



DIVISION OF INTERAGENCY INFORMATION TECHNOLOGIES

Addressing and Street Naming Policy

Purpose: The purpose of this addressing and street naming policy is to document the practice of Frederick County's street naming and address assignment into one guidebook to provide citizens, developers, real estate professionals and Frederick County staff with the detailed information they need to effectively work together to implement and maintain a consistent, safe, useful, and standardized addressing system.

These addressing procedures have the following objectives:

1. Ensure that first responders have a predictable addressing system that will enable them to promptly respond to residential and business emergencies through the Emergency 911 system.
2. Provide a mechanism for the efficient delivery of mail, goods, and services to County residents and businesses.
3. Ensure that addresses and street names in Frederick County are assigned in a manner that is consistent, non-duplicative, and transparent.

This Addressing and Street Naming Policy contains all relevant information about the assignment of street names, address numbers, and sub address identifiers for the County of Frederick, Maryland. Examples and diagrams are included throughout to better explain addressing concepts.

Scope: This policy applies to all County agencies, including all current employees, elected and appointed officials, agents, citizens, developers, real estate professionals, and participating municipalities.

Authority: County Executive
Chief Administrative Officer

Responsibility: Division of Interagency Information Technologies
Division of Planning and Permitting
Division of Emergency Management
Division of Fire and Rescue

Frederick County Addressing and Street Naming Policy 2023

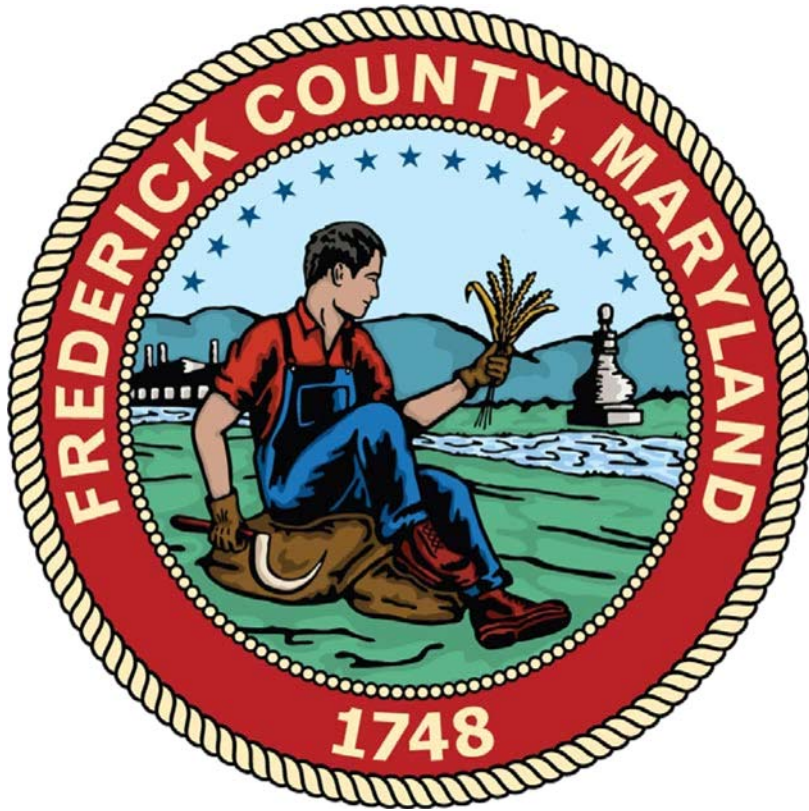


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Introduction

An address is used to describe the specific location of a building, a tenancy within a building, or a parcel of land. The most used way to locate a specific feature or property is the assignment of a premise address. Premise addresses are used daily by private citizens, the postal service, delivery services, utility companies, police, fire and rescue services, and general government services to locate specific places. This document is for addressing and street naming only. Definitions and descriptions of structure types and uses are not to be used for any other purpose. Refer to Chapter 1-19 of the County Code, Frederick County Building Code, and the County Streets and Roads Manual for official definitions, descriptions, and requirements.

Uniformity and consistency are basic requirements so that a specific property can be quickly and easily located. In Frederick County it is important that the addressing system be fully documented so that addresses are consistently represented. The community's safety and welfare depend on the ability of emergency services and other service providers to locate every property and structure quickly and accurately.

Addressing is given a high priority during the development review process to assure consistency. A good address system should be easy to implement, easy to use and be predictable. A system that defines ranges of numbers in a grid pattern allows flexibility for future development while maintaining the order of existing and approved development. A good address grid system requires minimal change with respect to existing addresses. A grid system is referred to in the Federal Geographic Data Committee (FGDC) Address Standard as an axial system, as most such systems define baselines as consistent starting points for numbering either at one edge of an area, or at a defined point within the area.

1 Purpose

The purpose of this *Addressing Policy* is to document the practice of street name and address assignment into one guidebook to provide citizens, developers, real estate professionals and County staff with the detailed information they need to effectively work together to implement and maintain a consistent, safe, useful, and standardized addressing system. These addressing procedures have the following objectives:

1. Ensure that first responders have a predictable addressing system that will enable them to promptly respond to residential and business emergencies through the Emergency 911 system.
2. Provide a mechanism for the efficient delivery of mail, goods, and services to County residents and businesses.
3. Ensure that addresses and street names in Frederick County are assigned in a manner that is consistent, non-duplicative, and transparent.

This *Addressing Policy*, (hereinafter Policy) contains all relevant information about the assignment of street names, address numbers, and sub address identifiers for the County of Frederick, Maryland. Examples and diagrams are included throughout to better explain addressing concepts.

Best practices and published standards, notably the Federal Geographic Data Committee (FGDC) *United States Thoroughfare, Landmark and Postal Address Data Standard* (hereinafter, the FGDC Address Standard) and United States Postal Address Standard, have been used to establish these policies and

procedures. The FGDC Address Standard was adopted by the Federal Government, including the US Postal Service and Census Bureau, as the standard for address and street name formatting, data construction and maintenance, and data sharing. Therefore, wherever possible and practical, the County's rules follow the FGDC Address Standard.

1.1 Organization of this Policy

This policy is intended to cover all major aspects of addressing in Frederick County, including the administration of addressing, the Address Reference System, addressing workflows, and address data management.

The Address Reference System and Business Rules sections provide the rules and policies that govern address and street name assignments and changes. Addressing is a system with embedded logic and order that makes it possible for people to locate specific places through the address. The rules and policies must be enforced in the process of assignment and changes to elements of the addressing system, so that the logic and order are maintained.

1.2 Maintaining the Policy

This Policy will be reviewed on an annual basis and amended as necessary to respond to changing land use patterns and addressing needs. The addressing team staff maintain an internal Appendix of Examples designed to allow staff to post specific case studies, such as a plan or specific address assignment or street naming issue, including images of the plans, descriptions of what was done, what alternatives were considered, etc. These examples will be reviewed annually by the address team to determine if there are items which should be added to the policy itself.

If upon review it is determined the policy needs to be updated, the addressing team will draft the changes and provide to the addressing technical committee for review and approval. Upon approval by the addressing technical committee, the revisions page is updated, and the policy is republished and distributed. Any changes that are requested will be reviewed by the addressing committee, staffed for comment by the appropriate departments within Frederick County and reviewed by the County's legal department.

2 Administration

2.1 Authority and Responsibility

The authority to assign addresses is delegated to Frederick County by the State of Maryland's General Assembly and includes the portions of the county that are not within the boundaries of a local municipality or federal reservation. The legal authority for the County's street naming and addressing powers is found in the Ann. Code of Maryland, Local Government Art., § 10-324, and in the Code of Public Laws of Frederick County – Chapter 2-11: Roads and Public Grounds.

The assignment of an address to any location provides a convenient, accessible reference to a property and/or structure as to its location. Assignment of an address does not create a property interest that does not otherwise exist, nor does it waive regulatory requirements to build on the property that are otherwise necessary under the law.

2.2 Address Coordinator

The Address Coordinator is designated by the Chief Information Officer. All requests for address assignments, address changes, revisions to addressing plans, and address verifications, as well as requests for street name approvals, or street name assignments within unincorporated Frederick County are to be submitted to the Address Coordinator within the GIS/Public Safety Department of the Interagency Information Technologies Division.

The Address Coordinator may approve those request that comply with the guidelines of this Policy. in accordance with the Maryland State Statutes and the Ordinances of Frederick County.

The primary duties of the Address Coordinator are:

- Review/Assign street names and addresses, according to this policy.
- Re-assign Street and unit numbers/letters.
- Maintain a master address database defining official street names and addresses.
- Chair the Address Review Group.
- Maintain this Addressing Policy.
- Issue address and street naming notifications to property owners.
- Resolve problems relating to street names and addresses.
- Coordinate address notification among addressing entities, such as city departments, the county, the state, and the U.S. Postal Service (USPS).

2.3 Address Review Group

The Address Review Group is an advisory body and sounding board for addressing policies and practices. Recommendations from the committee are an essential element in maintaining this policy and the implementation of the policies and practices it promotes.

The following departments are represented on the Address Review Group (ARG) to support and apply the policies and procedures found in this document:

- Fire and Rescue Services Division
- Emergency Management Division
- Planning and Permitting Division
- Public Works Division
- Interagency Information Technologies Division/Geographic Information Systems
- Equity and Inclusion Office
- County's Attorney's Office

Members represent their agency on matters to be considered by the ARG and should actively communicate any address related issues.

Primary duties of the Address Review Group are:

- Coordination of policies and procedures for addressing among the County's departments.
- Advocating to the public, elected officials, and member agencies for improvements to addressing systems and practices, including supporting requests for fiscal resources and staff.
- Support the annual review and approval of changes or amendments to this Addressing Policy.
- Assist the Address Coordinator with the resolution or review of complex addressing and street naming situations.

The Address Coordinator and Address Review Group (ARG) action and decisions regarding street naming and address numbering will follow these rules and guidelines.

Street name and address numbering decisions are final. If a citizen or public safety official believes an existing or proposed number creates a public safety concern, then they may appeal the number in writing to the ARG. Address numbers will not be changed for cultural or superstitious reasons.

3 Definitions

Address Number: The numeric identifier for a land parcel, structure, or other location along a thoroughfare or within a community. This is an integer. The address is not part of the legal description of the property.

Address Number Prefix: The address number prefix is the portion of the Complete Address Number which precedes the Address Number itself. Address number prefixes are prohibited. An Address Number Prefix would be the “4” in “4-1110 Smith Road”.

Address Number Suffix: The portion of the Complete Address Number which follows the Address Number itself. Use of address suffixes is covered in section 4.2.5.

Address Reference System (ARS): A grid or other system of organizing address numbering and designation of streets into a logical and consistent pattern over a defined area. This may include all or a portion of an individual municipal or county jurisdiction.

Address Repository: An address repository is a geospatial and relational database that includes individual records for each address within one or more Address Reference Systems. The address repository provides both the elements of the address (number, street name, place name), its geospatial location, and attributes that provide record-level metadata and links to related geographic features including parcels, structures, and transportation elements. It also incorporates the Address Reference System rules and provides for systematic testing of address data to ensure conformance with those rules.

Alias: A name or number that a street or location is also known as.

Alley: A service road that runs between, and generally parallel to, two streets. An alley is often narrower than a public street and is not intended for heavy traffic.

Building: a permanent structure built as a dwelling, shelter, or place for human activities, or for storage. (See also: Structure)

Common Driveway: a private travel way that provides access to a limited number of structures or properties and is owned and maintained by the property owner(s).

Complete Address: The unique combination of an address number, street name, place name, state name and ZIP Code™ that identifies a location within the County.

Complete Address Number: An Address Number, alone or with an Address Number Prefix and/or Address Number Suffix, that identifies a location along a thoroughfare or within a community.

Complete Street Name: Official name of a street as assigned by a governing authority, or an alternate (alias) name that is used and recognized.

County: Frederick County, Maryland

Directional: A word preceding or following the Street Name that indicates the direction or position of the thoroughfare relative to an arbitrary starting point or line, or the sector where it is located. In Frederick County directionals have been standardized to come after the street name. Municipalities are encouraged to follow this pattern.

Driveway: a private travel way that provides access to a single structure, owned, and maintained for access to that specific structure.

Flag Lot: A flag or Panhandle lot is one with a long narrow “stem” or “pole” that connects the main part of the property to a public street.

Hazardous Material: Any substance or material that could adversely affect the safety of the public, handlers, or carriers during transportation. There are 9 classes of hazardous materials:

- Explosives
- Compressed Gases
- Flammable Liquids
- Flammable Solids
- Oxidizers and Organic Peroxides
- Toxic Materials
- Radioactive Material
- Corrosive Material
- Miscellaneous

Internal Street/Project Street: A thoroughfare that is completely located within the boundaries of a proposed project and provides access to internal structures/buildings within that project. Such thoroughfares may connect with existing public or other private thoroughfares.

Land Locked Property: A landlocked property is one that does not have direct frontage on a public or private street, walkway, driveway or other public or private thoroughfare.

Mixed Use Structure: When the ground floor consists of retail establishments with external entrances, but the upper floors consist of residential or office units with interior entrances from corridors or hallways, different addressing strategies may be needed to clearly identify where individual businesses or units are located. Mixed use developments may also include multiple structures on a campus (shopping centers with outbuildings, schools, medical facilities, etc.)

Modifier: A word or phrase in a Complete Street Name that precedes or follows and modifies the Street Name but is usually separated from it by a Street Name Pre- or Post- Type or a Street Name Pre- or Post- Directional or both. In Frederick County, the modifier may or may not be separated from the street name by a prefix or suffix type or prefix or suffix directional.

Municipal Names: The name of the incorporated municipal corporation within which the address is located. Municipalities have defined legal boundaries and provide services to residents within those areas. They also assess property taxes, and other fees and taxes upon property and/or activities carried out within their boundaries. This name may be different than the postal name of the area.

Municipality: A chartered or incorporated municipal corporation organized under the laws of the State of Maryland.

Neighborhood/Subdivision and Community Place Names: Neighborhood, subdivision and community place names are often used to further identify an area where an address may be found. While these are informal designations, they provide useful information that can improve dispatch and routing of emergency and non-emergency vehicles.

Panhandle Lot: See definition for a Flag Lot.

