

ARTICLE 10
NAMING & RENAMING OF ROADS &
ASSIGNMENT OF PREMISE ADDRESSES

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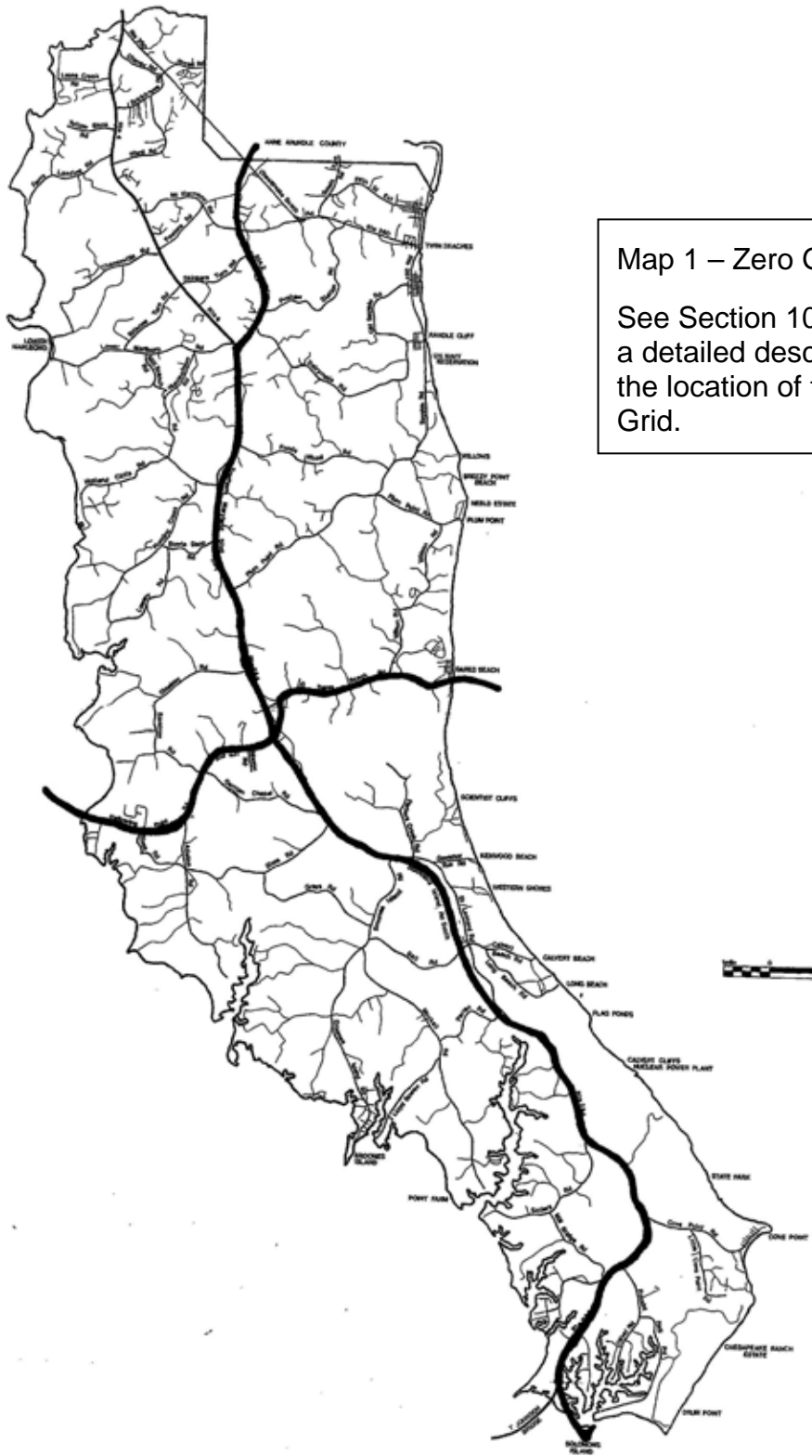
10-1 GENERAL REQUIREMENTS

10-1.01 Purpose & Authority

- A. Purpose. The purpose of this regulation is to establish a system for the uniform assignment of road names and numbering of premises in Calvert County, thereby assisting in the efficient and effective provision of emergency services.
- B. Authority. These regulations are based on the statutory authority contained in Article 66B, Code of Public General Laws of Maryland, May 1971, as amended.

