

**ARTICLE V
SITE DEVELOPMENT CRITERIA**

SECTION 50 – GENERAL PROVISIONS

50.01 – Purpose	3
50.02 – Minimum Site Dimensions	3
50.03 – General Site Development Requirements	3
50.04 – Projections into Setbacks Area	4
50.05 – Building Height and Area Standards	4

SECTION 51 – PARKING/LOADING REQUIREMENTS

51.01 – Intent and Purpose	6
51.02 – Off-Street Parking Standards	6
51.03 – Handicapped Parking Standards	10
51.04 – Joint Parking Use Agreements	11
51.05 – Vehicle Stacking Standards	11
51.06 – Loading Area Standards	12
51.07 – Parking Lot Landscaping Requirements	13

SECTION 52 – ROADWAY STANDARDS

52.01 – Intent and Purpose	13
52.02 – Applicability	14
52.03 – Construction Standards	14
52.04 – Design Standards	14
52.05 – Reserved	14
52.06 – Plans Review Process	15
52.07 – Street Naming and Parcel Addressing	15

SECTION 53 – LANDSCAPING REQUIREMENTS

53.01 – Intent and Purpose	16
53.02 – Applicability	16
53.03 – Landscape Plan	16
53.04 – Installation Standards	16
53.05 – Landscape/Open Space Area Maintenance	17
53.06 – Buffer Yards	17
53.07 – Buffer Yard Requirements	17

SECTION 54 – MANUFACTURED HOME CRITERIA

54.01 – Intent and Purpose	19
54.02 – General Requirements	19
54.03 – Safety and Appearance Standards	19
54.04 – Non-Conforming Manufactured Homes	20

SECTION 55 – SITE PLAN REVIEW

55.01 – Intent and Purpose	20
55.02 – Applicability	20
55.03 – Minor Improvement	21
55.04 – Required Professional Certifications	21
55.05 – Application Criteria	21
55.06 – Application Evaluation Criteria	22
55.07 – Special Site Plan Requirements	22
55.08 – Large Scale Projects	22

SECTION 56 – ROAD NAMING AND ADDRESSING

56.01 – Findings 22
56.02 – General Requirements 23
56.03 – Street Naming 23
56.04 – Property Numbering 24
56.05 – Assignment of Numbers 24
56.06 – Placement of Numbers 24
56.07 – Administration 24

SECTION 50 – GENERAL PROVISIONS

Section 50.01 Purpose

The purpose of this Section is to establish site design and development criteria for all public and private projects in order to prevent overcrowding on parcels; promote safe ingress and egress from development sites; and improve the appearance of the community to:

- (a) Control the size, location, height, bulk and orientation of structures;
- (b) Control density and/or intensity of development;
- (c) Establish areas and dimensions of land, water and air space to be occupied by buildings and structures, and the size of yards, courts and other open spaces;
- (d) Regulate the amount of off-street parking and loading, including ingress and egress standards;
- (e) Establish landscaping standards to improve the appearance of development projects and provide open space areas; and
- (f) Facilitate the provision of public utilities and recreation space.

Section 50.02 Minimum site dimensions

Table V-1 presents the minimum site development criteria by zoning district. The lot dimensions in the PZ district are variable, but shall be depicted in a development plan that is part of a development agreement between the County and the developer.

- (a) Whenever more than one principal building is to be located on a lot, the required yards and setbacks shall be maintained around the group of buildings and individual buildings shall be separated per the requirements of the adopted International Building Codes;
- (b) The “flag pole” area of a flag lot shall not be included in the calculation of the minimum lot area; and
- (c) Except for a project in the PZ (Performance Zone), the minimum criteria depicted in Table V-1 shall not be reduced without completion of the variance process described in Section 94 of this Code.

Section 50.03 General site development requirements

All development sites, except residential subdivision sites, shall conform to the requirements described below. Development standards for subdivisions are in Article VI.

- (a) All development projects shall locate solid waste receptacles enclosed by a minimum six foot high opaque fencing, walls or vegetative screening where easily accessible by collection vehicles;
- (b) All above-ground utility facilities, except power poles and the like, and fire hydrants, shall have sufficient vegetation around it to screen it from the public view;
- (c) All development projects requiring potable water system backflow preventors must be easily accessible from the nearest public roadway and screened from public view;
- (d) All projects shall connect to a public water system when the transmission lines are accessible within 200 feet of any portion of the site and capacity is available;
- (e) All projects shall connect to a public sewer system when the transmission lines are accessible within 200 feet of any portion of the site and capacity is available;
- (f) Where buildings are grouped on the same lot, forming a shopping or business center, a minimum 15 foot side yard setback shall be required on each end of the project;
- (g) The amount of coverage of a parcel by impervious surfaces shall conform to the impervious surface ratio requirements in Table V – 1;

Section 50.04 Projections into setback area

The following shall be permitted to project into the required setback area:

- (a) A protective hood or awning over a doorway may extend not more than three (3) feet into the required minimum setback area;
- (b) Eaves, chimneys, cornices, gutters, and other minor architectural features projecting less than 24 inches from the main building;
- (c) Unenclosed steps closer than five (5) feet from a property line; and
- (d) Fences and walls of any necessary height, not closer than 18 inches to the right-of-way line of the adjacent roadway.
- (e) Freestanding gas pumps and awnings, not closer than 25 feet to the right-of-way line of the adjacent roadway.

Section 50.05 Building Height & Area Standards

The following structure height standards shall apply:

- (a) In addition to the front yard setback referenced in Table V-I, all non-residential and multifamily residential structures 30 feet, or more, in height shall be required to setback a minimum of one foot for each foot of height above 30 feet, from the adjacent property lines; and
- (b) **All building heights and areas shall be in compliance with the adopted Fire and Building Codes.**

(c)

**TABLE V – 1
MINIMUM PARCEL DIMENSIONS**

Zoning District	Min. Lot Area (sq. ft.)	Min. Front Yard (ft)	Min. Lot Width (ft)(h)	Min. Side Yard (ft)	Min. Rear Yard (ft)
CON	NAp	NAp	NAp	NAp	NAp
AGR I & II	(b)	(a)	100	10	25
INS	NAp	NAp	100	NAp	NAp
IND I & II	10,000	(a)	100	25	25
NC	5,000	(a)	75	10	20
GC	5,000	(a)	50	0	20
RE	5 acres	(a)	100	20	50
SFR	(b)	(a)	100	10	25
RC	(b) (c)	(a)	None	10	25
RMF	2 acres	(a)	100	10	25
PZ	Variable	Variable	Variable	Variable	Variable

