

Chapter ____

(_____) PUBLIC SAFETY ROAD NAMING AND PHYSICAL ADDRESSING CODE

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Article I. General Provisions

xx.10.100 Short title

This chapter and amendments thereto, shall be known and may be cited as the “_____ Road Naming and Physical Addressing Resolution.”

xx.10.110 Purpose

- (1) The purpose of this chapter is to establish a uniform method for naming roads and assigning addresses for real property and structures within the (Choose one: “incorporated” or “unincorporated”) areas of _____, Washington.
- (2) The goals of this chapter are as follows:
 - (a) Facilitate expedient emergency response by medical, law enforcement, fire, rescue, and any other emergency services.
 - (b) Regulate the display of property address numbers and provide for accurate road name signage, installation, and maintenance thereof.
 - (c) Provide property owners, the general public, emergency responders, and government agencies and departments with an accurate and systematic means of identifying and locating property and/or structures.

xx.10.120 Applicability

- (1) This chapter applies to all public and private roads, addresses for real property, and structures situated within _____. _____ may name or rename roads and assign or reassign addresses as necessary to further the purpose of this chapter.
- (2) The provisions herein shall apply to the assignment of addresses to all new or existing buildings or properties within _____.
- (3) All non-conforming addresses may be changed to conform to this code.

xx.10.130 Administration

The _____ Department, under the direction of the Administrator, shall administer the provisions of this chapter, unless otherwise provided for herein.

xx.10.140 Definitions

- (1) The definitions contained in Chapters xx.xx.xxx, as amended, are adopted as part of this chapter.
- (2) The following definitions are used in this chapter in addition to the definitions in Chapter xx.xx .xxx and xx.30.350 of the _____ code:

“Address” means a property location identification with the following format: address number, directional prefix, road name, road type, building designator, and secondary address (e.g., “123 W Main St., Apt. 456”). The following elements are required: address number, road name, and

road type. The following elements may be optional: directional prefix, building designator, and secondary address.

“Addressing Authority” means the Municipality, County, or US Military Base responsible for assigning and maintaining addresses within its jurisdiction. The Municipality, County, or US Military Base may delegate this authority within its organization.

“Address Number” means the numeric designation for an addressable structure or unit.

“Addressable” means a property required to be assigned an address under this chapter.

“Addressable Property, Addressable Structures, Addressable Sites or Addressable Units” means, generally, the habitable or legally occupied structure on a lot, parcel, or tract, but may also include other structures or sites as determined necessary by the Addressing Authority.

“Addressing Database” means the computerized format for tracking assigned road names and addresses within all of _____. This system is maintained by _____.

“Addressing Grid System” is the address number and directional system in a particular area such as a grid system or block system.

“Administrator” means the _____ (Planning Director, or Engineer, or designee).

“Building Designator” means a 1 letter descriptor for a single building within a multiple unit complex (e.g., “123 W Main St., Bldg. A”).

“Department” means the _____ Department.

“Directional Prefix” means a 1 or 2 letter descriptor within a road name consisting of any combination of the cardinal directions of North, South, East, and West, generally used in specific road naming schemes (i.e., N, S, E, W, NE, NW, SE, SW).

“E911 Director” means the manager of the local 911 service.

“Inconsistent Address or Road Name” means an address or road name that is not in compliance with this chapter.

“Multiple Units” means the presence of two or more Addressable Structures, Addressable Sites or Addressable Units on a single Spokane County tax parcel or group of undivided interest parcels.

“Multiple Unit Complex” means an apartment, condominium, or business complex where there exist multiple buildings on a single site, and two or more buildings include multiple units.

“Multiple Unit Structure” means a single structure which contains two or more units.

“Nonstandard Road Name Sign” means a road name sign that is not in compliance with this chapter.

“Regional Public Safety Spatial Database” means the spatial format for tracking all assigned road names and addresses within Spokane County. This system is maintained by the Regional Public Safety Geographic Information Systems Committee for use in countywide Public Safety-related applications.

“Road(s)” Means public and private roads.

“Road Name” means the word or words either existing, or in the case of new or renamed roads, which are approved by the _____ Department, used in conjunction with a directional prefix, and/or a road type to identify a public or private road.

“Road Type” means an abbreviated word used in conjunction with a road name to describe the character of the road and will be in accordance with USPS Publication No. 28 Appendix C1. The following are allowable road types:

Alley (Aly): A narrow service roadway that serves rear lots and where platted width is less than twenty feet.

