

ADDRESSING OPERATIONS MANUAL FOR HOPKINS COUNTY



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I. Introduction

This addressing guide is intended to provide a reference to the standards and procedures which are utilized to assign and/or change addresses within Hopkins County and is specifically oriented for use by the Addressing Administrator. The guide is a compilation of existing rules, regulations, and procedures that have been established over many years. It is drawn from numerous departments within county government as well as external organizations. The common element among all is sharing an inherent interest in being able to reliably and expeditiously identify and locate places where people live and work.

An address should uniquely identify a place in the context of a geographic reference. In a broad sense, a location can be somewhere within the Commonwealth of Kentucky, more precisely, in Hopkins County which is located in the Commonwealth of Kentucky. An address can expand on a general location by specifically identifying a place along a public/private roadway which determines access. More refinement is obtained by naming roadways and then logically ordering and consistently numbering individual structures, as the roadway is traversed. In some cases, it may be necessary to further subdivide individual structures by applying individual unit numbers. This guide, therefore, acknowledges a standard for all addresses which consists of a number part and a street name. Additionally, an address may include a directional indicator, a street type, and/or a unit designation, but regardless the address is based on how the structure is accessed and not on frontage.

One measurement of how well emergency services are provided is the effectiveness by which a location, be it a place or a structure, can be identified. The ultimate goal of addressing in the public safety realm is to establish and maintain an inventory of unique addresses. Addresses are needed for any location where emergency services may need to be dispatched. Additionally, wireless communications require the establishment of more and better addresses because location becomes problematic when the signaling device is mobile.

II. Terms and Definitions

Access - Describes how to get to a location which in turn defines how that place or location is addressed.

Accessory Buildings – Incidental structures such as garages, storage sheds or similar structures where the primary or major activity on a property does not take place.

Address – A unique identification of a structure which may consist of a number, direction, street name, street type, and a unit.

Addressing Administrator – Person appointed by ordinance responsible for assigning addresses to structures.

Address Change – Refers to the legal process by which property records, as recorded at the Property Valuation Administrator’s Office, are changed to reflect a new or updated address.

Address Marker – The means by which the rural address number for each dwelling, business, industry, or special site is displayed in accordance with the Federal Highway Authority guidelines as defined in the current edition of the Manual on Uniform Traffic Control (MUTCD).

ALI-Automatic Location Identification-A feature by which the address associated with the calling party’s telephone number is forwarded to the Public Safety Answering Point (PSAP) for display.

Building/Structure Number – The number, letter, or other designation assigned to a structure or multiple structures on a parcel or parcels of land. In cases where building numbers are utilized, there may be multiple street addresses and multiple building numbers, however neither will be duplicated.

Development Plan – Written and graphic materials for a development which may include location of structures, intensity of use, density of development, streets, ways, parking facilities, signs, drainage, access, screening, utilities, existing manmade and natural conditions, and all other conditions agreed to by the applicant.

Directional Signage – The means by which the indication for direction for each dwelling, business, industry, or special site is displayed in accordance with the Federal Highway Authority guidelines as defined in the current edition of the Manual on Uniform Traffic Control (MUTCD).

ESN-Emergency Service Number-A three (3) digit number associated with a particular set of selected agencies used for routing purposes.

INTRADO-The BellSouth agent managing the E-911 TSS and ALI databases.

MSAG-Master Street Address Guide-The document or computer file that lists standard street names, address ranges, and emergency service numbers which is used to direct the E-911 call to the primary public safety answering point (PSAP).

PVA – Property Valuation Administrator – The PVA office is the state organization which administers property taxes, maintains ownership data, tax maps, and building characteristics.

Plat – A graphic document portraying officially recorded features such as property lines, right-of-ways, easements, etc.

Principal Building – A structure such as an office building, apartment building, retail structure or other similar structure where the primary or major activity on the property takes place.

Private Access Road/Drive – A privately maintained road/drive from which one or more structures are accessed from the public right-of-way.

Road Name – A sequence of a street directional, street name, and street type.

Street Sign – The means by which the name or number of each rural road or street is displayed in accordance with the Federal Highway Authority guidelines as defined in the current edition of the Manual on Uniform Traffic Control (MUTCD).

TSS-The database system which stores the E-911 MSAG and subscriber data.

