

STREET NAMING AND ADDRESS NUMBERING POLICY



1.01 Purpose. The purpose of this policy is to provide the City of Platteville with a uniform and standardized system of street naming and property addressing to:

- a) Minimize future street name and addressing conflicts.
- b) Expedite property identification by emergency services, the post office, and other delivery services.

1.02 Applicability and Jurisdiction. These regulations shall apply to the naming of all public and private streets and the addressing of all addressable structures and parcels within the incorporated limits of the City of Platteville.

1.03 Implementation and Administration. The City of Platteville Community Development Department shall have the authority to implement, administer, and enforce provisions of this policy. Authority under this policy includes but is not limited to:

- a) Assigning address numbers in accordance with this policy.
- b) Approving new street names.
- c) Maintaining an addressing data base to include mapping.
- d) Assemble, update, and maintain an official list of all street names throughout the City for use by all jurisdictions.
- e) Provide, in the appropriate format, assigned address information to Grant County Geographic Information Systems (GIS), the local US Post Office, Grant County Tax Lister, Grant County Sherriff's Department, and other City departments.
- f) Provide assistance and information regarding addressing to local jurisdictions.

1.04 Street Naming. Streets, proposed with a subdivision or through other processes, shall be named and the names approved by the City. In selecting street names, the following provisions shall be employed:

- a) Naming New Streets or Naming Unnamed Streets. Any new street established within the City of Platteville, public or private, or any existing unnamed street, public or private, shall require a street name approved by the City.
- b) For subdivisions, approved street names shall be provided on the final plat map. Street names shall be submitted and approved prior to final plat processing.
- c) Duplicate street names are prohibited within the City.
- d) Names of similar pronunciation and/or spelling shall be prohibited (example: Briar Lane, Brier Lane, Merry Lane, Mary Lane).
- e) Variations of the same name with a different street designation shall be prohibited within the first word of the two-word title or in the street extension (example: Pine Street, Pine Drive, Mound View Drive, Mound View Court).
- f) No street name shall consist of more than twenty (20) letters and/or spaces including the street type (Street, Lane, Court, etc.).

- g) No street name shall contain the words North, South, East, or West, or any combination thereof, within the street name (example: Eastside Road, Southwest Road). Use of standard suffixes, directional suffixes, or prefixes as road names shall not be permitted.
- h) Special characters in road names such as hyphens, apostrophes or dashes shall not be permitted.
- i) All named streets that extend from incorporated areas into unincorporated areas shall retain the same name.
- j) A newly established street, which has less than a 125-foot centerline alignment offset from an existing street, shall continue the same street name. A newly established street, which has more than a 125-foot centerline offset from an existing street intersection, shall be assigned a new name.
- k) Street names which are not readily pronounced, or which would be distasteful to a reasonable person are prohibited. The Community Development Director shall have the discretion to refer any disputed street name, addressing issues, or controversial street name changes to the Plan Commission for resolution.
- l) The following generic classes of street suffixes are noted for providing a basic guide for name designation:
 1. Primary and secondary roads which are designed to carry traffic from one sector to another within the county: Freeway, Highway, Parkway, County Road, Road, Street.
 2. Collector roads which are designed to carry limited through traffic while also providing access from private driveways and smaller local roads: Road, Street, Avenue, Drive, Boulevard.
 3. Local residential access streets: Lane, Trail, Drive, Street, Terrace, Avenue.
 4. Local residential access streets which begin and end on the same collector: Loop, Circle, Way.
 5. Local residential access streets which are permanent dead ends: Court, Place, Circle, Way.
 6. Other suffixes not listed above may be considered or variations from the above may be allowed at the discretion of the City.
- m) Street signs shall be placed, constructed and installed in conformance with the City of Platteville Department of Public Works Standards. The applicant shall be responsible for the cost of the sign and installation.
- n) Property owners abutting an existing street which has an existing approved name may petition the Common Council for a name change. Requests for name changes shall be approved by 100 percent of property owners abutting the street and pay the cost of street sign replacement. Changes may be authorized by the Common Council when it is found to be in the public interest and meets the naming requirements of this policy.