Parcel of Land: Any lot, parcel, or other area of land or water that is geographically defined and used to identify an ownership or other land rights interest.

Parking Garage: A structure dedicated to the parking or storage of vehicles, including below or above ground structures, which may be publicly or privately owned or operated. Use of the parking spaces within such a structure may be open to the public (with or without fees) or restricted to tenants, occupants, or owners of an associated structure. The parking garage may be part of a larger structure that contains residential or non-residential uses that utilize the parking garage for employees or customers or residents. Or it may be a stand-alone structure solely dedicated to providing parking spaces.

Parking Lot: a paved or unpaved area outside of a thoroughfare that is designated for the parking of vehicles. It may be associated with a residential or non-residential (commercial, industrial) use, and it may be open to the public or restricted to tenants or owners of the structure or use it is associated with.

Place: The name of a city, postal jurisdiction, or community in which an address is located.

Postal Community Names: Postal community names are the names that are used by the U.S. Postal Service in carrying out the delivery of mail and packages. The USPS does not legally assign names to communities or municipalities, but it uses them for mail services. For mailing, it is important to use the Postal Community name, so that mail is promptly and correctly delivered.

Private thoroughfare: A thoroughfare that is owned, operated, or maintained by a private owner or group of owners with or without limitations on its use.

Public thoroughfare: a thoroughfare that is owned and maintained by a governmental agency with right of passage to all.

Right-of-way: An interest in land designated for use as a thoroughfare.

Street: A type of thoroughfare, usually a paved or unpaved travel way, that provides access via motor vehicles, bicycles, and/or pedestrians to one or more locations. Additional definitions of types of streets and other aspects of street geometry and addressing components are found in the street naming section of this Policy.

Street name: The portion of the Complete Street Name that identifies the thoroughfare (as opposed to the Street Name Pre-Modifier, Street Name Post Modifier, Street Name Pre-Directional, Street Name Post Directional, Street Name Pre-Type, Street Name Post Type, and Separator Element (if any) in the Complete Street Name.)

Street type: A word or phrase that precedes or follows the Street Name and identifies a type of thoroughfare in a complete Street Name. Street types include: Street, Avenue, Boulevard, Court, Circle, Way, Highway, Trail, and many others. .

Structure: A structure is an arrangement and organization of interrelated elements in a material object or system, or the object or system so organized. Material structures include man-made objects such as buildings..." For this document, a structure is a man-made object which may or may not be a building—for example, a telephone pole, pump station or other object for which a street address location may be provided.

Subaddress: The portion of the address that uniquely identifies a portion of a complex of structures, or a separate occupied area or tenancy within a building or structure.

Thoroughfare: A street, walkway, stairway, waterway, or other travel way that provides access to one or more properties or locations.

Travel way: Any path of any type that leads to a destination.

Walkway: a narrow linear travel way designed for pedestrian movement. It may be separated from a street or run parallel to it (often defined as a sidewalk). It may be paved or unpaved. Provides pedestrian access to one or more properties or locations.

ZipCode: ZIPCodes® are created and maintained by the U.S. Postal Service (USPS). It represents a group of postal delivery locations, and have 5-digit, 9-digit and 11-digit variations. It defines an area where postal delivery is made to individual locations within it. It can be changed, or the boundaries modified by the U.S. Postal Service.

4 Address Reference System

The term "Address Reference System" (ARS) refers to the set of methodologies in effect within a jurisdiction for assigning addresses. The ARS is described in greater detail within the FGDC Address Standard. It defines the boundaries in which the rules are applied. It defines a grid or set of axis lines that define address ranges and numbering. It also includes rules for numbering, rules for street name components, and other locally defined rules concerning the assignment of addresses.

An ARS is important because it is the basis for creating address quality testing. It is also critical because it provides a framework in which addresses can be consistently assigned over a long period of time regardless of who is doing the assignment. Some components of an Address Reference System are geospatial, and others are tabular data-based rules.

4.1 Address Reference System Name

The Address Reference System is named the Frederick County Address Reference System. It is referred to in this policy as the “Frederick County ARS.”

4.2 Address Reference System Boundaries (Extent)

The boundaries of the Frederick County ARS encompass the legal unincorporated area of Frederick County, Maryland.

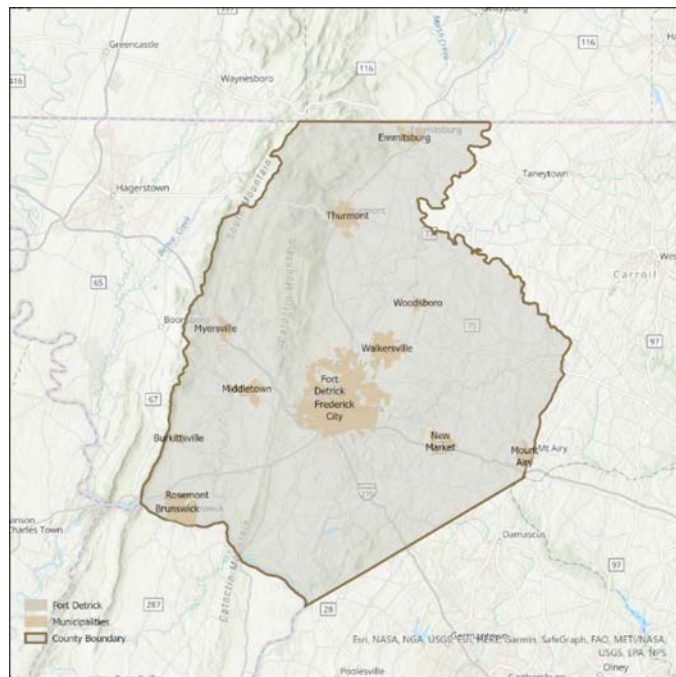


Figure 1 Frederick County and Municipalities

4.3 Address Reference System Type

The Frederick County ARS follows a basic grid system. Address numbers assigned to buildings, properties, and other features are derived from the ARS grid. The grid provides uniformity in the patterns of address numbers created throughout the County. Address numbers generally follow an east-west or north-south pattern and are based upon blocks. The addressing grid system, when applied properly, results in minimal need for future address changes.

The Frederick County ARS grid is comprised of 1,000 feet by 1,000 feet squares that are assigned numbers that increase from southwest to northeast.

The grid point of origin, or axis point, is located at $39^{\circ} 13' 55''$ North Latitude and $77^{\circ} 40' 14''$ West Longitude. The zero point is located outside of Frederick County to prevent a numbering system that relies on the need for "North/South" or "East/West" numbering prefixes. The zero point is established south and west of the County and address numbers increase moving north and east through the County. Address number assignments within Frederick County shall be based upon the established ARS grid.

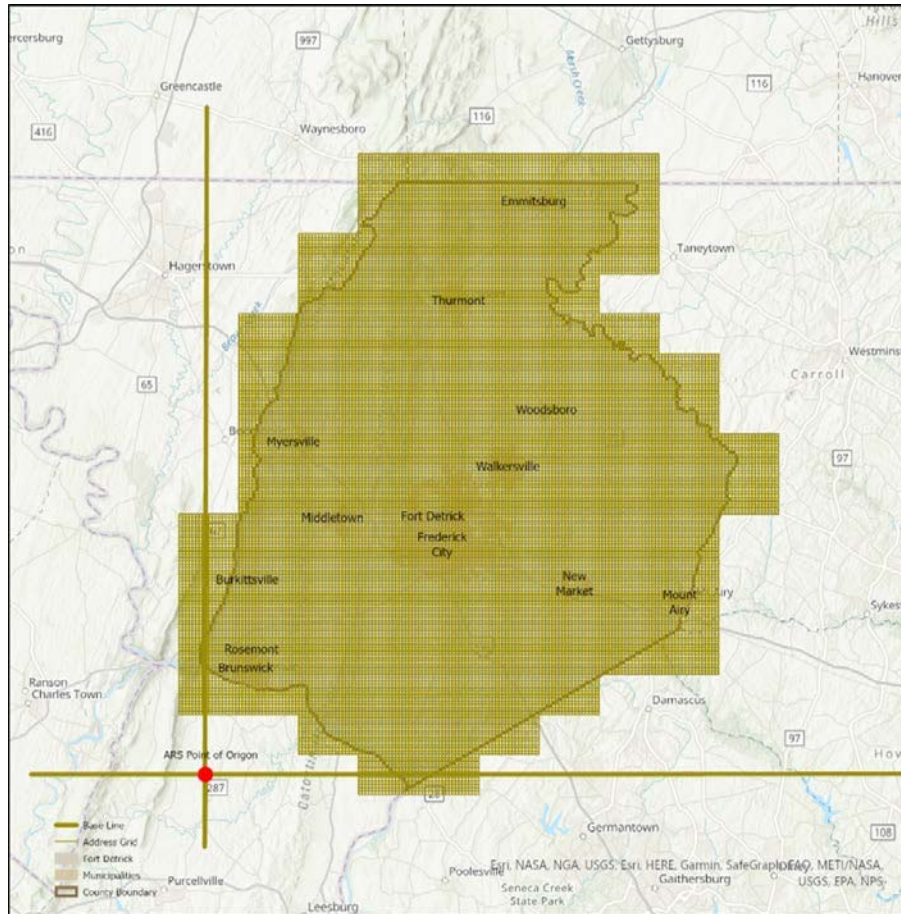
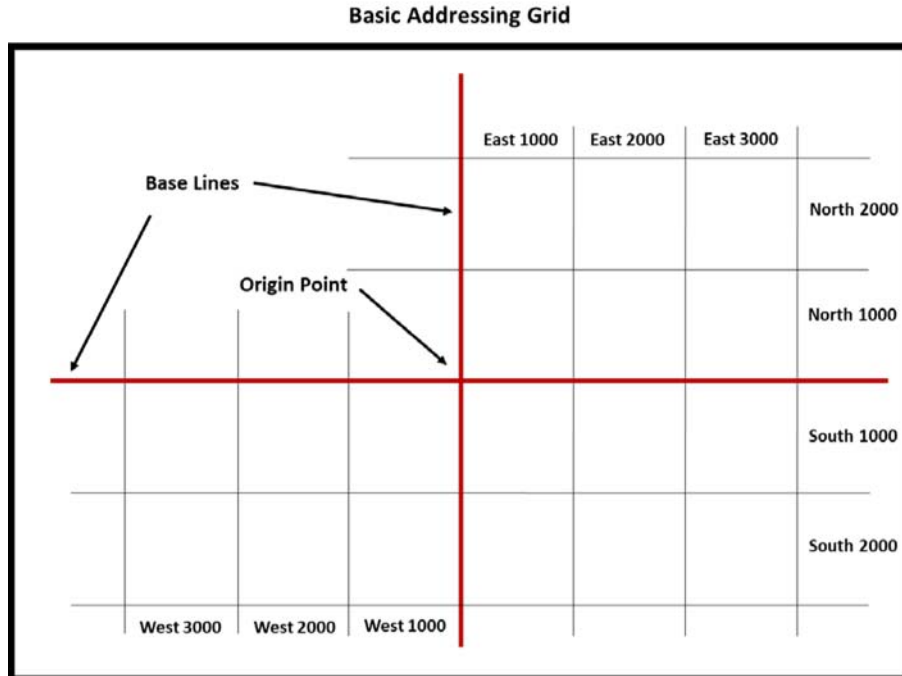


Figure 2 Frederick County ARS



4.4 Block Ranges

A block is the extent of a single street segment between its intersection with other streets. Alleys are usually not considered to break the block scheme. A range of 100 numbers is normally assigned to a single block. In some cases, blocks may contain more or fewer numbers to maintain similar ranges on parallel blocks.

Block ranges for new streets will be determined based upon the beginning point of the new street within the ARS grid. Each block shall start a new “hundred” number series (e.g., 100, 200, 300). Generally, the numbering will start at the beginning of the next 100 series when continuing along a street.

4.5 Street Directionality

When determining when a street should be addressed using the east-west or north-south grid blocks, the coordinate values (northing and easting) for the two end points of the street are compared. If the distance between the two points that make up the entire street is greater in the north-south axis than in the east-west, then the street is addressed using the north-south numbers. If it is greater in the east-west direction than in the north-south direction, then the east-west numbers are used. This test is used to determine the directionality of the street for numbering purposes and is applied to the entire length of streets that change directions over their length, or that run on an angle to the grid.

4.6 Municipal Address Reference Systems

The incorporated municipalities within Frederick County have separate address reference systems used to determine addressing within their jurisdiction. In some cases where the two systems meet, there

may be address number challenges that need to be resolved for public safety purposes. The County and municipality should work together to determine the appropriate resolution. If a municipality wishes to delegate its addressing authority to the County, the municipality must officially do so. Upon such delegation the County will incorporate specific differences in rules to be applied to addressees created or changed within the boundaries of that municipality into this policy and shall address according to those rules.

5 Street Naming Rules

The standards in this section were designed to facilitate the proper naming of streets within Frederick County. Streets must be named in a logical, easy-to-understand manner to help citizens, service delivery, and emergency personnel quickly locate people, places, and events.

5.1 What is to be Named

5.1.1 General Overview

All planned or existing public and private streets, common driveways, alleys, travel way or internal access streets that serve as the primary ingress or egress for two or more residences or structures shall be given a name.

A shopping center, apartment complex, industrial or office park that has internal streets that are private, but which provide access to the individual structures within the complex shall have names for the individual streets.

5.1.2 General Exceptions

A driveway serving one single-family residence, or one non-residential structure, where the structure is visible from a named right-of-way, will not be given a street name. A common driveway serving a duplex or similar residential structure where all structures are visible from a named right-of-way (public or private) and within 100 feet of such right-of-way does not require a separate name. A parking lot which is open and visible from a public or private street will not be given a street name (if the parking lot includes internal access streets serving out parcels, the internal access street shall be named).

5.1.3 General Concerns

The ownership of the right-of-way or land on which a street is constructed (public or private) does not change the naming requirement.

