

**Overton/Pickett County E-911**

**Street Naming & Addressing Guidelines**

**Overton/Pickett County E-911**

1. The National Emergency Number Associations Book Addressing Systems: A Training Guide for9-1-1. 1995, ISBN 1-883119-18-9.
2. The United States Postal Service publication: Addressing Conventions: July 1989, filing number DM-940-89-03.
3. The United States Postal Sen/ice publication: Postal Addressing Standards: August 1995, Publication 28.

**SECTION ONE – INTRODUCTION AND PURPOSE**

1. **PURPOSE**

The purpose of the County-Wide Street Naming and Addressing policy is to establish standards for naming roadways, posting street signs, and assigning numbers to all dwellings, businesses, and industries; and to assist emergency service agencies, the USPS, and the public in timely and efficient provision of services to residents and businesses in Overton/Pickett County.

1. **GOALS**

The primary goal of this policy is to provide emergency services agencies with a complete set of addresses, so that emergency victims can be located with the greatest efficiency.

Secondary goals include:

1. To improve quality of life for Overton/Pickett County residents through easier delivery of mail and services.
2. To project a positive and progressive image to residents, prospective residents, and developers.
3. To promote the local tourist industry by making it easier for visitors to locate county attractions.
4. **OBJECTIVES**
5. Ongoing assignment of new address to new development
6. Installation of road signs
7. Maintenance of countywide street name and address database
8. **LEGAL AUTHORITY**

Legal authority to name streets and address buildings is granted by the Overton or Pickett County Legislative body as specified in TCA 7-86-127.

**SECTION TWO- STREET NAMING POLICY**

1. **STREETS REQUIRING NAMES**
2. **A private road shall be named if it meets at least one of the following conditions**:
3. If more than two dwelling units or business-related buildings exist or are proposed to be constructed along the roadway.
4. Not visible to the roadway.
5. If 1750 feet from the roadway.
6. **STREET NAMING SELECTION**
7. A street name shall be appropriate and easy to read, and should add to community pride, local heritage, history, traditions that reflect local geography and character.
8. Names with the same theme are suggested for naming streets in an entire subdivision, as a means of general identification, (i.e., Rosebud Trail, Daisy Lane).
9. Historically used road names should be retained where possible.
10. Names tending to be confused homonyms, having the same similar pronunciation but with different spellings are not acceptable and will be avoided, (i.e., Able- Abel, Fair- Fare, Hi- High).
11. Names that may be offensive should be avoided.
12. Use of frivolous or complicated words, or uncommon spellings in road names are also discouraged.
13. Family names will be avoided when naming roads to avoid confusion and promote positive neighborhood relationships.
14. **PREFIXES**

Directional prefixes shall be used only, when necessary, to distinguish regions of a continuous road traversing several county boundaries. A street may only have one directional prefix.

1. **SUFFIXES**

The following suffixes are suggested for naming a type of roadway. Any other street suffix will not be considered, since they do not align with the USPS, State of Tennessee GIS, or NENA addressing standards.

-Alley (ALY)

-Avenue (AVE)

-Boulevard (BLVD)

-Circle (CIR)

-Court (CT)

-Cove (CV)

-Drive (DR)

-Highway (HWY)

-Lane (LN)

-Loop (LP)

-Parkway (PKWY)

-Place (PL)

-Plaza (PLZ)

-Road (RD)

-Run (RUN)

-Street (ST)

-Terrace (TER)

-Trace (TRC)

-Trail (TRL)

-Way (WAY)

1. **DUPLICATION OF STREET NAMES**

When naming new streets, duplication of names shall be avoided. The Overton/Pickett County E-911 office shall keep an updated list of street names to eliminate the possibility of duplicate road names.

If one or more street names have the same name, the policy for renaming existing streets shall be followed.

A street name combination (prefix, name, and suffix) shall be used only once, and may be used in any other alignment within our jurisdiction.

1. **MULTI\_MUNNICIPAL ROADS**

Roads which pass through more than one municipality should bear the same name throughout the County wherever possible. Street and roadway name changes shall only occur at street intersections.

1. **MUNICIPAL ANNEXATION OF STREETS**

When a municipality annexes an existing roadway, and there is a street name conflict, the municipality shall change the name of the annexed roadway to conform to the guidelines outlines herein.

1. **NAMING NEW ROADS**

New streets shall be named during the subdivision process in coordination with the OPECD E-911 Director. In the case that the requirements of the municipal subdivision ordinance contrast with those of this policy, the more restrictive requirements shall apply.

