

CHAPTER 93: STREET NAMES AND ADDRESSES

Section

- 93.01 Purpose
- 93.02 Definitions
- 93.03 Property address assignments
- 93.04 Address records maintenance
- 93.05 Road and street names
- 93.06 Required posting of assigned name
- 93.07 Reserving road names
- 93.08 Assignment of address numbers
- 93.09 Address assignments for unimproved property owned by private individuals
- 93.10 Address assignments for unimproved property owned by residential developers
- 93.11 Posting of addresses

- 93.99 Penalty

§ 93.01 PURPOSE.

The purpose of this chapter is to provide for the establishment and administration of a uniform system for assigning and displaying addresses for residential, agricultural, commercial and industrial parcels of property situated on all public and private streets within Shelby County, Kentucky, in order to promote the health, welfare and safety of all persons and property within this county by facilitating more efficient delivery of public services including that of emergency services, health and building inspections, soil evaluations, property tax administration, property mapping as well as parcel and mail delivery.

(Ord. 08-04-14, passed 8-4-2009)

§ 93.02 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ADDRESS. The combination of a number or a set of numbers and a road prefix, where necessary, and a road suffix such as “road”, “highway”, “street”, and the like.

ADDRESS NUMBER. A number or set of numbers of an address.

BUILDING. A combination of material, whether portable or fixed, forming a structure having a roof supported by columns or by walls affording a facility or shelter for use or occupancy by person, animals or property.

E-911. The 911 emergency reporting system that is capable of selectively routing 911 telephone calls to the appropriate public safety answering point and which delivers voice communications, displays the name of callers to 911 as well as the call back number of the caller and the location of the call by assigned address.

E-911 ADDRESS COORDINATOR. The individual designated by the Shelby County E-911 Board to administer this chapter.

PERSON. An individual, proprietorship, partnership, firm, trust, assignee, independent contractor, limited liability company, association, joint stock company, corporation or combination of individuals of whatever form or character.

ROAD. Any vehicular way that is an approved state, county or municipal roadway or is shown on an approved and recorded subdivision plat or a private way that serves 3 or more existing property lots or buildings.

ROAD NAME. The proper name of a road including any applicable suffix.

SUBDIVISION. A division of a tract of land into separate lots or parcels in order to provide for the transfer of ownership and/or development.
(Ord. 08-04-14, passed 8-4-2009)

§ 93.03 PROPERTY ADDRESS ASSIGNMENTS.

(A) In order to obtain an address, a property owner or their duly authorized representative must submit to the E-911 Address Coordinator the following:

(1) Verification that all applicable state and local laws and regulations have been complied with by the applicant; and

(2) A completed application for address assignment.

(B) Within 7 to 10 working days after the submission of all required information, the E-911 Address Coordinator shall issue the requested address if possible. If the E-911 Address Coordinator is not able to assign an address within that time period, the applicant will be so notified as to why the requested

2009 S-4

address cannot be assigned within that time period and an approximate time of when the E-911 Address Coordinator believes that the address will be assigned.

(C) The E-911 Coordinator shall provide the applicant with the following information:

- (1) Address number;
- (2) The road prefix, if applicable;
- (3) Road name;
- (4) Road suffix;
- (5) The date that the address was assigned; and

(6) The name of the owner or the owner's duly authorized representative.

(Ord. 08-04-14, passed 8-4-2009)

§ 93.04 ADDRESS RECORDS MAINTENANCE.

The E-911 Address Coordinator shall maintain records containing the following information:

- (A) All assigned road names;
- (B) Address master database; and

(C) A master street address guide (MSAG) that contains all road names and ranges of numbers assigned to each road.

(Ord. 08-04-14, passed 8-4-2009)

§ 93.05 ROAD AND STREET NAMES.

(A) The following provisions are applicable to the selection of any new road or street names:

(1) The name cannot duplicate or sound identical to any other name of any street or road currently existing within Shelby County, Kentucky. Any duplicate proposed names will be disapproved;

(2) All names must be phonetically distinctive from any other name of any street or road currently existing within Shelby County, Kentucky so as to avoid any potential confusion caused by names that may sound similar but which are spelled differently. Any names deceptively similar to the name of any existing public or private roads will be disapproved;

2009 S-4

Shelby County - General Regulations

(3) An owner or developer or the duly authorized representative of an owner or developer of any subdivision shall obtain street name approval from the E-911 Address Coordinator prior to submission of a plat to the Triple S Planning and Zoning Commission; and

(4) The E-911 Address Coordinator shall assign a road name to all public and private roads as well as to any roadway which provides access to 3 or more residences, businesses, industries, or combinations thereof regardless of the roadway length.