1.05 Property Addressing Procedures. All buildings and parcels abutting on any street shall be numbered under a uniform grid system.

- a) Main Street extended shall constitute the base line for all numbering on streets running north and south. Fourth Street extended shall constitute the base line for all numbering on streets running east and west.
- b) Even numbers shall appear on the north and west side of streets and odd numbers on the south and east sides unless the street changes directions and then the numbering will follow the grid for the majority of the direction the street runs.

- c) Streets that have a definite north-south directional course shall be addressed using the north-south address grid. Streets that have a definite east-west directional course shall be addressed using the east-west address grid. Streets which do not have a definite directional course shall utilize the grid of the prominent street direction.
- d) Whole numbers are preferred for the address, rather than ½ numbers. Whenever possible, the address numbers should be selected to allow enough spacing between assigned address numbers so additional addresses can be added in the future.
- e) Residential buildings that have more than one dwelling unit shall utilize one of the following addressing procedures:
 - 1. If dwelling units within the building share building entrances and common areas, then the building shall be assigned an address and the individual units shall be assigned apartment numbers.
 - 2. If each dwelling has its own entrance, then the City in consultation with the owner may choose either a separate address for each unit, or the building shall be assigned an address and the individual units shall be assigned apartment numbers.
 - 3. If additional units or addresses are requested for an existing building, then the addressing method already used for the building should be continued for the new addresses.
- f) Commercial buildings that have more than one business tenant space shall utilize one of the following addressing procedures:
 - 1. If business spaces within the building share building entrances and common areas, then the building shall be assigned an address and the individual spaces shall be assigned suite numbers or letters.
 - 2. If each business space has its own entrance, then the City in consultation with the owner may choose either a separate address for each business space, or the building shall be assigned an address and the individual spaces shall be assigned suite numbers or letters.
 - 3. If additional units or addresses are requested for an existing building, then the addressing method already used for the building may be continued for the new addresses.
- g) All addressing plans shall be reviewed and approved by the Community Development Department to insure conformance to emergency services protocols and this policy.

1.06 Address Display.

- a) It shall be the responsibility of the property owner to supply, install and maintain address numbers following the provisions in this policy.
- b) Numbers and letters shall contrast with background colors. Arabic numbers and alphabet letters shall be used. Script cannot be used alone; however, they may be used as an addition to the requirements of this section. Numbers and letters shall be a minimum of 4 inches high with a minimum stroke width of 0.5 inch and shall be readable from the street, road, or highway.
- c) The assigned address number shall be conspicuously displayed for every building in the City. Property owners are responsible for displaying proper address identification in accordance with this policy.
 - 1. If a structure is more than 75 feet from the street, or is otherwise not clearly visible from the street, its address shall be posted at the intersection of its access drive and the street.

2. The preference is to have address numbers placed on the exterior wall of the principal building near the primary entrance to the building or on a wall facing a service drive providing access to the building if the entrance is not readily visible.
3. The address may be located on a mailbox, sign, or other structure if it is near or visible from the primary entrance to the building. Addresses must be located in a manner that will not be hidden by snow, plantings, vehicles, etc.
4. If the mailbox is located on a separate lot than the building, or is located on a different street frontage than the primary building entrance, or is otherwise not visible from the primary building entrance, then the address shall be located on both the mailbox and the building.
5. For buildings with more than one occupancy one of the following shall apply:
 - i. If spaces or units within the building share building entrances and common areas, then the building address shall be placed on the exterior wall near the primary entrance to the building, and a unit or suite number shall be placed on the inside entrance to each business or unit.
 - ii. If each business space or apartment has its own entrance and an address has been provided to each unit, then the address number shall be placed on the exterior wall near the primary entrance to each business or occupancy.

1.07 Change of Existing Addresses. Existing addresses may be changed for just cause under the following circumstances.

- a) Site address is out of sequence or there is an odd/even error on the road segment.
- b) Site where addresses of one or both neighboring parcels were assigned in such a way that there is no address available for a vacant lot(s).
- c) Change of access point for the structure/parcel.
- d) Road name change.
- e) Any other reason that is consistent with the intent of this policy.