Street names become final upon acceptance by the Overton or Pickett county legislative body. We recommend during the planning of the subdivision that proposed road names be submitted to the OPECD E-911 office for reservation who will create the road naming request and deliver the request to the county for which it lies within. We make no guarantee that the road names will be reserved unless this request is submitted and approved by the legislative bodies.

Private lanes and drives shall be named when there are more than two addressable buildings located on the same road or drive the naming will be deemed for “Emergency Purposes Only” and give no obligation for maintenance to the counties in which they reside. The street sign and post will be provided by the governing governmental body and will be Green in color. Road names will be selected in coordination with the current residents and property owners. Property owners will be required to submit three street names for consideration. The name will be selected by the legislative body in which it lies, in cooperation with existing property owners. We will make every effort to please as many parties involved as possible but realizing that these decisions are made in the best interest of public safety and welfare and not for convenience or personal preference.

1. **RENAMING EXISTING STREETS**

The OPECD E-911 office will assist in renaming duplicate street names, but the final decision for street name changes rests with the legislative body in which the street resides. The OPECD E-911 office will determine the street to be renamed based on numerous factors such as historical relevance, number of residents affected, age of the street name (if known), and existing street signs.

Once a conflicting street name is recognized, the OPECD E-911 office will notify the legislative body affected and attempt resolution with residents and/or businesses affected. Upon resolution of the duplication, the OPECD E-911 director will submit the names to be approved for county commission approval.

Street name changes will become effective within 30 days of county commission approval unless otherwise stated.

**SECTION THREE- STREET NAME SIGNS**

1. **All public and private roads in Overton/Pickett County shall be signed and display the proper road name.**
2. **DESCRIPTON OF SIGNS**
3. Street name signs shall be installed at all intersections; and shall comply in design, installation, and maintenance, with TDOT and county regulations (Green for Public, Blue for Private).
4. **RESPONSIBILITY OF STREET NAME SIGNS**
5. Existing public roads are the responsibility of the county, city, or municipality in which they reside.
6. New public roads are the responsibility of the developer in compliance with county/city/TDOT regulations as mentioned above.
7. Private roadway signs are the responsibility of the property owner on such roadways. Private roadway signs shall meet the same county/city/TDOT regulations as public roadways.

**SECTION FOUR-ADDRESSING POLICY**

1. **ADDRESSING AGENCY**

Overton/Pickett County E-911 shall establish and assign street names and numbers in accordance with the guidelines set forth herein. All buildings used for residential, commercial and/or industrial purposes shall be provided with an address identifying the structure. Addresses will be assigned for new constructions. Structures with residential services such as Barn’s, Garages, Outbuildings, campers, RV’s, or Commercial Hardware mounted in a permanent location such as Telephone, Water, Electric, cable, and the like that require an address shall have an address. **Driveways must be marked before assigning addresses in the following manner only. Two orange marker flags with the name of the owner printed on the flags, one flag on each side of the proposed driveway, or two 3ft stakes with the tips painted orange and the name of the owner printed and placed on each side of the proposed driveway.** If recently purchased property a plat of the land should be provided, or a current Platt Map and Page# to a currently recorded deed. Overton/Pickett County E-911 will invoice address requestor $50.00 at the time request is made**. Payment will be received before the address is given to the requestor.**  **Overton/Pickett County E-911 will provide the new address within 7 – 14 business days of payment, if there are changes and or no driveway is marked a return fee of $50.00 will be charged.**

1. **ADDRESSING METHODOLGY**

The Frontage Interval Addressing System is based on measurement of the intervals between the beginning of a road and the structures driveway along the road. The FIAS will follow an interval guideline or measurement increments, which yield approximately two hundred and eleven possible addresses per one mile of roadway.

The FIAS includes rules for point of beginning of the road, the location of odd and even numbers along a road, the “take off” point for semi-circular roads and numbering and cul-de-sacs, numbering the diagonal roads, numbering of apartments and duplexes, trailer parks, and stacked addresses.

The Frontage Interval is based on assigning a number every 25 feet. The schema will yield approximately two hundred and eleven addresses per mile, odd on the left from the beginning of addressing and even on the right.

Fractional, Alphanumeric, and hyphenated addresses will not be supported (i.e., 104A W Main St, 104.5 W Main St., etc.) There will be no alpha numeric apartment #’s or Suite #’s.

Circular streets and roads begin at the low numbered intersection and are numbered with the even numbers on the inside of the circle. The outside of the circle numbered first and consecutively. The inside is then numbered to match and mix with the outside. This will result, in some cases, in fewer numbers on the inside of the circle, and with spaces between the numbers.

