

Clarksville-Montgomery County Addressing Manual

Policy:

Adopted: 28 September 2018

ADDRESSING GUIDELINES AND PROCEDURES

These guidelines along with the following documents provide the basis for the Clarksville Montgomery County Regional Planning Commission (RPC) staff addressing and road naming procedures: Clarksville City Zoning Ordinance, Montgomery County Zoning Resolution, and Clarksville Montgomery County Subdivision Regulations.

These procedures shall apply for all new address requests, site plan, subdivision review and approval, as well as address change requests.

1. THE ADDRESSING DIVISION

The Addressing Division of the RPC is responsible for assigning addresses and verifying road names within Montgomery County, to ensure their conformance with regulations and ordinances per Clarksville City Resolution 3-1988-89 and Montgomery County Resolution 88-7-4.

The RPC and the Addressing Division is responsible for the following information with reference to addressing and road names:

- A. The Addressing Guidelines and Procedures
- B. Assigning address ranges to road sections.
- C. Assigning addresses to all parcels and properties.
- D. Maintaining current road inventory.
- E. Copies of approved Preliminary and Final Subdivision Plats - These plats shall be used to record the street address assigned to each lot.
- F. Copies of approved Site Plan Development Plans – These site plans shall be used to assign addresses to each structure as shown on the Development Plan.

2. ASSIGNING, RECORDING AND ISSUING ADDRESSES

Addresses of tracts, subdivision lots, and all structures shall be assigned and recorded by the Addressing Division, and shall be issued to applicants upon the provision of the following information:

- A. Tracts - Applicants shall supply: the valid street name upon which the structure is located or to be located; the county map/group/parcel number; the distance of the structure in feet to the nearest property line; and whether that property line is on the north, south, east, or west side of the property.
- B. One-Lot Subdivisions – When the subdivision or deeded property has been recorded, the applicant shall supply the information required in Section 2A
- C. Subdivisions Other Than One-Lot – When the subdivision has been recorded, the applicant must supply: name of the subdivision; unit/suite number (where applicable); lot and block number; and street name upon which the lot is located.
- D. Structures – New and existing commercial and/or office buildings, shopping centers/malls, apartments, condominiums, duplexes, mobile homes, park and recreation facilities, schools, churches, utilities, etc. Applicants shall supply an approved development or site plan (as defined in the Clarksville Zoning Ordinance, Montgomery County Zoning Regulations, or the Clarksville

Montgomery County Subdivision Regulations). The plan must show the name of the street where access is located, the closest lateral street, and the location of each building on the property and the layout of all suites or residential units within each building and within each floor of the building.

E. Address assignments:

1. Permanent Address: An official address assigned by the RPC Addressing Division.
2. Address Change: Required when a problem is identified or when requested by a citizen or city/county department. (See Section 8)
3. Temporary Address: Time limited addresses assigned only for, the time limit before a permanent address is assigned varies according to the type of request:
 - a) Construction Trailers
 - b) Variance Request
 - c) Shell building
 - d) Demolition request
 - e) Special circumstances such as field check requirement
 - f) Special requests such as tent meetings or similar type of special events

3. VERIFICATION OF STREET ADDRESS

Street addresses shall be verified by the Addressing Division against provisions set forth in Section 2.

All street addresses must be verified and processed by the RPC Addressing Division before a building permit is issued.

4. ADDRESSING METHODOLOGY

A. Address Numbers:

1. Addresses must be in numerical order and consist of a value between 100 and 99999
2. No half numbers (1/2) are permitted. Special cases for historic and downtown areas will be reviewed on a case by case basis when no alternative exists.
3. Characters of the alphabet (A, B, C,) are used only for suites or utilities not on their own lots.

B. Unit Numbers or Suite Numbers, typically used for business complexes, office suites, apartment complexes, condominiums, or mobile home/trailer pads

1. The base address number is required.
2. A unit or suite number must be shown after the address number.
3. letters i, l, o, O may not be used
4. It can consist of up to four (4) numeric characters and two (2) alphabet characters.
5. Multifamily residential or multi-tenant commercial unit/suite numbers are assigned upon review of a site plan. (See Section 2-D)

C. Private Roads are not exempt from addressing requirements and are treated like any public access road.

D. Numbering for lots shall follow the following rules:

1. Numbering begins at the road connection to existing roads, the direction of that road will be determined to be heading North, South, East, or West. The Addressing Division may determine that if the road takes a jog or turn immediately into a subdivision or area the numbering should follow the dominant direction of the roadway.
2. Lots on the North and East side of the roadway shall have Odd Numbers assigned
3. Lots on the South and West side of the roadway shall have Even Numbers assigned
4. Addresses will be assigned by twos (s) [eg. 101, 103, 105, 107, etc.] every 15 to 25 feet of road frontage depending on the prevailing zoning, type of subdivision, and potential for redevelopment.

