

**ORDINANCE
OF
THE FISCAL COURT OF PENDLETON COUNTY
COMMONWEALTH OF KENTUCKY
ORDINANCE NO. 330.4**

**AN ORDINANCE RELATING TO SPECIFIC FUNCTIONS OF THE
PENDLETON COUNTY ADDRESSING OFFICE, SPECIFICATIONS OF
ADDRESS NUMBERING, AND PROVIDING FOR PENALTIES FOR
VIOLATIONS.**

SECTION ONE

The purpose of this ordinance is to provide a comprehensive and uniform system of permanent road addresses for all residences, businesses, or commercial buildings throughout the County in order to facilitate provision of adequate public safety and emergency response services. It is further designed to benefit the United States Postal Service, local business owners and individual citizens by minimizing difficulty in locating properties and buildings.

SECTION TWO

This ordinance is adopted under the authority and provisions of KRS 67.083(3)(d) and (u).

SECTION THREE

Under the authority set forth in Section Two, the Pendleton County Addressing Office, hereafter referred to as the Addressing Office, shall be responsible for assigning all numbers for residences, businesses, or commercial buildings as well as compiling a database of addresses of each residence, business, or commercial building. It shall also recommend change of existing addresses when necessary to meet specifications established by this ordinance. When each residence, business, or commercial building has been assigned its respective address, the Addressing Office, in cooperation with the United States Postal Service shall notify the owners, occupants or person in charge of the affected residence, business, or commercial building, by letter, advising of their new address.

SECTION FOUR

This ordinance shall apply to all residences, businesses, or commercial buildings within Pendleton County, City of Falmouth, or City of Butler.

SECTION FIVE

For the purpose of this ordinance, these words shall be defined as follows:

Address Coordinator: The official of Pendleton County charged with the administration of this ordinance, including any authorized agent(s) or delegate(s).

Building: Any structure having a roof supported by columns or walls and intended for shelter, housing or enclosure of persons, animals, chattels or equipment. When separated by division walls from the ground up without openings, each portion of such building may be deemed a separate building. For the purpose of this ordinance, the term "building" may also include other manmade structures.

Driveway: A driveway begins at the property line of a lot abutting a public road, private road, easement or private right-of-way, and leading to a building, use or structure on that lot. A driveway only serves a single building, use or structure.

Frontage Unit: A frontage unit is a standard interval in feet used to assign consecutive property numbers on a street or road. The standard front unit adopted for use throughout Pendleton County is 5.28 feet. Even numbers shall always be on the right side and odd numbers on the left side of the street or road as numbers increase.

Private Road: A road not maintained by the Federal government, state government or a political subdivision which is not intended to become a public road but which shall be used for access to a particular site, group development or business.

Public Road: Any road, street, highway, thoroughfare, or other way of passage that has been irrevocably dedicated to the public or in regard to whether it is open for travel. This definition shall include any road, located on a public right-of-way which either has been accepted for maintenance by the Federal government, state government, or a political subdivision or which has been dedicated for public travel by the recording of a plat of a subdivision with the Pendleton County Court Clerk's Office.

Roadway: Any road, street, drive, land, cartway, tramway, easement, right-of-way, access area, thoroughfare, highway, boulevard, or any other corridor used for or having the potential use as a means of conveyance by a motor vehicle.

Road Address: The combination of numbers and road names assigned by Pendleton County which uniquely identifies a particular building or lot.

SECTION SIX

The owner, occupant or person in charge of any residence, business, or commercial building in need of an address in the unincorporated area of Pendleton County shall

apply to the Addressing Office. Addresses shall be assigned using 1000 numbers per road mile. Even numbers shall be on the right side and odd numbers on the left side as numbers increase.

SECTION SEVEN

Every owner of improved property shall purchase and display official address numbers so that they are visible from the road providing access to the property. The following criteria shall be used to properly display the number:

A. The official address number must be displayed on the front of a residence, business, or commercial building or at the entrance to a residence, business, or commercial building which is most clearly visible from the road during both day and night.

B. If a residence, business, or commercial building is more than 75 feet from any road or is not visible from the road, the address number shall be displayed at the end of the driveway or easement nearest the road which provides access to the residence, business, or commercial building. The number shall be attached to a fence, gate, mailbox, etc. adjacent to the road right-of-way, visible from both directions of travel.

C. Numerals indicating the address number of a single family dwelling shall be at least three (3) inches in height and shall be posted and maintained so as to be legible from the road.

D. Numerals for multiple dwelling units and non-residential buildings shall be at least four (4) inches in height and shall be placed on the front of the building facing the road or on the end of the building nearest the road. Individual units shall be required to display unit numbers at least three (3) inches in height on the front door or immediately adjacent to the door.

E. Numerals must be of contrasting color to the background and shall be plain block numeric numbers, not alpha print. It is recommended that these numbers be reflective to ensure better visibility at night.

F. Mobile home lots shall have sequential address numbers throughout the park. Each lot shall have a separate address number assigned. The address number of each lot must be clearly displayed on the lot by being attached to the mobile home or on the electrical utility box for each lot when the lot is vacant, consistent with #1 above. When the mobile home lot is owned by the occupant, the owner/occupant is responsible for the posting and maintenance of the address number. When the lot is leased or rented, the landlord shall be responsible for the posting and maintenance of the address number, in accordance with this Section.

G. The address shall be placed on existing buildings within thirty (30) days from the date of the mailing of the letter of notification required under Section 3.

The Address Coordinator shall have the authority to authorize and approve alternate methods of displaying address numbers which meet the intent of this Section when strict adherence to these standards cannot reasonable be met.

SECTION EIGHT

A. Owners or occupants of buildings already constructed which do not comply with this ordinance shall be notified and instructed to meet the requirements of this ordinance within sixty (60) days from the date of mailing of the notification. A warning notice shall be issued by registered or certified mail after the sixty (60) days if the requirements have not been met.

B. Final approval for a certificate of occupancy of any principal building erected or repaired after the effective date of this ordinance shall be withheld until a permanent and proper address has been displayed in accordance with title requirements outlined in this ordinance.

C. No certificate of completion will be issued for mobile home parks until address numbers are properly displayed for each lot within the park.

SECTION NINE

A. Any person who has been warned pursuant to Section 8A, may be cited for or charged with a violation of this ordinance and fined not less than Twenty (\$20.00) Dollars nor more than One Hundred (\$100.00) Dollars and/or incarcerated for up to ten (10) days, each day's failure to comply being considered a separate offense. Nothing herein contained shall prevent Pendleton County from taking such other lawful action as is necessary to prevent or remedy any violation, including injunctive relief.

B. This ordinance may be amended by the Pendleton County Fiscal Court.

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

D. Insofar as the provisions are inconsistent with the provisions of any other law except a provision of state or federal law, the provisions of this ordinance shall control.

E. Where notice is required pursuant to this ordinance, the County shall be deemed to have complied with its duties of notification by depositing such notice in the United

States Postal Service system, addressed to such address as appears upon the Taxing Listing records of the Property Valuation Office of Pendleton County for such property owner.

SECTION TEN

This Ordinance shall be in full force and effect from and after its passage, publication and recording, according to law.

Dated this 14th day of September, 2000.


HENRY W. BERTRAM
Pendleton County Judge Executive

ATTEST:

BONNIE S. MONROE, Clerk By Parlene Souell Fiscal DC
BONNIE MONROE
Pendleton County Court Clerk

First Reading: 08/10/00
Second Reading: 09/14/00
Passage: 09/14/00
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