5.2 Street Name Requirements

5.2.1 General Rules

The following general rules have been established and will be applied throughout:

1. **Duplicates:** No thoroughfare may be assigned the same name as any other street in the County. If a thoroughfare already exists with the same name (excluding the street type or any other prefix type or suffix type) the name may not be re-used.
2. **Sound-alikes:** No thoroughfare may be assigned a name which sounds like an existing street name but with a different spelling. For example, “Bear” and “Bare”, or which are spelling variations of the same word, such as “Ashley” and “Ashlee”.
3. **Use of Historic and Culturally Appropriate Names:** New thoroughfare names should be historically or culturally appropriate. For a new development, the use of names of a common theme (flowers, birds, animals, historic people, or events) is preferred. Where the use of a particular name may cause confusion, and delay emergency response it will not be assigned.
4. **Prohibited Names:**
 - a) Names that are obscene, profane, or derogatory to any race, creed, ethnic group, religion, or person are prohibited.
 - b) Names that are difficult to pronounce or spell or sound like an existing street name.
 - c) Names that are a brand name, company name, product name, covered by copy write or registered trademarks.
 - d) Non-English language street names.
 - e) Names that are directional (North, South, East, etc.)
 - f) Names that are also an acceptable type of street or thoroughfare.
 - g) Abbreviations, numbers, acronyms, or symbols.
5. **Personal Names:** No street shall be assigned the first and last names of a living person. If a person's first and last name is proposed as a street name, the applicant must establish that the individual: 1) has been deceased for not less than 5 years; 2) was a person of local historical, cultural, or social importance; and (3) made significant contributions to Frederick County, State of Maryland, or the United States. The assigned name will not include titles (Dr., Mr., Ms., etc.), or middle initials. When naming a street for an individual, consideration should be given to assigning the name to a major thoroughfare.
6. **Name Length:** Names shall not be longer than 21 characters including the street type abbreviation.

5.3 Other Street Name Components

While the primary component of a complete street name is the name itself, there are several other parts that compromise a complete street name. These include street type, directionals, and modifiers. These three elements may appear either before or after a street name, or in some cases, in both positions. Frederick County has adopted placing the directional after the street name.

5.3.1 Street Type

Street type designations such as Street, Avenue, Road, Boulevard, etc. are assigned as part of the street naming process. Street types should be indicative of the type of street they will be assigned to per the guidelines provided below.

All new street names will include one of the approved street name types listed below in Table 1. Frederick County recognizes street name post types only. No pre-types are allowed except for those associated with state and federal route numbers (e.g., U.S. 70, MD Route 270). Street names that contain street type words (e.g., Johnson Court Drive or Lake Cove Trail) will not be assigned; however existing street names using this convention may remain.

STREET TYPE:	Abbreviation:
ALLEY	ALY
AVENUE	AVE
BOULEVARD	BLVD
CIRCLE	CIR
CONNECTOR	CNCT
COURT	CT
CROSSING	XING
DRIVE	DR
HIGHWAY	HWY
LANE	LN
LOOP	LOOP
MEWS	MEWS
PARKWAY	PKWY
PASS	PASS
PATH	PATH
PIKE	PIKE
PLACE	PL
ROAD	RD
ROW	ROW
RUN	RUN
SPUR	SPUR
SQUARE	SQ
STREET	ST
TERRACE	TER
TRAIL	TR
TURN	TURN
WALK	WALK
WAY	WAY

Table 1 Street Types

5.3.2 Street Type Allocation by Functional Road Class:

Street types should be selected as appropriate to the type of street to be named. They are subject to approval by the Addressing Team. Street types should be written out in full to avoid misinterpretation.

The list below indicates the appropriate allocation of street types, although the Addressing Team may approve any type deemed appropriate for each situation.

- Freeway, Highway, Parkway, Pike: Major highways or arterials through the County, often with limited access and multiple travel lanes in each direction.
- Boulevard, Avenue, Street, Road: Major roads within more urbanized areas and neighborhoods.
- Drive, Lane, Path, Trail, Way: Neighborhood roads and private roads.
- Court, Mews: Cul-de-sac and other roads with only one end connected to another street and no other intersections with other cross streets along its length. (“Court” should not be assigned to a street that is expected to be extended and connected with other streets in the future.)
- Circle, Loop, Oval, Turn: Short roads that connect at both ends with a segment of the same street.
- Plaza, Promenade, Square: Should be used for commercial streets in shopping centers, office parks, and in downtown areas.
- Other types listed should be used in neighborhood contexts.
- Alley: Narrow access road between buildings. (See definition).

5.3.3 Directional Prefixes and Suffixes

A directional prefix or suffix is a word preceding or following the Street Name that indicates the direction or position of the thoroughfare relative to an arbitrary starting point or line, or the sector where it is located. Typically, only eight values are recognized for directionals: the four cardinal directions (north, south, east, and west) and the four intercardinal directions (northeast, southeast, northwest, and southwest). Directional prefixes are no longer assigned in Frederick County. Only directional suffixes are used.

5.3.4 Modifiers

Modifiers are a word or phrase in a Complete Street Name that precedes or follows and modifies the Street Name, but is usually separated from it by a Street Name Pre- or Post- Type or a Street Name Pre- or Post-Directional or both. These often occur when the word “Old” or “New” are added to the beginning of a street name, and the street type or directional occur between them and the street name itself, as in “Old North Main Street.” Likewise, they may occur when the modifier is added at the end of the name, as in “Main Street South Extension”. The modifier is only used where there is an intervening directional or type word, so if “Main Street” became “Old Main Street” the street name itself would change from “Main” to “Old Main.” These are discouraged for use unless necessary as they tend to get dropped in verbal use.

“Old” and “New” should not be used to designate a section of road unless the section so designated runs parallel or near a road with the same name. This does not preclude the use of “New” if it is not being used to differentiate from “Old” (e.g., New Market).

5.3.5 Separators

The Separator Element was created to manage street names that consist of a Prefix Type followed by a word or phrase followed by the Street Name. Common examples found in other communities are “Avenue of the Americas” or “Boulevard of the Allies.” It is more commonly found in names expressed

in Spanish, French or other languages such as “Avenida de los Flores” or “Rue du Madeleine.” In each case the word or words between the Type (Avenue, Boulevard, Avenida, Rue) and the actual name (Americas, Allies, Flores, Madeleine) is the Separator. The separator allows the alphabetization of the street name using the main word, rather than “of” or “de”. Separator elements are no longer assigned in Frederick County.

5.3.6 Aliases

Streets, roads, or highways may be additionally recognized by one or more aliases. The primary name for a road will be the name. In the case of a road that is also a local, state, or interstate highway the highway number will be entered in as an alias.

5.4 Other Street Naming Rules

The following rules apply to street naming under specific circumstances.

5.4.1 Extension of Existing Street

If an existing street is extended or realigned, the extended or realigned street shall be assigned the same name as the original street.

5.4.2 Road Connections

Where two or more names are used for a single continuous stretch of road, the change of names shall occur at the intersection of another street, and not in the middle of a block or segment.

5.4.3 Consistency of Name

Street names shall be consistent as the street crosses municipal and County boundaries to the greatest extent possible.

5.4.4 Common Driveways

Common driveways or travel ways used to serve two or more principal structures. Any driveway that serves two or more homes shall be requested to be named as a street. Where a duplex residential structure has a common driveway serving the two units, the naming may be deemed unnecessary. Where the driveway is less than 100' in length, and no more than four addresses are in use, and all are directly visible to the public or private street they face, the common driveway is *not* required to be named as a street. Any common driveway serving more than 4 residences in any situation will be named. There may be exceptions to naming in the case where there is absolutely no development potential to extend the common driveway to serve more houses.

5.5 Street Geometry

Each street may only have one beginning point and one ending point. Each branch, side street, or cul-de-sac that has an end point must be assigned a unique name.

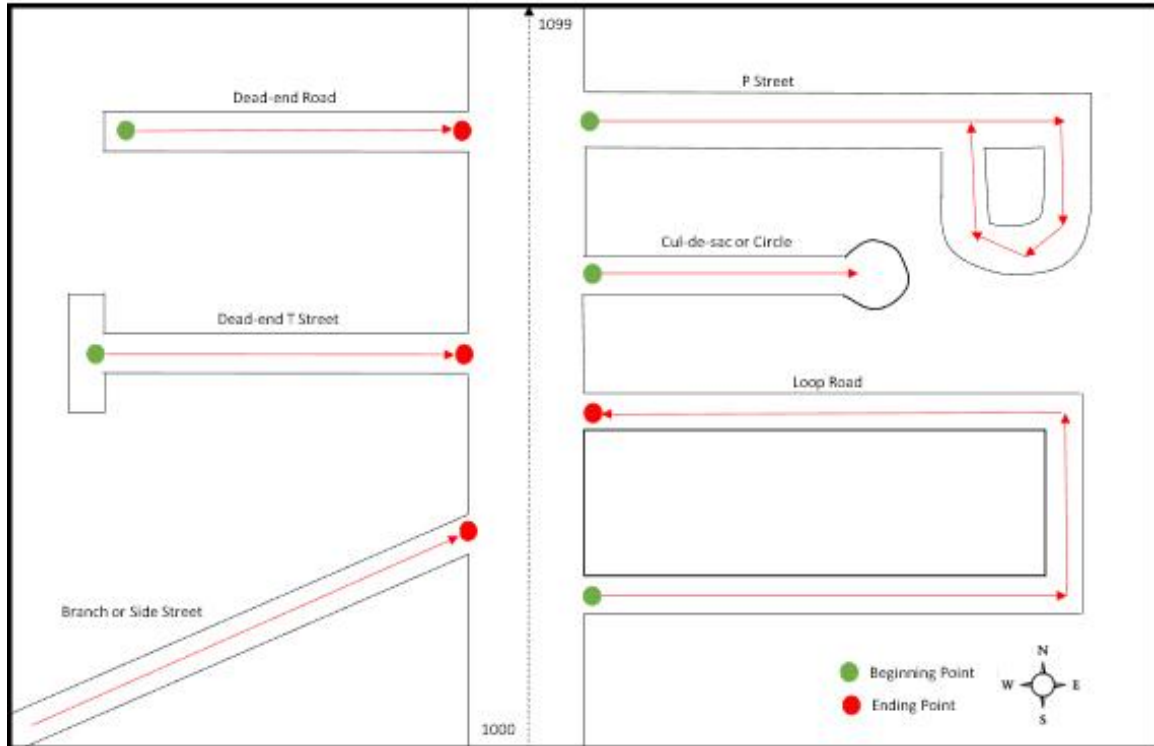


Figure 4 Street Geometry

A roundabout or traffic circle will be considered a portion of the highest-classification street passing through it. When addressable features are placed in or on a roundabout or traffic circle, they will be assigned an address using the name of the highest-classification street passing through it.

5.6 Maintenance of Street Name Lists

The Address Coordinator will maintain and publish on the County's website a complete list of all street names in use throughout the County. New street names must comply with the regulations stated in this Policy. Once approved, the new names will be added to the Official Street Name List. This will allow future developers to review the list and avoid duplications, sound-alike names, and other names that cannot be approved. Names for new roads or road name changes will be reserved for a maximum of 4 years or at any point an approved set of plans have expired. Upon the expiration of the reservation period, reserved street names will be returned to the pool of available names.

6 Address Number Rules

Address number rules apply to the initial assignment and changes to address numbers for specific structures, property parcels, or infrastructure features.

6.1 What is to be addressed

Upon a property being platted every parcel of land that is 5 acres or smaller should be assigned an address, except when a property is so small that no structure or infrastructure element could be placed on it, or a future site plan is expected that may potentially alternate the layout of address(es).

Each residential or nonresidential building, structure or other facility will be assigned an address. Each individual unit or area of separate occupancy within any building or structure will also be assigned an address number.

Every occupiable structure¹ will be assigned a unique number, as will any structure which has separate utility services (phone, electricity).

Non-residential structures such as barns, animal barns, agricultural structures, boat docks and boat houses, large, detached garages, and structures used for raising or housing animals or the storage and maintenance of vehicles such as cars, trucks, boats, etc., will be assigned an address if the primary driveway or access is different from that of the primary structure on the parcel of land.

Small garden sheds adjacent to private residences, playhouses in private residential areas, or similar facilities of less than 150 square feet (approximately 10 feet by 15 feet) will be addressed if the structure meets one of the following conditions: it has a separate utility services or from those of the primary structure, is located greater than 250 feet from nearest addressed structure, is accessed from a different driveway than the primary structure, the structure is the only improvement on the property, or upon the request of emergency services personnel.

Public Utility features or structures (even those smaller than 150 square feet in size) that require telephone service will be assigned an address upon request.

6.1.1 Numbering based on Address Reference System

All structures and other features will be assigned an address based upon the established Frederick Address Reference System, and in accordance with the standards defined in this Addressing Policy. No other numbers shall be created or permitted. Where an existing number does not conform to the established criteria, the County may determine if retaining the number will create a public safety hazard or is detrimental to the public health, safety, and welfare. That determination may result in a change to the existing number.

6.1.2 Address Number Format

Address numbers will be whole Arabic numerals. Decimals or alpha characters will not be assigned to new address assignments.

For buildings in existing areas where there are no available unused numbers, an alphabetic character may be used as a suffix. Existing historic fractions or alphabetic address number suffixes will be permitted to remain in use.

¹ An Occupiable Structure is "A structure (i) designed for human occupancy in which individuals may live, work, or congregate for amusement; and (ii) equipped with means of egress, light, and ventilation."

Where there are multiple occupiable units in a single structure, separate primary addresses or subaddresses will be assigned. Rules for determining which type of address or subaddress to use are contained in this Policy. A subaddress is formatted as a subaddress type, such as unit, apartment, suite, etc., and a subaddress identifier, such as "Suite 101".

Historical address numbers that contain alphabetic characters, or which are out of sequence, parity, or otherwise anomalies, may remain unless Emergency Services verifies that the maintenance of the anomalous number will create a public safety hazard or is detrimental to the public health, safety, and welfare.

Numbers will be assigned using odd numbers for one side of the street, and even numbers for the opposite side. Even/odd address numbers will be assigned consistently along each side of the street and are not to be mixed on the same side of the street.

When heading in the direction of the increase of numbers from the Address Reference System origin point, the even numbers will be assigned to the north or west side of a roadway, and the odd numbers will be assigned to the south or east side of a roadway.

Loop road number assignment will start at the lower number end of the street that the loop intersects and end at the high number end. The parity should not change along the length of the loop even though this creates the appearance of an incorrect parity at the high number end of the road.