Cul-de-sacs often require applying the rules for both dead-end streets and circular streets. Those without buildings in the center portion should be numbered as if the centerline of the street bisects the cul-de-sac. The numbering begins from the intersection of the main road and ascends toward the cul-de-sac. Once in the cul-de-sac the numbers proceed oddly around the South or West side of the circle and even around the North or East side of the circle progressing in the direction that the numbers increase. Odd and Even numbers meet at mid-point or the back of the cul-de-sac.

On rare occasions, there may be structures inside the cul-de-sac. When this occurs, number the structure or structures in the way that will fit best. There are no houses in the middle of the ground.

When crossing county lines, consideration will be given to an existing numbering system in that county. If no system exists, the numbering will stop at the county line. If a system does exist in that county, those numbers may continue, following these rules for distance and direction.

Houses or trailers behind other houses or trailers facing the road, sharing a common driveway, should be numbered following the rules for distance and direction herein. Use of a hyphenated, alphanumeric, or fractional number shall not be used. (e.g., 254A, 254 Vi, or 254-2).

Mobile home parks shall be numbered like apartment complexes. Each trailer park shall be addresses coinciding with the lot number by the trailer park owner,

**HIGHWAYS**

Highways with no numbering system in place or where the system is to be changed will be numbered from county line to county line, following the rules for distance and direction herein.

**PREPLANNING SUBDIVISIONS**

New subdivisions will require street name approval prior to final approval of each plat. The Overton/Pickett County E-911 Director must review the plans for compliance with the various sections of this policy, as they relate to street naming. The Overton/Pickett County E-911 Director must sign off on this portion of the subdivision plan. Addressing will begin when the E-911 Director receives an approved registered copy of the plan. Pre-planning requires that corner lots be numbered in two directions; since it is unknown which way the houses might face on the lot. Contractors or real estate offices shall not receive an address for a corner lot until the E-911 Director can make verification as to which way the structure faces. Developers may wish to pass the cost to the purchaser and lots be addressed individually at the time of purchase. Any re-configuring of lots, dividing, and or combining lots will result in an additional fee of $50.00 per address. **A .DWG file of the plat must be submitted to the following email address. OFFICE@OPECD.COM**

All municipalities are responsible for notifying the E-911 Office when a structure is being removed or torn down from a property. Once a structure is removed from a property, the address no longer exists, and a new number will be assigned once the new structure has been established. The E-911 Office will be responsible for updating the countywide addressing database and will update the mapping system.

1. **CHANGING ADDRESS NUMBERS**

If an address number is changed for any reason, The OPECD E-911 Office shall be responsible for changing the address number. When such a change is made, the OPECD E-911 Office shall notify the building owner to make the change, along with the emergency services and the U.S.P.S. and any other agency that needs to be notified.

The OPECD E-911 Office shall notify the building owner in writing, by email, regular mail or by personal service date and time recorded and the party notified. The owner of the building or residence shall cause the posted address numbers to be changed within thirty- (30) days of receipt of such notice unless otherwise noted. The new address will become effective immediately upon notification of the owner. The resident of the building will be responsible for notifying all suppliers and others of the address changes.

**ADDRESSING NEW CONSTRUCTION AND DEVELOPMENT**

**SUBDIVISION REQUIREMENTS**

No residential, commercial, or industrial subdivision or land development shall be approved or recorded unless it has been assigned approved street names.

**RESPONSIBILITY FOR DISPLAY OF ADDRESS NUMBERS**

It shall be the responsibility of each property owner, trustee, lessee, agent and occupant of each residence, apartment building complex, business, or industry to purchase, post, and maintain address numbers as always required under this policy. **ADDRESSES SHALL BE VISIBLE TO ALL EMERGENCY RESPONDING AGENCIES!**

It shall be the duty of the above-mentioned, upon affixing a new address number, to remove any conflicting number. It shall be unlawful to cover any address number with any sign, drapery, or other obstruction tending to conceal such number(s).

**SIZE AND LOCATION OF STREET ADDRESS NUMBERS**

It shall be the duty of each property owner, trustee, lessee, agent and occupant of each residence, apartment building complex, or ‘In-Town’ business to display the assigned address number according to the guidelines set forth herein. The address number shall be made up of numbers and/or letters which are not less than four inches in height, contrasting in color with

the background on which they are affixed, as near to the front entrance as possible and practical, so that the number is legible from the sidewalk (if any), the numbers shall be put on both sides of mailboxes and or address post/signs for Emergency Responders for easier locating.

