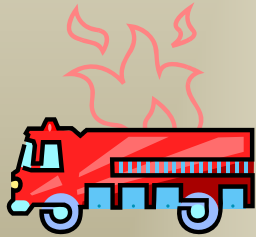


## Reasons for Properly Displaying Your Address:

### Protection in case of an Emergency

Protect your family and your property. If you need 911 services, fire, law enforcement, and EMS will be able to find you faster. A visitor, child, or an injured person may be unable to give clear directions. New emergency personnel may be unfamiliar with your area. Seconds count in an emergency.



### Identification for Utility Services

Phone, electric, cable and other companies rely on an address to begin new service or respond to an outage or maintenance issue.

### Identification for Mail and Delivery Services

Mail, package, and other deliveries require an address. Having your address clearly shown will ensure prompt delivery.

### It's the Law

Caroline County regulations require that all residences clearly display their addresses.

## CAROLINE COUNTY REGULATIONS: SECTION 85-10 DISPLAY OF NUMBERS

- A. To ensure prompt delivery of emergency and routine services, it is important that the assigned property number be displayed on each property. Postal service regulations require that each mailbox be identified; however, along many roads, mailboxes are not suitably located to provide for the identification and location of each residence. Therefore, some county residents will need to display their property numbers in two locations, on the mailbox and on the property.
- B. It is the duty of the owner, property manager or other persons to display the assigned property number in a conspicuous place. Upon affixing the new number, any different number which might be mistaken for or confused with the number assigned to that property by the Director of Planning and Community Development shall be removed. Property numbers shall be maintained in accordance with this chapter and subsequent manual.
- C. Regulations for display of numbers shall be as follows:
- (1) The numbers shall be affixed in a place visible from the public or private street or access area.
  - (2) Whenever possible, the numbers shall be displayed near a light source to improve visibility at night or shall be made of a reflectorized, durable and clearly visible material.
  - (3) The numbers shall be placed on a background of contrasting color (light on dark or dark on light).
  - (4) The numbers shall be large enough (three-inch minimum) to be readable from the street.
  - (5) If the principal building is not visible from the street or is located more than 50 feet from the road, the numbers shall be displayed on a mailbox, gate, post, fence, tree, planter box or other conspicuous location on the property near the driveway intersection with the road.
  - (6) If the principal building is shared with another person who has a separate entrance and each entrance has been assigned an individual address number, then each should display their number near their doorway. Both numbers should also be displayed as stated in Subsection C(1) through (5) above.
  - (7) If the mailbox is not located on the street (public or private) from which the number has been assigned, the entire address (number and street name) shall be shown on that mailbox to avoid confusion. In these cases, it will be necessary to also display the number on the property as stated in Subsection C(1) through (6) above.
  - (8) On corner lots, only one number will be assigned. To avoid confusion, the number must be displayed to face the street which is a part of the address or as specified in Subsection C(7).
- D. No building permit shall be issued by the county until the property house number has been assigned by the Department of Planning and Community Development.
- E. Numbers shall be posted within 30 days after being assigned. The cost of the numbers shall be paid for by the property owner.

Questions Call Caroline Dept. of Planning and Community

Development at: **804-633-4303**

Protect your family and help  
emergency responders.

# HELP US FIND YOU!

## DISPLAY YOUR ADDRESS PROPERLY



## YOU CAN HELP EMERGENCY RESPONDERS LOCATE YOUR HOUSE BY PROPERLY DISPLAYING YOUR ADDRESS AND FOLLOWING SOME SIMPLE GUIDELINES:

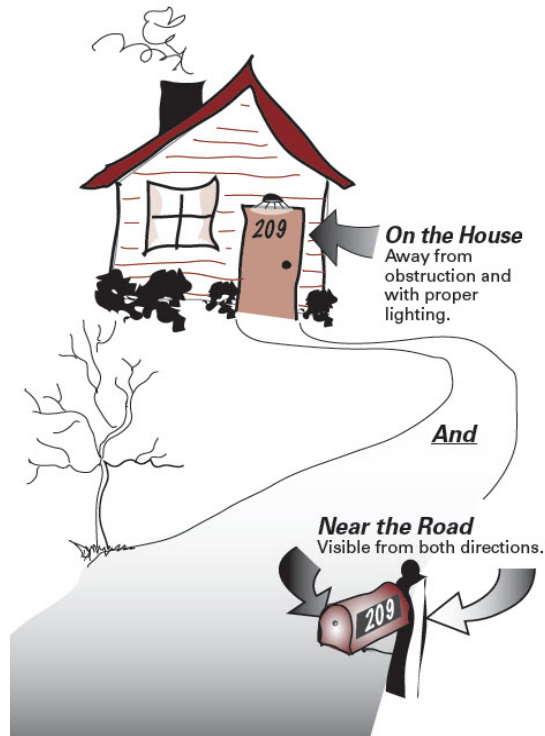
### Use Large Numbers

Every single-family house should use numbers that are at least 3" high. These should be placed on a background of contrasting color so they stand out during daytime and nighttime.

### Be Visible from Both Directions

Numbers on your mailbox should be posted on **both** sides. Emergency vehicles may not arrive from the same direction as your mail carrier or delivery.

*In an Emergency,  
Every Second Counts!  
Place your address numbers...*

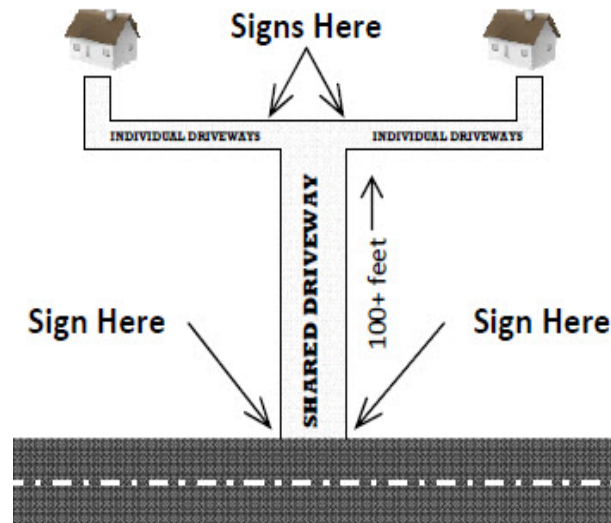


### Locate Near the Road

If your house is not visible from the street or road, display your numbers so they are clearly visible from the road either on a pole, sign, or post. If your house is across the street from the mailbox, post the number along the driveway.

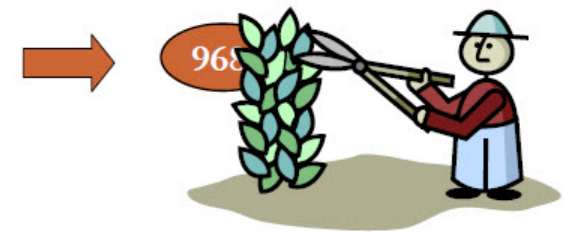
### Post Twice on Long or Shared Driveways

If the driveway leads to more than one address, post all numbers at the end of the driveway and also post the correct number at each house / building.



### Be Visible in the Dark

Post house numbers under a light. Numbers on a mailbox or post should be reflective when possible or on a highly contrasting background.



### Uncover the Numbers

Several times a year, trim the bushes, vines, flowers, and weeds so all numbers are clearly visible. Move flower baskets, flags and other items that may obstruct a clear view.

### Questions / Need More Information

For more information or questions related to this or any property use issue, please contact the Caroline County Department of Planning and Community Development at 804-633-4303 or on the web at <http://www.visitcaroline.com/planning.html>.