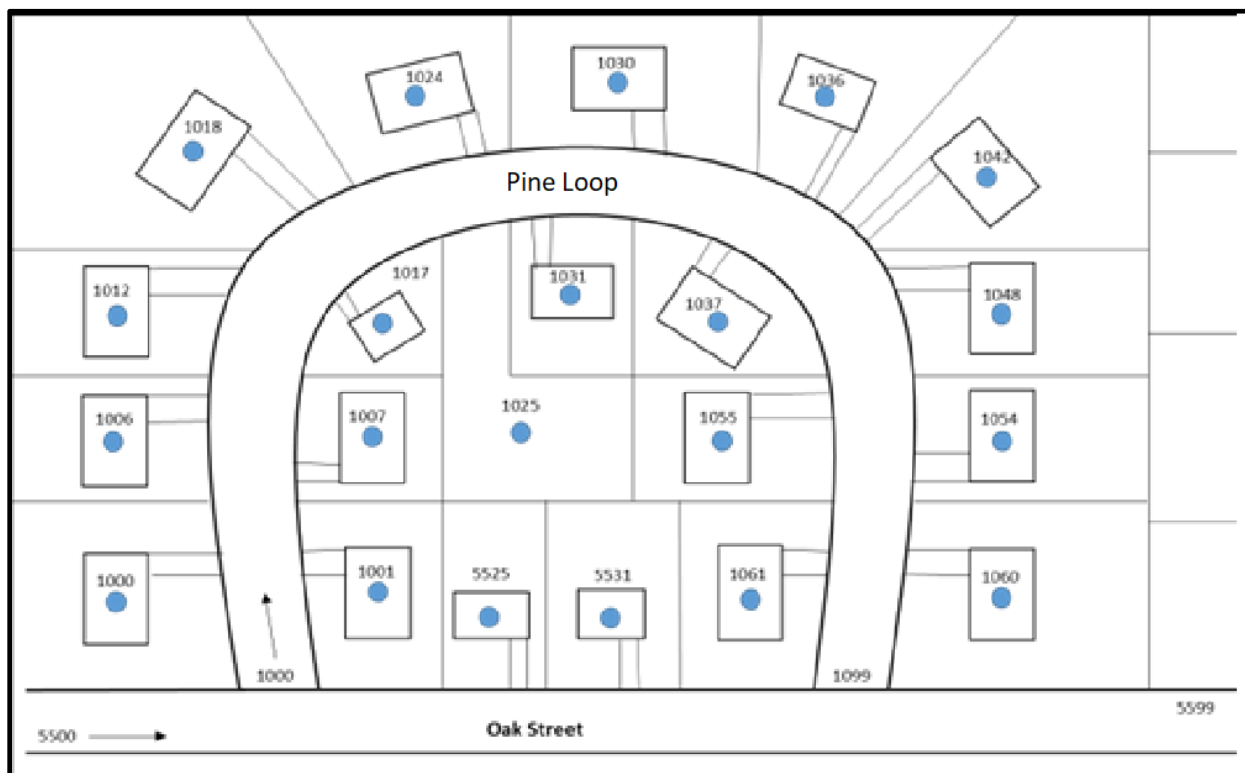


Figure 5 Circular Streets

Cul-de-sac roads shall maintain parity and numbering sequence along their length. A structure located at the end of the cul-de-sac should be numbered based on the numbering rules, using the Address Coordinator's best judgment as to the parity of the number selected.

Odd/even patterns on streets with existing assigned address numbers are required to be maintained when assigning new address numbers, even in older areas where the current odd/even side of the street rules were not used. Existing address numbers that are all odd or all even on both sides of a street or mixed with even and odd numbers on both sides of the street, may require correction to re-establish proper parity. However, the effects of renumbering may outweigh the benefits of so doing in established neighborhoods.

6.1.3 Distance interval

Address numbers should increase every 10.56 feet on each side of the street, allowing for a total of 1,000 address numbers per mile, or 100 numbers per 0.1 (one-tenth) of a mile.

6.1.4 Incremental value

The address numbers should increase by four (4) at each interval for single family residential developments, four (4) at each interval for multi-family residential structures, and ten to twenty (10-20) at each interval for non-residential uses whenever possible to accommodate future development. Thus: 100, 104, 108, 112, etc. or 101, 105, 109, 113, etc. When the structures being assigned an address are spread further apart, assigned numbers should not be consecutive (e.g., 102, 104, 106, 108) but should be sequential (e.g., 102, 108, 116, 120, etc.), retaining the unused numbers to accommodate in-fill development or changes to land use later. When assigning addresses in accordance with the grid and distance intervals, the address number that most closely approximates the location of the addressable structure should be selected and assigned.

Address numbers on opposite sides of the street should align as much as possible with each other, especially on curved roads and is required to keep the logical sequencing along the entire street. This may mean using a larger increment than normal in some cases.

6.2 Residential Addressing Rules

Each residential structure and occupied unit must be assigned an address.

6.2.1 Development

In a development, each address number should increase by four (4).

6.2.2 Single Family Development

Each single-family residence on a lot will receive one street address. Single family residential addresses shall be assigned based upon the location where the driveway connects to the street. The street number used shall be the address, in keeping with required spacing requirements, which is closest to the driveway entrance for the structure on the property; or, if the location of the driveway entrance is not known at the time the address is assigned, the Address Coordinator shall assign the number that most nearly represents the center of the frontage for the property.

If a single-family residential structure does not front on a public or private access road, then it should be addressed from the named alley or thoroughfare from which the property can be accessed by emergency vehicles (garage, rear door, etc.).

6.2.3 Townhome and Two Over Two Development

Townhouses, two over two, and row houses with frontage on the street are treated differently than single family homes. Townhouses, two over two, and row houses are addressed to the front door. In areas of infill development where there are not enough numbers available for each townhome, two over two or row home to have a separate address, the Address Coordinator may use a multi-family addressing scheme with sub-addresses to avoid readdressing an entire street.

6.2.4 Multi-family Residential (duplexes, quadplexes, apartments, condominiums)

Duplexes, triplexes, and quadplex units with individual exterior doors are assigned separate street number addresses with adequate spacing between numbers. Duplex, triplex, or quadplex units with a common exterior entrance door are each assigned a shared address street number with a unique sub-address.

If an existing detached single-family dwelling is added onto with a separately permitted attached single-family dwelling, each dwelling will be assigned its own street number address.

Condominiums and apartments are treated as multi-family residential property. It is not relevant for addressing purposes whether a unit is rented or owner-occupied.

Each building within a multi-family development must be assigned its own primary address. The interior streets within such a development shall be named, and the buildings addressed using those street names. Where all the unit entrances are exterior on each building, each unit should be assigned a separate address. Where entrances to individual units are within interior hallways, corridors, or on balconies, the building should be assigned a primary address, and each unit shall be assigned a sub-address. See *Section 6.7, Subaddress Rules* for the rules pertaining to sub-address assignment.

Additional guidance for addressing multi-family residential properties in mixed use developments or complexes can be found in *Section 6.3, Non-residential & Mixed-Use Addressing Rules*.

6.2.5 Residential Corner or Multiple Frontage Lots

Parcels that have frontage facing one road, and a second frontage facing another road at the intersection of those two roads are deemed corner lots. In a case of new construction, corner lots shall have numbers reserved on both streets. When the orientation of the residence or structure is determined, a number shall be assigned along the road frontage that the structure's driveway entrance uses, applying the closest available potential address corresponding to the driveway entrance location. If there are no numbers available on the street that the driveway connects to or if the front door faces a

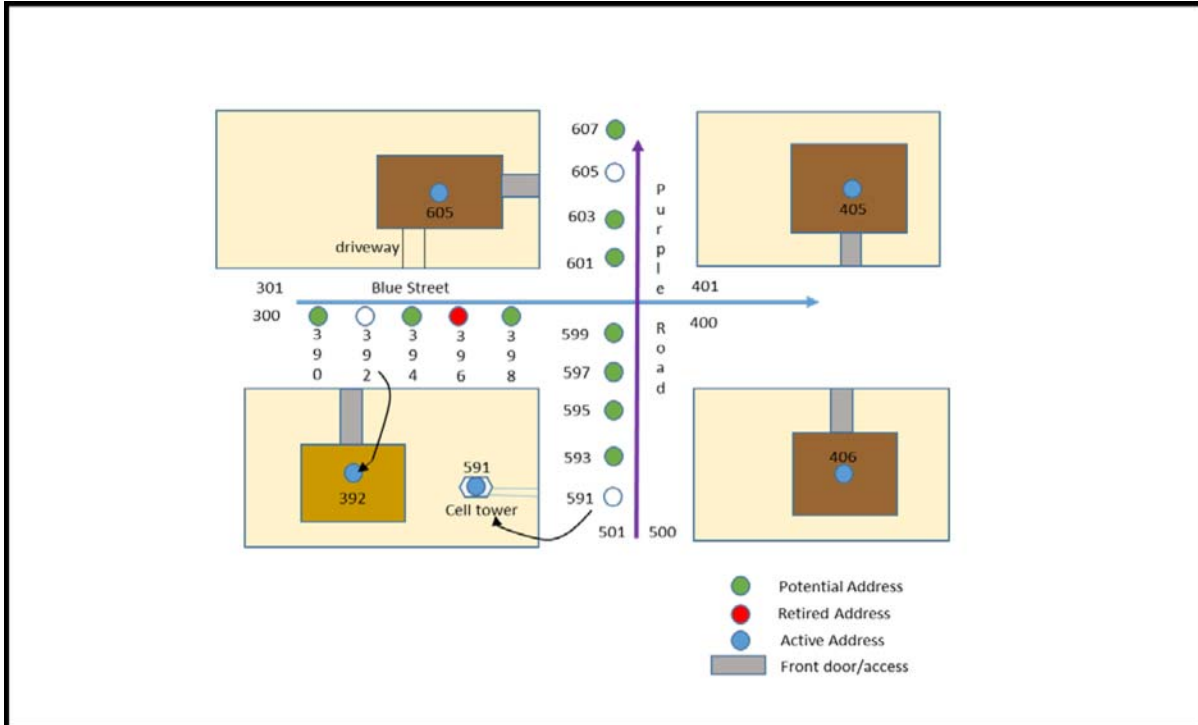


Figure 6 Corner Lots

green space or no thoroughfare, then a number shall be chosen from those available on other streets that abut the property. The most suitable alternate address would be one corresponding to either a driveway or other type of access to the structure from a public or private named thoroughfare.

In the case of apartment complexes, condominium complexes, etc., on corner lots, the Addressing Coordinator should determine whether one or more access roads to the building(s) within the complex will be constructed. If there will be access roads from the boundary streets, each building shall be assigned an address from the named access street per the Multi-family Residential addressing rules. If the complex does not have internal roads, and buildings front on two streets, then each building should be assigned an address to the street on which the front entry faces. If both conditions, internal street facing and external street facing structures, exist in the same complex, each structure should be addressed based on the street the front door of that structure faces.

In certain instances, structures are oriented with the front entrance facing the corner directly. In this case, the address team shall assign an address number on the street with the higher functional classification. For example, if the structure faces the corner of an arterial street and a collector or neighborhood street, the structure shall use the street name of the arterial and select the correct address from the potential points along the arterial's frontage.

6.2.6 Rear-facing Properties

In cases where a structure is built with the front door facing a greenway with a walkway or sidewalk and the rear of the structure faces on a public or private street, or alley. The priority for the structures address will be for emergency or vehicular access.



Figure 7 Property Facing Green Space



Figure 8 Property with Primary access to the rear

- a. Does the structure have a driveway? If yes, then address off the driveway as the first option.
- b. If the structure faces a green space and doesn't have a driveway, then it will be marked as an exception and addressed to the closest street as a last resort.

6.2.7 Accessory Structures

If an additional habitable structure (dwelling, garage apartment, manufactured, or mobile home) is added to a lot with an existing single-family dwelling, it shall be assigned a new address in sequence with the existing structure. If no address numbers are available, the secondary unit on the lot will be assigned the same street address with a street number suffix. For example, a new garage apartment, in the case where *no new numbers are available*, will receive an address like 1015 B Oak Forest Drive. Secondary units will always start with a street number suffix of B, leaving A available if the primary structure wants to now, or in the future, add a street number suffix.

A small non-habitable structure, such as a garage, storage shed, playhouse, gazebo, etc., upon request and on a case-by-case determination by the Address Coordinator, may be provided a separate address or a sub-address.

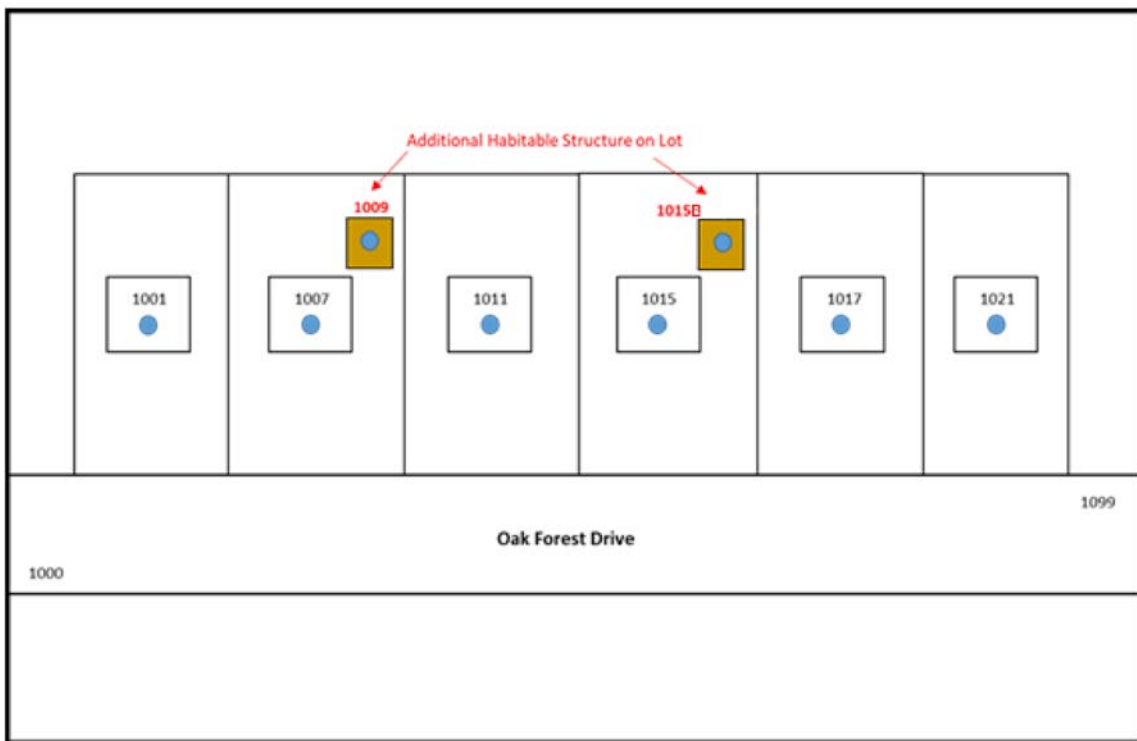


Figure 9 Accessory Structures

In the case of a large rural property with a remote building such as a barn, greenhouse, livestock or poultry house, or other agricultural building that is accessed separately from the access to the main residence, a separate address may be assigned for emergency and public safety.

