those roads that have been assigned a name in accordance with the guidelines set forth in this Article.

### ***Section 21-124.2 – Address Numbering System***

#### A. Address Numbering Structure

1. The addressing system is based on a baseline/meridian structure. The City of Forsyth is divided into four quadrants. The median or baselines which separate the City into these districts are as follows:
  - i. North and south lines: North Lee Street and South Lee Street;
  - ii. East and west lines: West Main Street and East Main Street.
2. The City may be divided into as many additional districts as are necessary and property therein may be renumbered in order, as the districts are selected.
3. All numbering of property in the City shall be consecutive and related to the baseline described above in 21-124.2A.1; i.e. all east and west streets shall be numbered from the north and south base lines, regardless of the location of any street. The same shall apply to all north and south streets.
4. Block ranges are well established for the City of Forsyth and form a relatively evenly spaced grid. Where possible, one address number shall be established for each 20-foot (+/-) interval. Addresses are assigned based on the driveway entrance, not the front of the structure.
5. Even numbers shall be on the southerly side of roads, and odd numbers shall be on the northerly sides of roads.
6. Even numbers shall be on the easterly side of roads, and odd numbers shall be on the westerly side of roads.
7. Roads which are not traveling due north-south/east-west or meander shall be numbered as a north-south/east-west road if the major portion of the road within the City of Forsyth runs north-south/east-west. Once a north-south/east-west road has an address number assigned to structures, then that road shall always be considered to be a north-south/east-west road.
8. Address numbers south of the baseline shall be affixed with the prefix "south," and address numbers north of the baseline shall be affixed with the prefix "north" to avoid duplication of address numbers. The above also applies to east and west streets.

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9. Fractional, Alphanumeric, Hyphenated Addresses. There shall be no use of fractional addresses, alphanumeric address numbers or hyphenated address numbers. This also applies to apartment numbers and suite numbers.
- B. Component Order. Components of a street address shall always be in the following order: address number, directional prefix (if any), street name and street type, designation of apartment or suite, and apartment/suite number.
- D. Diagonal Street. Diagonal streets shall be treated as either north-south or east-west streets. Once orientation is established, it shall be used throughout the entire length of the road. The orientation will not change even if the road changes direction. Within developments, it is advisable to consider the direction of the beginning of the road. If it originates off a north-south road and begins by going east-west before meandering north-south, it is generally considered an east-west road.
- E. Circular Streets. A circular street/road is one that returns to the same origin point or to the same originating road. Circular streets shall be numbered beginning at the low numbered intersection and continuing to the other end of the road. The outside of the circle is numbered first, and the inside is then numbered--mixed and matched with the outside. This will result, in most cases, with fewer numbers on the inside of the circle and with larger spaces between inside numbers. Numbering sequence of the outside and inside of the circle shall be used throughout the entire length of the road.
- F. Cul-De-Sacs. Cul-de-sacs shall be addressed using the system based on the baseline/meridian structure; odd/even numbers on the appropriate sides of the street and meeting at the midpoint, or the back of the cul-de-sac.
- G. Corner Lots. It is preferable for corner lots to be addressed to the road that the driveway is accessed from. However, corner lots have the option of being addressed to the driveway or the front of the structure. Addresses based on the driveway shall require the mailbox to be placed at the driveway access. Addresses based on the front of the structure shall require the mailbox to be placed on the road at the front of that structure. Display of address numbers on the structure shall face the road to which the home is addressed. The assigned address will be determined by the site plan presented at the time a building permit is requested.
- H. Private Drives/Easements. Private drives/easements may be addressed to an existing adjoining road when they serve no more than two (2) lots or structures. A sign or post which clearly indicates the address numbers assigned to the structures shall be located at the entry point of the private drive/easement. Private drives and easements that serve more than two (2) lots or structures will be addressed to the private drive/easement.
- I. Single Family Residences. A single-family residence shall receive its own individual address determined by the basic rules for distance and direction.
- J. Duplex Residences. A duplex shall be addressed with each unit receiving its own individual address determined by the basic rules for distance and direction.

