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## Secondary Structure Addressing Policy

This policy sets forth guidelines for the addressing of unoccupied structures on properties that were not addressed at the time of construction or were not deemed to have a telephone and/or occupied at the time the current county addressing system was put into place. These guidelines shall be followed to maintain the effectiveness of the addressing system.

**Process** – Upon written request, policy and application available online, a property owner may be eligible to have a secondary structure assigned an E-911 address. The property owner shall deliver the request to the Director of Emergency Communications to be considered by the Director of Emergency Communication, County Building Official and the Zoning Official. Once approval has been made the scheduled fee will be due to be paid to the Treasurer Madison County and delivered to the Director of Emergency Communications at 115 Church St; Madison, VA 22727 (The Madison Sheriff's Office). The work will then be performed to gather information and to assign the address (typically 10 business days).

- 1. The structure shall be permanent with an established foundation. Temporary or movable structures shall not be addressed.*
- 2. Addressing the structure shall be deemed to serve a public safety purpose.*
- 3. The structure shall have an established entrance and egress and shall accessible by emergency vehicles. The access road shall at a minimum have a gravel surface, be ten (10) feet wide, and have a height clearance of thirteen feet six inches (13'6").*
- 4. The proposed secondary structure shall not be addressed if the structure is in close proximity to an established address, on the same property, that could reasonably be used to locate the secondary structure.*
- 5. The structure shall be approved by the Director of Emergency Communications, the Madison County Building Official and the Madison County Zoning Official for addressing.*
- 6. The addressing of the structure shall follow the same guidelines as when any new construction is addressed and will be numeric. The Alpha Character method will not be used when addressing secondary structures on a property.*
- 7. A fee of Fifty Dollars (\$50.00) will be assessed to the requestor and shall be submitted before addressing of structure is performed.*