

Addressing Standards

Section 1. Purpose.

(a) **Purpose.** An important part of the City of Rockwall's Geographic Information System (GIS) is a comprehensive addressing system. Critical to public safety and other city services, addresses are important to the function of the city. It is crucial that addressing is performed and follow preset standards. These guidelines detail standards and outline street name designations and addressing of all parcels and buildings within the City of Rockwall. It is intended to act as a guide for address assignment within the city. Any clarification or deviation of these guidelines shall be left to the discretion of the City Administration, Planning Department Director, GIS Division, or designated representative.

(b) **No implied rights.** No part of these standards and guidelines grant or imply any right, privileges due to the assignment of any address or street name. The city reserves the right to assign and to change such street names and addresses as necessary.

(c) **Public dedication not implied.** These addressing guidelines and the subsequent issuing of addresses or street naming shall never constitute a public dedication or easement, for public usage.

(d) **Administration.** The addressing for the City of Rockwall will be administered by the Geographic Information Systems Division (GIS) Division. The GIS Division will issue and coordinate all addressing inside of the City of Rockwall City Limits, and maintain the MSAG (Master Street Addressing Guide) database in conjunction with the North Central Texas Council of Governments, Intrado Inc., and the State of Texas. The GIS Division will attempt to utilize the best available methods and follow the National Emergency Number Association (NENA) and United States Postal Services (USPS) standards for addressing. The GIS Division will act in the best interest of public safety for the citizens of the City of Rockwall.

Section 2. Application.

(a) **General Usage.** These standards and guidelines shall apply to any assignment of any address or street name that occurs on or after January 1, 2014. These guidelines shall apply to any street names especially those that present a significant potential for confusion. If directed by the City Administration and City Council, the GIS Division may change any new or existing street names at any time as deemed necessary. Any changes shall comply with these guidelines. The GIS Division may change any such address, building, or unit number to ensure it conforms to the standards set in these guidelines, and to improve emergency response or services. Any appeals will be directed to the GIS Division and forwarded to City Administration for interpretation.

Section 3. Address Grid System and Address Components

(a) **Address Grid System.** Generally the addressing of the City of Rockwall follows a designated grid system that begins at the downtown square (Rusk St & Goliad St). The grid is laid out in a north to south and east to west pattern expanding outward in all directions from this intersection. Typically, the roadway schemes begin at the 100 block at the center and take on a prefix direction of North, South, East or West if they cross one of the four quadrants.

In relation to the addressing grid, the addressing ranges were initially set up to be as followed:

NW quadrant: Even (northside), Odd (southside)

NE quadrant: Odd (northside), Even (southside)

SW quadrant: Even (northside), Odd (southside)

SE quadrant: Odd (northside), Even (southside)

However, over the years the farther out from the downtown square, some of the assigned ranges reversed and the block distances grew in size. The current city system that is being utilized for address assignments follows a “hundred block” pattern with the hundred blocks typically changing every 330 feet. There are areas in the city that were annexed in with existing block ranges that do not match this scheme, or areas where the distance is larger. Farther out near the city limits it is approximately two block ranges per 1000’ feet.

(b) **Address Components.** One of the primary goals of this standard is to provide guidance in the format of data entry in the databases that are maintained by the City of Rockwall GIS Division. In order to accomplish this goal, addresses have been broken down into specific components with a description of each component, and the format of data entry and use. All components shall follow the United States Postal Service Postal Addressing Standards (Publication 28).

Addresses shall be made of the following components:

1. Address Number (*also called Situs Address Number or Physical Address*)
2. Prefix / Directional Designator (*if any*)
3. Street Name
4. Street Type
5. Directional Suffix (*if any*)
6. Unit Number

Example: The components of 209 South Goliad Street, Suite 101 would be broken down as follows:

209	S	Goliad	St	Ste 101
<i>Address Number</i>	<i>Prefix</i>	<i>Street Name</i>	<i>Street Type</i>	<i>Apt/Suite/Unit Number</i>

Section 4. Street names.

(a) **Street names.** All street names shall have a designated street name that conforms to these guidelines.

(b) **Non-streets.** A street name shall not be assigned to anything that is not a street, such as an alley, sidewalk, trail, private drive etc. unless the City Administration determines that the assignment of a street name is necessary to assist in emergency response or other public service. The name shall comply with these guidelines.

(c) **Approval required.** No street name shall be assigned unless first approved by the City Administration, City Council, Director of Planning, or GIS Division.

(d) **Naming process.** Assignment of street names shall be in accordance with the following:

- 1) If a plat is required, proposed street names shall be submitted to the GIS Division for review and approval at the time that the preliminary or master plan is submitted to the Planning Department.
- 2) The GIS Division may require the submission of a proposed street name or proposed change in a street name as a part of a required site plan, platting, or independent proposal.
- 3) The duplication of street names shall not be permitted.
- 4) Street names that sound or look alike, and that could present a significant potential for confusion shall not be permitted.
- 5) Street names shall not contain any punctuation or special characters. Only alphabetical symbols A through Z and blank spaces may be used in street names.