Avenue (Ave): A through local, collector or arterial roadway generally running east-west.

Boulevard (Blvd): Roadway with exceptional width, length and scenic value, typically with a landscaped median dividing the roadway; or an arterial or major collector roadway that lies diagonally to the east-west, north-south grid system.

Circle (Cir): A local or collector roadway having ingress and egress from the same roadway. See also “Loop.”

Court (Ct): A dead end or cul-de-sac that will not become an extension or a continuation of either an existing or future roadway; no longer than six hundred feet in length.

Drive (Dr): A lengthy collector or arterial that does not have a definite directional course.

Highway (Hwy): Used to designate state or federal roadways only.

Lane (Ln): Roadway used as a private local access within a development.

Loop (Loop): A local or collector roadway having ingress and egress from the same roadway. See also “Circle.”

Parkway (Pkwy): A thoroughfare designated as a collector or arterial, with a median reflecting the park-like character implied in the name.

Place (Pl): Permanently dead-end roadway, terminating in a cul-de-sac, or short through roadway, not longer than six hundred fifty feet in length.

Road (Rd): This type is typically reserved for roadways located outside the boundary of a city or town. This type may be found within city/town limits due to past annexations or when a new roadway is in alignment with or within one hundred twenty five feet of an existing county road.

Street (St): A through local, collector or arterial roadway generally running north-south.

Way (Way): A curvilinear roadway.

“Unit” means a specific dwelling or commercial space amongst a larger group of dwellings or commercial spaces (e.g., apartment, suites, etc.).

“Secondary Address” means an additional address number that is used to identify a separate unit on a single lot, parcel, tract of land, or within a multiple unit complex. A secondary address at a minimum shall consist of a unit designator and a numeric identifier (e.g., 10126 W Rutter Pkwy, Apt. 2). A secondary address within a multiple unit complex shall consist of a unit designator, a building designator, and a numeric identifier (e.g., 123 W Main St., Apt. A200). The building designator and secondary address are concatenated into a single item (e.g., A200 where A is the building designator, and 200 is the secondary address).

“Unit Designator” means an abbreviated word used in conjunction with a secondary address to describe the character of the unit and will be in accordance with current USPS Published Standards. The following are allowable unit designators:

“Apt” for Apartment,
“Bsmt” for Basement,
“Bldg” for Building,
“Dept” for Department,
“Dorm” for Dormitory,
“Floor” for FL,
“Frnt” for Front,
“Hngr” for Hanger,
“Lbby” for Lobby,
“Lot” for Lot,
“Lowr” for Lower Level,
“Ofc” for Office,
“Pier” for Pier,
“Rear” for Rear,
“Room” for RM,
“Slip” for Slip,
“Spc” for Space,
“Stop” for Stop,
“Ste” for Suite,
“Trlr” for Trailer,
“Unit” for Unit,
“Uppr” for Upper,

“Utility Site” means a parcel containing any type of utility service, located on a legal parcel of land with no association to a building and, requiring periodic maintenance or readings by utility company personnel.

xx.10.150 Effective date

This chapter shall become effective on _____TBD.

DRAFT

Article II. Road Names

xx.20.200 Roads to which naming requirements apply

- (1) New or unnamed existing roads providing access to (3 or 4) or more addressable parcels, structures, or units shall be named.
- (2) Existing roads for which renaming has been authorized by the Addressing Authority to promote the purpose of this chapter shall be renamed.

xx.20.210 Road naming standards

All new, unnamed, or renamed roads within (jurisdiction) shall be named pursuant to this article and the following criteria:

- (1) Road names shall be easy to read and pronounce.
- (2) Road names shall not contain vulgarity or vulgar innuendo, nor insult to any person, group, or class of persons, or institution.
- (3) Road names shall not sound similar to other road names within Spokane County whether existing or currently proposed.
- (4) Duplicate road names will not be allowed.
- (5) Road names shall be limited to characters including spaces.
- (6) Road names shall be based on the Modern English alphabet and shall not contain special characters (periods, dashes, underscores, apostrophes, quotes, diacritic, etc...) or have frivolous, complicated, or unconventional spellings. Road names may contain a single space to separate two words (e.g. "Mount Spokane Dr.").
- (7) Road names shall not include abbreviations (e.g., "St Charles" vs "Saint Charles"), with the exception of numbered streets, which may be written in their abbreviated format (e.g., "1st" for "First", etc...).
- (8) Articles (e.g., "The", "A", or "An") shall not be used to begin road names.
- (9) Road names duplicating commercial or private facilities shall not to be used (e.g., "Bowling Alley", "Tennis Court", or "Railroad Street").
- (10) Numbered or alphabetical road names shall continue in sequence (e.g., 1st adjacent to 2nd, and not adjacent to 3rd).
- (11) A proposed road which is a continuation of, or in alignment with an existing road, shall continue the road prefix direction, road name, and road type of the existing road whenever possible. If