6.2.8 Mobile Home Parks

The roads inside a mobile home park will be named and each individual lot is assigned an address number in accordance with the addressing rules outlined in this policy.

6.3 Non-residential & Mixed-Use Addressing Rules

Non-residential and mixed-use properties are treated differently than solely residential ones. Addresses in commercial buildings, offices, shopping centers, etc. may change when the configuration of the interior space is changed for new tenants. Similarly, the internal configuration of many larger non-residential buildings is unknown at the time of permitting and approvals, as not all tenants have been secured. Thus, some addressing decisions must be made as the building is leased, and some will change over time.

Multiple tenant buildings, large complexes and campuses with multiple buildings and many separate rooms and tenancies create complex addressing schemas. However, detailed, and specific addressing significantly assists emergency rescue personnel and all users of such facilities in locating a specific office, classroom, or unit within such complexes.

Non-residential structures are addressed from the point of access to the structure or property. If a single structure is not visible from a public or private road, then the point where the driveway intersects the public or private road which provides access to that structure shall be used to assign the address. If a structure occupies an entire property, fronting on all adjacent streets, the primary address for the structure is based on the location of the main entrance to the structure. The goal will be to identify and address separate major entrances so that they are identifiable for emergency services. Specific attention and coordination will be paid to large structures with major entrances along multiple streets that provide access for different uses. Not all addresses though are only designed for emergency services. Entrances primarily used as loading docks for instance may be primarily used as a shipping address as well as for emergency services use. Each structure will have a primary or landmark address. Separate major entrances that front on different streets will also be addressed and linked to the landmark address through the addressing system. Internal suites or units will be sub-addressed off the primary entrance that provides access.

6.3.1 Single Property, Single Structure with One Tenant

Properties with one structure on a lot will be assigned one street address based upon the driveway's primary connection to the street. If the building faces one street and the primary driveway access to the building is from another street, then the address assigned will be based upon the access location.

Single Property, Single Structure with Multiple Tenants

Properties with one structure on a lot will be assigned one street address based upon the driveway primary access location. If the building faces one street and the primary driveway access to the building is from another street, then the address assigned will be based upon the access location.

All interior occupiable spaces within a building with multiple tenants, regardless of where they are located, including basements, shall be given a sub-address within the building. See section 6.3 for the rules pertaining to sub-address assignment.

In some cases, particularly in more urban areas, there are single buildings on single property parcels that do not have driveway access, but instead have their primary access through a street level main entrance. In these cases, the primary address assigned to the building will be based upon the location of the main entrance. In some of these cases, there are street fronting businesses that have doorways onto the street separate from the main entrance. Some of these businesses may also have doorways

into the interior building lobby. Some of these entrances may be on different streets than the main entrance, and it would cause significant confusion for them to use the primary building address with a sub-address number. Therefore, where a unit has a separate street front entrance from the main building entrance, a separate street address should be assigned to the storefront business.

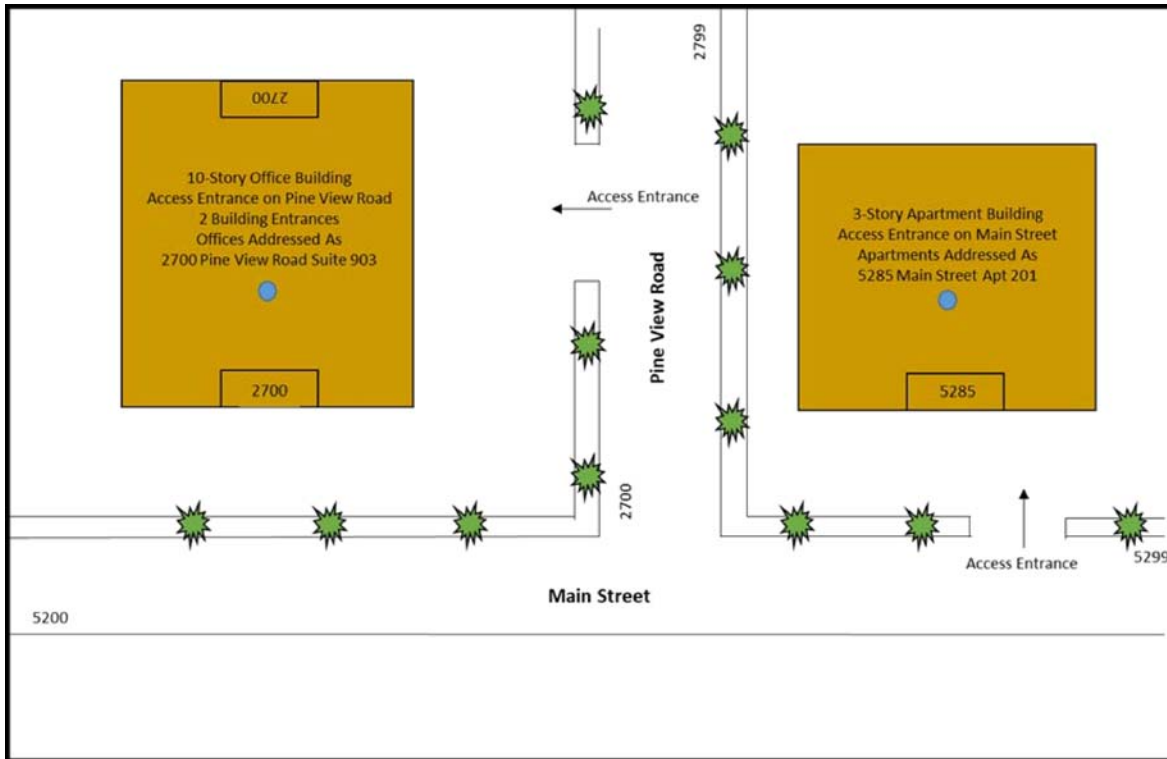


Figure 10 Single Property with multiple Tenants

6.3.2 Single Property, Multiple Structures

Where there are multiple structures on a single parcel, each structure shall be assigned its own street address. If the structures are accessed from the main fronting or side street, they shall be addressed from that street. Where there is an internal road on the parcel, serving multiple buildings, the street shall be named, and each structure that fronts on the internal road shall be assigned an address from the internal street. Structures on the parcel which face the existing exterior street(s) shall be assigned an address on the street from which they obtain access.

This rule applies to schools, churches, university campuses, office parks, industrial parks, mixed use developments, apartment complexes and the like.

Every occupiable structure over 150 sq ft or any structure that has a wired telephone line, and non-residential structures such as barns, animal barns, agricultural structures, boat docks and boat houses, detached garages, etc., that are used for raising or housing animals or the storage and maintenance of vehicles such as cars, trucks, boats, etc., shall be assigned its own address upon request.

Any structure, regardless of size, that requires a permit for the storage of hazardous materials of any type shall be assigned a separate address as required for the permit for such storage.

Where there are multiple structures on a single property, the Addressing Coordinator shall determine whether to address the buildings as sub-addresses to the property parcel, or to provide each with an individual street address using an available number from the fronting street(s). This determination shall be based upon consideration of whether all the structures on the property are under the same types of uses, what the internal sub-addressing needs are (such as apartments, office spaces, commercial spaces, etc.) and the availability of sufficient primary address numbers to support the number of structures on the property while leaving sufficient available numbers for other properties within the address range where the subject property is located.

6.3.3 Single Property, Multiple Structures with No Internal Roadways

In some cases, there are multiple structures located on a single parcel, and each of the buildings faces on an existing street. There are no internal driveways or roads within the land parcel to be named. In this case if there is one common exterior entrance door for each building, each unit or suite will be assigned a shared street address number with a unique sub-address. Where there are individual exterior doors, separate addresses are assigned for each. If there are more occupancies than available numbers for the street frontage, then the building should receive an address number and each individual door should receive a sub-address to prevent readdressing an entire street.

6.3.4 Single Property, Multiple Structures with Internal Roadways

In some cases, especially for large semi-public properties, such as schools, colleges and universities, churches, industrial and office parks, and some shopping malls, there are numerous buildings on a single parcel.

When there is a property with multiple buildings and internal roadways or common driveways, whether residential or non-residential, the street (or driveway) should be named, and each structure must be assigned its own address on the internal street.

Commercial complexes are generally addressed by assigning a street address (using either an existing public street, or an internal street within the complex, depending on where access is obtained), to each building, and using sub-addresses to identify the individual occupancies within each building.

The Address Coordinator should work with the owners, and with the Fire Marshall and emergency personnel to determine how to address any buildings which have their primary entrances on pedestrian ways (for example, fronting on the “quad” of a campus, or where a group of buildings face towards an interior courtyard.) Addresses for this type of complex need to reflect a location that provides for quick emergency access, even if that address is not the designated front entrance to the building. Named buildings may be treated as landmark addresses within the campus but must also have a street type address showing where the structure is located. This is especially critical when the front, or primary entrance, is not accessible by vehicles.

1. Mixed use complexes, incorporating both residential and nonresidential uses. The structure receives an address which is the base for sub-addresses for upper floors.
2. Individual units that are on the ground floor and have access from the street are given individual street addresses.
3. Commercial users without physical access to a street, in the same physical structure are given the street address of the structure along with a specific sub-address.

6.3.5 Multiple Parcels, Multiple Structures that Form a Larger, Identifiable Whole

This situation occurs with many larger developments including college campuses, large church facilities, camps, industrial and office parks, shopping centers, etc. These should be treated as if they are a single land parcel with multiple buildings. Each structure must have its own address.

The street naming and address numbering rules that apply to single properties with multiple structures also apply in this situation, see the section above for details and guidance.

6.3.6 Mixed Use Developments

Mixed use developments often present addressing challenges and different addressing strategies may be needed to clearly identify where individual businesses or units are located. Mixed use developments may also include multiple structures on a campus (shopping centers with outbuildings, schools, medical facilities, etc.)

It is important that these development plans be reviewed early in the development process to ensure that addresses can be assigned logically and consistently throughout the project. When later phases are expected, the whole project's street layout and address ranges should be reviewed to ensure that the addresses are not set up in a way that makes continuation into later phases difficult.

Mixed use complexes, incorporating both residential and nonresidential uses, are types of development found both in urban and suburban settings. In the more traditional urban core, these are typically high-rise buildings that may incorporate a structured parking garage below grade, retail and service businesses at the ground/street level, office spaces and residential spaces (both private residential units such as condominiums, townhouses, lofts or apartments, and commercial residential space such as hotels). In these cases, the building receives an address which is the base for sub-addresses on upper floors. Individual businesses that are on the ground floor and have access from the street are given individual street addresses. The parking deck typically has a separate street entrance and is given a unique address which is the base for sub-addresses. A sub-address may be needed for a parking deck bank of electric charging stations or etc.

Suburban settings often include two to three story buildings, where the ground floor faces a street-side parking area or lot, and contains retail shops such as restaurants, small grocery stores, boutiques, and service businesses, while the upper floor residential units have garages and main entries on the rear facing side of the buildings, sometimes utilizing a gated entry to access the residential entrance area. The street should be named, and individual units given street addresses on the residential street, where their main entrances are located. Commercial users, in the same physical structure are given the street address of the building along with a specific unit number (subaddress). This is done in non-residential settings because the configuration of shopping centers and malls frequently change. See diagram below.

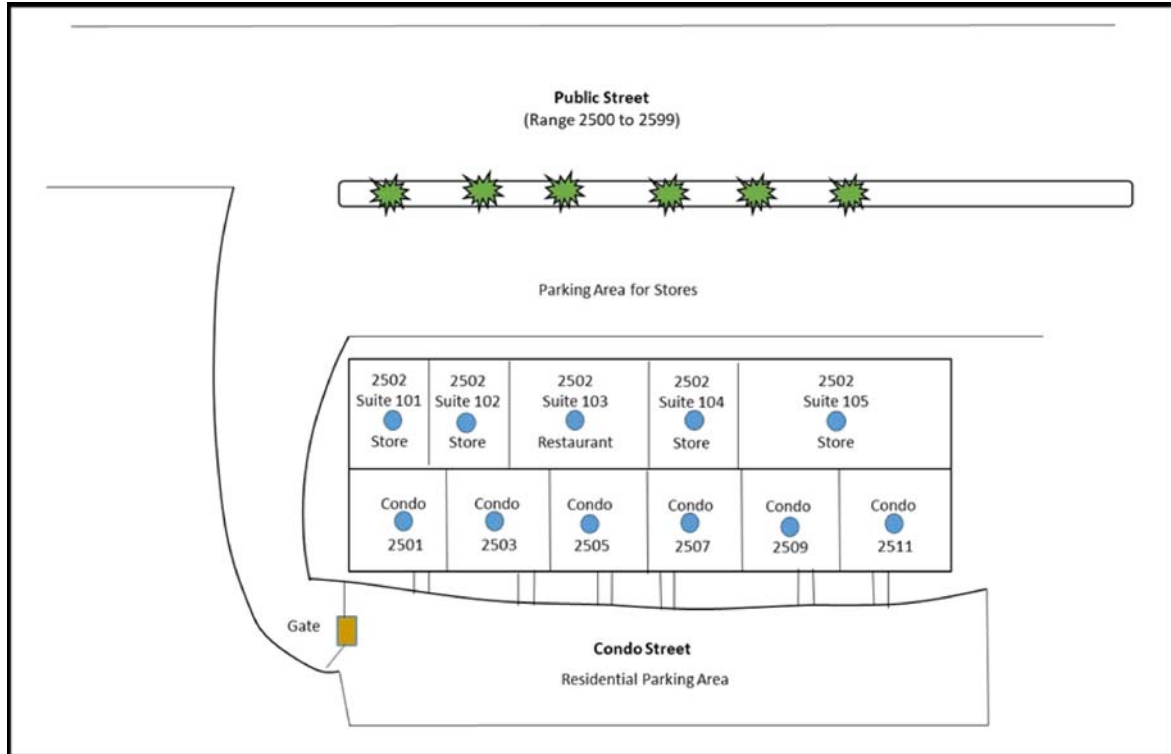


Figure 11 Mixed Use

6.3.7 Strip Development

For nonresidential developments located in a strip or in a strip mall, a primary address number will be assigned to the building and sub-addresses will be assigned to individual exterior entrances. Extended spacing in address number assignment for each suite may be required depending upon the configuration as the units may be subdivided or combined over time. Sub-address numbers shall be assigned with the numbers increasing as the numbers increase within the ARS grid.