10-1.02 Grid Address Numbering System

- A. The "Grid Address Numbering System" is a uniform systematic premise addressing system throughout the County which will promote continuity, avoid duplications and eliminate house renumbering.
- B. The Zero Grid has been established as shown on Map 1, and runs as follows:
 1. East: Beginning at the intersection of Route 2/4 and Church Street in Prince Frederick, it runs east along Church Street to its intersection with Main Street (Route 765), running north along Main Street to its intersection with Armory Road, continuing along Armory Road to Dares Beach Road, running east along Dares Beach Road to the end at the Chesapeake Bay.
 2. West: Beginning at the intersection of Route 2/4 and Route 231 in Prince Frederick, it runs west along Route 231 to the end at the Patuxent River.
 3. North: Beginning at the intersection of Route 2/4 and Route 231 in Prince Frederick, it runs north along Route 2/4 to its intersection with Route 2 in Sunderland, continuing north along Route 2 to the end at the boundary with Anne Arundel County.
 4. South: Beginning at the intersection of Route 2/4 and Route 231 in Prince Frederick, it runs south along Route 2/4 to its intersection with Route 2 in Solomons, continuing to the end at the Chesapeake Bay.



Map 1 – Zero Grid Map
See Section 10-1.02.B for a detailed description of the location of the Zero Grid.

- C. Criteria for Determining Premise Addresses. To reduce the frequency of errors, duplications and renumbering, the following principles of premise-addressing procedures shall be followed:
1. Assignment of odd and even numbers. The directional division of the County is shown in Map 1. When moving away from the zero grid, odd numbers shall be on the right side and even numbers on the left side.
 2. When it is possible that re-subdividing may take place due to lot sizes on the same side of the road, a sufficient quantity of premise addresses shall be reserved for the vacant areas to permit assignment of numbers for any future development or improvement.
 3. Structures facing each other on the opposite side of the same road shall be assigned numbers in relation to each other. That is - 6 facing 5 or 7; 5 facing 4 or 6; and in the instance where a structure fronts off the inside curvature of a road and faces more than one structure fronting off the outside curvature of the same road; 6 between 5 and 7; or 7 between 6 and 8. This will also apply when there are more structures on one side of the road than the opposite side due to variations in lot sizes.
 4. Suffixes such as "A" or "1/2" to the premise address are not permitted. However, when a single-entrance structure has more than one floor comprising other offices or places of business, the owner may add suite or room numbers after the premise address assigned to that structure. *Example: " 1111 Planner Drive, Suite 1"; or "1111 Planner Drive, Room 201".* This will also apply to a basement used in the same manner. In the case of a single entrance place of business with apartments overhead or alongside, letters or numbers may be used after the premise address assigned to that structure. *Example: "2222 Planner Drive, Apartment 2".*
 5. When a development consists of structures that have more than one level below or above ground, and the quantity of stores, offices or multiple dwellings will cause a duplication of hundred blocks already in existence and adjacent to the development, a premise address shall be assigned to the ground-level floor. The owner of the development may then use the floor level either before or after the premise address to identify the store, office or multiple dwelling. *Examples: "Basement Level 3333 Planner Place", or "3333 Planner Place, Basement Level".* Other levels could be referred to as Main Level, 2nd Level etc.
 6. Commercial structures with multiple entrances shall be assigned premise addresses for each separate entrance. This will also apply to bays in a warehouse. When a large, single entrance warehouse is erected, located or situated on a parcel of land, a sufficient quantity of premise addresses shall be reserved between other structures on the same road for possible partitioning into additional bays for which premise addresses may be required. Rear entrances shall not be numbered as long as the front or main entrance to the same place of business, bay or apartment has been assigned a premise address.
 7. Each store in a shopping center shall be assigned its own premise address. However, a sufficient quantity of premise addresses shall be reserved for each store or office in excess of 20 feet widths to permit future assignment of premise addresses if any of the stores or offices are partitioned to establish other places of business.