the proposed road will terminate at a cul-de-sac, the road type for the block containing the cul-de-sac may be Court (Ct).

- (12) Road name integrity should be maintained for the entire length of the road whenever possible.
- (13) Road names shall not include a directional prefix (e.g., “W West Washington Rd.”).
- (14) Driveways serving (3 or 4) or more addressable parcels, structures, or units shall be named as a private road (e.g., “E Elk Ln.”).
- (15) Road names shall not include words used as road types (e.g., “Circle St.” or “Avenue Way.”).
- (16) Road names shall not include the word highway (e.g., “Highway 2” or “Old Sunset Highway”).
- (17) Alleys shall not be named or assigned addresses.
- (18) Roads which meander or change abruptly from one predominant direction to another shall be assigned a directional prefix in one direction throughout the road length according to which general direction of such road is the predominant direction of travel.
- (19) All road names which deviate from this document shall be subject to a review by the Addressing Authority and the E911 director, or designee, for ease of use within E911 computer-aided dispatch systems, and verified against the Regional Public Safety Spatial Database.

Article III. Road Name Signs

xx.30.300 Road name signs required

All private and public roads shall have approved road name signs posted at every intersection in compliance with federal, state, and local laws and regulations. Road name signs shall be made and installed pursuant to this chapter.

(1) **Final plat road name signs.** Prior to the filing of a final plat, the developer shall install proper road name signs to be located per the jurisdiction standards and in accordance with the specifications and requirements of this chapter and shall arrange for inspection by _____, or designee.

xx.30.310 Standards for signage of streets and roads

(1) General. All public and private roads, streets, and buildings shall be designated by names or numbers on signs clearly visible and legible from the roadway. All road signs, both public and private, shall be constructed, located and maintained in accordance with standards adopted by the _____.

(2) Street and road signs shall be located at intersections and be legible from all directions of vehicle travel for a distance of not less than one hundred feet (30.5 meters), unless otherwise required by the _____.

- (a) Size of Letters, Numbers and Symbols for Signs: All letters, numbers, and symbols shall be a minimum of four inches (101.6 millimeters) in height, with a one-half inch (12.7 millimeters) stroke, and shall be reflectorized and contrasting with the background color of the sign.
- (b) Height of Street and Road Signs: Signs shall be mounted six to eight feet (two meters) above the surface of the road, unless local conditions or existing standards prescribe otherwise.
- (c) Names and Numbers of Street and Road Signs: Existing and newly constructed or approved public and private roads, streets and other access roads shall be identified by a name or number in a consistent system that provides for sequenced or patterned numbering and non-duplicated naming within each jurisdiction. Such signage shall be maintained.
- (d) Signs Indicating Special Conditions: On other than through-traffic roads, signs identifying pertinent information shall be placed at the entrance to such roads.
- (e) Installation of Road and Street Signs: Signs shall be installed in a horizontal orientation and prior to final acceptance of road improvements.

Article IV. Addressing

xx.40.400 Addressing Grid Systems

- (1) The addressing grid system shall be used by participating Address Authorities in accordance with this chapter.
- (2) The following addressing authorities use the City of Spokane Addressing Grid: Airway Heights, Liberty Lake, Millwood, Spokane County (unincorporated areas), and the City of Spokane Valley. All other municipalities within Spokane County administer their own addressing grid for addressing purposes.
- (3) The City of Spokane Addressing Grid is defined as follows:
 - (a) Sprague Avenue or Sprague Avenue extended divides the City into north and south addresses and Division Street or Division Street extended divides the City into east and west addresses.
 - (b) North of Sprague addresses have even numbers on the east side of the road and odd numbers on the west side; south of Sprague even numbers are on the west side of the road and odd numbers are on the east. West of Division Street addresses have even numbers on the north side and odd numbers on the south side of the road; east of Division Street even numbers are assigned to the south side of the road and odd numbers are on the north side.
 - (c) The appropriate directional designation, or abbreviation of the word itself (e.g., "N." or "North"), is part of the address and follows the number. For example, the first lot south of Sprague Avenue on the west side of Division Street would have a street address of "10 S. Division Street."

