

# Street Naming and Addressing Guidelines: Town of Erie

## *Purpose*

The purpose of this document is to establish standards for the naming of roadways and assignment of numbers to residential dwellings, principal buildings, businesses, and industries in order to assist emergency services in the timely and efficient provisions of services.

## *Glossary of Terms Used Throughout This Document*

**ADDRESS:** The series of numbers used to identify the location of a building on the roads in the town, as shown by the records archived by the town clerk.

**AFFIXES:** a word attached to one or more other words to form a name. Example: Northridge.

**DRIVEWAY:** a means of vehicular access, beginning at the property line of a lot abutting a public road, private road, access easement or private right of way, which provides access to a building or structure on that lot.

**GRID:** Pattern of lines forming squares on a map.

**NUMBERS (NUMERALS):** Arabic numerals - e.g.: 1, 2, 3. Numerals shall be not less than four inches (4") high and of a contrasting color to the background upon which they are attached. (Ord. 403, 4-12-1990; amd. 2004 Code)

**PREFIX:** Word put before a road name. Example: South Maple.

**PRIVATE ROAD:** Any road not included in a right of way dedicated to the public.

**PUBLIC ROAD:** Any road included in a right of way dedicated to the public.

**ROOT:** Main part of a name.

**ROAD:** A general term denoting a public or private way used for access to lots, parcels, or tracts of land, including the entire area within the right of way and /or access easement.

**SUFFIXES:** Word put after road name. Example: Maple Court.

**SUFFIX DIRECTION:** A direction indicated at the end of a full street name that indicates its location in relation to another street (example: Morgan Cir N & Morgan Cir S.)

# Applicant Referral Process

## *Submit a Street Naming & Addressing Exhibit During Applicant Referral Process*

The guidelines contained throughout this document should be followed by each applicant to prepare a Street Naming and Addressing Exhibit. This exhibit shall be provided along with all other referral documents submitted to the Town of Erie's planning department. The GIS department will work through comments for each applicant to ensure that the guidelines have been met by the time a final plat or site plan is approved.

The Street Naming & Addressing exhibit should include the following elements:

- 1) A full overall PDF layout of the entire project or filing on **one sheet only** - displaying all plat elements (lots, ROW, tracts, etc.)
- 2) Layout must be of any appropriate size to allow for best detail of project site and labeling. (i.e. 11x17 for smaller sites and 24x36 for larger sites if needed)
- 3) Display all street names proposed for public ROW and propose street names for all private streets if they are the sole access to any lots.
- 4) Include the functional class of each street next to the street labels as well.
- 5) Include labels on all tracts displaying the **tract name** as well as the **land use** as described in the tract summary of the final plat. ex. "Tract A (Private Alley)"
- 6) Display all sidewalks leading to individual lots in the exhibit to indicate front door orientation. Many times, this is available from the landscaping plan or site plan if one exists. You may also annotate using arrows drawn from the lot to the primary street access to demonstrate orientation of the residence when it might be unclear.

This exhibit can be provided at the time of preliminary plat and will be refined between the Town of Erie GIS and the applicant through subsequent rounds of comments. Street naming is typically determined at the preliminary plat stage and addressing will be determined as the final plat or site plan is under review. This exhibit will assist GIS in quickly determining best street naming and addressing for the site. This will also allow GIS staff the ability to provide emergency services with a concise plan to review for public safety.

The following pages of this document will help you understand the methodology to be used while preparing your Street Naming & Addressing Exhibit.