6.3.8 Enclosed Malls and Other Multiple Business Tenant Structures

An enclosed mall shall be assigned a primary address based upon the primary access to the building. If there are multiple entrances, the entrance considered the main entrance should be used for addressing purposes. The interior units without exterior entrances are assigned sub-address numbers linked to the main address assigned to the entire mall. The interior sub-address numbers are assigned using extended spacing (a minimum of one unassigned address number between each address) as the units may be subdivided or combined over time.

If a separate structure is located on the same property as the mall, it shall have a separate street address based upon the location of its entrance. If there is an internal access road within the mall property, it shall be named and each structure with access from that road will be addressed from it.

Other multiple tenant non-residential structures should be assigned a primary street number address based on the main front entrance to the structure. All units/tenants within the structure, regardless of where they are located, including basements, will be assigned a sub-address within the structure, as in “123 Main Street, Suite 411.”

6.3.9 Public Uses (schools, parks, stadiums, convention centers, etc.)

Public buildings and other places where there are large crowds or assemblies need to be well addressed. Schools, stadiums, convention centers etc. are often located by their names as a landmark address, but it is also critical to provide for access by emergency vehicles of all types (fire, police, ambulances, HazMat clean up vehicles, strategic teams for other types of situations, etc.)

Each major exterior entrance for a public use building should be reviewed on a case-by-case basis to ensure that it is addressed in a logical way that meets the requirements of emergency services. Entrances should be identifiable and dispatchable. If a structure occupies an entire property, fronting on multiple streets, the primary address for the structure is based on the location of the main entrance to the structure. Specific attention and coordination will be paid to large structures with major entrances along multiple streets that provide separate routes for access for different uses. Internal suites or units will be sub-addressed off the primary entrance that provides access.

6.3.10 Modular Classrooms, Construction Trailers, and other Portable Structures

Modular buildings are commonly found at schools, churches, and other public and semi-public sites, as well as on construction sites and temporary locations such as Christmas tree lots, fairs, and festivals, etc.

Where a modular structure is expected to remain in a location for longer than 30 days, it should be assigned an address. Each separate structure should be assigned an address. This address can be a separate address number from a permanent structure on the property.

On a school campus, modular units are addressed using a sub-address of the main school building, for example, 2600 Rock Quarry Road, Building 230. Where a group of modular classrooms are linked to make a larger room or space, the identifier of the unit where the main access to the space is located is used as the sub-address.

For construction buildings, such as a sales office or construction trailer, that are temporary in nature, the potential address closest to the location of the temporary structure that will not be used for the address of a future property parcel or structure should be assigned. This address is to be assigned solely for the temporary structure and will not be assigned to future permanent structures or infrastructure.

For temporary use, such as a Fruit or Vegetable Stands, or in support of a festival in a park, for example, assign a temporary address to the portable building to aid in dispatching should an emergency occur at the site. The temporary address may then be put back into the pool of available addresses when the portable building is removed.

6.3.11 Parking Decks and Garages

A parking deck that is a separate independent structure shall be assigned an address based on the main entrance to the structure. If there are multiple entrances on different streets, then the Addressing Coordinator shall determine which is the main entrance for addressing purposes which shall be assigned the primary address.

A parking deck that is a part of another building, such as underground decks below office buildings or within the structure of a shopping center shall be assigned a unique address based upon the location of the entrance.

6.3.12 Structures Joined by a Breezeway, Canopy or Other Connector

In many instances, a developer will create a group of buildings on a single property parcel connected with covered or enclosed walkways. This is often found with office parks, medical office parks, and small shopping malls. It may also occur where two high-rise buildings are connected via an above grade "bridge" or tunnel, or a parking structure of several levels is connected via an enclosed passageway to the office or residential building that it serves.

Structures that are joined by a breezeway, canopy, or other connector should be addressed as separate structures and assigned separate addresses, unless one of the structures does not have any direct access at ground level to the outside. Structures with an above grade "ramp" or bridge or which are connected by a below-grade tunnel between them shall be considered as separate structures for the purpose of addressing.

If the parcel has two or more frontages, then each structure will be addressed based on the way the main entrance to the structure faces. The diagram below indicates an addressing plan for a complex of this type. If both buildings are located on the same property, buildings in this situation may be given a sub address (123 Main Street, Building 1 and 123 Main Street, Building 2), or they may be given separate street addresses (123 Main Street, and 131 Main Street). The determination should be made based on whether each building is visible from the street from which it is addressed, the total number of buildings in the complex, and the number of available numbers on the frontage. Major entrances should be identifiable and dispatchable by emergency services. In any case in which an entrance is the only means of ingress or egress to a portion of a building it will be given a separate address or sub-address.

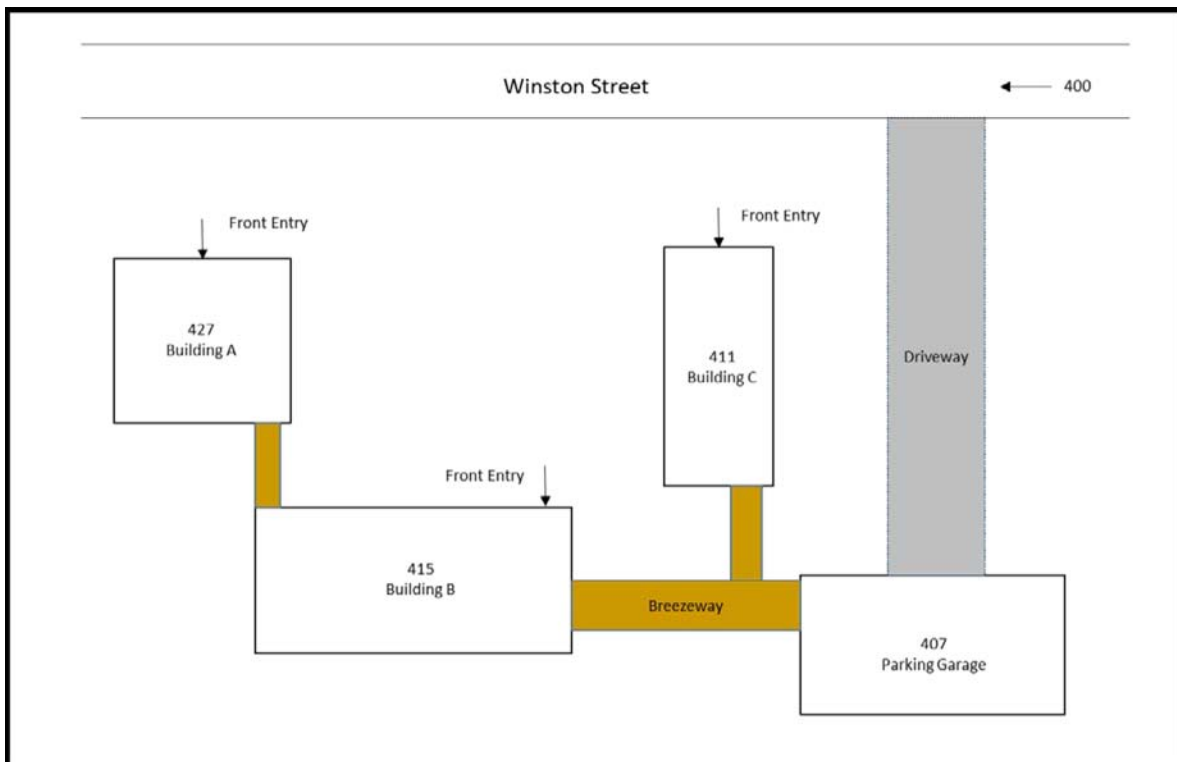


Figure 12 Structures Joined by a breezeway.

6.3.13 Non-Residential Corner and Multi-Frontage Lots

Some properties have several road frontages. In cases of shopping centers, large office or commercial buildings, and public uses, a single use may occupy a full block, with all four frontages. Large acreage properties occasionally have multiple frontages on different streets. These create some difficult addressing situations.

For non-residential uses on a corner lot, the Address Coordinator shall determine whether there are internal access streets. A single parking lot that is accessed by a driveway or multiple driveways from the fronting public or private streets shall not be considered an internal street. If there are internal access streets, the internal streets shall be named, and the structure(s) shall be addressed using these street names. If there are no internal streets (other than a driveway into a parking lot), then the building(s) shall be addressed from the street from which primary access occurs. An address may also be assigned to a fire or emergency access entrance.

If a structure occupies an entire property, fronting on all adjacent streets, the address for the structure is based on the location of the main access to the property, or if there is no vehicular access to the property, at the location of the front entrance of the building. Supplemental addresses may be assigned as follows:

1. Additional entrances for tenants within the building that front on any of the bounding streets may be assigned an address. This would include storefronts on the ground floor of a larger building. These stores may or may not have access to the internal lobby of the building. The store is primarily accessed or known by the address that is on the street. As these entrances may not be on the same street frontage as the primary building entrance, they need to have their own address based on where the storefront is located.
2. When there are multiple buildings, but no internal roadways or driveways on a lot with multiple frontages, each building shall be addressed based on the location of the main or front entrance, using the name of the street that it faces.

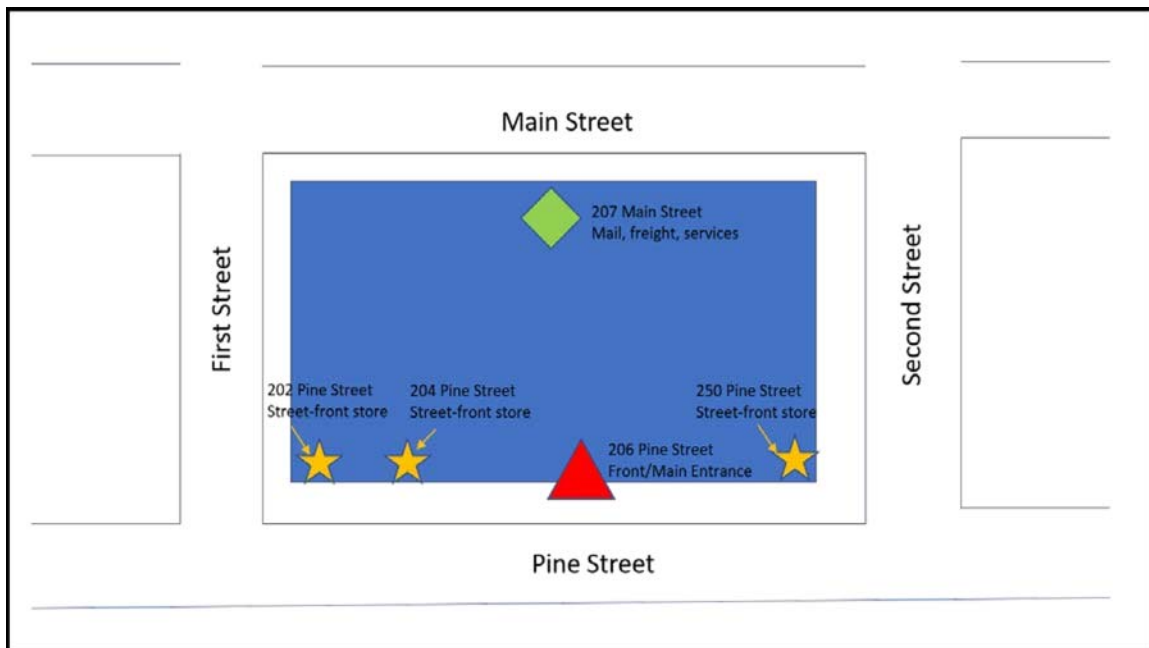


Figure 13 Structure Fronting on multiple Streets

6.4 Other Numbering Situations & Addressing Rules

6.4.1 Addressing of Infrastructure and Utility Features

Infrastructure features may obtain addresses upon request. Infrastructure features include utility structures, such as pump and lift stations, cell towers, electric charging station banks, and other similar facilities.

The address assigned to these facilities and features must be different from the address for any other buildings on the property on which they are located. Addresses for these features should not be assigned as subaddresses, but as individual numbers.

An infrastructure feature shall be addressed based on the closest available potential address, considering whether there is a separate driveway or access route to the feature.

6.4.2 Panhandle/Flag Lots

A panhandle/flag lot is one with a long narrow “stem”, “pole”, or “panhandle” that connects the main part of the property to a public street (see diagram). In general, the narrow portion of the lot is used for a driveway.

Panhandle/flag lot properties are addressed at the point where the driveway connects to the public or private street. The address number should be assigned based on the center of the “flagpole” or “handle” of the lot, where it meets the public street.