xx. 40.410 Addressing Standards

- (1) Each property owner who has addressable property and has not been assigned an address has a responsibility to apply to the Addressing Authority for a physical address.
- (2) Each address assigned prior to the issuance of a building permit shall include, at a minimum: a site map showing any structures, driveways, and road approach locations and shall be accompanied by an application, as determined by the Addressing Authority.
- (3) The numbering of addressable properties or structures along each road shall begin at the appropriate grid point of origin and continue in sequence. No address shall be out of sequence in relation to the adjacent addresses.
- (4) Each block along a road may have up to one hundred address numbers. The hundred series shall change upon crossing a road intersection or in best possible alignment with the established address grid if applicable, with the exception of intersecting driveways and/or alleys. The hundred series along a public road shall not change upon crossing a private road, unless deemed necessary by the Addressing Authority. Private roads wholly contained within plats shall be assigned hundred series as if they were Public roads.
- (5) Two uniquely named roads should not intersect more than once (e.g., Main St should not intersect Pine Ln at 200 W Main St., and also intersect Pine Ln at 400 W Main St.).
- (6) Addresses along a road shall have even numbers on one side of the road and odd numbers on the other side as defined in the appropriate addressing grid.
- (7) Individual address numbers shall be assigned to fit within the block range of the road segment to which the address is assigned (e.g. a new address that is assigned to the 200 block of Main St, must be assigned a number between 200 and 299). Individual addresses should be assigned to be consistent with adjacent blocks of the same N-S or E-W orientation.
- (8) Addresses accessed via a shared driveway shall be assigned based on the point of origin of the driveway from the connecting road and shall be sequential.
- (9) Addressable property or structures shall be assigned an address based upon the road from which vehicular access to the property or structure is obtained, with the following exceptions:
 - (a) Commercial and Public Facility structures may be assigned an address based upon the road the main entrance faces and not necessarily the access road.
 - (b) Residential structures on corner lots may be assigned an address based upon the road the main entrance faces and not necessarily the access road; to be determined by the Addressing Authority.
- (10) Fractional addresses shall not be used (e.g., "100 ½ W Main St.").
- (11) Address numbers shall not contain any non-numeric characters (e.g., "118a" or "118b").

xx. 40.420 Change in road or address status

If a public or private road right-of-way is altered, the addressing authority shall review the alteration and may assign a corrected road name and/or address/addresses consistent with the provisions of this code. If the access to an individual address is altered, the addressing authority shall assign a corrected address consistent with the provisions of this code (e.g., the owners of 200 W Cherry Ln. change the location of their driveway from Cherry Ln. to Spruce Ln. necessitating an address on Spruce Ln.).

xx. 40.430 Multiple units

- (1) Duplex/Triplex units shall be assigned one address for each unit when possible.
 - (2) Detached accessory dwelling units may not be assigned a separate address from the primary unit. Detached accessory dwelling units may be assigned a secondary address. Dependent relative units shall not be assigned a separate address from the primary unit.
 - (3) Manufactured Home Parks which contain dwelling units fronting on a public road shall be assigned one address for each dwelling unit. Manufactured home parks which contain dwelling units fronting on a private access road which is not named shall be assigned one address for the entire property, and individual spaces will be assigned unit numbers by the Manufactured Home Park owner subject to approval by the Addressing Authority.
 - (4) Multiple unit complexes shall be assigned one address for the property based upon the road from which vehicular access to the structures is obtained whenever possible. If necessary, the addressing authority may assign an address based upon the road the main entrance faces (e.g., "1642 N. Sherman Rd., Spc. 10).
 - (5) Structures within multiple unit complexes shall be assigned a building designator for each structure as opposed to a unique address (e.g., "123 W Main St., Bldg. A") unless an exception is granted by the addressing authority.
 - (6) When secondary addresses are assigned to multiple unit structures with individual building designations, the secondary address shall include the building designation (e.g., 123 W Main St., Apt. A200 or 123 W Main St., Bldg. A, Apt. 200).
- (1) When secondary addresses are assigned to buildings with multiple floors, all above-ground units shall be assigned a three digit number (or higher) where the beginning number shall represent the floor upon which the unit is located (e.g., first floor units would be assigned three digit numbers beginning with 1, fifteenth floor units would be assigned four digit numbers beginning with 15).
 - (2) Units within basements shall use secondary addresses in one of the following formats:
 - (a) The secondary address includes a two digit code, where all upper floor units have three or four digit codes (e.g., 123 W Main St., Apt. 10).
 - (b) The secondary address is prefixed by a unit designator for basement (e.g., 123 W Main St., Bsmt. 10).
 - (c) The secondary address is prefixed by a unit designator for lower level (e.g., 123 W Main St., Lowr. 10).