(B) All roads and streets shall contain general suffix to be selected from the following list: Avenue (Ave), Boulevard (Blvd), Drive (Dr), Highway (Hwy), Parkway (Pkwy), Street (St), Road (Rd), Circle (Cir), Court (Ct), Lane (Ln), Place (Pl), Terrace (Ter), Trail (Trl) and Way (no abbreviation). (Ord. 08-04-14, passed 8-4-2009)

§ 93.06 REQUIRED POSTING OF ASSIGNED NAME.

(A) All roads or streets shall be marked with a sign that conforms to all state or local regulations and that contains the name of the street.

(B) The following persons shall be responsible for complying with this section:

(1) The Shelby County Road Department shall be responsible for maintaining the signs for all roadways that appear on and are included in the official Shelby County Road Department Road List or Map, including signs for state highways. The Shelby County Road Department shall also assume maintenance for signs within new developments or subdivisions, excluding gated communities, subsequent to said signs being set in place by the subdivision or development owners or their duly authorized representatives.

(2) For all streets located within the limits of Shelbyville, Simpsonville or Pleasureville, the public works department of each of those cities shall be responsible for maintaining signs for all roadways therein. Those departments shall maintain road signs within subdivisions if the homeowners' association fails to do so in a timely manner. Any replacement signs shall be general road signs as are typically used within the respective city limits. No public works department shall be responsible for maintaining any specialized road signs that do not conform to the preceding road sign requirements.

(3) The owners, developers or homeowners' association shall be responsible for the placement and maintenance of road signs within any gated communities or developments.

(4) Any road that does not fall within any of the categories listed above in division (B)(1) through (3) shall be considered a privately maintained road. The person who owns those roads shall be responsible for the placement and maintenance of all road signs on all such roads.

2009 S-4

(C) The departments or persons listed above shall be responsible for ensuring that all road signs are of the correct size and appearance, contain the correct spelling of the road name as assigned by the E-911 Address Coordinator, and are placed in an appropriate location. In the event of theft, vandalism, damage, or any other incident that affects the visibility of a road sign, the above departments or persons shall repair or replace those road signs. The E-911 Address Coordinator shall promptly notify the appropriate agency of any missing or damaged road signs that may be brought to the E-911 Address Coordinator's attention.

(Ord. 08-04-14, passed 8-4-2009)

§ 93.07 RESERVING ROAD NAMES.

Any person may reserve a road name for a proposed road. Persons wishing to reserve a road name must contact the E-911 Address Coordinator in writing. The road name must meet all the requirements contained herein. All road names approved by the E-911 Address Coordinator shall be reserved for a period of 1 calendar year from the date of approval.

(Ord. 08-04-14, passed 8-4-2009)

§ 93.08 ASSIGNMENT OF ADDRESS NUMBERS.

(A) Each property with at least 1 structure shall have an address assigned to it.

(B) All single-family structures shall be assigned one address consisting of numeric characters only. Single-family structure addresses shall not contain a combination of numbers and letters.

(C) All multiple-family structures shall be assigned one address consisting of numeric characters only. Each entrance way to separate tenant spaces or residential units located on the exterior of the structure shall be assigned a separate unit number. The address for each separate unit shall contain the address number as well as the unit number. All numbers shall consist of numeric characters only.

(D) Office buildings with exterior entrances shall consist of an address number and unit number. The unit number shall be the "suite" number. The unit or suite number shall contain only numeric characters.

(E) In cases of a single building with multiple entrance ways leading to shared or common hallways or lobbies, only 1 address number will be assigned. Each separate area or space will have a separate unit number assigned as described above.

(F) The E-911 Address Coordinator shall assign addresses in numeric sequence in a logical and consistent order whenever possible. Street addresses shall be spaced for every 50 feet of land in residential areas and for every 25 feet of land in commercial areas.

2009 S-4

Shelby County - General Regulations

(G) Properties located on roads running north and south shall have even address numbers assigned for properties situated on the east side of the road and odd address numbers for properties situated on the west side of the road. Properties located on roads running east and west shall have even address numbers for properties situated on the north side of the road and odd address numbers for properties situated on the south side of the road.

(H) The E-911 Address Coordinator shall assign each road a “one hundred block” designation. The address assigned to any property within that block shall be within that 100-block range. (Ord. 08-04-14, passed 8-4-2009)

§ 93.09 ADDRESS ASSIGNMENTS FOR UNIMPROVED PROPERTY OWNED BY PRIVATE INDIVIDUALS.

