

Hanover County

HANOVER COUNTY PROPERTY NUMBERING AND STREET NAMING MANUAL



July 2009

Prepared by Hanover County Planning Department-Geographic Information System
Section - Adopted by Hanover County Board of Supervisors July 23, 2008.

Introduction

The Hanover County Property Numbering and Street Naming Manual was adopted by the Hanover County Board of Supervisors on July 23, 2008. This document is a collaboration of the County's Planning, Public Works, Public Utilities, and Communications Departments and the Hanover Sheriff's Office.

The primary goal of this document is to assist private and public agencies in the efficient delivery of services to Hanover citizens and to enhance public safety. The objectives of this document are to assign permanent property numbers for new development including street names. This Manual was designed to provide a detailed set of procedures to ensure the efficient, consistent and timely assignment of property numbers. The broad range of development types, intensities, building and lot designs, and roadway patterns, existing and planned, in Hanover have been considered.

In 1994 Hanover County installed a Geographic Information System (GIS). The purpose of this system is to provide a graphical representation of the County for analysis and record keeping purposes. Today, the GIS system is an integral part of the street naming and property numbering process. This system is used to authorize and maintain a record of all addresses, properties, and land features in the County.

It is the intent of this document to provide the guidelines to the property numbering and street naming process as an extension of Article 7 § 4A of the Hanover County Code. This document was adopted pursuant to §15.2-2019 of the Code of Virginia, 1950, as amended. Appeals to any of the approval processes and procedures noted in this document shall follow already established County procedures.

Article I

Definitions

ADMINISTRATOR

The Director of Planning of Hanover County or his designee.

BLOCK METHOD

The numbers are assigned in consecutive order to the existing property division along each street. Generally, the block numbers are changed to the next highest 100 series at each street intersection.

BUBBLE STREET

A cul-de-sac street which has a raised median located within the right-of-way.

CORNER LOT

A lot bordering on two streets intersecting at an angle not greater than 135 degrees.

CUL-DE-SAC STREET

A minor street having but one end open for vehicular traffic and the other end permanently closed by a turn-around for vehicles.

FLAG LOT

A lot having access to a public street either through a 20 foot wide or 50 foot wide strip of land which is part of the lot, or through a dedicated 20 foot wide strip of land in common ownership.

LOOP, CIRCLE, OR HORSESHOE STREET (DOUBLE HEADED CUL-DE-SAC)

Streets which begin and end with connections on the same street.

MULTIPLE-USE PROPERTIES

Multiple-use properties are those which have more than one principle use on the same property, either in separate buildings or the same building. Examples of multiple-use properties are two separate, freestanding dwellings on the same property, dwelling unit, and business on the same lot, or a building used for commercial and residential uses.

NUMBER INTERVAL METHOD

This method provides flexibility and consistency. The numbers are assigned to properties based on their location in relationship to 20-foot wide intervals scaled along the centerline of frontage streets. The property numbering grid is used to determine hundred-block spacing. Numbers assigned using this method are permanent and are not affected by new development.

PAPER STREET

Public street right-of-way that has been dedicated for public use, but roadway improvements have not been made.

PROPERTY NUMBERING GRID

The grid serves as a guide to assign block and individual property numbers. The master grid is formed by the State Plane Coordinate System grid drawn on the County planimetric maps. The grid is used to provide consistent numbering of parallel blocks equal distance from the base lines.

REVERSED-FRONTAGE OR THROUGH LOT

A lot, other than a corner lot, which adjoins more than one street.

STREET TYPES

Street type designations should be consistent with the road's functional classification, expected traffic use, width of right-of-way, and continuity. In order to achieve some consistency of name usage, the following definitions and guidelines are adopted; with acceptable abbreviations:

Roads and streets are sometimes ranked by size and function, and, accordingly, are assigned a suffix. The following definitions have been applied throughout the United States and should be used when establishing new names. All street names shall have one of the identified suffixes.

Boulevard and Parkway

A wide thoroughfare with a median reflecting boulevard character, usually with trees or shrubbery in center plat.

Court, Terrace, Cove

A minor street, often a cul-de-sac, generally less than 500 feet long, ending in a turnabout. Also, short horseshoe-shaped streets.

Drive

A winding thoroughfare generally longer than 1,000 feet. A road that meanders and continues through another right-of-way.

Highway, Bypass, Turnpike

Designated state or federal primary road.

Interstate, Freeway, Expressway

A road of the highest order with limited access.