Zoning District	Maximum Residential (DU/ac)	Maximum Floor Area Ratio	Maximum Percent Lot Coverage (d)
CON	NAp	NAp	NAp
AGR I & II	NAp	NAp	NAp
INS	NAp	NAp	65
IND I & II	NAp	NAp	75
NC	NAp	NAp	60
GC	NAp	NAp	70
RE	1.0	NAp	10
SFR	1.3 to 4.3	NAp	40
RC	NAp	NAp	30
RMF	4.4 plus	NAp	50
PZ	Variable	Variable	Variable

Notes: NAp = Not Applicable

- (a) Front setbacks are 30 ft. on local, 40 ft. on collector and 50 ft. on arterial roads.
- (b) The minimum lot size for single family detached residences is 10,000 sq. ft. with public water and sewer, 20,000 sq. ft. with public water and private septic system or public sewer and well, and 30,000 sq. ft. for private septic system and well.
- (c) The patio homes minimum lot size is 4,000 sq. ft. with central water and sewer service.
- (d) Percent of lot coverage by structures, pavements and other impervious surfaces.
- (e) Accessory buildings may be located no less than five (5) feet from the rear and/or side lot lines.
- (f) For patio homes and cluster housing subdivisions, a five (5) foot setback shall be required on one side only and a ten (10) foot setback shall be required between the end unit and the external property line;
- (g) A 25-foot setback shall be required between the exterior unit(s) and the adjacent property line and between buildings on a multifamily project site; and a 15 foot setback shall be required from the rear property line.
- (h) Minimum lot width on a curve is 75'
- (i) Where a lot fronts on two non-intersecting streets forming an angle of sixty degrees or less, front yard setbacks shall be provided on both streets.
- (j) For corner lots, a front yard setback shall be required on the street of higher classification ranked in the following order: (1) arterial, (2) collector, (3) local, or in the case of two equally classified streets, the street having the higher traffic volume. A second front yard setback of one half (1/2) the depth shall be provided on the lower classified street or the one having the lower traffic volume.

- (k) The front yard is the portion of the parcel on which the street address is established; and
- (l) Structures and buildings adjacent to railroads may locate closer to the railroad right-of-way than the permitted side or rear yard setbacks specified by this section, provided the location shall be in accordance with applicable railroad standards and conforms to all other pertinent provisions of this Code.

SECTION 51 – PARKING/LOADING REQUIREMENTS

Section 51.01 Intent and purpose

The purpose of this Section is to ensure that sufficient off-street parking and loading facilities are provided to accommodate the operation of the establishments. These standards are also intended to ensure safe pedestrian and vehicular ingress and egress from development sites.

Section 51.02 Off-street parking standards

The following general requirements shall apply to all development projects:

- (a) The number of parking spaces provided shall be at least as great as the number specified in Table V-3 for the particular use;
- (b) The parking space requirements for a use not specifically listed in Table V-3 shall be the same as for a listed use of similar characteristics;
- (c) No portion of a public right-of-way may be used to satisfy either the parking or loading requirements;
- (d) All required parking spaces shall be a minimum of ten (10) feet behind the right-of-way of the adjacent streets and on same parcel as the principal use, unless subject to a joint parking use agreement;
- (e) All parking areas shall be used for automobile and truck parking only, with no vehicle sales or any other sales activity, dead storage, non-emergency repair work, dismantling or servicing of any kind;
- (f) No pedestrian entrance at ground level shall open directly upon a driveway or access aisle unless the doorway of entrance is at least three (3) feet from said driveway or access aisle and appropriate improvements are provided to allow for safe doorway access;
- (g) All parking spaces shall have wheel stops, or curbing, as provided below:
 - [1] Wheel stops adjacent to landscaped areas shall be located two and one-half (2 ½) feet from the front end of the stall to prevent encroachment into required landscape areas;
 - [2] Wheel stops for a stall not adjacent to landscaped areas shall be located three and one-half (3 ½) feet from the end of the stall.
- (h) No parking spaces shall have direct access to a public roadway;
- (i) When the parking calculations described in Table V-3 result in a fractional space, fractions less than one-half (1/2) shall be disregarded and fractions greater than one-half (1/2) shall require a full space;
- (j) All parking areas shall be landscaped as provided in Section 53;
- (k) Driveways shall be considered parking spaces on parcels located in the AGR, RE, RC, SF30 and SF10 zoning districts;
- (l) All projects shall contain fire lanes next to the principal structures in accordance with the Life Safety Code as determined by the Fire Chief;
- (m) Except for shopping centers, mixed uses or joint parking agreements, the number of parking spaces required shall equal the sum of the requirements of the various uses computed separately;
- (n) Whenever a building or use is enlarged in floor area, number of employees, number of dwelling units, seating capacity or otherwise, to create a need for an increase of 10 percent, or more, in the number of existing parking spaces, the total number of spaces required for the uses shall be provided;
- (o) Maneuvering areas shall be designed to permit vehicles to enter and leave the parking area in a forward direction;
- (p) Off-street parking facilities shall be designed to prevent damage to abutting property and/or public streets from stormwater runoff and shall be maintained in a clean, orderly, dust-free, and weed-free condition at the expense of the owner or lessee;
- (q) Landscaping, curbing, fencing or other approved barriers to vehicular movement shall be provided along property boundaries to control entrance and exit of vehicles or pedestrians, and separate off-street parking spaces from sidewalks and streets;

- (r) The parking spaces located on well-drained soils shall not require paving, but all parking lot aisles shall be stabilized with appropriate all-weather material;
- (s) Temporary or overflow parking areas shall not require paving nor shall the aisles require stabilization;
- (t) Equipment for lighting parking facilities shall be arranged so that light does not interfere with traffic or adjoining residential uses;
- (u) No building permit shall be approved, nor shall any development permit described in Article IX be approved unless the required number of parking spaces are provided as described in this Section;
- (v) The entrance/exits to parking areas shall not be closer than 100 feet to the right-of-way of an intersection;
- (w) In order to improve the appearance of development sites, it is preferred but not required that parking spaces be located along the side and rear portions of the subject parcels to the maximum extent possible;
- (x) Table V-2 presents the parking lot design requirements; and
- (y) The number of spaces required for each land use is found in Table V-3.