**PRIVATE LANE AND LONG DRIVEWAYS**

If any residence, apartment building, or business (except malls or shopping centers) is located so that the address number is not clearly visible from the street, an additional address number shall be posted at the intersection of the driveway with the public street. The additional address number shall be made up of numbers and /or letters which are not less than four inches in height, contrasting in color with the backgrounds on which they are affixed, visible day or night, and placed upon a post or other structure which displays the number at least (36) inches above the ground. There shall also be address numbers on the front of the building. The property owner is responsible for the installation of these additional sets of address identifiers.

**INDUSTRIAL AND COMMERICAL STRUCTURES IN LOW DESTINY AREAS**

All industrial and commercial structures located in low-density development areas, (areas in which small residential style address numbers are not visible from the road), shall display address numbers of not less than ten inches in height. The number shall contrast in color with the background on which it is affixed and shall be visible day or night, from the street. When possible, the number shall be displayed beside or over the main entrance of the structure.

**APARTMENT BUILDINGS**

All apartment buildings shall display address numbers above or to the side of the primary entrance to the building. Address numbers shall contrast with the color of the background to which they are affixed and shall be of an appropriate size to be visible day or night from the opposite side of the street facing the main doorway of each unit.

**NOTICE TO COMPLY**

Municipal officials and OPECD E-911 administrative employees are hereby authorized to give notice by personal service or by mail to persons in violation of this policy directing them to abate the situation within ten (10) days after issuance of such notice.

**PROPER ADDRESSING FORMAT FOR MAILING**

The proper addressing format is established by the U.S.P.S Regulations require that the following formats be followed:

Post Office Box Delivery Address

MR. JOHN DOE

1000 SYCAMORE ROAD

PO BOX 45

FALLS CHURCH, VA 22042

Home Delivery Address

MR. JOHN DOE

1000 SYCAMORE ROAD

FALLS CHURCH, VA 22042

In all cases, place the intended delivery address on the line immediately above the city, state, and zip code. In most cases PO Boxes will have a different zip code than street addresses. If a PO Box is the intended address, the zip code for the post office box section must be used.

**SECTION FIVE- EXECUTIVE SUMMARY OF RESPONSIBILITIES**

**OPECD E-911**

The Overton/Pickett County E-911 Office shall be responsible for:

1. Administering the policy
2. Maintaining a countywide database of street names
3. Retrieving subdivision plats for conformance with this policy.
4. Reviewing requests for street name changes for compliance with this policy.
5. Notifying municipalities of street name conflicts.
6. Notifying the U.S.P.S, Emergency Services Department, TDOT, and all other departments that are to be notified.
7. Coordinating street names and address ranges with adjacent counties.
8. Establishing, assigning and when necessary, changing address numbers in accordance with this policy in all municipalities which so desire.

**United States Postal Service**

The United States Postal Service (USPS) is responsible for:

1. Notifying the Overton/Pickett County E-911 Office when the carrier locates an address out of sequence.
2. Maintaining a single addressing system, delivering mail addressed to either address for a period of twelve months.
3. Maintaining a database of addresses as notification of address changes are received from the county of municipality.

**PROPERTY OWNERS AND RESIDENTS**

Each property owner, trustee, lessee, agent and occupants of each residence, apartment building, business, industry, or institution are responsible for:

1. Purchasing, posting, and maintaining assigned address numbers in conformance with the guidelines set forth herein.

**DEVELOPERS**

Developers shall be responsible for:

1. Obtaining approval for street names prior to receiving final approval of subdivision applications.
2. Apply signature block on all subdivision plats for E-911 Director to sign off on approval.
3. Purchasing and installing road name signs for all new roads, (SIGN NAMES MUST MATCH APPROVED STREET NAMES.)
4. Providing a .DWG of the final plat if not final the plat shall be delivered in phases. The electronic file shall be delivered to OFFICE@OPECD.COM

**Section six – Posting Guidelines**

1. Addresses shall be posted on both sides of a mailbox with 3” reflective numbers.
	1. Responders travel from many directions and need numbers big enough to see at 3am on a foggy morning traveling as fast as they can to get to your location. “Seconds saves Lives”.
2. Addresses shall be posted on Both sides of a Marking Post such as a 4x4 Post in 6” reflective Numbers for homes that are more than 175’ off the roadway or do not have a mailbox at the driveway.
3. Addresses shall be posted on commercial buildings with 10” or larger numbers on the front of the building so the building can be identified easily by responders.