(A) Persons who own unimproved property that is not located within a commercial development may apply for an address. In doing so, those persons must submit the following information to the E-911 Address Coordinator:

(1) For single lots of land, the valid road name where a structure is or will be located, accurate and detailed instructions to the property, copies of all building and zoning permits, a copy of the applicant’s deed containing a legal description of the property, a completed application and a filing fee in an amount as established by the E-911 board.

(2) For tracts containing multiple lots, in addition to the information as required above in division (A)(1), the applicant must also supply a copy of any plat that has been certified for recording.

(3) For tracts of land which shall remain unimproved no filing fee shall be required.

(B) The E-911 Address Coordinator may visually inspect any property prior to issuing an address in order to ensure that all requirements of this chapter have been complied with.

(C) Each person shall pay a filing fee in an amount to be determined by the E-911 board for each new address applied for. (Ord. 08-04-14, passed 8-4-2009)

§ 93.10 ADDRESS ASSIGNMENTS FOR UNIMPROVED PROPERTY OWNED BY RESIDENTIAL DEVELOPERS.

(A) In addition to any other requirements contained herein, owners of residential developments or their duly authorized representatives must file with the E-911 Address Coordinator a certified plat containing all road names as previously approved by the E-911 Address Coordinator as well as all signatures required by the planning and zoning regulations and the subdivision regulations for Shelby County.

2009 S-4

(B) The E-911 Address Coordinator may visually inspect any property prior to issuing an address in order to ensure that all requirements of this chapter have been complied with.

(C) Each residential developer shall pay a filing fee in an amount to be determined by the E-911 board for each new address applied for.
(Ord. 08-04-14, passed 8-4-2009)

§ 93.11 POSTING OF ADDRESSES.

(A) All persons must clearly display the address on any property they own as follows:

(1) On both sides of the mailbox to the property in numerals 4 to 6 inches in height made of reflective material or in a color that contrasts with the mailbox; or

(2) On the structure on the front side of the structure or at the entrance way to the structure so that the number is visible from the roadway during both the day time and night time. The numbers shall also be of a size and contrasting color so as to be visible from the roadway.

(B) In the event that the foregoing requirements cannot be satisfied due to the lack of a mailbox or because there is no structure located less than 75 feet from the road, the person who owns the property must make alternative arrangements to ensure that the property address is visible from the road including, but not limited to posting the property address on a fence, gate or other apparatus visible from the roadway. This division does not authorize any person to violate any provisions of the planning and zoning regulations or any other law or regulation.

(C) Addresses shall be displayed as set out above within 30 days of the address being assigned.
(Ord. 08-04-14, passed 8-4-2009)

§ 93.99 PENALTY.

(A) Failure to comply with the provisions of this chapter, including the provisions requiring the display of an address, is a violation punishable by a fine of up to \$50. Each day in violation shall constitute a separate offense.

(B) In addition to the penalties provided herein for violations of this chapter, the E-911 Address Coordinator is authorized to pursue remedial civil actions for violations of this chapter by civil complaint or petition for injunctive relief, declaration of rights or other appropriate proceedings filed in Shelby County, Kentucky, Circuit Court.
(Ord. 08-04-14, passed 8-4-2009)

2009 S-4

CHAPTER 94: PARKS AND RECREATION

Section

94.01 Operation of motor vehicles within the parks system

94.99 Penalty

§ 94.01 OPERATION OF MOTOR VEHICLES WITHIN THE PARKS SYSTEM.

(A) It shall be unlawful without a Parks System permit to operate any motorized vehicle in any facility within the Shelbyville/Shelby County Parks and Recreation System except on designated roadways and in designated parking areas.

(B) It shall be unlawful without a Parks System permit to park any motorized vehicle in any facility within the Shelbyville/Shelby County Parks and Recreation System except in designated parking areas, provided, however, it shall be permissible to parallel park along the entrance road to Lake Shelby and in Clear Creek Park at the softball facility, should all parking areas be filled then, in that event, it shall be permissible to parallel park along the back road of the park.

(C) There shall be no parallel parking along entrance roadway (from entrance) to park through to Golf Course and Club House.
(Ord. 90-2, passed 6-12-1990) Penalty, see § 94.99

§ 94.99 PENALTY.

The penalty for violation of §§ 94.01(A) through (C) of this chapter shall be a fine of \$5 paid to County Judge Office.
(Ord. 90-2, passed 6-12-1990)