8. Structures on parcels of land fronting on more than one road shall be assigned a number along that road from which the driveway enters the property. However, a premise address shall be reserved along each road on which the parcel fronts to provide for the assignment of a premise address if the location of the driveway is changed.
 9. To avoid confusion , every effort shall be made to assign a separate hundred block for a cul-de-sac or any similar type right-of-way bearing the identical surname of the intersecting road. *Example: If Bay Court runs in an easterly direction off Bay Road which is numbered as a road running west to east, Bay Court will be assigned a north to south or south to north hundred block.*
 10. When possible, continuity of premise address hundred blocks shall be maintained when roads enter the County from Incorporated Towns within the County.
 11. Road Direction. When a road runs diagonally to the cardinal points of the compass, the premise address hundred block shall be assigned on the basis of the greatest distance the road runs along the north/south or east/west axis. If travel along either axis is equidistant, the premise address hundred block shall be determined by the direction of the majority of other roads in the immediate area.
 12. On a road which changes direction, the premise address hundred block assigned shall be in the direction the road runs the longest distance. As it changes directions, the hundred blocks can be extended along those portions by the use of additional digits until it returns to its original direction.
 13. On a one-intersection circular road, the premise address hundred block shall be determined by the direction of the majority of other roads in the immediate area.
- D. Assignment of Premise Addresses. Each premise in the County shall be assigned a premise address by the Department of Planning and Zoning based on the Grid Address Numbering System.
1. Any premise address assigned by the Department of Planning and Zoning shall be the only number which may be used by the owner or occupant. The use of any other premise address other than that which is assigned shall be deemed to be a Zoning Violation, enforceable under Section 1-7.
 2. Notification of Assignments of Premise Addresses. The owner of a premise for which a premise address has been assigned shall be notified by one or all of the following methods:
 - a. Issuance of a Building Permit
 - b. Approval of a Subdivision Record Plat or Site Plan
 - c. Written Notice of Premise Address Assignment
 - d. Personal visit to the Department of Planning and Zoning (Application for Assignment of number)
 - e. Notification as part of the road-naming process (see Section 10-1.04).

- E. Public utility companies and interested Federal, State and County agencies shall also be advised of premise addresses when assigned or changed. At a minimum, the Department of Planning and Zoning shall notify the following agencies:
1. Calvert County Control Center
 2. Calvert County Department of Public Safety
 3. Calvert County Treasurer's Office
 4. Calvert County Board of Elections
 5. Calvert County Technology Services Department
 6. Maryland Department of Assessments & Taxation
 7. Local Post Office
 8. Local Electric Company
 9. Local Phone Company
 10. Local Cable Company
- F. Changes to Existing Premise Addresses.
1. The Department of Planning and Zoning shall change premise addresses whenever errors in assignment are discovered. Such errors may include but are not limited to: duplications; odd and even numbers on wrong side of a road; digital transposition; lower digital sequence number positioned above a higher number; or use of a premise address off wrong road.
 2. The Department of Planning and Zoning shall make changes of premise addresses in those areas of the County which do not conform to the Grid Address Numbering System. The following procedures shall be followed:
 3. Where practicable, extensions to existing subdivisions which do not conform to the Grid Address Numbering System shall be assigned premise addresses within the Grid Address Numbering System and the older, non-conforming sections shall be renumbered.
 4. New subdivisions adjacent to or in the immediate vicinity of existing subdivisions shall be assigned premise addresses within the Grid Address Numbering System and other non-conforming areas nearby shall be renumbered.
 5. When renumbering premise addresses on a road, the last two digits of the current premise address shall be retained whenever practicable.
- G. Notification of Change. Whenever a premise address is to be changed, the Department of Planning and Zoning shall send an official notification of each proposed change to the owner of property being renumbered. The notice shall include the new premise address as well as the legal description and/or tax identification number of the property; the effective date of the proposed change, and a listing of the Federal, State and County Agencies and utilities which will also receive a copy of the Notification of Change, in accordance with Section 10-1.02.E.