Lane, Place

A reduced right-of-way branching from courts, places or ways. A curving street generally less than 1,000 feet. An uninterrupted street ending in a cul-de-sac and designated by a name.

Loop & Circle

Circular or semicircular road. A circle can be a street that returns to itself. A loop can be a short drive that begins and ends on the same street or road. A circle is usually longer than a loop and can be a secondary road that begins and circles back to terminate on the same road.

Road, Street, Avenue, Crossing

Minor local thoroughfare that is frequently used and carries heavy traffic. Can be considered a secondary facility connecting with a federal or state primary highway.

Way, Pathway, Trail, Trace, Path, Branch

A dead-end right-of-way generally less than 1,000 feet long. A minor street that changes direction or begins and ends on the same thoroughfare that is generally a private but sometimes public road.

TOWNHOUSE

A single-family dwelling located or sited on individual, subdivided lots designed to be sold as a unit.

TRAILER PARK

A lot or parcel that is arranged or equipped for the accommodation of two or more house trailers occupied for living purposes.

Article II

Numbering Principles

Hanover County has a wide variety of street patterns, types of land use and densities of development. Therefore, the roadway network and development trends in each area must be carefully studied to determine the most appropriate property numbers. At times, this may require the use of different methods to assign numbers. In order to provide a basic framework for consistency in making these decisions, the following numbering principles shall be used.

SEC. 1 PROPERTY NUMBERING GRID

The purpose of the property numbering grid is to provide a more uniform and orderly spacing of block numbers. The grid lines are spaced at 1,000-foot intervals.

SEC. 2 NUMBER INTERVAL METHOD

- A. This method shall be used to assign numbers for commercial, large-parcel residential, and strip development.
- B. Number intervals will be based on every 20 feet along the centerline of the street.
- C. The property numbering grid provides a guide to determine block spacing and number ranges.

SEC. 3 BLOCK METHOD

The property numbering grid does not establish the block numbers. An adjusted grid may be established to provide consistent block numbers along parallel streets and to extend the existing system for new construction adjacent to developed areas.

SEC. 4 NUMBERS ASSIGNED TO DRIVEWAY OR FRONT ENTRANCE

Numbers shall be assigned based on the location of the property access to a public right-of-way. Consideration may be given by the Administrator to the assignment of addresses based on where the structure fronts the road when there is a demonstrated need for assigning the address in such a manner and a building permit has not been issued.

SEC. 5 EVEN /ODD NUMBERS

- A. The north side of east/west streets and the east side of north/south streets shall be assigned even numbers.

- B. The south side of east/west streets and the west side of north/south streets shall be assigned odd numbers.

SEC. 6 LARGE PARCELS OR FLAG LOTS

Within areas where development is situated on large parcels, or flag lots, the location of the structure must be considered. When a structure is located a considerable distance from the public right-of-way, the structure number shall be determined using the driveway location. The purpose is to keep the property numbers in sequence from the public right-of-way and the mailbox location. In many instances, the structure will not be visible from the right-of-way.

SEC. 7 PRIVATE RIGHTS-OF-WAY (RESIDENTIAL)

- A. In situations where three or more structures are located on a private, un-named right-of-way, the private drive shall be named. The Administrator shall solicit and consider, but need not use, suggestions from property owners on the road.
- B. Once this name has been approved, a County standard street name sign shall be installed.
- C. The structures shall then be numbered according to these principles using the number interval method. The property numbers shall be posted in accordance with the standards.

SEC. 8 BUBBLE STREETS

- A. A street name and additional street name sign is not necessary when the length of the bubble is less than 100 feet measured from the point of radius of the turnaround to the centerline of the connecting street.
- B. The properties shall be numbered consistently with the numbers of the connecting street.
- C. A bubble street greater than the 100 foot length described above should be treated the same as a cul-de-sac.

SEC. 9 HALF NUMBERS

Alphabetical suffixes are acceptable when a secondary property designation must be assigned and no valid number is available. Suite and apartment numbers may also be used. Half numbers shall not be used.

SEC. 10 NUMBER SEQUENCE

- A. The number sequence for properties, building locations, or property entrances facing on opposite sides of the street should conform as

nearly as possible. Generally, property numbers should be assigned one unit apart in the ascending numerical value of the number range.

- B. Lots or parcels fronting on a street which curves into the shape of an arc should be assigned numbers as if the curved right-of-way were straight. The assigned numbers for lots or parcels directly across the street from one another shall be adjusted to provide a similar numeric value.
- C. The numbers should be assigned in a stepped, alternating fashion whenever possible.