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- K. **Apartment Residences.** Apartments shall be numbered with the main building receiving one address and each individual apartment being assigned apartment numbers as secondary location indicators. The apartment number assigned should indicate building location (e.g., Apt 204 is the fourth apartment in the second building). Alphanumerical numbers are not to be used. Apartment buildings with multiple entrances, where each entrance provides access to a limited number of apartments, shall require an address for each individual entrance as determined by the street allowing main access to the entrance and following the basic rules for distance and direction.
- L. **Mobile Home Parks/Manufactured Home Communities.** Each individual mobile home or manufactured home shall be assigned its own individual address following the basic rules for distance and direction. This generally results in leaving four to eight numbers between adjacent sites.
- M. **Townhouses.** Townhouses that are individually owned and not part of an apartment complex shall be assigned an individual address for each unit as determined by the street allowing main access to the building and following basic rules for distance and direction. In cases where entry is not from the street on which the townhouse is addressed, for instance alleys or parking areas, address numbers shall be posted on both the front and rear of the structure. Townhouses that are under the apartment category will be addressed as apartments, with the main building receiving one address and each individual townhouse being assigned apartment numbers as secondary locators.
- N. **Condominiums**
  - 1. Condominiums shall be assigned an individual address for each unit as determined by the street allowing main access to the building and following the basic rules for distance and direction. In cases where entry is not from the street on which the townhouse is addressed, for instance alleys or parking areas, address numbers shall be posted on both the front and rear of the structure.
  - 2. An apartment building or townhouse complex that is converted to a condominium shall be required to be addressed with an individual address for each unit.
- O. **New Subdivisions.** It is not unusual during the development of a new subdivision that construction will begin at both ends of a street and continue in phases toward a common center point. In this situation, it is very important that addressing be done from the master plan.
- P. **Office Buildings.** Office buildings shall be numbered with the main building receiving one address and each individual office being assigned suite numbers as secondary location indicators. The suite number assigned should indicate the floor location (e.g. Suite 204 is the fourth office on the second floor). Alphanumerical numbers are not to be used. Office buildings with multiple entrances, where each entrance provides access to a limited number of offices, shall be assigned an address for each individual entrance as determined by the street allowing main access to the entrance and following the basic rules for distance and direction.
- Q. **Individual Commercial Buildings.**
  - 1. Individual commercial buildings shall be given one address to the road/street on which the driveway access is located as determined by the basic rules for distance and direction. When a

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business faces a main road, but is accessed from a secondary road, an address will be allowed to the main road if the primary entrance faces the main road. In addition to being posted on the side of the building facing the main road, this address shall be posted on the outside of the main building in a manner that is legible to the public as well as emergency responders from the point of access.

2. An individual building housing more than one business shall require a separate address for each unit.
  3. A large retail complex/superstore that houses one main retail business with additional smaller retail spaces within (i.e., grocery store with cleaners, bank, hair salon, etc.) shall be assigned one address for the use of all businesses located within the main structure. This address shall be posted on the outside of the main building in a manner that is legible to the public as well as emergency responders.
- R. Strip Commercial Buildings. Strip commercial buildings shall require an address to be reserved for each individual entry door. Careful planning shall be taken to reserve enough numbers for future divisions of businesses. Each business shall receive its own individual address. If a business is large enough to use space accessed by two or more doors, the business shall be assigned the number that corresponds to its primary entrance.
- S. Miscellaneous Structure. Outbuildings and/or utilities requiring metering that are required to have an address shall be given their own individual address, generally four to six numbers from the main residence. Outbuildings having their own access drive shall be assigned an address following the basic rules for distance and direction.
- T. Wireless Tower. A wireless tower shall be assigned one address determined by the basic rules for distance and direction. When additional carriers are added, all carriers will be assigned a suite number with the address including the carrier. A sign or post, which clearly indicates the address numbers assigned to the tower, shall be located at the entry point of the road on which tower is located.

### ***Section 21-124.3 – Renaming and Renumbering Streets and Buildings***

- A. Renaming of a street and renumbering of buildings is a very time-consuming process and may cause costs or disruption to individual occupiers and owners and wherever possible will be avoided. Hence, it is usually only done as a last resort; i.e., renaming of a street is normally only considered if consistent problems occur for the Emergency Services, and the renumbering of properties is only considered when infill, etc. is so great, that numbers to the new properties cannot be allocated. The existing street may then be subject to a renumbering scheme.
- B. Where a request is received from residents/owners of properties for renaming of a street, the proposed change must have the backing of 51% of the residents/owners affected on the street and

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a signed letter from each to support this. Reasons for the renaming must also be supplied and the relevant fee paid.