# Street Naming

## *General Considerations*

- a. Road names should be easy to read so the public, children in particular, can use the name in an emergency situation.
- b. Names to be avoided are frivolous, complicated, offensive names, and those with unconventional spelling or compound names.
- c. Similar sounding names are considered to be duplications regardless of spelling.
- d. Plats received at the department of community development shall contain all street names that will be used for street signage. Street names may contain predirectional words (north, south, east, west) with the road names when appropriate. Street names may not contain hyphens or slashes (i.e., Jordan/Chambers Parkway, Jones-Smith Road)
- e. Road names shall continue across intersections and round-a-bouts unless deemed unnecessary by the department of community development.
- f. Roads shall not be named after a particular person's first or last name unless done so by proclamation of the board of trustees in order to honor an individual.
- g. If a proposed road is a natural extension of or is in general alignment with an existing road, it shall have the same root road name as the existing road. The appropriate suffix shall be given depending upon whether the road appears to be a permanent dead end or could possibly be extended at a future time.
- h. Unnecessary affixes are to be avoided, such as terms that may be utilized to indicate direction, i.e. Northcrest, Northridge, etc.
- i. The following rules have been recommended by the Denver Regional Council of Governments (DRCOG) when new streets are named. This plan is in keeping with the system generally in existence in Denver and the outlying region.
  - Streets running east/west may take the suffix "Avenue" or "Drive."
  - Streets running north/south may take the suffix "Street."
  - Cul-de-sacs running east/west may take the suffix "Place."
  - Cul-de-sacs running north/south may take the suffix "Court" or "Way."
  - Horseshoe-shaped, or other loop-shaped, streets that have beginning and ending points connecting to the same street may take the suffix "Circle" or "Loop."
  - Arterials running north/south may take the suffix "Boulevard."
  - Arterials running east/west may take the suffix "Parkway."
  - Through streets may take the suffix "Road," "Lane," "Terrace" or "Trail." (Revised March 30, 2004)
  - Streets created by a government entity may take the suffix "Highway." (Revised March 30, 2004)

- Cul-de-sacs running in either direction may take the suffix “Point.” (Revised March 30, 2004)

### ***Curved Streets/Roads***

- a. Where a road involves a curve that changes its predominant direction, as determined by the community development director or designee, a different road name shall be required either at the curve’s midpoint or at an intersecting road if it is in close proximity to the curves midpoint.

### ***Public/Private Streets & Lot Access***

- a. Street names are required for any public or private street that provides access to any lot.
- b. Back-alley loaded housing will most likely be addressed using the nearest public ROW (in most cases this is the street which the front doors face.) However, in case that access to the lot is not clear to emergency services, the name provided for the private access can be used by the Town of Erie.

### ***Street Signage and Address Display***

- a. Street signage must match the street’s name on the recorded plat.
- b. The developer is required to provide street signage for all public and private streets.
- c. Each property owner, tenant, lessee, manager or other person having care and control over a residence or business structure in the town shall display a series of numerals. Numerals are defined as Arabic numerals (e.g.: 1, 2, 3.)
  - Numerals shall be not less than four inches (4") high
  - Numerals shall be of a contrasting color to the background upon which they are attached. (Ord. 403, 4-12-1990; amd. 2004 Code)
  - Numerals must be visible from the street, indicating the "address" of the principal building.

### ***Street & Road Naming or Change Process/Naming New Roads in Developments and Assigning Addresses***

- a. Proposed road names must be included in the final plat application for any subdivision. The plat will be referred to the community development director or designee to determine if the proposed names are consistent with the standards of this section.
- b. If the community development director or designee determines the proposed road names are not consistent with the standards, the plat will not be scheduled for a hearing before the Board of Trustees until the applicant submits acceptable names. Proposed road and street names will become official on approval by the Board of Trustees.
- c. Property owners and home owner associations shall be responsible for installing street signage associated with this application. As part of this application, owners and associations agree to obtain and installing the street signs according to the town’s standards. The developer is required to provide street signage for all public and private streets

# Addressing

*Note: Addressing guidelines included in this document will not apply to existing structures in the town unless deemed necessary by the Community Development Director, or if the existing structures are replatted.*

## ***Use the Town of Erie's Addressing Grid to Create an Addressing Plan***

The following shall serve as a guide to the numbering of homes and businesses in the town. All numbers shall be proposed by the applicant and approved by the town's community development director or designee. A plan can be created based on the Town of Erie addressing grid.

- a. Numbers shall continue north and south from the east-west base street (Perry Street) and east and west from the north-south base street (Kattell Street). All addresses shall increase at the rate of 1000 per mile from the base point. This is illustrated by the Town of Erie Addressing Grid. This grid exists in GIS format and can be downloaded from the town website at: [CLICK HERE TO ACCESS ADDRESS GRID DOWNLOAD](#). The grid must be used by the developer to produce an addressing map of a development which will then be reviewed by Town of Erie GIS. If the developer does not have access to GIS software then Town of Erie GIS can provide a plat of the development with the address grid overlay.
- b. If the Town of Erie GIS will be providing the plat with addressing grid for you, please email an overview of the entire plat (showing all lots to be addressed) to [gis@erieco.gov](mailto:gis@erieco.gov). The GIS department will return your email with the image you provided and include the addressing grid overlaid on top.