- 6) If a new street is a direct extension of an existing street, the existing street name must be used in place of a newly assigned name.
- 7) Street names that are difficult to pronounce and difficult to spell shall not be permitted.
- 8) Streets bearing directional names shall not be permitted.
- 9) Street names containing initials or abbreviations shall not be permitted.
- 10) Street names deemed controversial, improper, or obscene shall not be permitted.
- 11) Street names that could lead to a high rate of vandalism or theft in regards to the street's designation sign shall not be permitted.
- 12) Street names shall be a maximum of two words and 20 characters in length.
- 13) A street name shall not contain the given name and surname of a person, either living or deceased, unless the street name is approved by the City Council.
- 14) Street directional prefixes shall not be permitted as part of the street name. The prefix direction (if assigned) shall only be used when the street crosses one of the four grid quadrants, or it is physically split by a major roadway, railroad track, or is segmented by land.
- 15) When naming a new street, the street suffix shall be in conformance with the United States Postal Service, Postal Addressing Standards Publication 28 definitions. The city also no longer allows double suffix types in names (i.e. Shady Lane Dr).
- 16) In the event several streets located within a subdivision or area form dead-end streets, each of the main streets shall be assigned the appropriate suffix i.e. "lane," "place," or "way" with each dead-end street running off of it assigned the suffix "court" or "circle."
- 17) Private driveways shall not be given street names by owners with signage that appears to be a city designated street for public safety reasons.
- 18) Street names containing "Lake" or "Rockwall" are no longer allowed due to the vast amount of similarly named streets already in the city.

(e) **Change of street name.** No street name change will be made unless authorized by the City Administration and City Council. The GIS Division shall not authorize or direct the change of any street name unless directed by City Administration. If the city receives a request to change a street name after any lot in the subdivision has been sold or after the city has accepted dedication of the street, the City Council will consider the request only if it complies with City Resolution 90-13. All requests will be made to the City Secretary's office.

Also note:

- 1) Per resolution 90-13, A set percentage of owners (80%) of property adjacent to the street for which a street name change is requested agree in writing to the requested street name change; and,
- 2) If the request asks that the street name be changed to the name of an individual, and the proposed new street name is the name of a living or deceased individual of notable achievement it must be approved by the City Council.
- 3) Processing fees may be required.

Section 5. Addressing.

(a) **Addresses.** Unless provided otherwise in these guidelines, each building, and platted lot shall be assigned a single street number that complies with the requirements of this guidelines. At a minimum, the full address of each building shall include the street number of the tract of land or platted lot on which the building is located. Internal building addressing will be issued as suite / unit numbers.

(b) **Address approval.** No address shall be assigned unless the address complies with these guidelines and is first approved by the GIS Division.

(c) **Address assignment process.** Property frontage and access shall be the key factor for determining the final address. This assignment of addresses shall be in accordance with the following:

- 1) The address request shall be submitted to the GIS Division for review and approval at the same time as the preliminary or master plat required is submitted. If a preliminary or master

plat are not required but a site plan is required, then the address request shall be submitted to the GIS Division for review and approval at the same time as the site plan submittal. If neither a plat nor a site plan is required, then any address required to be assigned shall be requested before occupancy or change in occupancy takes place.

- 2) The GIS Division may require the proposed address request or proposed change in an address in any reasonable form. The addressing application shall be located on the GIS Division's webpage on the city website.
- 3) Each street number shall be consistent with the pattern and sequence of street numbers in the immediate area, including the range of street numbers found along the street on which the tract, lot or building fronts.
- 4) Street numbers shall be assigned using the city's addressing grid system or wherein the numerical range of street numbers on a street is based on the numerical range of the street numbers on the closest existing streets that run parallel with the street for which street numbers are being assigned. The GIS Division shall have the authority to establish an addressing scheme appropriate for this area.
- 5) All odd and even numbered street numbers shall be located on the appropriate side of the street based on the grid quadrant it resides within. The GIS Division may determine the assignment of even and odd street numbers based on the street numbers on the closest existing streets that run parallel with the street for which street numbers are being assigned. Street numbers on curving streets shall consistently follow the original pattern of street numbers on that street throughout the entire length of the street if possible. Within a cul-de-sac, street numbers shall be assigned as if the street culminates in a dead-end at the mid-point of the cul-de-sac.
- 6) 100 shall be the lowest possible street number assigned on any given street.
- 7) Each tract of land and platted lot will be assigned a street number on the street on which the tract of land or platted lot fronts. If there is a building located on or proposed on a tract of land or a platted lot, the street number will be assigned on the street at which the building fronts or will front.
- 8) No fractions or decimals (e.g. $\frac{1}{2}$ or .5) shall be used in any address.
- 9) No alphabetical characters (e.g. A, B, C, D, etc.) shall be used in any address or unit description. Exception is for utility installations, and only as a last resort. In this case the letter will be considered to be a unit designation.
- 10) No hyphens (e.g. 1-3, 1-A, etc.) shall be used in any address.
- 11) The duplication of addresses shall not be permitted.
- 12) No address shall be assigned to a residential accessory building.
- 13) Buildings that are not attached to each other in such a way as to permit a person to travel from one building to the other while being completely enclosed at all times shall be treated as separate buildings.
- 14) Typically the City will assign addresses based in sequence on 4 or 6 intervals (1503, 1507, 1511 etc.). This allows room for future building addresses or utility addressing between buildings. It also allows for the block range to match the overall city addressing grid. Occasionally the GIS Division will have to deviate from these guidelines due to the layout of the properties, or to match existing addresses in the area.