E. Method of Lot Numbering for New Subdivisions

1. Addresses will be supplied on approved final plats
2. Main entry roads and roads that stub off or connect to other future phases shall use four digit addresses. Side roads and road which cannot be continued or are dead end cul-de-sac roads (not temporary turn arounds) are to be numbered with three digits.

3. The centerline of the main entry road to the subdivision shall be measured from the nearest arterial or collector street. That number shall be rounded to the nearest hundred. That rounded number shall serve as the first address on the entry to the subdivision.

| Feet from nearest Collector or Arterial | Numbering on the N/E side of the entry street | Numbering on the S/W side of the entry street |
|---|---|---|
| 2765' | 2801, 2803, 2805 | 2802, 2804, 2806 |
| 6423' | 6401, 6403, 6405 | 6402, 6404, 6406 |

4. Side roads and minor roads within a subdivision shall start with a number that represents how many hundreds of feet from the main entry that road begins. Numbering shall go 1-9 where 1 represents anything <100 feet to 199 feet. At 1,000 feet numbering that restart. The third number on the side streets shall begin with 1 and 2 on the appropriate side of the street.

| Feet from Entry | Numbering on the N/E side of the side street | Numbering on the S/W side of the side street |
|-----------------|--|--|
| 187' | 101, 103, 105 | 102, 104, 106 |
| 803' | 801, 803, 805 | 802, 804, 806 |
| 1567' | 501, 503, 505 | 502, 504, 506 |

F. Method of Lot Numbering for Existing Streets and Subdivisions:

1. An approved final subdivision plat, site plan, or boundary survey with building location will be required to acquire an address.
2. The area where the proposed addressing begins will be located in the County Tax Map or the City Plat Books maintained by the Addressing Division.
3. The specific parcel(s) to be addressed will be located.
4. The current address to the right and left of the parcel(s) in question will be located
5. If a number range is available:
 - i. Where the number range is narrow addresses are established in intervals of two per lot
 - ii. Where there is enough spacing between number ranges assign numbers in intervals of two per 15 feet
6. If a number range is unavailable to accommodate the subdivision or additional lots/units the “parent tract” or owner who requested the subdivision/addressing shall be expected to change their lot address to comply. If changing the “parent tract” address cannot free up enough numbers then the address range shall be shifted to affect the fewest amount of lots or citizens as possible.

5. ROAD NAME SPECIFICATIONS

A. Definition/Format of Road Name

A valid road name can consist of up to four parts:

Prefix: Also known as Direction or Pre-Directional

Base Name: Also known as Road Name, Street Name

Road Type: The unique and individual name

Post Suffix: Also known as Directional, Post-Directional Suffix

| | <u>Prefix</u> | <u>Base Name</u> | <u>Road Type</u> | <u>Post Suffix</u> |
|-----------------|---------------|------------------|------------------|--------------------|
| Example: | N | Planning | Road | NW |

Using the example of the road name “N Planning Road NW”, the four parts consist of the following: PREFIX: “N” (North), BASE NAME: “Planning”, ROAD TYPE: “Road” and POST SUFFIX: “NW” (Northwest).

A road name must have, at a minimum, a Base Name and a Road Type.

- B. **Prefix** – The prefix is a one or two-letter directional acronym that precedes the Base Name of an address. Prefixes shall only be approved in situations where wayfinding or emergency response requires the additional information.
- C. **Base Name** – The Base Name is the second part of a road name and is the primary name. Road names should be kept as simple and logical as possible to foster clarity and efficiency. Use of frivolous or complicated words or unconventional spellings should be avoided.

In all cases, names which might be perceived to be offensive to the general public will not be permitted.

The following restrictions apply to base names:

1. The base name, plus any prefix, shall not exceed twenty (20) characters including spaces.
2. The base name shall not exceed two words, with the exception of proper names.

Example: Martin Luther King Boulevard

| Prohibited Use | Acceptable Use |
|--------------------------|-----------------------|
| Brown Mountain Loop Road | Mountain Loop Road |
| Prince George Parish Way | Prince George Way |

3. Prefix or Post Suffix (directional) designators as a part of the Base Name are discouraged except where the prefix or post suffix is part of a proper name or place.

Examples: North, South, East, West, Southeast, Southwest, etc.

4. References to “Old” or “New”, “Little”, “Big”, or other descriptive terms as a part of the Base Name are discouraged, except where it is part of a proper name or place or when resolving existing road name duplications (Section 9A).