- C. It shall be the policy of these guidelines to discourage the practice of changing existing addresses or address numbers which are already in use except:
  - 1. If the existing address number is not in sequence and does not run consecutively in the same direction as the City address system.
  - 2. If the existing address number is such that assignment of address numbers for new structures is not practical and in keeping with the requirements.
  - 3. When a new road is constructed, or recognized, which results in the most appropriate address for a structure to be on the new road rather than the original road such as where a structure is previously on land locked property and, for example, then has a new road built to service it.
  - 4. If it is determined that an address needs to be changed for safety and emergency purposes.
  - 5. When an address is duplicated or otherwise in violation of these guidelines.
- D. Whenever an error in a numeric address or street number name comes to the attention of the Zoning Administrator, they shall initiate proceedings to correct the error.
- E. Address changes become effective within 30 days of receipt of Notice of Address Correction. A resident who does not put a change of address in with their Post Office and who does not display the new correct address within the 30-day period will be in violation of these guidelines and subject to penalty as provided by the guidelines.
- F. In the case of a numeric address change, the following procedure shall be followed:
  - 1. The reason for the numeric change shall be documented with the date and reporting party.
  - 2. A new numeric address shall be determined using the Zoning Administrator's addressing standards.
  - 3. The property owner or owners shall be contacted in written form using the governing assessor's information to identify ownership.
  - 4. Notification shall be sent to the following:
    - a. Property Owners
    - b. 911
    - c. U.S. Postal Office
    - d. City Clerk
    - e. Monroe County School Board
    - f. Monroe County Clerk

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- g. Forsyth Public Works
- h. Utilities (power, gas, etc.)
- i. Monroe County Tax Department

### ***Section 21-124.4 – Master Address File***

- A. The City shall maintain a file showing the location of each structure which has an address and the address number. The address file serves as a master address file for the City of Forsyth. The file shall be updated as addresses are added. For subdivided parcels which do not have a structure, an address shall be assigned to the parcel.

### ***Section 21-124.5 – Notification of Address***

The Zoning Administrator shall be the recipient of applications for new addresses. Addresses for subdivision lots should be assigned and noted on the final plat when recorded, not waiting until an application for a new address is received.

- A. Prior to the issuance of a Construction Permit, the Zoning Administrator shall assign addresses and provide the person with a form containing:
  - 1. The Structure's Address Number
  - 2. Compass Designation
  - 3. Road Name
  - 4. Street Suffix Name
- B. The person shall make use of this form or copies to notify, in turn, utilities, post office, or other interested persons.
- C. The Zoning Administrator shall not issue a Construction Permit until after an address number has been issued for the proposed structure except:
  - 1. The Zoning Administrator shall assign addresses in the original instance after adoption of these guidelines.
  - 2. In cases where an existing address number is changed, the Zoning Administrator shall send written notice to each resident, occupant, or person with an affected address on the road and to the owner, if different, of structures with a change of address form within ten days by mail or personal delivery.

## **SECTION 21-125. DISPLAY OF ADDRESS AND STREET NAME SIGNS**

### ***Section 21-125.1 – Regulation***

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The Zoning Administrator and Forsyth Public Works Department shall be the agencies with exclusive overall administrative and coordination responsibility to administer the Display of Addresses and Street Name Signs. All street name signs should be supplied and installed by the City after payment is received from the appropriate developer. The Zoning Administrator has the authority to withhold or revoke any permits, including Certificate of Occupancy permits, if any portion of Article V is not complied with, or if an individual intentionally removes an Address or street name sign after a permit has been issued.

### ***Section 21-125.2 – Display of Address***

It shall be the responsibility of each and every property owner, trustee, lessee, agent, and occupant of each residence, apartment building, business or industry to post and maintain, at all times, address numbers as required under this policy. All addresses shall be displayed in such a way that they are unobstructed and legible from the traveled roadway.

- A. When a cluster box is used, it will only be required for the address to be displayed on the structure.
  - 1. Mobile homes or manufactured homes located within a development shall display the address number in numbers of at least four (4) inches in height and on the side of the home facing the access road.
- B. Structures located within a subdivision, condominium, or within a city or village that is within fifty (50) feet from the edge of the road right-of-way shall:
  - 1. Display the assigned address number on the structure in such a way that is visible from the road.
    - a. The address shall be composed of numbers that are not less than four (4) inches in height and contrasting in color with the background on which they are affixed.
  - 2. The address shall also be displayed on both sides of the mailbox.
    - a. The address shall be composed of reflective numbers that are not less than two (2) inches in height.
  - 3. The numbers shall be reflective numbers on a contrasting background.
  - 4. The address shall not be obstructed in any way by any form of landscape, other mailboxes, or newspaper delivery boxes.