**TABLE V-2
PARKING LOT DESIGN STANDARDS**

Stall Angle / Requirements (ft)	45 Degrees	60 Degrees	90 Degrees	180 Degrees
Offset	18	10	10	10
Space width	10	10	10	10
Space depth	19	19	19	24
Aisle width	15	20	24	15
Turning area	17	14	14	14
Maneuver depth			15	
Maneuver radius			15	

**TABLE V - 3
OFF-STREET PARKING SPACE REQUIREMENTS**

Land Use Category	Spaces	Unit of Measure
Adult living facility	3	Each 5 beds
Assembly places with fixed seats	1	Each 4 seats plus 1 space per 2 employees on the largest shift
Assembly places w/o fixed seats	1	Each 40 SFGFA of main assembly area space
Auto Repair	1	Each 200 SFGFA
Auto sales	1 1	Each 400 SFGFA plus Each vehicle for sale/lease
Auto service station	3 1	Service bay plus Each 200 SFGFA non bay area
Banks & financial institutions	1 1	Each 250 SFGFA on ground floor plus Each 200 SFGFA on other floors
Bed & breakfast/rooming	1	Each guest room
Bowling alleys	5	Each Lane
Convenience stores	1	Each 200 SFGFA
Clubs, recreational, fraternal & s Similar	1	Each 150 SFGFA
Day care	1	Employee plus a 5 space drop area
Financial Institutions	1 2	Each 300 sq. ft. GFA plus Each Automatic Teller Machine
Flea markets	1.5	Each stall
Funeral homes	1 2	Each 4 Seats in main assembly area plus business vehicle spaces
Furniture, appliance and similar	1 1	Each 250 SFGFA to 10,000 sq. ft. plus Each 500 SFGFA over 10,000 sq. ft.
General retail not specified	1	Each 250 SFGFA

**TABLE V – 3 (cont'd)
OFF-STREET PARKING SPACE REQUIREMENTS**

Land Use Category	Spaces	Unit of Measure
Golf Course	5 1	Each hole plus Each 200 SFGFA of clubhouse area
Grocery/supermarket	1	Each 250 SFGFA
Hospital & similar	1 1 1	Each 2 beds plus Each 250 SFGFA administrative area plus Each employee
Indoor recreation	1	Each 300 SFGFA
Industrial not specified	1 1	Each employee on largest shift plus Each 5000 SFGFA for visitors
Marinas	1 4	Each Boat slip plus Boat trailer spaces per boat ramp
Medical/dental or veterinary facilities	1 1	Each employee plus Each 2 Examination rooms
Miniwarehouse	1	Each 10 storage units
Motel/hotel	1 1	Each room plus Accessory Uses plus Each Employee
Multifamily residential	1 2.0	Each One Bedroom Unit plus Each Other Unit
Outdoor recreation	1 1	Each employee plus Each 3 patrons capacity
Personal service retail not specified	1	Each 250 SFGFA
Places of worship	1 1	Each 3 Seats in assembly area plus Each employee
Professional offices	1	Each 250 SFGFA
Private schools	1	Each 200 SFGFA
Public school - elementary	1 1	Each employee plus Each room

**TABLE V – 3 (cont'd)
OFF-STREET PARKING SPACE REQUIREMENTS**

Land Use Category	Spaces	Unit of Measure
Public school -other	1 5	Each employee plus Each room plus specified spaces for other use provided such auditoriums, etc.
Restaurants, lounges and similar	1 1 1	Each 4 seats plus Each 2 bar stools plus Each employee largest shift
Shopping centers	1	Each 250 SFGFA
Theaters	1	Each 10 Seats
Warehouse & distribution	1 1	Each employee plus Each 10,000 SFGFA for visitors

Notes:

SFGFA = Square Feet of Gross Floor Area, i.e., the total floor area inside the outside walls of the structure (s)

Section 51.03 - Handicapped parking standards

In compliance with the requirements of the Americans with Disabilities Act and Chapter 1104 of the International Standard Building Code, each development project shall comply with the standards below:

- (a) Table V-4 presents the required number of handicapped parking spaces for each type of development project.

**TABLE V- 4
HANDICAPPED PARKING REQUIREMENTS**

Required Spaces (from Table V-3)	Handicapped Space Requirements
0 to 100 spaces	1 per each 25 spaces
101 to 200 spaces	4 plus 1 per each 50 over 100 spaces
201 to 500 spaces	6 plus 1 per each 100 over 200 spaces
501 plus spaces	9 plus 2% of total over 500 spaces

- (b) At least one van accessible parking space shall be provided for each eight (8) required handicapped spaces;
- (c) Accessible parking spaces shall be located on the shortest accessible route of travel from adjacent parking to an accessible building entrance;
- (d) In parking facilities that do not serve a particular building, accessible parking spaces shall be located on the shortest route to an accessible pedestrian entrance of the parking facility;
- (e) In buildings with multiple accessible entrances with adjacent parking areas, accessible parking spaces shall be dispersed and located near the accessible entrances;
- (f) The requirements above shall apply to all buildings and structures, including their associated sites and facilities, except as follows:
 - [1] Residential buildings with three (3) or less units in a single structure; and Temporary structures;
 - [2] Raised areas used primarily for security purposes;
 - [3] Limited access areas such a maintenance areas; and
 - [4] Other areas exempted by Section 1101.1.2 of the Standard Building Code.
- (g) Handicapped accessible spaces shall be the same dimensions as provided in Table V-2, shall be painted with blue stripes and shall be designated with a sign reserving the space for accessible vehicles;
- (h) Car accessible spaces shall have a minimum five (5) foot wide blue painted access aisle adjacent to the driver's side; and
- (i) Van accessible spaces shall have a minimum eight (8) foot wide blue painted access aisle adjacent to the designated space.

Section 51.04 Joint parking use agreements

The County shall have the authority to require the creation, use and maintenance of joint-use parking and/or joint-use driveways or other common ingress-egress facilities for all uses other than single family and duplex residential structures. Joint parking use agreements shall conform to the following requirements:

- (a) A joint-use parking or access agreement shall be recorded in the public records of Clarendon County prior to issuance of a building permit and shall at a minimum include:
 - [1] A statement holding the County harmless from any and all claims or potential liability;
 - [2] **Shall run with the land involved and be binding on the parties to the agreement, their successors and/or their assigns;**
 - [3] Shall comply with landscaping criteria described in Section 51.07.
- (b) After the County Attorney approves the basic agreement content and format, the Department may execute future joint parking use agreements; and
- (c) The agreement may reduce the total parking space requirements up to 20 percent without a variance pursuant to the requirements of Section 94 of this Code.

Section 51.05 Vehicle stacking standards

Certain land uses require vehicle stacking areas to operate. The requirements below are established to ensure adequate pedestrian and vehicle safety by providing off-street stacking spaces and separation from on-site internal movements.

- (a) Each stacking space shall be a minimum of nine (9) feet wide by 20 feet long;
- (b) Stacking spaces shall not impede on-site or off-site traffic movements into or out of off-street parking spaces;
- (c) Stacking spaces shall be separated from internal driveways by raised medians and/or landscaped areas; and
- (d) Table V – 5 depicts the vehicle stacking standards for certain land uses. If the specific land use is not shown, the requirement of the most similar use shall apply.