SEC. 11 CUL-DE-SAC STREET

Properties shall be numbered according to the orientation of the cul-de-sac to the property numbering grid.

SEC. 12 REVERSE-FRONTAGE OR THROUGH LOT

The property number shall be assigned from the local street which provides direct access to the lot.

SEC. 13 LOOP OR CIRCLE STREETS

The properties fronting circle streets shall be numbered without regard to the change in direction. Continuous even or odd numbers shall be assigned around the outside, and the appropriate opposite even or odd number shall be assigned continuously around the inside of the circle. Adjustments shall be made where necessary to provide numbers with similar numeric value for properties which face each other along the street.

SEC. 14 CORNER LOTS

The property number shall be determined by which street is used to access the property (driveway). Consideration may be given by the Administrator to the assignment of addresses based on where the structure fronts on the road when there is a demonstrated need for assigning the address in such a manner and a building permit has not been issued. If there is not a driveway or the structure does not directly face either street, the number should be determined based on the predominate street frontage of surrounding development. In most cases, the number should be assigned on the street from which the number is most easily identified. Only one property number shall be assigned to corner lots. A property number shall be reserved along the side street to provide flexibility for redevelopment.

SEC. 15 STREET CHANGES DIRECTION

When a street changes direction abruptly, generally greater than 45 degrees, a new street name should be assigned and the appropriate property number grid shall be applied. The purpose is to provide street names and numbers that consistently indicate the general direction of the street.

SEC. 16 DIAGONAL STREET

Property numbers shall be assigned from the north/south grid if the street is nearly a true diagonal and runs for only a short distance. A more arbitrary decision must be made for streets which are not perfect diagonals. Consideration must be given to the overall direction of the entire street to major streets and the pattern of existing and future development. If the number interval method is being used, the number interval may be increased to compensate for the greater distance between grid lines. The purpose is to keep block and property numbers comparable with the numbers on parallel streets.

SEC. 17 CURVILINEAR STREETS

To assign numbers, first determine the predominate direction of the entire street. Then assign the numbers from the appropriate grid. The numbers shall be determined from the grid axis that is most nearly at a right angle to the overall direction of the street. Numbers shall be assigned as if the street were straight. Numbers shall be adjusted to provide similar numeric value for properties along opposite sides of the roadway.

SEC 18 MOBILE HOME DEVELOPMENTS

There are two options for numbering mobile home areas. The first is most appropriate for large developments of more modern standards. The second should be used for smaller, unplanned areas.

- A. Mobile home parks developed in accordance with the Zoning Ordinance should be considered a residential subdivision for numbering purposes. Private access roadways shall be named, and standard street name signs shall be installed.
- B. All existing mobile home developments should be allowed to continue to use their existing numbering system established prior to 1987.

SEC. 19 APARTMENTS

Each private access roadway shall be named, and the County standard street name sign shall be installed. Except in cases where the apartment units are located near the public street or along shallow parking areas along the street, a separate name may not be required.

The individual apartment shall be numbered considering the type of unit, the individual apartment entrance location, and building design as follows:

- A. Duplex: number the front entrance of each individual unit.
- B. Townhouse: number each individual outside entrance-one number per unit.
- C. Garden: number each individual outside entrance.

SEC. 20 MULTIPLE USE PROPERTIES

Each separate building entrance should be assigned an individual number. For properties with narrow road frontage, the numbers may be borrowed from the next interval when necessary.

SEC. 21 COMMERCIAL, OFFICE AND INDUSTRIAL COMPLEXES

A choice must be made among several methods:

- A. Assign the number to the main building where all of the mail is to be received. Auxiliary buildings may be assigned separate numbers.
- B. Each principal building in the complex may require a separate number.
- C. For strip type shopping center development, one number shall be assigned to the strip mall, and each individual business shall have a unique suite number. Individual addresses may be assigned for each business when requested by the property owner. For security and emergency uses, the store name and address should be placed on each store rear entrance and loading area.
- D. Interior mall shopping centers should have one number assigned for the entire mall. Individual stores should be assigned suite numbers. A separate property address number may be assigned for the mall business office.

SEC. 22 MID-RISE OR HIGH-RISE BUILDINGS

The building shall be assigned one number to the main entrance. Units within the building will be assigned suite or apartment numbers.

Article III

Street Naming Principles

SEC. 1

All proposed street names shall be submitted to the Richmond Regional Planning District Commission (RRPDC) for approval prior to the submission of the tentative or preliminary plat to the County.