10-1.03 Display of Premise Address Numbers

- H. Time Period Allowed for Changes to Premise Addresses. Owners of premises scheduled for renumbering shall be afforded one year to make necessary adjustments and begin to use the new premise address. The Director of the Department of Planning and Zoning may grant an extension of the one-year period when unusual hardship is demonstrated by the property owner.
- I. Public companies and interested Federal, State and County agencies, including those agencies listed in Section 10-1.02.E, shall be informed of all proposed changes. A current file or list of all offices requiring or desiring this information shall be maintained by the Department of Planning and Zoning. The Department of Planning and Zoning shall publish a roster or listing of all proposed changes that will be distributed in advance of the effective date of the change to all interested offices in order to permit them to change their records. This roster or listing shall contain, at a minimum, old and new premise address; name of owner the legal description of property; and the effective date of proposed change. Other information may be included if it will assist and facilitate other offices in carrying out their responsibility.
- J. Records. The Department of Planning and Zoning shall maintain a record of each premise address assigned or changed. Such information shall be entered on applicable maps or other media as may be employed for such records.

10-1.03 Display of Premise Address Numbers

- A. Identification of premises. The owners of all premises within the County shall display and maintain the numbers of such premises, as assigned by the Department of Planning and Zoning, in accordance with the Grid Address Numbering System. All numbers shall consist of plain legible figures placed in a conspicuous place or places facing the road from which the building is numbered.
- B. Displaying premise address numbers. For any premise for which a building permit is issued, the address number shall be displayed upon completion of the work or before a certificate of occupancy is issued.

10-1.04 Road Names

- A. The Planning Commission shall assign or approve all names of existing or proposed rights-of-way except within the limits of incorporated Towns of the County. The Planning Commission may designate the authority to assign or approve names of private roads and RD14A roads to its secretary.
- B. Owners or developers of land to be dedicated for new public rights-of-way may name the proposed roads in accordance with the provisions of this Section.
- C. Owners of land fronting on an existing unnamed right-of-way may petition for naming of that road in accordance with Section 10-1.04.E Such requests may be denied by the Planning Commission if it is determined that the proposed road name conflicts with any requirement of this Section.
- D. Selection of Road Names. To avoid duplicating road names and to effect a uniform system of naming roads, the following principles of road name assignment procedures shall be followed:
 - 1. An extension of an existing right-of-way shall bear the same name as the existing right-of-way.

2. The name assigned to a proposed right-of-way shall be the same name as that assigned to the right-of-way directly opposite it on an intersecting road unless the proposed right-of-way runs in a different direction. (See paragraphs '8' and '9' of this Section for exceptions.)
3. Any road name assigned by the Planning Commission to an existing or proposed right-of-way shall not be a duplicate name, either in sound or spelling, of any road name already existing in the County.
4. Road names selected by owners of premises fronting on existing or proposed rights-of-way must be approved by the Planning Commission to avoid duplicating road names. Proposed road names may be submitted to the Planning Commission by one of the following methods:
 - a. A petition signed by more than 75 percent of those owning property on the road; or
 - b. Selected names shown on a Road Name Request Form submitted with a preliminary subdivision plat.
5. A one-intersection circular road shall bear one name.
6. To maintain the hundred-block continuity within the Grid Address Numbering System, a circular road with more than one intersection may be designated "north" and "south" or "east" and "west" when its distance will encompass two or more hundred blocks. *Examples: "Drafter Circle-West" and "Drafter Circle-East"; or "Park Turn-North" and "Part Turn-South".*
7. Rights-of-way entering or leaving the County from either Anne Arundel County or the incorporated towns shall bear the same name.
8. Whenever an arterial road or historic right-of-way crosses the zero-grid hundred block (e.g., Solomons Island Road) within the Grid Address Numbering System, "north", "south", "east", or "west" may be designated as suffixes as it crosses the intersecting zero-grid right-of-way in order to distinguish between the same hundred block number on the arterial road or historic right-of-way.
9. Whenever local or collector roads cross the zero-grid hundred block within the Grid Address Numbering System, they shall bear different names when they cross the zero-grid hundred block intersecting rights-of-way to avoid duplicating blocks on the same named right-of-way.
10. When a choice is to be made between selection of "Avenue" versus "Street" as a suffix to a right-of-way, the following principles shall apply: rights-of-way going in a north-south direction may be called "Avenues"; rights-of-way going in an east-west direction may be called "Streets".
11. Project road names may be applied to non-dedicated private rights-of-way through apartment, commercial, industrial, or manufactured home complexes whenever the quantity of structures to be erected therein will duplicate existing or projected hundred blocks within the Grid Address Numbering System.
12. A right-of-way may be named after a family residing on the right-of-way if 75 percent of the owners along the right-of-way approve the proposed name.
13. Names selected for rights-of-way shall not exceed 12 letters and spaces, in order to maintain uniformity of County street signs.