**TABLE V-5
VEHICLE STACKING STANDARDS**

Activity Type	Min. Spaces	Measured From
Bank teller lane	4	Teller or Window
Automated teller machine	3	Teller
Food service drive-thru	6	Order Box
Food service drive-thru	3	Order Box to Pickup Window
Carwash stall – automatic	6	Entrance
Carwash stall – self service	3	Entrance

Section 51.06 Loading area standards

All commercial and industrial land uses shall comply with the following loading area standards:

- (a) Off-street loading and unloading areas shall in all cases be located on the same lot or parcel of land as the structure they are intended to serve;
- (b) Where a building is used for more than one use or for different uses, the loading space requirement shall be based on the use for which the most spaces are required;
- (c) Delivery truck berths may be located with required parking spaces, provided they are marked as reserved for loading purposes;
- (d) Access aisles may serve both parking and loading facilities;
- (e) All loading and delivery areas shall be designed to prevent backing into streets, pedestrian ways or bikeways;
- (f) Loading berths shall be provided with a maneuvering space of not less than 40 feet in depth for counter-clockwise traffic flow and 100 feet for clockwise flow;
- (g) All loading berths and maneuvering areas shall be separated from required off-street parking facilities and shall include traffic flow directional information;
- (h) Table V-6 depicts the loading berth design standards;
- (i) All commercial and industrial uses shall provide the number of off-street loading and unloading spaces described in Table V-7; and
- (j) Landscaping must meet minimum requirements for zoning area.

**TABLE V-6
LOADING BERTH DIMENSION STANDARDS**

	Loading Berth Dimensions	Delivery Berth Dimensions
One- way Aisle	16 feet	16 feet
Two-way Aisle	28 feet	24 feet
Turning radius	47 feet	42 feet
Vertical clearance	14 feet	14 feet

**TABLE V-7
LOADING BERTH AREA STANDARDS**

Use Category	Floor Area (sq. ft.)	Berths Required
Retail and/or service uses	5000 to 24,999	one
	25,000 to 59,999	two
	60,000 to 119,999	three
	120,000 to 199,999	four
	200,000 plus	One/90,000 sq. ft.
Storage or wholesale uses	5000 to 24,999	one
	25,000 to 59,999	two
	60,000 to 119,999	three
	120,000 to 199,999	four
	200,000 plus	One/90,000 sq. ft.
Places of assembly, hotels, motels, office buildings, long term health care facilities	10,000 to 39,999	one
	40,000 plus	One/60,000 sq. ft.
Automotive, recreation	2000 to 14,999	one
	15,000 to 39,999	two
	40,000 plus	One/10,000 sq. ft.
Manufacturing uses	0 to 14,999	one
	15,000 to 39,999	two
	40,000 plus	One/40,000 sq. ft.

Section 51.07 – Parking lot landscaping requirements

The requirements of this subsection shall apply to all new parking areas and parking areas that are altered or improved when a site structure is enlarged. The requirements also apply when a change of use occurs that requires the parking area to be altered.

- (a) A minimum 10 foot wide landscaped area shall be provided between vehicular use areas and any adjacent public roadway;
- (b) All landscaped areas shall be protected from vehicular encroachment with effective wheel stops or curbs;
- (c) Parking areas shall be designed so that no more than 20 spaces in a row occur; and
- (d) Multiple bay parking lots shall have a minimum of a five (5) foot landscape island between each bay to provide for screening and stormwater management.

SECTION 52 ROADWAY STANDARDS

Section 52.01 Intent and purpose

The purpose of this Section is to establish standards for the design and construction of roads in the County. These regulations are intended to generally improve the overall transportation system in the County and more specifically:

- (a) To encourage well planned roads by establishing adequate standards for construction and design;
- (b) To alleviate inferior road construction which might adversely affect future property owners;
- (c) To secure the rights of the public through a road construction program that is part of an annual capital improvement program;
- (d) To improve the roadway ownership records and maintenance responsibilities;
- (e) To provide adequate access for fire protection apparatus; and
- (f) To provide a systematic street naming and parcel addressing process to implement the County's Emergency Management System

Section 52.02 Applicability

The criteria established herein apply to all roads constructed in the unincorporated area of the County, other than state or federal roadways, as well as any roads owned by the County within incorporated areas.

Section 52.03 Construction standards

Roadway construction standards are included in Section 65. Said standards and criteria shall generally be based on the South Carolina Standard Specifications for Highway Construction Manual and the USDOT Manual of Uniform Traffic Control Devices of Street and Highways the Americans with Disabilities Act, and the South Carolina Department of Health and Environmental Control.

Section 52.04 Design standards

The following minimum roadway design and access standards shall apply to all roadways subject to the provisions of this Section:

- (a) Local streets shall be so laid out that their use by through traffic will be discouraged;
- (b) Where a development abuts an existing or proposed arterial roadway, it may be necessary to install reverse frontage lots, deep lots with rear service alleys, or such other treatments, to protect property values separating through traffic from local traffic;
- (c) Street jogs at intersections with centerline offsets less than 150 feet shall be prohibited;
- (d) The minimum acceptable right-of-way for a County road shall be 50 feet, 25 feet on either side of the centerline. However, the County reserves the right to require additional right-of-way on a case-by-case basis as may be necessary to implement the objectives and policies of the Comprehensive Plan, the Capital Improvement Program and/or the provisions of this Code;
- (e) Streets shall be laid out so as to intersect as nearly as possible at right angles and no street shall intersect any other street at less than 60 degrees;
- (f) The PC shall approve all street names pursuant to the requirements of Section 57 of this Code;
- (g) All street signs shall be constructed to County standards and shall be provided by the roadway developer at no expense to the County;
- (h) All proposed County roadways shall intersect at least one federal state, county or municipal roadway;
- (i) The proposed roadway shall border a minimum of two adjacent parcels and/or serve a minimum of two residences or businesses or be a portion of a subdivision;
- (j) No half roadways shall be permitted;
- (k) The County shall not accept maintenance responsibility for any existing or proposed roadway that cross earthen dams with water impoundment;
- (l) No more than two roadways shall intersect at any one point;
- (m) Roadways entering opposite sides of a given street shall have their center lines directly opposite or shall be offset a minimum distance of 200 feet, measured along the centerline of the roads being intersected;
- (n) Other appropriate standards and criteria from SCDOT Access and Roadside Management Standards Manual, 1996 as may be applicable to the specific project.