5. References to a number as part of the Base Name are prohibited outside of the downtown area.

Examples: 10, Ten, 10th, Tenth

6. Road Types shall not be used as a part of the Base Name.

Examples: Avenue, Boulevard, Circle, Court, Drive, Lane, Pike, Road, Street, Way

7. Abbreviations of words or of personal names, such as initials, are prohibited as part of the Base Name. Prohibited examples include: “Salem Sch Road”, “Salem Ch Road”, “Gov John Sevier Highway”, “JR Lane”, “St Edward Pike”.

8. Street names derived by linking portions of personal names together that do not form a recognizable word as found in a standard dictionary are prohibited.

Examples: Tompat, Kaydee, Bartlebe, Kaymeg, Anderkenn, Delegal

9. All forms of punctuation as part of the Base Name are prohibited.

| Prohibited Usage | Acceptable Usage |
|-------------------------|-------------------------|
| Martin-Woodson Road | Martin Woodson Road |
| O’Malley’s Street | O Malleys Street |
| St. John’s Avenue | Saint Johns Avenue |

10. References to single alphabetic characters, such as “K”, as a part of the Base Name are prohibited.

Examples of prohibited usage includes: “A Drive”, “Duncan B Road”, “V Walker Lane” “UU Road”, “Double U Drive”, etc.

Special exceptions may be made for middle initials in the name of deceased individuals

Special exceptions may be made for names such as “O Malleys Road” or “Man O War Street”, where the single letters are due to lack of punctuation.

11. Roads named after living individuals are prohibited (Government Use Excepted).

12. The word “Private” shall not be used as a part of the Base Name.

Example: Private Eye Drive or Elm Private Street

13. Use of names protected by copyright are prohibited, unless approved in writing by the owner of the copyright, subject to the provisions of this section.

Examples: Google Drive, LG Way, Hankook Highway

D. **Road Types** – Permitted Road Types and Accepted Abbreviations:

Only the following Road Types will be permitted in Clarksville-Montgomery County. Any existing Road Types not on this list are considered grandfathered. Any address changes with Road Types not on this list must adopt an approved Road Type at the time of change.

The accepted abbreviation shall be used for all plats, permits, street signs, mail, etc.

Table 1: Acceptable Road Types and Abbreviations

| Road Type | Accepted Abbreviation | Notes: |
|--|-----------------------|--|
| Alley | ALY | Alleys may be named but should not be addressed off of |
| Avenue | AVE | |
| Boulevard | BLVD | Suggested for main thoroughfares and entry ways |
| Circle | CIR | Road should terminate into itself or intersect the original road in two places |
| Court | CT | Reserved for dead end streets only |
| Drive | DR | |
| Freeway | FRWY | Reserved for Government Use Only |
| Highway | HWY | Reserved for Government Use Only |
| Lane | LN | |
| Loop | LOOP | Road should terminate into itself or intersect the original road in two places |
| Parkway | PKWY | Reserved for Government Use Only |
| Pike | PIKE | |
| Place | PL | |
| Point | PT | Road should terminate at water or a ridge |
| Road | RD | |
| Run | RUN | |
| Street | ST | |
| Terrace | TER | |
| Trace | TRC | |
| Trail | TRL | |
| Way | WAY | |
| New road types including the word “Extension” and “Crossing” are reserved for government use only | | |

- E. **Post Suffix** – Requests for a Post Suffix will be reviewed on a case-by-case basis for any proposed road name that requires distinctive separation for emergency communications or wayfinding and that cannot be accomplished through any other naming convention.

6. DUPLICATE ROAD NAMES

In conformance with the established policy of not allowing duplicate road names to exist within Montgomery County, the following apply to all Base Names submitted to the Addressing Division for approval:

- A. Duplicate Base Names are prohibited. A road name is considered to be a duplicate whenever its Base Name is spelled exactly the same as another road's Base Name.
- B. Phonetic duplications are prohibited. A phonetic duplicate results when a Base Name sounds similar to another Base Name. For example, "Oak Ranch" will be denied if "Oak Branch" has previously been approved.

Examples of phonetic duplicates:

| | |
|-------------|-------------|
| Grayland | Greytan |
| Lindal | Lynndell |
| Grayston | Grayson |
| Maple Trace | Maple Chase |
| Greeley | Greenley |
| Mays | Mayes |
| Hanley | Handley |
| Henley | Henlay |
| Mellen | Mellon |
| Heiskell | High School |
| Michael | Michaels |
| Hellerd | Hillard |
| Montview | Montvue |
| Scheel | Shell |
| Pickel | Pickle |
| Gem | Jim |
| Queensboro | Queensbury |

- C. A word may be used in the Base Name even though previous approval has been given to Base Names that contain that word. For example, "Oak Ranch" will be considered although previous approval has been given to "Oak Gate", "Oakmont", "Oak Carriage Wheel", etc.
 - 1. Base Names containing "Fox", "Oak", and "Deer" are discouraged, but may be reviewed, due to an excessive amount already within the city and county.

