



Putting it on the Ground

Addressing Ordinances and Signage

Spatial Focus, Inc.

Ordinances

- Purpose:
 - To legally define the addressing model
 - To set up an organizational framework for implementing an addressing model
 - To require everyone to use the addressing scheme
 - To require citizens to post their addresses

Why is this Important?

- Typically, no one is totally responsible for addressing
- Multiple jurisdictions use different addressing schemes, may create conflicts
- Rationalizes the process
- Posting of addresses improves emergency response

What Should an Addressing Ordinance Contain?

- Identification of who is responsible for assigning street names and addresses.
- Description of the scheme for addressing
 - Starting points for grid
 - Definition of grid
 - What is numbered
- Standards
 - Source for street names
 - Abbreviations for street types, directions, etc.

Deciding Who is Responsible

- Understand the process by which addresses are assigned
 - Street name
 - Street number
 - Link to Parcel ID or Building ID or mapped feature
- Does this process work?
 - If yes, put it in the ordinance
 - If not, fix it, then put it in the ordinance

Defining the Role of the Addressing Coordinator

- Once it is determined who is responsible, define the roles that will be fulfilled:
 - Street name checking and verification, final determination of spelling, street type, directionals.
 - Addressing, numbering scheme, what exactly gets addressed, changes to existing addresses
 - Database development and maintenance
 - Linkages to other data, such as E-911, utility billing, property tax system, etc.

Process Definition

- Define the processes in the ordinance:
 - Diagrams may be useful to show the process through various agencies both before and after an address is assigned.
 - Look at appeal and arbitration procedures for citizens who want addresses and street names changed.

Defining the Addressing Model

- The addressing model is a systematic way of determining what address should be used for any property parcel, building, or occupancy in a building.
- May be two dimensional or three dimensional.
- Should be defined in the Ordinance

Examples:

- Address increments by 2 or 4 every 50 feet.
- 1000 numbers are assigned per mile.
- "Hundred" blocks
- Starting point for all addresses (the County Courthouse, or a major intersection)
- Use of quadrants (NE, SE, etc.)
- Building addressing (by entrance, by suite, by apartment, by individual building)
- Number ranges (0-max, all 4 digit, all 5 digit)



Exceptions

- The Ordinance should talk about how to handle:
 - Corner lots
 - Parcels with multiple buildings
 - Buildings with multiple floors, tenants, etc.
 - Non-conforming addresses
 - Vanity addresses
 - Conflicting and prohibited street names

Why Put all this in the Ordinance?

- Clear definitions assist staff and citizens in developing reliable, standardized addresses
- Easier to enforce
- Establish procedures that enable development of a single address database

Addressing Standards

- Critical to the success of an addressing program
- Define them in the ordinance
 - Standards should define each part of an address:
 - Street number
 - Prefix direction (if used)
 - Street name
 - Street type (Street, Road, Avenue)
 - Suffix Direction (if used)
 - Quadrant (if used)

Standards define the Database

- The standards in the Ordinance guide the assignment of new addresses.
- The standards are also applied to existing address data, to bring it into conformance.
- This results in better address matching with mapped features.
- Universal standard allows many to share the Master Address Database

What Else Should Be in the Ordinance?

- Posting Requirements
 - All structures, and occupancies, should have their addresses posted to be visible from the street.
 - Size, colors (white on dark background, or dark on light background), acceptable styles (specify Arabic numerals, legible fonts)
 - Penalties for not posting.

Other Helpful Items

- Maps
 - If addressing is based on a grid, a map showing the grid should be attached to the ordinance.
 - A map showing the limits of the areas covered by the ordinance (especially if there are some areas within a larger one that are not included-- such as cities within a county)
- Diagrams
 - Showing the addressing scheme

For Further Information

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