Section 52.05 Reserved

Section 52.06 Plans review process

The following process shall be used to review plans for all public and private roadway construction in the County, except for state and/or federal roads:

- (a) A roadway developer shall submit a concept plan that depicts the basic characteristics of the proposed roadway to the Department on forms prepared by the Department;
- (b) The Department shall prepare an evaluation of the proposed roadway based on the following criteria:
 - [1] The relationship to the objectives and policies of the Comprehensive Plan;
 - [2] Conformance with the provisions of the annual Capital Improvement Plan;
 - [3] Conformance with the County street naming system;
 - [4] The general effect on the County's road operation and maintenance budget;
 - [5] Conformance with the criteria developed pursuant to the requirements of Section 52.03;
- (c) The Department will schedule consideration of the proposed concept plan at the next available PC meeting;
- (d) Upon PC approval of the concept plan, the roadway developer may prepare plans and specifications pursuant to the requirements of Section 52.03 and 52.04;
- (e) Upon submission of the plans and specifications to the Department, the Department will transmit them to the County Engineer and the Soil and Water Conservation District for review and comment;
- (f) Upon County Engineer and District approval of the plans and specifications, the roadway developer may begin roadway construction;
- (g) The County Engineer, and/or District personnel, shall periodically inspect the construction of the road and certify that it has met the construction and design standards described herein;
- (h) Upon certification the road has been properly constructed, the Department shall schedule acceptance of a deed of dedication prepared by the developer by the County Council at their next available meeting;
- (i) The roadway developer shall maintain the road for a minimum of 365 days after the County Engineer has certified compliance with the standards herein;
- (j) Upon completion of the maintenance period above, the roadway developer may submit a request to the Department for the County to assume maintenance responsibility;
- (k) The Department shall schedule consideration of the request for the next available County Council meeting and request certification by the County Engineer;
- (l) The County Council shall not approve the maintenance resolution until all identified deficiencies are corrected;
- (m) County Council acceptance of a roadway for maintenance shall not imply that said road will be widened, improved or stabilized within any particular timeframe; and
- (n) The roadway developer shall continue full maintenance responsibility until the County Council approves the maintenance resolution.

Section 52.07 Street naming and parcel addressing

Pursuant to the requirements of Section 6-29-1200 [A], SC Code of Laws, the County's Emergency Management Department has the responsibility to implement the E 911 system based on the systematic naming of roads and parcel addressing. The road naming and parcel addressing system, described in more detail in Section 57, shall be implemented as follows:

- (a) The Emergency Management Department shall provide the Department with the initial road names and addresses developed to implement the E 911 system;
- (b) The Department shall thereafter issue all street names and parcel addresses;
- (c) The PC may, after compliance with the notice provisions of Section 90 of this Code, change the name of all subject roads by resolution, subject to the following criteria:
 - [1] When there is duplication of names or other conditions which tend to confuse the public, delivery of mail, and/or provision of emergency or fire services;
 - [2] When it is found that a change may simplify marking or giving of directions to persons seeking to locate addresses;
 - [3] Any other reasons the PC may deem important to ensure the provision of emergency and/or fire services.

SECTION 53 – LANDSCAPING REQUIREMENTS

Section 53.01 Intent and purpose

The purposes of landscaping and open space standards are to improve the appearance of vehicular use areas and property abutting public rights-of-way; to protect, preserve and promote the aesthetic appeal, scenic beauty, character and value of land in the county; to promote public health and safety through the reduction of noise pollution, stormwater runoff, air pollution, visual pollution, and artificial light glare; and to provide sufficient open space and recreational areas for the inhabitants of such projects. The Section continues the landscaping requirements established in the Land Use and Development Standards Ordinance adopted in 1992.

Section 53.02 Applicability

This Section applies to all proposed development and redevelopment, except single family and duplex residential projects, and those in the PZ (Performance Zone). Subdivisions are subject to the requirements of Article VI.

- (a) No new development, building, structure or vehicular use area located on a roadway in connection with these uses shall hereafter be created or used unless open space and/or landscaping is provided pursuant to the provisions of this Section; and
- (b) No existing building, structure, or vehicular use area shall be expanded or enlarged unless the minimum landscaping and/or open space required by the provisions of this section are provided to the extent of the alteration or expansion.

Section 53.03 Landscape plan

Proposed uses, or projects, described in Section 53.02 shall submit a landscaping plan as part of the application for a site plan. At a minimum, the landscape plan shall include:

- (a) Designate areas to be preserved as open space and/or for landscaping;
- (b) Designate the type of open space which will be provided, and indicate the location of plant materials, decorative features, recreational facilities, etc;
- (c) Within the interior, peninsula, or island type landscaped areas shall be provided for any open vehicular use area containing more than 20 parking spaces;
- (d) Landscaped areas shall be located in such a manner as to divide and break up the expanse of paving and at strategic points to guide travel flow and directions; and
- (e) The use of a Landscape Architect is encouraged, but not required. A landscape business may prepare landscape plans required by this Article.

Section 53.04 Installation standards

- (a) When a berm is used to satisfy the requirements herein, it shall not exceed a 30 degree slope and shall be completely covered with living material;
- (b) Ground cover shall be planted so as to present a finished appearance and complete coverage under normal growing conditions within 12 months of installation;
- (c) Shrubs used to form hedges shall be non-deciduous species, shall be a minimum of 24 inches in height above the grade of the adjacent ground and shall be spaced to form continuous visual screen 36 inches in height above the grade of the adjacent ground, under normal growing conditions, within 12 months;
- (d) The required buffer yard plantings may be located on either side of a required wall;
- (e) Buffer yards may contain stormwater retention/detention facilities, bikeways, pedestrian paths, passive recreation and open space requirements, but shall not be used for any vehicular use, parking, active recreation, structures or overhangs;
- (f) At installation or planting, all evergreen trees and/or shrubs used to fulfill buffer area requirements shall be not less than six (6) feet in height,
- (g) All deciduous trees shall be not less than eight (8) feet in height, except for ornamental shrubs for Type A Buffer Areas, which may be used;

- (h) At maturity, evergreen plant material used for screening shall form a continuous opaque screen averaging 10 feet in height, and deciduous plant material used for screening shall average 25 feet in height; and
- (i) Evergreen and deciduous plant material shall be planted in at least two rows and in an alternating fashion to form a continuous opaque screen of plant material;
- (j) Existing trees of four (4) inches in DBH (Diameter Breast High), or more in diameter, within the required buffer area may be used in the computation of the required plantings; and
- (k) Wherever possible, native plants and drought resistant plantings should be employed.

