

Policy on Addressing

Addresses are assigned by the City Engineer, or his designee, and take effect through the transmission and distribution of an Address Assignment Letter. Addresses are officially assigned for:

- **New Plats** - Addresses are assigned following City Council approval of the Final Plat. Proposed lot addresses may be determined for the Final Plat prior to its acceptance; however, the City will not issue an Address Assignment Letter prior to Final Plat approval.
- **Certified Survey Maps (CSMs)** - Addresses will be assigned following Common Council Approval.
- **Existing Lots** - If an address has not been previously assigned (is not listed in the Assessor's Atlas or the City's GIS) then new addresses will be assigned at the time of building permit application. If there is an existing address for the lot, then an Address Confirmation Letter may be issued, pending the development situation. It is not necessary to issue an Address Confirmation Letter for lots in subdivisions within the first 36 months following Final Plat Approval.

Method for Assigning Addresses

Addresses are assigned on a grid that originates at the intersection of Main Street and Elm Street.

A preferred address grid has been established for future City development areas within the Urban Area boundary. The grid attempts to reflect that four hundred forty (440) feet is equivalent to 100 address units or one (1) mile equals 1200 address units. This practice follows the grid layout of the established downtown streets, where the centerline-to-centerline length of blocks is 440 feet, or 12 blocks per mile. The grid has been adjusted to fit with past assigned addresses where possible. The grid will be adjusted to reflect actual address assignments and street layouts when developed. Efforts should be made to cause 100 break points in the grid to fall at established intersections.

Each street name shall be addressed as a north-south street or as an east-west street depending on the direction that results in the greatest number of address units for that street. North-south and east-west addressing shall not be combined for the same street name.

Streets directions/names break East-West at Main Street and North-South at Elm Street, or its closest alignment (i.e. Hazel Street).

Addresses are assigned such that odd numbers are on the north and west sides of the street and even numbers are on the south and east sides of the street.

Addresses are assigned to the street where the principal building entrance faces. Note: that driveway locations and curb openings do not determine address assignments.

Addresses for Undeveloped Lots

Addresses for undeveloped lots (CSMs and Final Plats):

- Addresses for undeveloped lots shall be assigned for where the center of the lot falls on the addressing grid.
- Two addresses will be assigned for corner lots when the Final Plat or CSM is approved. The permanent building address shall be selected from the assigned options at the time of building permit application when the direction of the principal entrance faces is determined.

One address number is to be assigned per single-family dwelling unit. Single-family dwelling units are defined as: single-family homes, and the individual, side-by-side elements of multiplexes, town houses and twin-homes with individual principal entrances.

One address number is to be assigned for each occupied building of a multiple family dwelling complex, where multiple residences share a common principal entrance. Occupied buildings include residences and managerial office space, if separate.

For business and commercial establishments, one address number is to be assigned for each principal building entrance.

- Multiple businesses using the same principal entrance shall share the same address and be designated as Suite #1, #2 #3. Lettered (A, B, or C) suites shall not be used; these designators are reserved for the extension of primary building addresses.
- Large commercial establishments may have more than one principal entrance (such as office space and plant space) and may be assigned multiple addresses for separate entrances at the approval of the City Engineer.

Use of "1/2," or "A/B" Designators

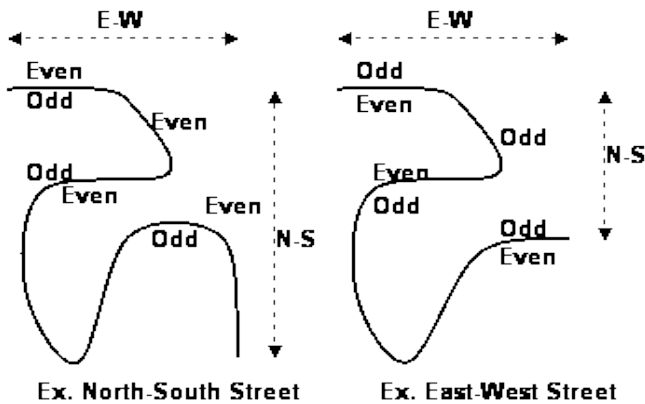
If the unit to be numbered is on a second story (above or below) and is accessed by its own separate entrance, then it shall receive the same number as the primary address followed by "1/2."

When multiple buildings are addressed on the same lot such that one building obscures another, then the lot shall have one primary address number (##) and each building shall be followed by a letter extension (##A, ##B, ##C). Building "##A" shall be either the primary building, or that which is closest to the street. The addition of a second building on a lot shall cause the first building to be re-addressed with either an "A" or "B" extension. The addition of subsequent buildings shall follow with the next available letter.

Existing Addresses Assignments

In areas where there are existing addresses assignments:

- Addresses will be assigned to match the existing numbers, such that adjacent buildings are numbered in an either ascending or descending sequence.
- Number ranges should closely approximate adjacent blocks' number ranges to facilitate ease of use such that the address assignments assist rather than hinder the search for an address (ie: emergency response).
- In situations where the roadway is curvilinear, and does not follow the conventional addressing grid, then the addresses will be assigned by the predominant roadway direction such that when traveling a street, all address on one side of the street are consistently odd or even.



Distribution of Address Assignment & Confirmation Letters

The original address assignment and confirmation letters shall be sent to the property owner or the property developer. A location map depicting the lot and/or building address(es) shall be included with each letter.

The City will issue copies of address assignment and confirmation letters to the utilities (gas, electric, telephone, cable TV 911 emergency response services, U.S. Postal Service, school bus garage, County real property lister, and others who by the nature of their business are required to know the address and location of all properties in the city.