SEC. 2 STREET NAME LENGTH

Due to the space restrictions on the standard street name sign blades, the street names shall not have more than 20 letters and spaces or 21 spaces if the name has an "I" in it to include the abbreviated suffix.

To be consistent with abbreviations it is recommended that the following abbreviations from the United States Postal Service be used.

Ave	Avenue
Blvd	Boulevard
Br	Branch
Byp	Bypass
Cir	Circle
Ct	Court
Cv	Cove
Dr	Drive
Expy	Expressway
Fwy	Freeway
Hwy	Highway
Ln	Lane
Loop	Loop
Pky	Parkway
Path	Path
Pwy	Pathway
Pl	Place
Rd	Road
Sq	Square
St	Street
Ter	Terrace
Trl	Trail
Tpk	Turnpike
Way	Way

SEC. 3 VALID STREET NAME SUFFIX

The following is a list of valid street name suffixes that can be used in Hanover County.

Avenue	Parkway
Boulevard	Path
Branch	Pathway
Bypass	Place
Circle	Road
Court	Square
Cove	Street
Drive	Terrace
Expressway	Trail
Freeway	Trace
Highway	Turnpike
Lane	Way
Loop	

SEC. 4 PREFIXES

Abbreviated prefixes (N., S., E., or W.) shall not be used for the street name.

SEC. 5 CUL-DE-SAC STREETS

When a cul-de-sac street is proposed as an extension of an existing street alignment, the cul-de-sac shall be given the name of the existing street.

SEC. 6 LOOP, CIRCLE, OR HORSESHOE STREETS

The suffix "Circle" should be used for streets that begin and end along the same connecting street.

SEC. 7 STREET CHANGES DIRECTION

- A. When a street changes direction abruptly, or curves greater than 45 degrees, a new street name shall be given.
- B. A street that changes direction several times shall retain the same name and be assigned numbers based on its predominate direction.

SEC. 8 PRIVATE STREET NAMES

- A. When a private, unnamed right-of-way or access easement provides ingress and egress to three or more residence, the private drive shall be named. The Administrator shall solicit and consider, but need not use, suggestions from property owners on the road. The names will be submitted to the County and coordinated with the RRPDC for duplication and recordation.
- B. Street name suggestions that reflect a local historical figure, place or event will most often be given preference for new street names.

Proper names of current residents of an area will not be accepted. However, proper names of historical figures may be considered.

- C. New street signs shall be installed on private roads, either by the subdivider or by an alternative procedure approved by the Board of Supervisors.
- D. The Administrator may name any private street (regardless of the number of residences on the street) when there will clearly be three residences on the street in the near future.

SEC. 9 BUBBLE STREETS

A street name and additional street name sign is not necessary when the length of the street is less than 100 feet measured from the point of the radius of the turnaround to the centerline of the connecting street. The name of the connecting street shall be used for address assignment. A bubble street greater than 100 foot length, as described above, shall be treated the same as a cul-de-sac.

SEC. 10 DIVIDED STREETS

A street alignment that divides into a loop or fork shape shall require two street names.

SEC. 11 DUPLICATION OF STREET NAMES / SUFFIXES

In no case shall the name of proposed streets duplicate existing street names irrespective of the use of the suffix "avenue," "boulevard," "driveway," "place," "lane" or "court." *(From Subdivision Ordinance §5.29)*

Article IV

Property Numbering and Street Naming Procedures

SEC. 1 GENERAL

- A. Numbers shall be assigned at intervals determined by the Administrator.
- B. For purposes of assigning numbers from the appropriate grid, the overall direction of each street shall be determined by the Administrator
- C. Property numbers shall be assigned to each residence upon submission of a building permit application.
- D. No certificate of occupancy shall be issued for any principle building until the Administrator has supplied the official property numbers to the Building Inspections Department.
- E. Temporary property numbers, including street name, shall be displayed by the building permit applicant on the site during the construction phases to facilitate inspections and delivery of emergency services prior to occupancy.
- F. Street name signs shall be installed by the developer prior to the issuance of building permits for new subdivision development.
- G. No Certificate of Occupancy shall be issued until the assigned property number has been displayed in accordance with the requirements of Article VI, and County standard street name signs have been installed.

SEC. 2 NEW SUBDIVISION DEVELOPMENT

- A. All proposed street names must be submitted to the Richmond Regional Planning District Commission (RRPDC) for clearinghouse approval.
- B. No subdivision plan shall be approved without approval of proposed street names from the RRPDC.
- C. Upon approval of final plans and recordation, the County street name index shall be updated.
- D. The Planning Office shall provide copies of the approved plans showing assigned property numbers to all pertinent parties.