Section 53.05 Landscape/open space area maintenance

- (a) Areas designated as common open space may not be separately sold, subdivided or developed;
- (b) Landscaped areas shall be maintained so that their use and enjoyment as open space area is not diminished or destroyed;
- (c) The property owner, occupant and/or agent shall be jointly and individually responsible for the installation of required landscaping in conformance with accepted commercial planting procedures;
- (d) The property owner, occupant and/or agent shall be responsible to ensure that all required landscaping is maintained in a healthy condition, including but not limited to sufficient watering and trimming;
- (e) Open space areas may be owned, preserved and maintained as required by this section by any of the following mechanisms or combinations thereof:
 - [1] Common ownership of the open space by a homeowner's association which assumes full responsibility for its maintenance;
 - [2] Dedication of and acceptance by the County;
 - [3] Deed restricted, private ownership which shall prevent development and/or subsequent subdivision of the open space land and provide the maintenance responsibility;
 - [4] Conservation easement granted to a private, non-profit agency that will prevent future redevelopment and provide maintenance for the open space in perpetuity.
- (f) The County may, following reasonable notice, order that deficiency of maintenance be corrected; enter the parcel to make the corrections; and
- (g) The cost of such maintenance shall be charged to those persons having the primary responsibility for maintenance of the open space and/or the enforcement actions described in Article X may also be employed.

Section 53.06 Buffer yards

The County finds it in the public interest to establish a system of buffer yards to mitigate the off-site impacts between certain types of developments. The intent of this Section is to protect the property values of adjacent incompatible land uses. In this regard, all buffer areas shall:

- (a) Be located on the outer perimeter of a lot or parcel, extending to the lot or parcel boundary line;
- (b) Shall not be located on any portion of an existing street or right-of-way;
- (c) May occupy part or all of any required front, side or rear yard or setback; and
- (d) May include stormwater retention ponds and landscaped areas.

Section 53.07 Buffer yard requirements

The following process shall be used to determine the required buffer yard between a specific project and an adjacent land use:

- (a) Determine the classification of the proposed use from Table V-9, i.e., Class I, II, or III, except buffer yard landscaping is not required adjacent to a vacant parcel;
- (b) Determine the type of required buffer yard from Table V-10. For example, a proposed Class II use adjacent to a Class I use requires a Type B buffer yard; and
- (c) Determine the buffer yard requirements from Table V-11. For example a type B buffer yard requires a minimum width of ten (10) feet plus eight (8) evergreen plants plus two (2) deciduous trees or a six (6) foot opaque fence.

**TABLE V- 8
LAND USE INTENSITY CLASSIFICATIONS**

Class I	Class II	Class III
Single family residential	Multifamily residential	Places of assembly
Two family residential	MH park	Body shops
Undeveloped (vacant)	RV park	Warehouse and/or distribution
Cropland (vacant)	Miniwarehouse	Hotels/motels
	Institutional	Shopping centers
	Unspecified neigh. commercial	Outdoor storage
		Unspecified industrial use
		Unspecified gen. commercial

**TABLE V-9
BUFFER YARD CLASSIFICATIONS**

Table V-8 Classification	Proposed Class I	Proposed Class II	Proposed Class III
Existing Class I		B	C
Existing Class II	B		C
Existing Class III	C	B	

Note:

- (1) A type A buffer yard is required between a Class II or Class III land use and the adjacent roadway.
- (2) No buffer yard is required between a Class II or III land use and cropland or undeveloped land.

**TABLE V – 10
BUFFER YARD PLANTING REQUIREMENTS**

BUFFER YARD A	
Minimum width	10 feet average; 5 feet minimum plus
Shrubs	12 plants/100 feet of lot line plus
Evergreen trees	2 trees 40 to 60 feet apart or
Deciduous trees	2 trees 40 to 60 feet apart
Wall or fences	Not required
BUFFER YARD B	
Minimum width	10 feet plus
Shrubs	Not Required
Evergreen trees	8 plants/100 ft. 10 feet apart plus
Deciduous trees	2 trees 40 to 60 feet apart or
Wall or fences	6 foot fence
BUFFER YARD C	
Minimum width	15 feet plus
Shrubs	Not Required
Evergreen trees	17 trees double row 10 feet apart plus
Deciduous trees	2 trees 40 to 60 feet apart or
Wall or fences	8 foot fence

Source: Planning Department, October 1999

Note:

- (1) All fences shall be either opaque, or chain link with plants that will obscure the chain link fence in 4 years.

SECTION 54 MANUFACTURED HOMES

Section 54.01 Intent and purpose

The purpose of this Section is to establish site development criteria for sites with manufactured homes. These criteria are in addition to the other relevant regulations of this Code.

Section 54.02 General requirements

All manufactured housing shall conform to the following requirements:

- (a) All manufactured housing shall be built according to the Federal Manufactured Housing Construction and Safety Standards Code (245 CFR 3280), enacted June 15, 1976 as evidenced by the HUD certification plate;
- (b) Any manufactured housing built prior to thirty (30) years prior to application for a moving permit and currently located outside the County shall not be located anywhere within the County;
- (c) An existing manufactured home built prior to June 15, 1976 that is currently on the tax rolls may be relocated anywhere within Clarendon County;
- (d) All manufactured housing shall be installed in conformance with the requirements of Section 19-425.39 of the South Carolina Code of Regulations;
- (e) It shall be unlawful to relocate a manufactured home from any site within the County to any other site without first obtaining a Zoning Certification Statement, a setup permit, decal and/or moving permit, from the Department;
- (f) It shall be unlawful to install, or store, a manufactured home on any parcel in the County without a permit from the Department;
- (g) No power company shall connect any source of power to a manufactured home without an electric power release from the Department;
- (h) It shall be unlawful for any manufactured home to receive electricity by any means other than a separate electric meter;
- (i) No manufactured home shall receive an installation permit unless it complies with all the relevant criteria of this Code;
- (j) When a manufactured home is replaced with another unit, the replaced unit shall be removed from the subject parcel within 14 days;
- (k) No manufactured home shall receive an installation permit without approval of the potable water system and sewage effluent system by SCDHEC;
- (l) It shall be unlawful to use a manufactured home, unless otherwise specifically certified by HUD, for any purpose other than living accommodations;
- (m) It shall be unlawful for any person, manufactured home contractor, manufactured home installer, manufactured home manufacturer, manufactured home repairer, manufactured home retail dealer, manufactured home retail salesman, or manufactured home representative to deliver, place, or cause to be delivered or placed, any manufactured home on any prospective site in the unincorporated portion of the County without first obtaining a Zoning Certification Statement from the Department;
- (n) The Zoning Certification Statement shall not be issued unless the Department finds the proposed location of the manufactured home is in substantial compliance with all the relevant site development regulations in force at the time the request is submitted to the Department; and
- (o) The Zoning Certification Statement shall apply only to the specific site being requested and shall not be transferable to another site.