- E. Road Name Changes.
 - 1. The name of any existing dedicated right-of-way in Calvert County may be changed by the Planning Commission upon the request of 75 percent of the owners of property fronting thereon at any time.
 - 2. The persons seeking the change shall submit a request to the Planning Commission which shall be signed by more than 75 percent of the owners.
 - 3. The petition shall include the legal description of all properties having frontage on the right-of-way and the current mailing address of each signer, and the proposed new name of the right-of-way.
 - 4. The Planning Commission shall convene a public hearing on the request and shall give notice of the hearing by publication of the place, date and time of the hearing in a newspaper of general circulation in Calvert County at least once a week for two weeks before the hearing. Notice of the public hearing shall also be sent by U.S. Mail, First Class, Postage Prepaid to all property owners having frontage on the right-of-way.
- F. Principles of Road Naming. To eliminate unacceptable duplication of road names and to effect a uniform system of changing road names, the Planning Commission shall adhere to the following principles of road renaming procedures:
 - 1. Whenever a dedicated, existing named right-of-way is relocated, the by-passed portion or portions shall be either renamed or the prefix, "old" added before the surname. However, if it is more practical and logical, the relocated portion or portions shall be renamed to avoid the necessity of changes for residents fronting on the by-passed portion or portions of the existing right-of-way, especially if they have previously had their address numbers changed and brought into the Grid Address Numbering System.
 - 2. Existing numbered roads which do not conform to the Grid Address Numbering System hundred blocks shall be renamed when the hundred block on an intersecting right-of-way does not coincide with the numbered road.
- G. Public utility companies and interested Federal, State and County agencies shall be advised of road name changes. At a minimum, the Department of Planning and Zoning shall notify the following agencies:
 - 1. Department of Planning and Zoning Premise Addressing staff (who shall in turn notify all property owners along the affected road).
 - 2. Calvert County Control Center
 - 3. Calvert County Department of Public Safety, Fire/Rescue/EMS Division
 - 4. Calvert County Public Schools
 - 5. Calvert County Board of Elections
 - 6. Calvert County Department of Public Works (Engineering Bureau and Highway Maintenance Division)
 - 7. Calvert County Department of General Services
 - 8. Maryland State Highway Administration
 - 9. Maryland Department of Assessments & Taxation

10. Local Post Office
11. Local Electric Company
12. Local Phone Company
13. Local Cable Company

10-1.05 Appeal

Unless otherwise specified herein, any person aggrieved by any decision pertaining to the provisions of Article 10 made by the Department of Planning and Zoning may appeal said decision to the Planning Commission. Appeals of decisions of the Planning Commission shall be noted in the Circuit Court of Calvert County. Appeals to Circuit Court shall be made in accordance with the Maryland Rules as set forth in Title 7, Chapter 200, as amended from time to time, within 30 days of the final decision of the Planning Commission.

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