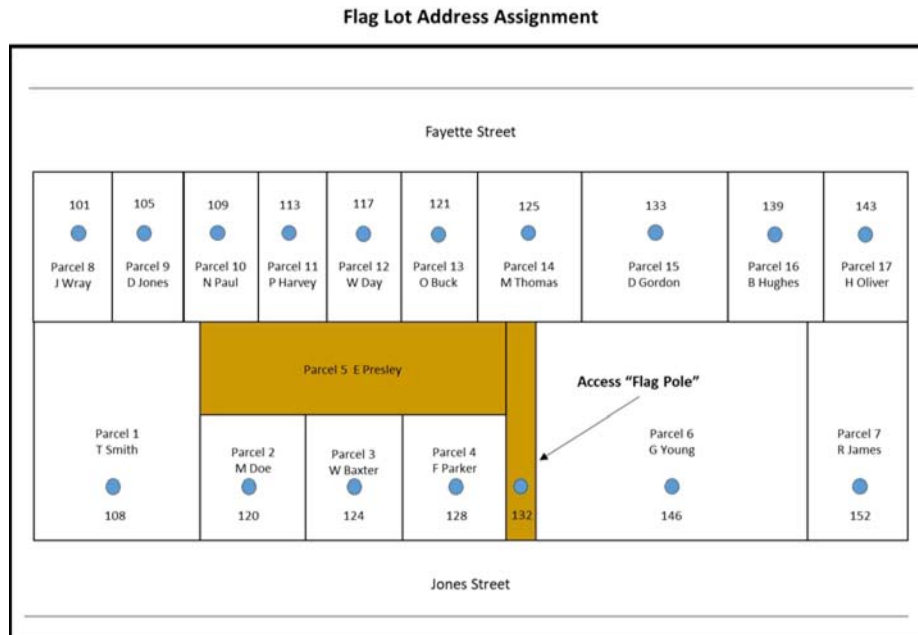


Figure 14 Flag Lots

6.4.3 Landlocked property

A landlocked property is one that does not have direct frontage on a public or private street, walkway, driveway or other public or private thoroughfare.

The method of access to a structure on the property shall be determined and an address number that identifies this point of ingress and egress shall be assigned. If the access point cannot be determined, the property should be given an address using the nearest possible public thoroughfare that could physically provide access, until such time as the property obtains access via a new thoroughfare or an access easement.

6.4.4 Addressing on Interstates and Other Roadways that Have Limited Access

Interstate highways, and certain other roadways, have restricted access for vehicles. Thus, address ranges are usually not assigned to them, as there are no homes or businesses with direct access to the highway. However, for many purposes, it is useful to create address ranges for Interstates and other Limited/Restricted Access roadways. First, accidents and other incidents do occur on them, and it is helpful to know where on an interstate such an incident may be. Second, there are infrastructure features on interstates and other limited access roads that can be addressed to assist service personnel in locating them. These include lighting fixtures, signs, drainage, salt domes and traffic control features.

Interstates are addressed using the mile markers placed by the Maryland Department of Transportation (MDOT). Addresses are created by using the mile number followed by two decimal places (hundredths and tenths) to create a four- or five-digit address. The number is determined by multiplying the mile marker number by 100 or by moving the decimal point two digits to the right. Thus, a weigh station at mile 60.25 on I-70 Westbound would be given an “address” of 6025 Baltimore National Pike Westbound. The route common name is the primary street name and route numbers (Interstate 70) are added as an alias. Maintenance personnel, and dispatchers can then be trained to recognize these addresses as specifying distance and direction from a given milepost.

6.4.5 Addressing on Greenway Trails

Greenway trails, like limited access highways, need to be addressed for many of the same reasons – accidents and other incidents occur on them and there are infrastructure features that may need to be addressed. Greenway trails are addressed using a combination of their trail name and the mile markers placed along the length of the trails by the Frederick County Parks Department.

The trail name will be used and displayed as the thoroughfare, or street name. The word Greenway will be added to the trail name to differentiate between these street names and roads with a street type of Trail. Thus, the Appalachian Trail will be given a street name of Appalachian Greenway Trail, where trail is the street name post type, and the trail name is the street name.

Address numbers are created using the mile number and two decimal places (hundredths and tenths) to create a two-, three- or four-digit address. The number is determined by multiplying the mile marker number by 100 or by moving the decimal point two digits to the right. Thus, mile marker 4.25 on the Appalachian Trail would be given an address of 425 Appalachian Greenway Trail or mile marker .25 on the C&O Canal Trail would be given an address of 25 C&O Canal Greenway Trail.

6.4.6 Last Mile Transportation Features

Last mile transportation features, such as bikeshare stations or scooter stations, are permanent features providing access to additional transportation options. These may be located throughout the County, typically in the right-of-way or on an easement.

The address assigned to these facilities must be different from the address for any other buildings or features. The address assigned should be an individual, street number address based upon the closest available potential address; however, in some cases the location of the facility may be in an area of dense development and a separate address number may be unavailable. In this case, the facility may be given the address of an existing structure or feature with a subaddress.

6.4.7 Other Addressing Scenarios & Exceptions

Many other types of addressing scenarios will likely be encountered in the development process over time. For each of them, the Addressing Coordinator will review the proposed structure or project and determine the most suitable addressing assignments based as closely as possible on the ARS for the area in which the structure or project is located and the guidelines within this Policy. It is critical that the logical arrangement of address numbers be retained to the greatest extent possible, as this is a matter of life and property safety.

6.4.8 Insufficient Numbers Available

In some instances, due to building densities or the way in which addresses have been assigned along a given block, there is a shortage of numbers within a range to assign to a new structure. If there are no numbers available within the range, renumbering of the street should be considered. If that is not possible, then an address number suffix, other than a fraction, may be utilized as a last resort.

This could occur if all the numbers within a block range are already active addresses. For example, if the existing high number on the odd side of the block was 199, and a new structure was built closer to the end of the block. If the next block's lowest odd number was 201, then no potential address is available for the new structure between 199 and 201. In this case, the preferable solution would be to assign 199 A as an address for the new structure.

6.5 Address Number Prefixes and Suffixes

In some instances, it may be difficult to determine whether to assign an address number or a subaddress. In most instances, an additional use on a property should be provided with a subaddress (See section of this Policy on Subaddressing Rules). The use of subaddresses rather than address numbers is strongly encouraged in cases where the use of the structure is likely to change rapidly. This is common with small shopping centers, office buildings, retail complexes, etc. In these situations, the building should have an address number, and the tenant spaces within it should have subaddresses.

Within Frederick County address number prefixes are prohibited.

6.6 Place Name Rules

Addresses are associated with the name of a place or location. This may be a community, a city or town, a Post Office, a County, or all of these. It is important in managing addresses that all the place names for each address be maintained, as they are needed for different business use cases throughout the organization. For example, if sample ballots are mailed to all registered voters, the Post Office address is necessary for delivery. On the other hand, if someone is asking for services from a town it is important to know whether the address is within the jurisdiction of the Town.

The address data should contain the State name (Maryland), County (Frederick), the jurisdiction, postal name and zipcode.

6.7 Subaddress Rules

Subaddresses are the part of the address that uniquely identifies a single structure in a complex of structures, or a separate occupied area or tenancy within a building or structure. The addressing of apartments, suites, and individual tenancies in office buildings, retail stores, or large commercial, industrial, or other non-residential buildings is important for maintaining adequate public safety for all citizens.

Frederick County assigns all apartment, suite, or unit numbers to residential and commercial structures. The assignment is typically done at the time the building permit is requested by the owner but in some situations may occur prior to this. Developers must submit: 1) plans and or floor diagrams to use for the assignment of subaddresses and 2) architecture plans or a plan with entrances and entrance types marked (main entrance, side entrance, etc.)

A subaddress element is made up of a subaddress type, such as “building”, “floor”, “unit”, “room”, “space”, etc. and a subaddress identifier (a letter, number or combination of letters and numbers) that uniquely identifies a single separately occupied element of an addressable feature. See section 6.8.6. for acceptable county subaddress types. (Definitions for Complete Subaddress, Subaddress Element, and Subaddress Type and Subaddress Identifier are found in Sections 2.2.4.1- 2.2.4.4 of the FGDC Address Standard.) Per recent (2023) USPS rules, when a sub-address is newly added to an existing street number address, the main street number address must also add a sub-address. Example, “2014 Main St” must change to “2014 Main St, Apt A”, if “2014 Main St, Apt B” is added.

6.7.1 When to Assign a Primary Address and When to Use a Subaddress

A subaddress is generally used to identify the interior spaces of a structure that are separately occupied. **Ownership is not relevant to this determination.** For example, there is no real difference in addressing a structure if it contains apartments (to be rented or leased) or condominiums (intended to be sold). If a structure has exterior doors that provide access to individual units, and all units are accessible through an individual exterior door, then primary address numbers should be utilized except where there are not sufficient numbers available in the sequence for each door. In this case, an address number should be assigned to the structure with subaddresses for each unit. If the structure provides access to individual units through an interior corridor, or above grade balconies or walkways, then the structure should be addressed, and subaddresses given to the individual occupancies. Note that the primary address number *cannot be used by itself for mail* if subaddresses are assigned. USPS automation does not process subaddresses well and they discourage the use of subaddresses.

Likewise, many properties that contain more than one building operated as a single entity, such as a college, hospital, military base, prison facility, apartment complex, etc. In this instance, it is important to identify each building individually with either a primary address along an internal street, or a building subaddress (e.g., Hood College, Rosenstock Hall or Frederick Health Hospital, Green Entrance). Within these identified buildings, individual rooms or groups of rooms may be given further subaddresses (e.g., Mount St Mary’s University, DuBois Hall, Room 219 or The Reserve at Ballinger Creek, 603 Windview Way, 2nd Entrance, 3rd floor, Unit 14).

6.7.2 Subaddressing within Structures

Within a structure, sub-addressing will be consistent from floor to floor. Numbering should begin either at one end of a linear structure, or at the point of access via an elevator bank or stairwell. All separate rooms or suites should be addressed individually including restrooms, break rooms, electrical, plumbing or computer equipment closets, janitorial closets, locker rooms, and storage rooms.

6.7.3 Subaddressing Multiple-Structure Facilities

When determining whether to identify a set of buildings as a single “campus” or to treat them as individual buildings, it is useful to understand the underlying use of the structures, their links with other buildings and structures on the property, and the usefulness of working with the entire group of structures as a unit. Additionally, there are many “campus” areas where there are structures that have been given names. While these names are well known to students or employees, they may not be familiar to visitors, emergency responders, and others. It is important to have a thoroughfare address for each structure on a campus that can be easily identified by anyone on the campus. The Addressing Coordinator should review the entire plan of the facility and work with the facility manager to come up with a logical and comprehensive plan, and to ensure that all structures and their internal spaces are sufficiently identified to support emergency response and wayfinding.

6.7.4 Residential Occupancies

Residential occupancies (apartments, condominiums, hotels, motels, etc.) are assigned subaddresses at the time of construction of the structure in which they are located. Proposed units or apartments must be clearly shown on building plans submitted for construction permits. The proposed unit layout is required for addresses to be assigned and will be required when a permit is requested for any interior space, floor, or suite. This includes any permits for renovation or reconfiguration of existing spaces so that existing subaddresses may be verified and corrected if necessary.

Each structure within a residential complex should have its own address, using the name of the internal street (whether public or private). Each unit should have its own unit number. Unit numbers should reflect the floor level as a part of the number. Units on the first floor should be numbered as 1xx, second floor as 2xx, etc. Basement level units should be numbered as 1, 2 etc.

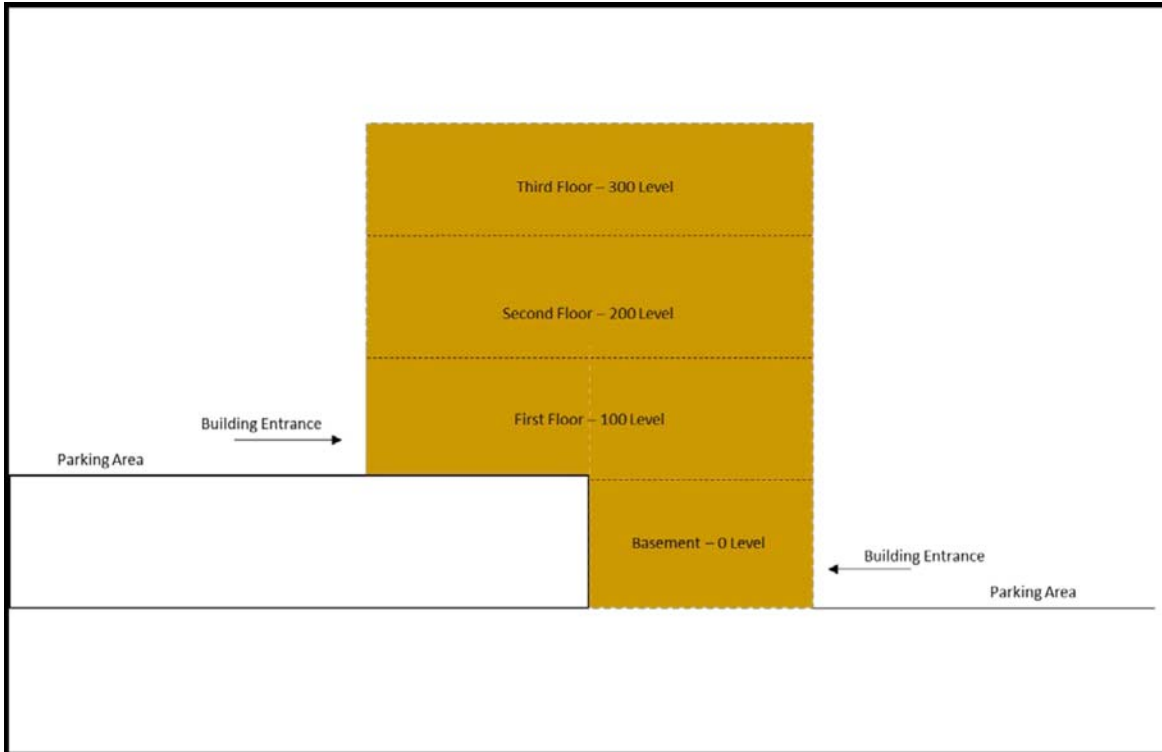


Figure 15 Residential Floor Addressing

Interior hallway buildings should provide numbering that starts at one end of the hall, and continues, with even numbers on one side, and odd numbers on the opposite side. All floors should be numbered in the same way, starting at the same place. For buildings without an interior hall, unit numbers should be consecutive (101, 102, 103) and run from one end of the building to the other. All levels of a building should be addressed in the same way, and within a complex, to the degree possible, all numbering should be oriented the same way (with low numbers at the same end of each building, preferably at the end of the building closest to the front entrance to the complex).