7. RESERVING ROAD NAMES

After road names are checked by the Addressing Division staff during preliminary plat, final plat, site plan, or special request, the names are assigned one of the following three designations:

- A. **Denied:** The road name is an exact or phonetic duplication or the name does not conform to the naming conventions of the RPC Addressing Guidelines and Procedures. For applications which are filed during the same month and are requesting the same or similar names consideration will be given to the plan application filed first - OR
- B. **Preliminary/Reserved:** Acceptable Road Names will be reserved at preliminary plat approval or conditional approval. Future final plats may use the reserved names or suggest new ones at time of final plat application submittal. Road names will be reserved for up to five (5) years.
- C. **Final/Approved:** The road name is approved for use, a final plat can continue to final approval.

8. ADDRESS CHANGES

- A. Identification of Existing Problems - The Addressing Division of the RPC can be notified of existing problems through one of the following methods:
 - 1. General public complaints or requests. The validity of the request will be evaluated;
 - 2. Notification of problem areas by governmental organizations, such as emergency services, fire departments, streets or highway departments, or post office.
- B. Existing problems may include, but are not limited to, the following:
 - 1. Duplicate road names (see Section 6 of these Guidelines).
 - 2. Segments of the same physical road that have the same Base Names yet have different Types (e.g., "Sheehan Road" and "Sheehan Lane" both on a single continuous street).
 - 3. A road name's official spelling is inconsistent with general public usage (e.g., "Meadowrun Lane" vs. "Meadow Run Lane").
 - 4. Incorrect placement of road name parts within the road name, such as "Mall Road S", where the "S" is placed incorrectly at the end of the name.
 - 5. Any road names not conforming to the provisions of the Addressing Guidelines and Procedures found in Sections 4 and 5 of the Addressing Manual.
 - 6. Any address that needs to be changed due to subdivision of the surrounding property, no available numbers, easements that require a name, and any other address or road name occurrence that is not in agreement with the Uniform Street Naming and Addressing System Ordinances or the Addressing Guidelines and Procedures
 - 7. Any road name that is part of a project that has not met the Addressing Division's prior approval.
 - 8. Other addressing related concerns brought to the attention of the RPC Addressing Division.

- C. Evaluation of Existing Problems - Each identified problem that is brought to the attention of the addressing staff shall be reviewed and verified. Field checks may be conducted. The following factors will be examined in determining how the problem will be resolved:
1. The problem's negative impact on the delivery of emergency services,
 2. Public complaints concerning the problem, and
 3. The likelihood that the problem will impair other governmental or non-governmental services.

If one of the above three factors have been met, the addressing staff will attempt to resolve the identified problem with other city and county departments as required/necessary.

- D. Resolution of Existing Problems - The Addressing Division will examine each of the identified problems on a systematic basis. No one, single type of problem or geographic area will be particularly targeted for, or excluded from, addressing problem resolution. The original submitter(s) of the problem will be notified by the Addressing Division of the recommended solution.

The Addressing Division will properly notify the residents of necessary road and/or address changes required to resolve the existing problem. Suggestions concerning the problem resolution will be gathered from the residents and other interested organizations/groups. The Addressing Division will then summarize the findings (if needed) and present the valid options. Solutions that impact the least amount of properties will be prioritized. A single solution will be developed and vetted through the appropriate city and county departments. Any resolution to existing problems must conform to the specifications of this document and to the City and County Addressing Ordinances. The Addressing Division will not recommend approval of any solutions that do not meet these requirements.

- E. Final Plats should be rerecorded with the new or corrected road names in order to properly catalogue the change for future action an information.

9. SPECIAL ROAD NAMING RULES AND CONVENTIONS

- A. Use of "Old" in Street Names - The usage of the word "Old" as part of the Street Name is only allowed in cases where an existing road name problem is being resolved and when the previously existing road name contained the word "Old".
- B. Road Development Projects - When road development results in the creation, relocation, closure or interruption of streets, existing street names, and/or house numbers may need to be reassigned.

The Addressing Division shall coordinate Federal, State, City, or County agencies.

10. NOTIFICATION OF ROAD NAME ADDRESS CHANGES

The Addressing Division maintains mailing lists of government agencies, utilities, and individuals to be notified of changes in road names or addresses. After changes have occurred, the Addressing Division will notify all individuals and/or agencies on the most current mailing list.

11. APPEALS PROCESS

RPC Addressing Division staff's road naming or addressing actions are final. Any decisions may be appealed to the Regional Planning Commission for consideration.