- E. The Administrator shall provide the property number address to the Building Inspector's Office prior to the issuance of the certificate of occupancy.

SEC. 3 SITE PLAN REVIEW

- A. All proposed road names must be submitted to the RRPDC for clearinghouse approval.
- B. New property numbers will be determined, based on the numbering principles for the particular type of development.
- C. Property numbers will be provided prior to site plan approval or prior to the issuance of a certificate of occupancy.

SEC. 4 OTHER DEVELOPMENTS

This includes subdivision and plan of development projects approved prior to the adoption of the Property Numbering Plan, and all parcel developments.

- A. For all types of development, the correct property number is required to be shown on the building permit and other applications.
- B. Applications shall be directed to the Administrator or his designee when necessary to have a property number assigned.

SEC. 5 BUILDING PERMIT APPROVAL

- A. Property numbers will be assigned to new building permit applications based upon the location of the property access.
- B. Property numbers will not be changed after the issuance of the building permit except due to changes in access to the residence or business or when it has been determined by the Administrator that a change is warranted to ensure the public health, safety, and welfare.
- C. If the location of the driveway/access to the property should change after the issuance of the building permit, the applicant's builder or engineer must notify the Planning Department to obtain the correct property number.

Article V

Non-Conforming Address and Street Name Change Procedures

SEC. 1 GENERAL

Property number and street name changes may be made by the Administrator to avoid confusion or duplication due to: duplication of street names, multiple street names for the same alignment, multiple spellings of suffixes for the same street alignment, sound alike street names with different spellings; error in assignment of 20 foot intervals; and errors in the property numbers, such as even and odd numbers mixed out of sequence.

The designation of street names (outside of subdivisions) shall be made by the Administrator. Assignment of property numbers shall be in accordance with the procedures outlined in Section 3 below.

SEC. 2 PROPERTY NUMBERING CHANGES

When it is necessary to correct an existing property number problem, all affected property owners shall be notified of the proposed action by the Administrator. The written notice shall advise each that the proposed action shall become effective 30 days from the date of notice.

SEC. 3 NEW STREET NAMES OR STREET NAME CHANGES TO CORRECT ADDRESS PROBLEMS

- A. New street names shall be assigned when 3 or more structures are located on a private right-of-way in accordance with Article II, Sec 7.
- B. Street name changes will be made by the Administrator upon instances of: similar sounding street names with different spelling, multiple suffixes for the same street alignment, or other instances where the Administrator determines that confusion may exist that will affect emergency service response.
- C. Written notice shall be sent to all affected persons. The notice shall confirm address change and effective dates.
- D. Street signs, maps and street name directories shall be changed upon the final action.

SEC. 4 EXISTING STREET NAME CHANGE REQUESTS

- A. Any person, firm, or corporation who owns property which has direct access from a street may request the change of said street name by submitting the Street Name Change Form and the appropriate fee,

except that the Board of Supervisors must sponsor and consider street renaming requests associated with a public Primary or Secondary road (generally where the road has a State Route number of 999 or lower). This requirement is not applicable to public and private subdivision roads.

- B. Except as noted in Section 3B above, street name change applications shall be processed as follows:
 - 1. Street renaming applications where the original street name was approved as part of a subdivision plan approved by the Planning Commission will be considered by the Planning Commission;
 - 2. The Board of Supervisors must sponsor and consider street renaming requests that are associated with a public Primary or Secondary road (generally state route numbers 999 or lower);
 - 3. All other street renaming applications will be considered by the Administrator;
 - 4. In situations where a street renaming request meets multiple criteria the Administrator shall determine the most appropriate course of action.
- C. In determining if a proposed street name change is appropriate, the consideration shall be if the proposed name change will enhance public safety, specifically that the street name change will lessen confusion and not be detrimental to public safety. Street name applications will follow established procedures, including scheduling consideration of the application.
- D. The Board of Supervisors may choose not to consider a street renaming request.
- E. For existing street name changes, all residents or businesses located on the road should support the proposed name change. Once a street name has been selected, all affected residences or businesses will be notified via letter.
- F. Once a request to change a street name has been approved, the appropriate documentation shall be recorded in the Clerk of the Circuit Courts Offices.