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- a. When the mailbox is obstructed, it will be required that an address sign be displayed at the road, following the standards listed for structures located more than fifty (50) feet from the road.
5. All strip malls and shopping centers shall also be required to have addresses on rear entrances.
- C. Structures located more than fifty (50) feet from the edge of the road right-of-way shall comply with the previous requirements listed for structures within fifty (50) feet of the edge of the right-of-way and in addition shall:
  1. Display the assigned address number on a post, fence or wall or other permanent structure no farther than ten (10) feet back from the edge of the traveled roadway.
  2. The address shall be composed of numbers that are not less than four (4) inches in height.
  3. The sign shall be composed of reflective numbers on a contrasting background.
- D. Every person constructing a building of any kind shall, during construction, erect on the property a temporary number, as designated by the City, which shall not be smaller than five (5) inches by twelve (12) inches, posted not farther than ten (10) feet from the front of the lot on which the construction is being done, and which shall be visible from the street. Such number shall remain in place until a permanent number is erected pursuant to this article.

### ***Section 21-125.3 – Display of Street Name Signs***

New roads shall have permanent street name signs posted within thirty (30) days of the date of approval given by the Zoning Administrator, before any permits are issued by the City of Forsyth's Zoning Administrator. Street name signs on public roads shall be installed and maintained by Forsyth Public Works. Street name signs for private roads are the responsibility of the owners of properties on the private road.

- A. All road signs shall be Manual on Uniform Traffic Control Devices (MUTCD)-compliant for both public and private roads.
- B. All street name signs, public and private, shall have a white legend on a green background.

## SECTION 21-126. FEES

The City of Forsyth requires that all fees be paid in advance of processing an application. A schedule of fees shall be established from time to time by the Forsyth City Council. The schedule shall be maintained in the office of the Zoning Administrator and shall be available to the public. All fees required by this Article shall be in addition to any other fees and charges required under other ordinances as enacted by the Forsyth City Council.

## STREETS AND SIDEWALKS

### **SECTION 21-127. CLAIMS FOR COMPENSATION**

The Forsyth City Council is not liable for any claims for compensation arising directly or indirectly from the naming of roads, renaming of roads, numbering or renumbering of properties.

### **SECTION 21-128. DECISION**

The Council's decision is final for the naming of roads, renaming of roads, numbering or renumbering of properties.

## **SECTION TWO**

### **Conflict with Other Laws**

Wherever the requirements of these regulations are at variance with the requirements of any other lawfully adopted statutes, rules, regulations, resolutions, ordinances, the most restrictive, or that imposing higher standards, shall govern.

## **SECTION THREE**

### **Severability**

Each phrase, sentence, paragraph, section or other provision of these regulations is severable from all other such phrases, sentences, paragraphs, sections, and provisions. Should any phrase, sentence, paragraph, section, or provision of these regulations be declared by the courts to be unconstitutional or invalid, such declaration shall not affect any other portion or provision of these regulations.

## **SECTION FOUR**

### **Repealed Resolutions and Ordinances**

All resolutions and ordinances, or portions thereof, in conflict with these regulations shall be and the same are hereby repealed.

## **SECTION FIVE**

### **Enforcement**

STREETS AND SIDEWALKS

Enforcement of this ordinance shall be carried out by City of Forsyth Code Enforcement or City of Forsyth Fire Department. A person violating any provision of this ordinance shall be subject to Section 4.103(c) of the City Charter.

**SECTION SIX**

**Effective Date**

This Ordinance shall take effect on the date it is adopted by the Forsyth City Council.

**SO ORDAINED**, this \_\_\_ day of \_\_\_\_\_, 2014, having first been presented to Council on the \_\_\_ day of \_\_\_\_\_, 2014, and having been advertised in The Monroe County Reporter newspaper in the issues of \_\_\_\_\_ and \_\_\_\_\_, and having been adopted in a regular and open meeting of the Mayor and Council of the City of Forsyth.

\_\_\_\_\_

Mayor

Attest: \_\_\_\_\_

City Clerk