III. Addresses

A. Numbers

- All structures require a number as well as a street name.
- Only whole numbers can be assigned and the numbers must be greater than 0 and less than or equal to 99999.
- Odd numbers are assigned to structures which are on the south and west sides of the road and even numbers are assigned to structures which are on the north and east sides of the road. Road direction is determined by the overall predominant direction the road travels.
- Apartment buildings in which a single entry point into the building will be assigned one number to the building and unit numbers to each separate unit.*
- Multi unit numbers such as a duplex in which each unit has separate entry point to the outside will be assigned their own unique address number, unless due to site constraints the Addressing Administrator feels that unit designations are appropriate.
- Multiple dwellings or structures on a single parcel of land will be assigned their own unique address number. *
- The number is determined by measuring along the road to the driveway entrance, or access point, per the addressing standard measurement of 5.28.
- As a precaution, it is not advised to duplicate address numbers on the directional east/west and north/south roads.
- Once assigned, all numbers must be displayed:
 1. Free standing mailboxes should display on both sides of the mailbox, and mailboxes attached to the dwelling should display on the front of the mailbox using reflective numbers at least 3 inches tall. Contrasting to the color of the mailbox, to which said numbers are mounted to. Display will be numerals only. No script or cursive numbers allowed.
 2. If the structure is visible from the addressed named road, numbers at least 3 inches tall of a contrasting color to the background must be displayed where visible from the publicly maintained street/road. Display will be numerals only. No script or cursive numbers allowed.

3. If the structure is not visible from the addressed named road, a marker shall be placed at the access entrance using reflective numbers at least 3 inches tall directing the responder toward the structure, via directional arrows or other means. This marker shall be placed at least 36 inches above ground level. Display will be numerals only. Contrasting to the color of the marker, to which said numbers are mounted to. No script or cursive numbers allowed.
4. In no event shall any assigned address number be displayed less than 50 feet from the nearest publicly maintained street/road.

*Signage and directional signage requirements may apply. See requirements in Article III (F).

B. Direction

- Directional indicators within a street name may only be used as a prefix to a named roadway and may only be abbreviated as:

Geographic Direction	Abbreviation
North	N
East	E
South	S
West	W
Northeast	NE
Southeast	SE
Northwest	NW
Southwest	SW

C. Street Names

- Street name part of the address is assigned from the publicly maintained street/road which provides frontage for the property.
- In such cases where two or more structures do not have direct frontage and use a private drive to access the property, the property owner/owners may request the assigning of an address based on naming the private drive.
 1. The request will be through petition with all property owners consenting to the purchase of the new street sign and having it installed by an agent and/or employee of Hopkins County in the public maintained right-of-way.
 2. This petition as well as the proposed street name will have to be approved by the First Responder Advisory Board.
 3. Once the street sign has been placed, new addresses will be assigned, and then notification will be sent. Said signs must adhere to all applicable local, state, and federal codes for addressing signage. See Appendix for sample petition.
- Proposed new street names shall be reviewed during the subdivision platting process.
- Proposed road closings shall be submitted to the Addressing Administrator for readdressing review and recommendation, before the appropriate jurisdiction takes action.
- Proposed renaming of a road/street shall be initiated by petition from community groups, citizens, developers, and governmental bodies with the Addressing Administrator. This process will ensure a uniform set of guidelines will be applied when naming roads/streets.
 1. This petition will have to be approved by the appropriate jurisdiction, following a recommendation from the First Responder Advisory Board. See Appendix for sample petition.
- A street name must be between 2 and 20 characters, which are made up of letters and spaces.
- A street should not intersect itself.
- Specifically prohibited in the name of streets:

1. No special punctuation marks such as hypens, commas, asterisks, etc. are allowed to be used in naming streets.
2. Numbers are not to be used as a part of a street name.
3. Single letter phrases are not valid for street names.
4. Using a directional or closely related term as part of the street name is not allowed.
5. Confusing, obscene, or irregularly spelled words are not allowed.
6. Use of a street type as part of a street name is not allowed, such as Court Way,
7. Duplicated, similar in sound or spelling street names should not be used, such as Bay View and Bayview.