Article VI

Display of Property Numbers / Street Signs

SEC. 1 PURPOSE

To ensure prompt delivery of emergency and routine services, it is important that the assigned property numbers be displayed on each property. Postal Service regulations require that each mailbox be identified. However, along many streets, mailboxes are not suitably located to provide for the identification and location of each residence. Therefore, some residents will need to display their property numbers in two locations, on the mailbox and on the property.

SEC. 2 RESPONSIBILITY FOR DISPLAY

It is the duty of the owner, property manager, or other persons to display the assigned property number in a conspicuous place.

SEC. 3 REGULATIONS FOR DISPLAY

- A. The numbers shall be affixed in a place visible from the public or private street or access area.
- B. Whenever possible, the numbers shall be displayed near a light source to improve visibility at night.
- C. The numbers shall be placed on a background of contrasting color (light on dark, or dark on light).
- D. The numbers shall be large enough (three-inch minimum) to be readable from the street.
- E. If the principle building is not visible from the street, the numbers shall be displayed on a mailbox, gate post, fence, tree, planter box, or other conspicuous location on the property near the driveway.
- F. If the principle building is shared with another person who has a separate entrance, and each entrance has been assigned an individual address number, then each should display his number near his doorway. Both numbers should also be displayed as stated in A-E above.
- G. If the mailbox is not located on the street (public or private) from which the number has been assigned, the entire address (number and street name) shall be shown on the mailbox to avoid confusion. In these

cases, it will be necessary to also display the number on the property as stated in A-F above.

- H. On corner lots, only one number will be assigned. To avoid confusion, the number must be displayed to face the street which is part of the address or as specified in paragraph G.

SEC. 4 REMOVAL OF OTHER NUMBERS

It shall be the duty of the property owner or property manager, upon affixing the new number, to remove any different number which might be mistaken for or confused with, the number assigned to that property by the Director of Planning.

SEC. 5 MAINTENANCE OF PROPERTY NUMBERS

It shall be the duty of the property owner or property manager to maintain property numbers in accordance with this Manual.

SEC. 6 STREET SIGN REQUIREMENTS

The County shall provide and erect a standard street sign when the County initiates the naming of a street. The County shall maintain street signs for all public and private roads, as funds are available, except as provided in Section 7 below. In all cases where a street sign and/or post requires maintenance and the County is responsible for the maintenance a standard sign and post shall be installed. The County shall replace, as funds become available, street signs needed because of street name changes. All private roads in the County shall be identified with brown signs, public roads with a green sign.

Every developer shall provide and erect a street sign of a design approved by the County for every street intersection planned in any subdivision or commercial project. The developer shall be responsible for street signs in their project, including any bonding provisions required by the County, until the roads are accepted by the County and/or State.

The following are the minimum specifications for standard street signs and posts:

- 9" blade x variable length
- High intensity reflective street names
- 6" name and 3" street type (suffix) lettering (upper case only)
- 0.125" gauge flat aluminum
- White reflective background with green (public roads) or brown (private roads) overlays with cut out lettering
- Bare 4"x9" attachment area with 4 pre-drilled mounting holes
- Mounted on a 12' long 4"x4" pressure treated unpainted wood

pole that should be placed 3' in the ground (leaving a 9' tall post above the ground)

Street signs shall be installed on a separate post from other signs, except for signs such as state route numbers, "private" designators, and neighborhood watch or children playing signs

SEC. 7 NON-CONFORMING STREET SIGNS

In cases where a more ornate street sign or post is desired, a developer, homeowners association, business, or private property owner may submit a request to the Administrator to maintain their own street signs and posts. Requests must be for BOTH signs and posts. The entity making the request must be able to make such a commitment for the development.

The request must be accompanied by graphics and pictures that depict the specification of the sign and post proposed to be installed. The signs and posts proposed to be installed must meet the minimum standards noted in Section 6 above. Alternative street sign post designs must be shown to meet VDOT safety standards for "break-away" requirements. Except for subdivisions that have received Board approval to install alternatively colored street signs, alternative street sign colors will not be allowed. In determining the appropriateness of the request, the Administrator shall consider the standards noted in Section 6 and any safety issues that may be associated with the alternative sign and post design.

If the request for street sign maintenance is granted, all reported street sign repairs must be made by the entity granted the authority to maintain the street sign and posts within 6 weeks of being made aware of the issue. If the repairs are not made within that time, the County will replace the street sign and post with a standard sign and post.

The Administrator may revoke street sign maintenance authority from any entity if it is determined that the entity is not capable of maintaining their street signs and posts based on these provisions.