(d) **Change of assigned address.** Once assigned, an address shall not be changed unless the change is approved or directed in advance by the GIS Division. In addition, no street number shall be changed after any building associated with the street number has been occupied by anyone unless one of the following is true:

- 1) The change is necessary to make the street number comply with the pattern and sequence of street numbers in the immediate area; or,
- 2) These guidelines require the assignment of a new or additional street number and the current pattern and sequence of street numbers in the immediate area does not allow room for the required new or additional street number-; or,
- 3) The assigned address is causing mailing conflicts with the USPS, or an owner has requested a change because of mailing conflicts; or,

- 4) The address presents complications for emergency response services.

Section 6. Multiple-unit buildings.

(a) **Multiple unit addresses.** An address shall be assigned to each multiple-unit building. A building number or letter may also be used in conjunction with the street address if requested.

(b) **Unit / Suite /Apartment numbers.** Each unit in each multiple-unit building shall be assigned a single unit / suite / apartment number, and each unit / suite number / apartment shall be assigned based on the following rules:

- 1) Unit numbers should be sequenced and patterned in a logical, systematic, and intuitively clear way.
- 2) Increment and assign unit numbers in one single, continuous sweep for the entire building and / or site. This includes multiple building sites and means that each unit number will be unique on the whole site. Avoid oscillating back and forth across the building and / or site.
- 3) If there are ninety-nine (99) or fewer units on each floor of a multiple-unit building, then each unit will be assigned a three-digit unit number with the first digit representing the number of the floor on which the unit is located and the number represented by the final two digits being different from the number assigned to any other unit on the same floor. For example, the first-floor units will be assigned a unit number between 101 and 199; the second-floor units (if any) will be assigned a unit number between 201 and 299, and so forth.
- 4) If there are more than ninety-nine (99) units on any one floor of a multiple-unit building, then each unit will be assigned a four-digit unit number with the first digit representing the number of the floor on which the unit is located and the number represented by the final three digits being different from the number assigned to any other unit on the same floor. For example, the first-floor units will be assigned a unit number between 1001 and 1999; the second-floor units (if any) will be assigned a unit number between 2001 and 2999, and so forth. For multiple-unit buildings containing five floors or more, unit numbers shall be proposed by the owner and approved by the GIS Division.
- 5) Assignment of unit numbers shall take into consideration the potential for future additional space divisions, and numbers may be skipped in order to provide for such potential additions, although sequential order shall be maintained in assigning unit numbers.
- 6) Rooms intended and used for a primary purpose other than human occupancy, such as custodial closets, housekeeping rooms, utility closets, etc., shall be identified with a simple description and shall not be assigned a unit number.
- 7) Whereas tenant spaces that have their own immediate pedestrian entrance directly from a public roadway or sidewalk (as is common in the downtown area), may have its own street address as if it were a separate building.

Section 7. Multiple-building complexes.

(a) **Street numbers.** A single street number shall be assigned to each multiple-building complex.

(b) **Building letter or number (if required).** Each building within a multiple-building complex shall be assigned a single building letter or number that is unique within that multiple-building complex. Said building letters / numbers shall be in consecutive order (e.g. Building A, B C, - 1, 2, 3, etc.) from front of complex to the rear of complex. Wherever possible, the main approved addressed entrance shall be located at the clubhouse, leasing building and/or main building and said building will be identified as *Building #A* or *Building #1*.

(c) **Unit numbers.** Each unit in any multiple-unit building located in any multiple-building complex shall be assigned a unit number in accordance to these guidelines.

(d) **Temporary buildings.** All buildings intended to be removed from a site after the completion of a particular task, such as sales buildings, construction management buildings, and other temporary miscellaneous buildings and trailers shall use the street number assigned to the tract of land or platted lot on which the building sits. A temporary assigned address may also be requested from the GIS Division. No building or unit number shall be assigned within any such temporary building. The temporary assigned address will be retired once the project is completed.

Section 8. Premises identification.

Each address assigned under the authority of these guidelines shall be posted on the premises in accordance with all applicable provisions of the construction codes and all other applicable city ordinances.

Acknowledgements and data sources: *United States Postal Service Postal Addressing Standards (Publication 28); City of Longview, TX Addressing Standards; City of Roseville, CA Addressing Guidelines; Miami County, KS Uniform Address Standards.*