Section 54.03 Safety and appearance standards

- (a) All manufactured homes shall install underpinning around the entire exterior of the unit. Acceptable underpinning material includes lattice with climbing vegetation, metal, vinyl, fiberglass, brick or masonry block;
- (b) All manufactured homes shall install permanent steps and a landing, pursuant to the requirements of CABO One & Two Family Code requirements, a minimum of one entrance to the unit prior to receiving an electric power release from the Department;

- (c) The County shall be held harmless from any liability for the failure of a manufactured home to include steps and landings at other entrances;
- (d) The Department shall not issue a power release until either:
 - [1] The underpinning and steps are completely installed;
 - [2] The applicant provides a certified check, money order, made out to the County Treasurer, or cash in the amount of \$ 1000 to guarantee installation of the underpinning and steps;
 - [3] The Department may hold the deposited funds for 90 days before depositing with the County Treasurer;
 - [4] Immediately upon installation of the steps and underpinning, the Department shall either immediately return the funds or notify the Treasurer to issue a check to the applicant in the amount of \$ 1000;
 - [5] If both the underpinning and steps have not been installed in 180 days, the \$1000 is forfeited to the General Fund of Clarendon County and enforcement proceedings shall be initiated

Section 54.04 Non-conforming manufactured homes

Notwithstanding the provisions of Article VII – Non-conforming Uses, the following requirements shall apply to manufactured homes that become non-conforming with one, or more, of the criteria of this Code:

- (a) A non-conforming manufactured home located within a legal manufactured home park may be replaced in the same location provided the total number of units does not exceed the total permitted number of the park, and pre-existing manufactured homes on existing lots of record may be replaced on the same spot with a newer mobile home;
- (b) A non-conforming manufactured home on an individual lot may be replaced provided all applicable site development criteria are met and no longer than 90 days has elapsed from removal of the previous unit;
- (c) The Department may grant one extension of the time limit described in subsection (b) for no more than 30 days upon a showing of significant hardship by the applicant;
- (d) All other non-conforming manufactured home owners may assert their vested rights pursuant to the provisions of Section 74 of this Code.

SECTION 55 SITE PLAN REVIEW

Section 55.01 Intent and purpose

The purpose of this Section is to establish development criteria to implement the policies and objectives of the Comprehensive Plan and the applicable regulations of this Code on an individual project basis. The Department may establish an advisory committee to assist in the technical review of site plan applications. A certificate of occupancy shall not be issued until the department determines there has been a substantial compliance with the requirements of this Section.

In accordance with Section 6-29-1145, SC Code of Laws, the Department must inquire in the application whether the tract or parcel is restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the permitted use. If there is such a conflict the Department must not issue the permit unless the Department receives confirmation from the applicant that the restrictive covenant has been released for the tract or parcel of land by action of the appropriate authority or property holders or by court order.

Section 55.02 Applicability

All individual development project applications located on a collector or arterial roadway, except single family/duplex residential structures, a family business defined in Article II, on-site agricultural products processing or minor improvements as defined in Section 55.03, shall be required to prepare a site plan in accordance with the criteria described in Section 55.03 and Section 93, prior to obtaining a building permit. The criteria for a subdivision development are described in Article VI.

Section 55.03 Minor Improvement

Minor improvement is defined as any improvements to an existing non-residential building that will not mandate the need for additional parking as described in Section 51 of Article V of this Code.. The Planning Commission reserves the right to assess each improvement and request or waive the requirements of Site Plan Review as deemed necessary.

Section 55.04 Required professional certifications

All site plan material shall conform to the requirements of the state statutes cited below:

- (a) All final drawings, specifications, plans, reports or other papers or documents involving the practice of Landscape Architecture, when issued or filed for public record, must be dated and bear the name and seal of the landscape architect;
- (b) Plans, specifications, plats, and reports shall be stamped with the engineer's seal;
- (c) Plans, specifications, plats, and reports prepared by the surveyor or prepared under the surveyor's direct supervision shall be stamped with the surveyor's seal;
- (d) The seal of the individual architect in responsible charge as well as the seal of the firm must appear as an original on each print of the drawings and the index sheet or sheets of each set of specifications offered to secure a building permit and one record set for use on the construction site;
- (e) The following types of projects shall be exempt from the requirements of subsections (b), (c) and (d) above:
 - [1] A detached single family or two family dwelling, as defined in Group R-3 of the Standard Building Code regardless of size, with each unit having a grade level exit and any sheds, storage buildings and garages incidental thereto; and
 - [2] Alterations to any building that do not increase the area or capacity or effect the safety of the building.
- (f) The Department shall not issue any permits for projects subject to these requirements, unless the relevant documents are signed and sealed as required above;
- (g) Any violation of these requirements may subject the applicant to the enforcement provisions of Article X of this Code; and
- (h) The Department shall report any alleged unlicensed practice violations to the respective state regulatory agency.

Section 55.05 Application criteria

All site plan applications shall be submitted on forms developed and periodically revised by the Department. Each application shall, at a minimum, include the following:

- (a) The appropriate applicant identification information;
- (b) The general location and/or street address;
- (c) The current zoning of the site and adjacent parcels;
- (d) The existing and proposed use of the site;
- (e) The parcel size, soil type and FIRM panel number;
- (f) The impervious surface ratio (total site area divided by the total area covered with impervious surfaces);
- (g) A capacity compliance letter from a public, or private, water and/or sewer service provider, if applicable;
- (h) The projected number of employees;
- (i) The signature, or written authorization of the property owner along with proof of ownership of the property; and
- (j) An application certification statement.

Section 55.06 Application evaluation criteria

Within 30 days, the Department shall provide the applicant with a written site plan application review that addresses the following criteria:

- (a) Consistency with the objectives and policies of the Comprehensive Plan;
- (b) Conformance with the relevant requirements, including but not limited to parcel size, setbacks and heights, of the zoning district in which the site is located;
- (c) Compliance with the flood damage prevention requirements of Article XVII;
- (d) The suitability of the soils to support the proposed development;
- (e) Compliance with the landscaping requirements described in Section 53;
- (f) Compliance with the parking and loading requirements in Section 51; and
- (g) Compliance with the road and street design requirements in Section 52; and
- (h) Compliance with the requirements of the South Carolina Department of Health & Environmental Control (SCDHEC) regarding stormwater management and erosion control permit conditions;
- (i) Compliance with the requirements of SCDHEC regarding potable water supply and sewage effluent disposal;
- (j) Compliance with the Standard Fire Prevention Code and NFPA Standards as determined by the Clarendon County Fire and Rescue Department; and
- (k) Other such criteria as may be specific to the particular project.

Section 55.07 Special site plan requirements

The following additional criteria shall apply to site plan application review:

- (a) All site plans shall include traffic control signs and pavement markings necessary to ensure safe traffic and pedestrian flow including but not limited to fire lanes;
- (b) All pedestrian paths and access shall be clearly marked and controlled;
- (c) Wherever possible, joint access and joint parking use agreements shall be used to minimize curb cuts to state and/or county roads;
- (d) Any buildings constructed for occupancy that are greater than 35 feet in height shall provide internal fire protection systems;
- (e) In no case, shall a site plan be approved without the concurrence of the Clarendon County Fire and Rescue Department.