D. Street Types

- The street address shall contain one of the following street types:

Street SuffixName	Postal Service Standard Suffix Abbreviation
Alley	ALY
Avenue	AVE
Boulevard	BLVD
Bypass	BYP
Circle	CIR
Close	CL
Court	CT
Cove	CV
Crossing	XING
Drive	DR
Extension	EXT
Gardens	GDNS
Glen	GLN
Highway	HWY
Lane	LN
Loop	LOOP
Parkway	PKWY
Place	PL
Road	RD
Row	ROW
Spur	SPUR
Street	ST
Summit	SMT
Trace	TRCE
Way	WAY

E. Unit Designation

- Unit numbers will be assigned when multiple tenants must be identified within an accessed-shared structure.
- All unit designations must be numbers and no more than 3 characters.
- Unit designation will contain whole numbers only. No partial numbers, letters, or punctuation.
- Unit numbers will serve as apartment (APT), building (BLDG), floor (FL), hangar, (HNGR), lot (LOT), office (OFC), room (RM), slip (SLIP), suite (STE), trailer (TRLR), or unit (UNIT).
- Unit numbers are assigned in ascending order from left to right and from front to back when looking at the front of the structure or main access point to the structure.
- Unit designations assigned to spaces with external access are required to be visibly posted by the external access as unit designation and number (ex. STE 150). Number designation will be numerals only.
- Unit designations assigned to residential structures, such as apartment/room numbers are required to be visibly posted. Number designation will be numerals only.

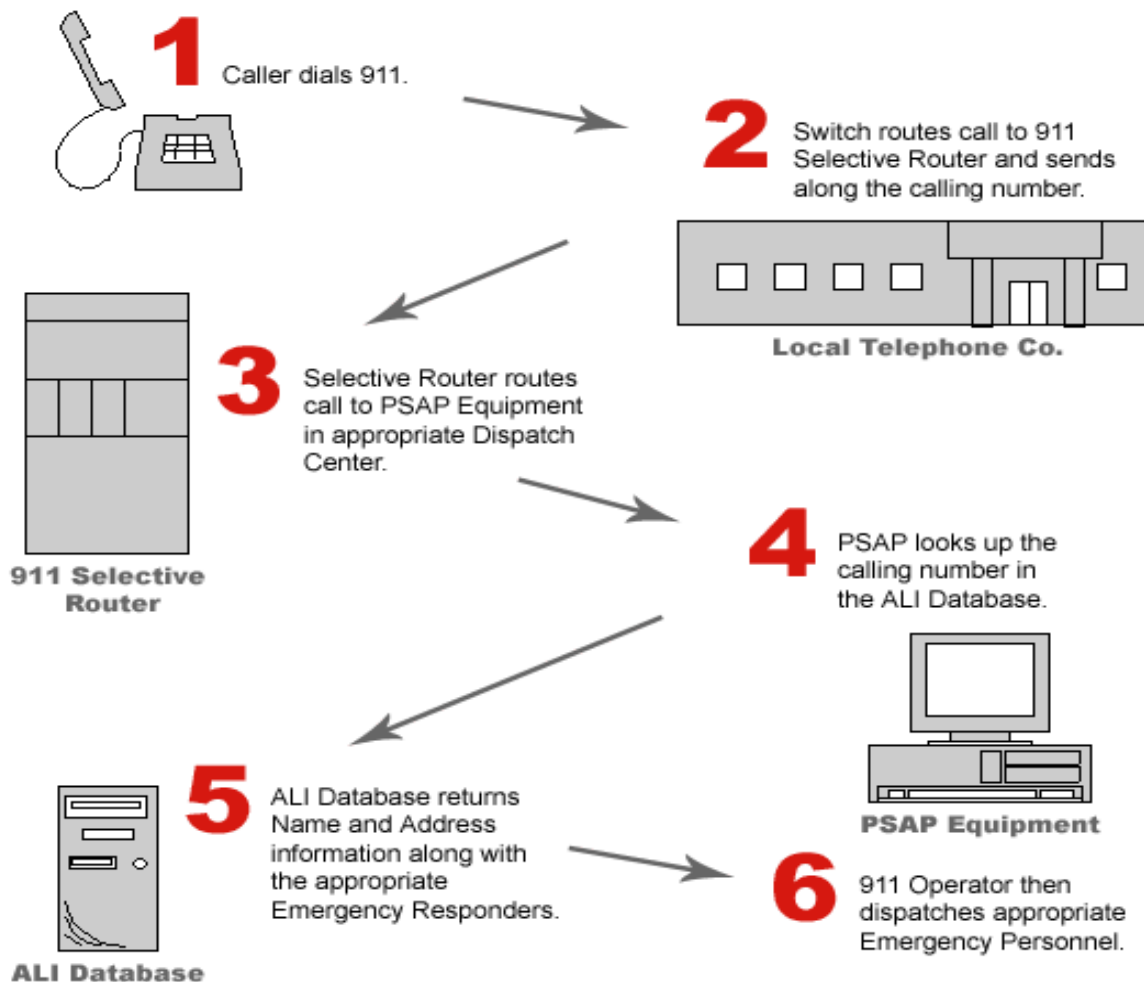
F. Signage Requirements

- All signage shall comply with the Federal Highway Authority guidelines as defined in the current edition of the Manual on Uniform Traffic Control (MUTCD).
- If the dwelling does not have frontage on the street name in which it is addressed, an address marker and directional signage at the access point from the publicly maintained street will be required to clearly direct emergency responders to the proper location.
- Signs for approved private drives may be any color other than green. The color of the private road sign will be determined by the First Responder Advisory Board.