An imaginary centerline can be used within a building to assist with determining the internal suite addressing scheme. This may be helpful in complex structures with multiple hallways and internal intersections.

All rooms should be numbered, including rest rooms, utility closets, laundries, storage rooms, electrical closets, break rooms, etc.

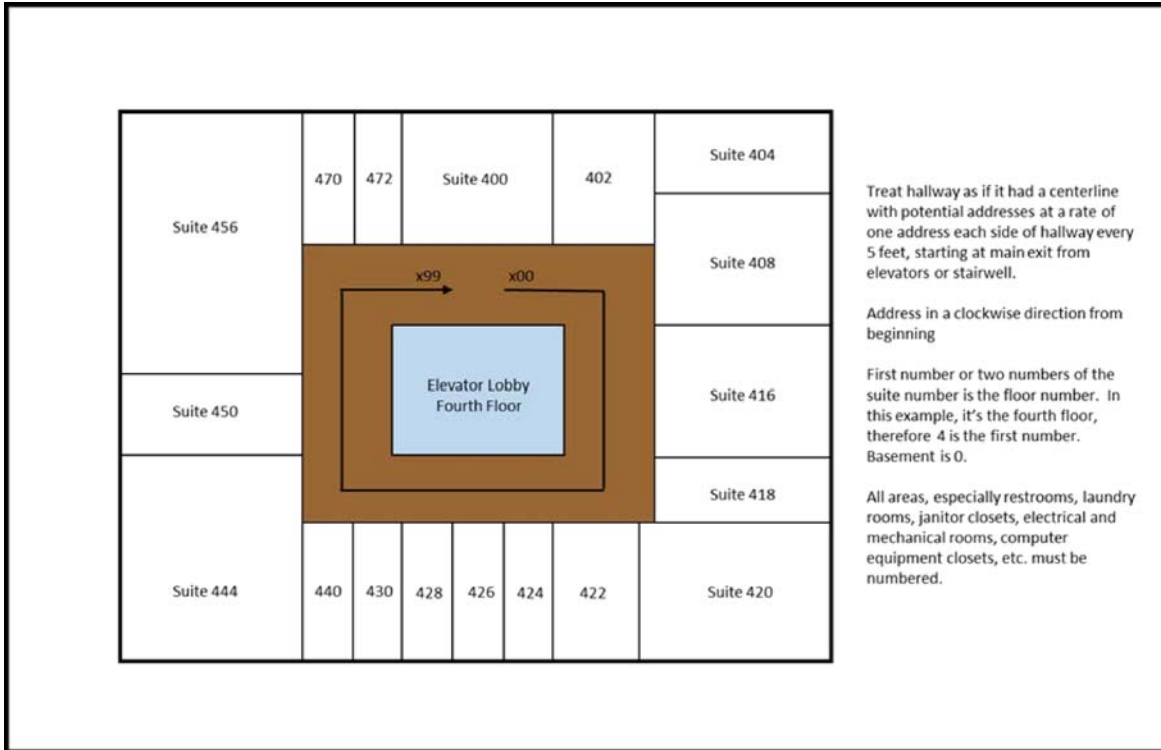


Figure 16 Interior Hallways

6.7.5 Non-Residential Occupancies

The numbering of non-residential occupancies in structures such as office buildings, strip malls, shopping centers, schools, churches, and other large public or semi-public facilities can be challenging. The tenants in many non-residential settings are much less permanent than those in residential apartments, and the configuration of space on a floor of an office building, or in a strip mall, may change rather frequently. However, from the standpoint of emergency response, it is critical to uniquely identify every separate subaddress within these types of structures, and to provide clear guidance by consistent addressing practice.

Proposed units or suites must be clearly shown on building plans submitted for construction permits. The final suite layout for an entire structure may not be known at the time a building or building shell permit is requested, particularly in structures such as office buildings and high-rise structures where suites are created as space is leased to tenants. However, the proposed suites must be shown for addresses to be assigned and will be required when a permit is requested for any interior space, floor, or suite. This includes any permits for renovation or reconfiguration of existing spaces so that existing subaddresses may be verified and corrected if necessary.

Each floor must be addressed from the same starting point (usually the front of the structure or primary access stairwell) and shall have even numbers on the right side of the hall facing in the direction that the numbers increase, and odd numbers on the left side. It is preferable that the numbers increase in a clockwise direction.

Each building within a non-residential complex should have its own address, using the name of the internal street (whether public or private). Each unit or interior space should have its own unit number.

Unit numbers should reflect the floor level as a part of the number. Units on the first floor should be numbered as 1xx, second floor as 2xx, etc. Basement level units should be numbered as XX.

An imaginary centerline can be used within a building to assist with determining the internal suite addressing scheme. This may be helpful in complex structures with multiple hallways and internal intersections.

All rooms should be numbered, including rest rooms, utility closets, laundries, storage rooms, electrical closets, break rooms, etc.

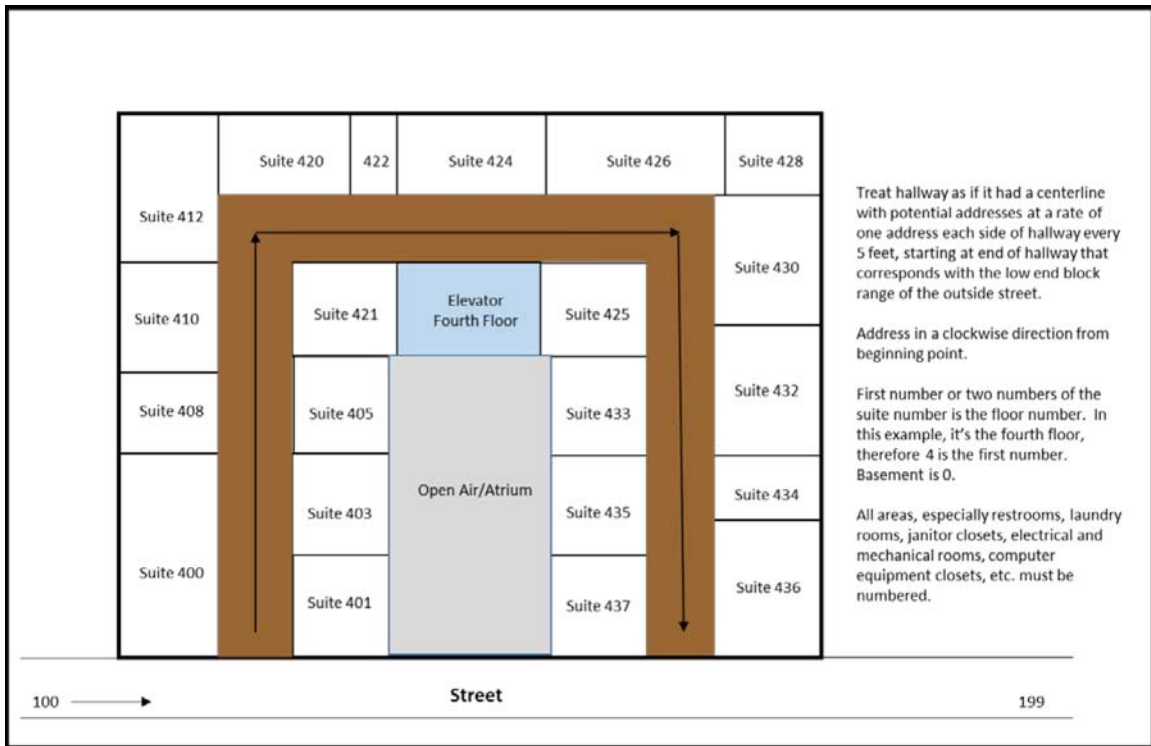


Figure 17 Interior Numbering

6.7.6 Subaddress Types

The Subaddress Type is a word used to identify the type of space or location being addressed. These include building, unit, apartment, suite, space, pier/dock, floor, wing, stairwell, and other similar terms as listed in Table 2. In certain cases, a subaddress type is not used, such as for a mezzanine or penthouse. These terms are used in place of a letter or number in the subaddress identifier. The list of acceptable subaddress types within the Frederick County is below in Table 2:

<u>Subaddress Type</u>	<u>Abbreviation</u>
Apartment	Apt
Building	Bldg
Floor	Flr
Office	Ofc
Rear	Rear
Room	Rm
Space	Spc
Suite	Ste
Unit	Unit

Table 2 Subaddress Types

Frederick County assigns unit or apartment for residential subaddresses and unit or suite for non-residential subaddresses. Additional subaddress types may be used as warranted and per the FGDC Address Standard.

6.7.7 Subaddress Identifier

The subaddress identifier uniquely identifies a specific tenancy or space within a multi-tenant building or use. The subaddress identifier is a letter or a number, but *not* a combination of letters and numbers. Frederick County encourages the use of numbers over use of letters. Existing combination subaddresses may remain in use.

7 Signage

The Frederick County Fire Prevention Code § 1-2-69.1 specifies the size, shape, and posting locations for signage. Specifically, it calls for:

County Fire Prevention Code § 1-2-69.1

(G) This subsection shall apply to all structures and buildings, including 1- and 2-family dwellings, within the county.

(1) All new and existing buildings, structures or properties shall have approved address numbers placed in a position at the front entrance, which is to be plainly visible from the sidewalk (if any), the street or road fronting the property and the opposite side of the street, day or night.

(2) If the address number cannot be posted on a building, structure or property in a manner that makes it clearly visible from the street, then the address number shall be displayed on the building or structure and at the end of each driveway nearest the street or ingress/egress easement providing access to the building, structure or property. Display of a street address at the corner of a driveway shall be such that clear identification can be made of the location of the building, structure or property to which the address is assigned from either direction. Directional address signs with at least 3-inch-high numbers shall be posted on the property directing people to the building, structure or property if the building, structure or property is not clearly visible when traveling on the property.

(3) The numbers shall be posted within 3 feet of the main entrance thereto unless the structure is more than 75 feet from the street or not visible from the street. In such cases, the remote address signs shall also be posted within 10 feet of the street and within 5 feet of either side of the driveway to the building, structure, or property and visible from either direction of travel along the main roadway. Remote address signs shall be at least 6 inches wide and 18 inches long, with 3-inch-high reflective numbers.

(4) Address numbers shall be posted separate of the mailbox.

(5) Address numbers shall contrast with the background.

(6) Address numbers shall be Arabic numerals or alphabet letters (e.g., 12122 A). Numbers shall not be spelled out (e.g., twelve thousand one hundred twenty-two).

(7) Primary address numerals displayed on a building or structure shall be at least the size identified below and clearly legible:

(a) One and 2-family dwellings — 4 inches high;

(b) Multi-family residential structures — 6 inches high;

(c) Commercial and industrial properties — 8 inches high.

(8) Numbers shall be posted in an area not subject to coverage by vegetation (limbs, vines, and the like). Posting areas shall be maintained regularly to ensure that numbers are visible.

(9) If more than 2 structures are addressed on a road or driveway, each driveway shall be posted (with a directional arrow if needed) with its own address number.

(10) A certificate of occupancy for any structure erected, altered, or repaired shall be withheld until the permanent and proper numbers have been affixed to such structure in accordance with the requirements of this section.

(11) No zoning or building permit shall be issued for any addressable structure until the owner or developer has procured the official premises address of such structure from the county and such address is presented to the Department of Permits and Inspections.

(12) Addresses shall be posted in a timely manner. Addresses shall be temporarily posted for any addressable structure or property under construction as soon as work on the property commences and prior to the first building inspection. Addresses shall be permanently posted in accordance with this section prior to the final building inspection.

(13) If numbers designating the address of a 1- or 2-family dwelling residence on February 1, 2005, were at least 3 inches high, those numbers comply with the size requirement of this section as long as they remain in place.

(14) Where a structure or dwelling unit shares a common entry or driveway, numbers must designate the addresses in sequence.

(15) Non-residential properties shall have the address or address range incorporated into any new or modified monumental property signage. In any case, the numbers or alphabet letters shall not be less

than 6 inches in height, visible from either direction of travel and must be clearly visible from the street. The street name may be incorporated into the posting to further aid in premise identification.

(16) In cases where conditions (shadows, overgrown vegetation, building location, and the like) adversely affect the legibility of numbers, the Division of Fire and Rescue Services has the authority to prescribe larger numbers.

(17) It shall be the responsibility of each and every property owner, trustee, lessee, agent and occupant of each residence, multi-family residential building, business, commercial or industrial structure to purchase, post and maintain address numbers as required under this policy at all times.

(18) When a street sign is replaced or a new sign installed, the county must cause the address range of each street sign to be displayed on each street sign the county erects or maintains.

(19) When a street sign is replaced or a new sign installed, the owner, developer, property manager or homeowners' association (HOA) must cause the address range of each street sign to be displayed on each street sign the owner, developer, property manager or homeowners' association (HOA) erects or maintains.

(20) Address numbers at least 6 inches in height shall be installed on the rear access doors to all commercial establishments. Those doors which are located inside of a mall, office building or similar space with assigned suite numbers shall have their suite numbers posted with numerals or alphabet letters at least 2½ inches tall.

(21) Apartment or condominium numbers for individual units within a housing complex shall be displayed on, above, or to the side of the doorway of each unit and shall not be less than 2½ in height.

Signs indicating the suite numbers for each floor and the direction from the elevator or access stairs shall be placed in all multi-tenant buildings on each floor. Suites and apartments shall have their numbers posted in accordance with County ordinances on or immediately above or to the side of the main door. Additionally, each building shall have a number prominently displayed. Where a structure is not visible from the street from which it is accessed, posting of a sign at the access point shall be required.

The Department of Permits and Inspection must ensure that this signage is available at the time the first certificate of sub address occupancy is issued for any building within the complex.

This policy shall become effective upon the date of issuance.

DocuSigned by:
David Maginnis
C0798A8B53EE44B

David L. Maginnis, Chief Information Officer

Date: 11/17/2023

DocuSigned by:
John Peterson
0090FF05084D471

John K. Peterson, Chief Administrative Officer

Date of Issuance: 11/30/2023