Section 55.08 Large scale projects

- (a) A large scale project is defined as one that:
 - [1] Is estimated to generate 1000, or more, average daily vehicle trips (ADTs) as determined by the 5th Edition, or later version, of the Institute of Traffic Engineer's Trip Generation Manual; or
 - [2] Is estimated to generate 25,000, or more, gallons per day of sewage effluent;
 - [3] Is estimated to require 25,000, or more, gallons per day of potable water demand.
- (b) In addition to the site plan evaluation criteria described above, all new large scale projects shall be required to enter into a Development Agreement in compliance with the requirements of Section 95 of this Code.

SECTION 56 STREET NAMING AND ADDRESSING

Section 56.01 Findings

The County finds it necessary to reduce the length of time and simplify the process for citizens to receive emergency services. To this end, the County has established a uniform street naming and parcel addressing/numbering system so that emergency service personnel can more quickly respond to requests for aid. The E 911 system also implements the provisions of Section 23-47-60, SC Code of Laws in this regard. This Section of the Code also implements Section 6-29-1200, SC Code of Laws regarding the Planning Commission's responsibility to issue street names and continues implementation of Ordinance 9-14C-98.

Section 56.02 General requirements

There is hereby established a uniform system for road naming and for numbering property, all buildings and residences on all public and/or private roads and streets. This road naming and property addressing system applies throughout the County in both the incorporated and unincorporated areas. All parcels, buildings, and residences, whether within a municipality, or in the unincorporated area, shall conform to the requirements of this Section as soon as possible.

Section 56.03 Street naming

The County Emergency Services Department shall develop an index of names for all known street and road names and a map depicting their location. The following process shall be used to assign street names and to change the names of previously named roads in the County:

- (a) Prior to construction of any new development, subdivision or manufactured home park and/or prior to construction of any street or road anywhere in the County, the developer shall submit a first, second and third choice of street names to the Department with a plat drawn to scale, including a metes and bounds description, depicting the location of all parcels fronting thereon;
- (b) Any person may submit an application to change the name of a street or road by providing a first, second and third choice of the name, and a map locating the road or street to be changed;
- (c) The Department may propose a street/road name change when:
 - [1] There is duplication of names, or other conditions, which tend to confuse the traveling public or the deliveries;
 - [2] It is found that a change may simplify marking or giving directions to persons seeking to locate directions;
 - [3] Upon any other reason which the PC may determine as reasonable.
- (d) A person requesting the change in the name of a street/road shall be a property owner residing on and adjacent to the subject street/road and shall submit a petition signed by 75% of all adjacent property owners, residents and businesses subject to an address change, with all other pertinent application materials. The petition shall at a minimum include all the names, current mailing addresses and telephone numbers of each adjacent parcel owner, resident and business, and the original signatures of those in support of the requested change. Photocopied signatures will not be accepted;
- (e) The request shall be on forms developed by the Department and shall be accompanied by the non-refundable fee described in Article IX, Table 2;
- (f) The Department shall provide public notice of the proposed name change as described in Article IX, Table IX-1
- (g) If the proposed names do not duplicate or phonetically resemble an existing name regardless of the suffix used, i.e., street, avenue, road, boulevard, drive, trail, etc, the Department shall schedule consideration of the name for the next available PC ;
- (h) The Department shall transmit a report and recommendations to the applicant, the PC and any other interested parties not less than seven (7) days prior to the meeting at which the matter will be considered;
- (i) Following approval of the proposed name by the PC, the Department shall provide written notification of the name and the location to the US Postal Service, the Emergency Services Department, the appropriate fire department, appropriate law enforcement agencies, the County Assessor, the Clerk of the Court, the appropriate local governments and the adjacent property owners;
- (j) The applicant shall be responsible to pay all costs associated with the installation of the corrected street signs pursuant to the requirements of Sections 57.04, 57.05 and 57.06 of this Code.

Section 56.04 Property numbering

After the Emergency Services Department completes the initial street/road naming and addressing, the Department shall be responsible to issue street/road addresses as follows:

- (a) Addresses shall be assigned to subdivided lots, structures and buildings according to their linear distance;
- (b) All streets/roads shall be numbered with odd numbers on the left and even numbers on the right as the numbers increase;
- (c) A number will be assigned to each lot along the street/road;
- (d) The numbering system shall apply to existing and future numbering requirements;
- (e) Each residence, building or structure shall have its own number; and
- (f) The Department shall provide written notification of the address to the Emergency Services Department, the US Postal Service and other interested parties.

Section 56.05 Assignment of numbers

- (a) Existing street/road numbers shall be changed by the Emergency Services Department as may be necessary to maintain order and uniformity along the street/road until the initial system is completed;
- (b) In case of conflict as to the proper number to be assigned to any residence, building or structure, the Emergency Services Department Director, or his assignee, shall make the determination as to the proper number;
- (c) The Emergency Services Department shall be responsible to coordinate an address notification procedure with the respective US Postal Service facilities; and
- (d) The Emergency Services Department shall notify the property owner and/or applicant of its assigned street address.

Section 56.06 Placement of numbers

Upon assignment of the address, the property owner, the occupant and/or the agent shall install the numbers on the residence, building or structure under his control as follows:

- (a) Numerals on residences shall not be less than three (3) inches high;
- (b) Numerals on businesses and structures shall not be less than four (4) inches high;
- (c) The numerals shall be made of durable visible material that is a contrasting color to that of the building to which it is attached;
- (d) The numerals shall be placed above, on, or at the side of the door facing the street/road in a conspicuous manner that is clearly visible from the street/road;
- (e) Where a residence or building is located 50 feet or more from the street/road, the number shall also be placed on both sides of the mailbox, adjacent to the sidewalk, or other common entrance to the subject site or in any other that is clearly visible from the street/road; and
- (f) The cost and installation of the numerals shall be borne by the property owner, occupant, or agent, as may be appropriate.

Section 56.07 Administration

- (a) It shall be the responsibility of the property owner to secure the correct numbers assign to a given parcel and to attach said numbers as required above;
- (b) No new building permit shall be issued for any residence, building, or structure, until the owner has obtained the assigned number or numbers from the Department;
- (c) No utilities, including water, sewer, electricity, telephone or cablevision shall be connected to any residences, building or structure until the owner has obtained the assigned number or numbers from the Emergency Services Department;
- (d) Property owners shall have 30 days to post the assigned numbers after notification by the Emergency Services Department; and
- (e) It shall be misdemeanor to fail to install a street address number, or to remove, deface, mar, change, destroy or render a street/road address number unreadable in any manner.