G. Sample Addresses

- For the 911 system to function properly, the different components of an address need to be recorded correctly. In emergency situations a caller may be confused or the caller may not know the address of their location. The originating phone number will determine where the call is routed and provide an address to the call taker. In order to respond to the service request, the address must have the appropriate combination of number, direction, street name, type, and unit as depicted below.

Number	Directional	Street Name	Street Type	Unit
223	N	MAIN	ST	APT 5



IV. Address Administration

A. How Addresses are Assigned, Changed, and Communicated

- Addresses are assigned by the Addressing Administrator as appointed.
- When a construction activity is registered, any new dwellings or structures requiring an address will submit a site plan showing the driveway and structure location. Upon review of the current GIS address point layer and/or field verification of adjoining addresses, the Addressing Administrator will assign the address.
- The Addressing Administrator will be included in any Planning Commission Technical Review Committee meetings when reviewing major plats or development plans.
- Once an address is assigned, the applicant requesting the address will receive a letter informing them of their new address.
- Addressing Administrator and/or E-911 Communications Supervisor will make necessary changes in MSAG.
- Copies of the letter assigning the address will be sent to:
 1. Central Dispatch
 2. Geographic Information System (GIS)
 3. Property Valuation Administration (PVA)
 4. United States Postal Service (USPS)
 5. Volunteer Fire Departments
 6. Utility Providers

B. Problems Requiring Correction-definition of problem, identifying incorrect addresses, correcting

- Problem addresses:
 1. Missing addresses
 2. Duplicated addresses
 3. Odd numbered on even side or Even numbered on odd side.
 4. Addresses out of order
 5. Designations like A, B, ½ or etc. after number.
 6. Multiple structures sharing a common address.
 7. Addresses which mistakenly identify road or street name.
 8. Street segments which are not continuous for the entire length of the street.
- Identifying incorrect addresses:
 1. Incorrect addresses are identified during periodic reviews by the Addressing Administrator.
 2. Ambulance, central dispatch, fire, GIS, police, and PVA should notify the Addressing Administrator anytime the agency identifies an incorrect address.
- Correcting:
 1. The Addressing Administrator will assign a corrected address when an incorrect address is identified by periodic review or through notification from other agencies. The corrected address will be forwarded to the landowner and/or occupant, Central Dispatch, GIS, PVA, USPS, Volunteer Fire Departments and utility providers.
 2. The Addressing Administrator and/or E-911 Communications Supervisor will make necessary correction within INTRADO Database for existing landline account associated with incorrect address.

C. First Responder Advisory Board

- Duties
 - Shall approve the standard operating procedures for addressing by the Addressing Administrator and continue to make minor adjustments and modifications to ensure a logical and efficient addressing system.
 - Review petitions for road name changes to publicly maintained roads and make recommendations to be forwarded to the legislative body for final approval.
 - Review and approve petitions requesting E-911 addressing off of private drives.
 - Any other duties as assigned in the ordinance establishing the membership of the board.

- Membership and Term of Office
 - As defined in the ordinance establishing board.

D. Maintenance and Public Education and Revisions

- Maintenance:
 1. The official Hopkins County Address Database shall be filed in the office of the Hopkins County Geographic Information System (GIS) Coordinator or his or her designee.
 2. Periodically the Addressing Administrator will review sections of the county on a rotating basis to ensure addresses are correct and correct as needed.
- Public education:
 1. April shall be National 911 Number Awareness Month to increase public awareness of the posting of address requirement.
 2. “Posting your address” education will be incorporated with Fire Prevention education activities with October’s Fire Prevention Month.

V. **Appendix**

- A. Ordinances Relating to Addressing
- B. Sample Private Drive Address Petition
- C. Sample Road Name Change Petition
- D. Sample Private Drive Addressing Letter
- E. Sample Road Name Change Approval Letter
- F. Hopkins County Current ESN List