- (d) The secondary address includes the alpha characters LL to indicated lower level (e.g., 123 W Main St., Apt. LL10).
- (3) Should a remodel of a multiple-unit structure alter the number or configuration of units, the addresses of units within said structure shall be updated to remain in compliance with this section.
 - (4) Should a remodel of a single-unit structure create a multiple-unit structure, the addresses of units within said structure shall be updated to remain in compliance with this section.
 - (5) When secondary addresses are assigned to individual multifamily dwellings (including apartments and condominiums) the units shall use the unit designator for apartment: "Apt" or unit: "Unit".
 - (6) When secondary addresses are assigned to individual dwellings/spaces in manufactured home parks, the units shall use the unit designator for space: "Spc".
 - (7) When secondary addresses are assigned to individual commercial suites or tenant spaces within a commercial structure(s), the units shall use the unit designator for suite: "Ste".
 - (8) All other multiple unit structures not previously described shall contain a unit designator which most closely identifies the unit's use and which is in accordance with USPS Publication No. 28 Appendix C2.

xx. 40.440 Residential Final plat addresses

Prior to the filing of a residential final plat, all lot access plans must be submitted and approved as required by _____ Code _____, and the full physical addresses for all lots within or served by the development must be indicated on the final plat. Physical addresses will not be issued without an approved lot access plan unless authorized otherwise by _____ Code _____.

Article V. Address Posting

xx. 50.500 Display of address

- (1) On structures now existing or hereafter erected the owner of the property or structure shall conspicuously place the correct address, as required by this chapter.
- (2) Addresses shall be displayed on all new and existing buildings. Letters, numbers or symbols shall meet the following standards:
 - (a) The posted address shall be metal or other durable material.
 - (b) The numbering/lettering shall be at least four inches in height, and one-half inch in stroke width minimum.
 - (c) The posted address shall contrast with its background.
 - (d) The address shall be placed on the structure plainly legible and visible from the street or road fronting the property.
- (3) Structures in excess of 100 feet from the road fronting the property shall display the address on a sign, monument, or post not less than three feet, nor more than six feet above the ground and located at the entrance to the property from the nearest road. The structure shall display additional posting at the structure location.
- (4) If two or more addressable structures share a common primary access and any one of the addressable structures is located more than 100 feet from the road designated in the assigned address, the addresses for each structure shall be posted at the intersection of the shared access and the named road on a sign or post not less than three feet nor more than six feet above the ground, and each structure shall display additional posting at the structure location.

Article VI. Records

xx.60.600 List of established road names, assigned addressing and mapping

- (1) The _____ Department shall create and maintain a list of established road names within _____ to be known as the "Official Road Name List."
- (2) The City of Spokane - Spokane County Regional Public Safety GIS committee shall maintain the Regional Public Safety Spatial Database comprised of all public and private roads and addresses within all of Spokane County. The aforementioned spatial database is available for viewing either online from the Spokane County website or in person within the Spokane County Public Works Building during regular business hours.

Article VII. Deviations

xx.70.700 Deviations from literal compliance

The Administrator may grant minor deviations from literal compliance with the requirements of this chapter. Such deviations are intended to provide relief from literal compliance with specific provisions of this chapter in instances where there is an obvious practical problem with doing so, while still adequately addressing the property for location by emergency service providers and to promote the other purposes of this chapter.

Article VIII. Appeals

xx.80.800 Appeals

- (1) The _____ shall hear appeals of road naming or renaming decisions by the Addressing Authority.
- (2) Addressing Authorities will establish their own appeals process within their jurisdiction.

Article IX. Severability

xx.90.900 Severability

If any provision of this chapter is held invalid, the remainder of the chapter is not affected.