## ***Addressing Parity in the Town of Erie***

Odd numbers shall be on the north and east sides of the road. Even numbers shall be on the south and west of the road.

## ***Similar Addresses***

Avoid duplicated numbers on similarly named roads.

Example: 7515 Dusk Court, 7515 Dusk Street.

## ***Corner Lots - Addressing***

The general rule when assigning an address number to a house on a corner lot is to determine the number based upon the orientation of the front door. A house whose front door is not oriented to the street will have its address based upon its driveway access.

## ***Circles - Addressing and Street Naming***

Streets which are "Horseshoe-shaped" and continue on for a significant number of lots along the street can be classified as a circle. We define a circle as "*Horseshoe-shaped roads beginning and ending within*

a major block or dead end roads.” Roads that are horseshoe-shaped, if addressed as one continuous street name, will eventually create duplicate addressing while following the grid. Also, overlapping street ranges will be created since the street will fold over and follow the same portion of the address grid as its adjacent segment. We will use suffix directions to remedy this. The suffix direction indicates where in relation to the other part of the circle it is located. See example A below:

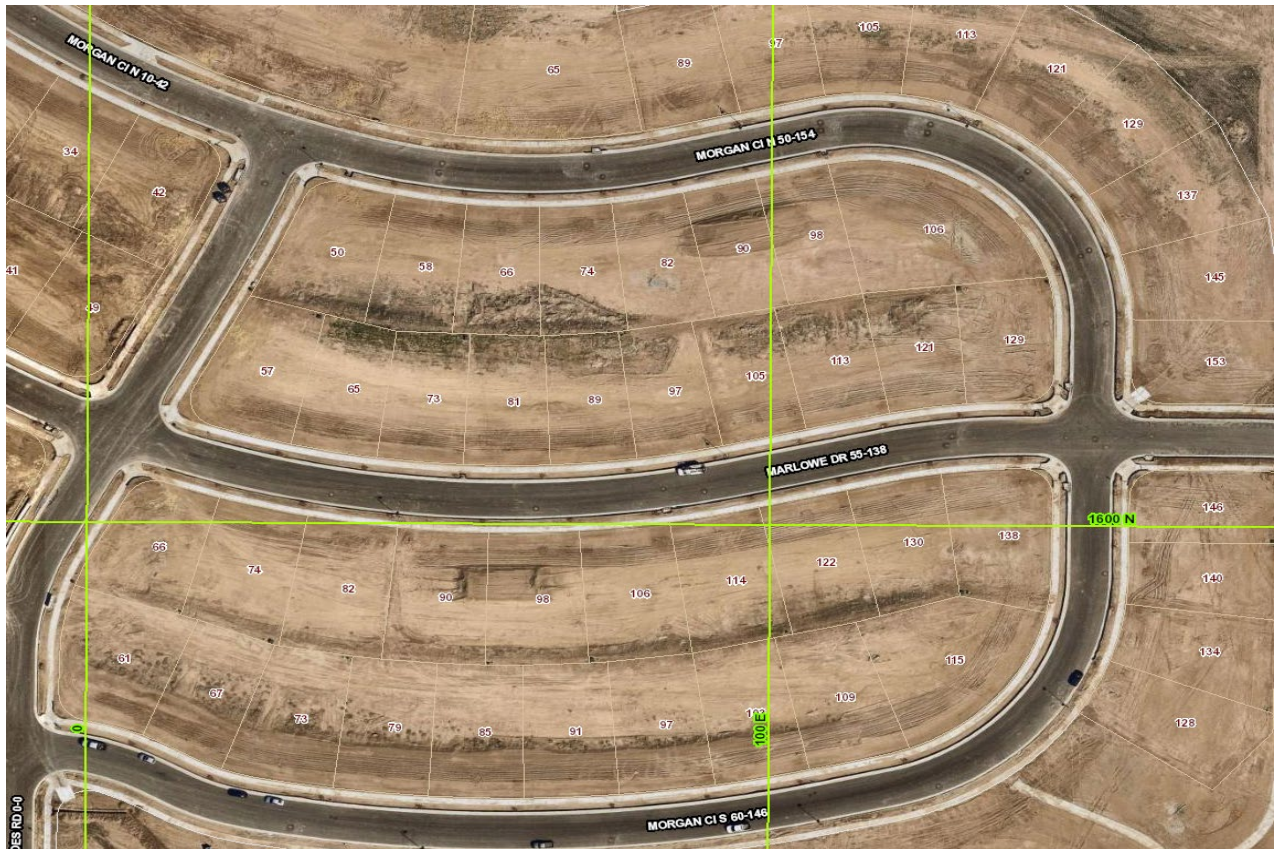
Example A:

Morgan Circle has been split into 2 parts: Morgan Circle N and Morgan Circle S. The N/S suffix direction is saying that Morgan Circle N is the northernmost segment of the circle and Morgan Circle S is the southernmost segment of the circle. Addressing is determined by the fact that both segments of the circle both run predominantly E/W so addressing begins on the west side of the circle and the numbers grow to the east following the grid. Note that addresses on the north side correspond to the address pattern on the south side however the rule of odds and evens on the correct side of the street has been preserved (i.e. odd addresses on the north side and even addresses on the south side.)

Note\* Staggering addressing slightly on both segments of a circle is preferred so as to not create apparent duplicate addresses (i.e. these addresses would be deemed as too similar by the USPS → **97 Morgan Cir N & 97 Morgan Cir S**)

Using this method, the goal of strictly following the addressing grid while creating unique street name/street range combinations has been accomplished.

Figure A:



### ***Townhouses - Addressing***

A street address will be assigned to each dwelling unit.

### ***Apartment Units and Commercial Tenant Spaces – Determining Addressed Street***

Addresses assigned to all buildings in a commercial or industrial site, as well as apartment complexes sharing a main access, shall use the name of the same road. The following steps will determine the road used for addressing:

- a. The first determining factor will be the location of a full-movement primary access, allowing traffic flow into and out of the shopping center (or apartment complex) in any direction and in compliance with engineering requirements.
- b. If there is more than one full-movement primary access, the road used for addressing will be determined by the future traffic volume from the transportation plan or other traffic information. Addresses will be assigned on the road which will carry higher traffic volume.
- c. If the transportation plan or other traffic information projects that the traffic volume will be approximately the same, the building orientations will be the determining factor as established by the community development director or designee with consultation from emergency service providers.
- d. If a road used for addressing cannot be determined using the above steps, the community development director or designee will determine the street from which buildings will be addressed.

### ***Apartments and Commercial Tenant Spaces - Addressing***

Tenant unit numbers for each individual occupied unit shall be proposed by the owner using the following process:

During the final plat or site plan review stages with the Town of Erie's Planning Department, the applicants will be asked to provide a Building/Units Map. This will illustrate ALL proposed buildings and tenant spaces shown with individual unit numbers for each tenant space. Upon receiving the applicant's Building /Units Map, Town of Erie GIS department will then use it to assign address numbers to each individual structure prior to recordation of the final plat or site plan.

The Building/Units Map will include the following (See Appendix A for Sample of Building/Unit Map):

- 1) Unit numbering considering the floor of the building where the tenant space is located. For example, unit numbers would look like 101, 102... on the first floor and 201, 202... on the second floor etc.
- 2) Unit numbering should follow a logical pattern. For example,
  - a. unit numbers typically increase following the direction of the addressing grid,
  - b. unit numbers on one side of a hallway should be odds and the other even,
  - c. numbering should increase in a predictable pattern down a hallway and numbers should not "jump" from one area to another, etc.
- 3) Spacing of unit numbers should be considered to account for future subdivision of tenant spaces. As a general rule, if a commercial building has the potential to split units in the future, then the

applicant should leave 10+/- unit numbers in between each unit. For example, Unit numbers could look like 100, 110, 120...etc.

- 4) A total of **all units** proposed with the project as well as a total shown **per building** should be included on the Building/Units Map (See Appendix A for sample Building/Units Map.)

Once Town of Erie GIS Department and the applicant have reviewed and agree with the Building/Units Map, it will be sent to emergency service providers and Post Office for review and finally approved by Town of Erie GIS Department.





**Total Structures: 14**  
**Total Occupied Dwelling Units: 329**

# Appendix A: Sample Building/Unit Map