

No. IT-014	Policy Name: City Street Naming and Addressing Standards & Policy
Effective Date: 7-1-2011 Last Revised Date: 7-4-2014	Citywide Policy _ IT Policy <u>X</u> IT Procedure _
Approved By: IT Director	

City Street Naming and Addressing Standards & Policy

Purpose

The purpose of this document is to outline the addressing standards adhered to by the GIS personnel in an effort to enhance the easy and rapid location of structures by law enforcement, fire, rescue, and emergency medical services personnel in the Hampton, Virginia.

Street Naming Policy

No two roads shall be given the same name (ex. Pine Road and Pine Lane or Pinewood).

No two roads shall have similar-sounding names (ex. Beech and Peach or Beach).

Each road shall have the same name throughout its entire length.

A minimum of three (3) choices are required for submission when naming a new private street.

All street suffixes must follow USPS standards as outlined here: http://pe.usps.gov/text/pub28/28apc_001.html#NL508_2

Addressing Policy

Numbers shall be assigned with even numbers appearing on the right side of the road and odd numbers appearing on the left side of the road, as the numbers ascend.

The number assigned to each residential structure shall be designated by the location of the front door to the street at the onset of a building permit.

The number assigned to each commercial structure shall be designated by the location of the main entrance of the business to the street at the onset of a building permit.

Every structure with more than one principle use or occupancy shall have a separate number for each use or occupancy, i.e. duplexes will have two separate numbers; apartments will have one street address with an apartment number, such as 235 Maple Road, Apt 2.

Vacant lots shall not be addressed. Such lots will only be addressed with an approved site plan or at the onset of a building permit. If a vacant lot requires reference, it shall be referred to by LRSN.

All numbering suffixes must follow USPS standards as outlined here: http://pe.usps.gov/text/pub28/28apc_002.html#NL508_3

All other circumstances shall be addressed at the discretion of the GIS Office.

Exemptions

Whereas the assigned street name or street numbering scheme assigned by the G.I.S. office is unsatisfactory to the requestor, an exemption request will be logged and forwarded to the City Manager's office for final approval.