

Chapter 19.27. Addressing and Street Naming.

- 19.27.01. Purpose.**
- 19.27.02. Procedures.**
- 19.27.03. Street Naming.**
- 19.27.04. Street and Property Numbering.**
- 19.27.05. Building Identification.**

19.27.01. Purpose.

This chapter is established to provide a standard system for naming streets and assigning addresses to avoid similar sounding names or confusing designators. This chapter also establishes standard procedures for changing existing street names, adding names to existing numbered streets, keeping addressing numbers clearly identifiable, and providing a complete current listing of all streets and addresses within the City.

19.27.02. Procedures.

All proposed street names shall be coordinated with City Staff to avoid duplication. The following procedures shall be adhered to with new development and proposed changing of street names:

1. **New Address (i.e. Annexation, Subdivision, Site Plan).** Street coordinates and house numbers shall be assigned by City Staff and shall be placed on the final subdivision plat by the developer before plat recordation.
2. **Duplicate Street Names.** The City Staff may change duplicated street names without a petition when it is determined that the change is related to public safety.
 - a. No duplications of street names or numbers used as names within the boundaries of the city shall be approved. This includes:
 - i. critical duplications, where there are identical names and street type designators on two or more streets which may or may not have overlapping frontage number ranges regardless of the directional of either the street or the frontage numbers;
 - ii. common name duplications, where there are identical names on two or more streets, but with different street type designators; and
 - iii. phonetic name duplications, where there are street names which have duplicate or similar pronunciations, but are spelled differently.
 - b. The following criteria shall be used in eliminating street name duplications:
 - i. historical significance;
 - ii. the number of the buildings addressed on the street;
 - iii. the length of time that the name has been in use;
 - iv. the length of the street and the amount of traffic; and
 - v. compatibility with adjacent street names.

3. **Changing Existing Street Names.** To change an existing street name, the process detailed in Section 19.12.10 for vacating or altering a street or alley shall be followed. If the change requested is due to a spelling error, or other human error, City Staff may correct it without a petition.
4. **Adding Names to Existing Numbered Streets.** To add a name to an existing numbered street, the process detailed in Section 19.12.10 for vacating or altering a street or alley shall be followed. Any person who petitions for a change in the name of a street or alley shall, unless the City Council for good cause otherwise directs, pay the cost of making and installing new street signs required by the name change.
5. **Changing Existing Property Numbering.** The changing of an existing property number must be in the public interest.
 - a. Requests for changes based upon personal reasons, numerology, or superstition shall not be approved.
 - b. Approval of requests for address changes may be made under the following circumstances:
 - i. the address is out of sequence or not in reasonable juxtaposition with other addresses on the street;
 - ii. the address spacing with other addresses is such that it creates confusion;
 - iii. the address has an incorrect odd or even designation; or
 - iv. the address conflicts with an address on a parallel street.
6. **Records Change and Notification.** When street name or number changes are approved, the City will change its records to conform to the change. Within two weeks of the erection of the new street sign, a notice will be sent by the City to all affected property owners.
 - a. The City will also send notice of the change to the County.
 - b. Property owners are responsible for notifying other public and private entities of the approved change. This includes, but is not limited to, the U.S. Postal Service, utility companies, and banking entities.

19.27.03. Street Naming.

The developer or builder will propose street names which will be reviewed by the city. The following standards shall be applied to the naming of streets in the City:

1. **Duplication.** No duplications of street names or numbers used as names within the boundaries of the city shall be approved. This includes:
 - a. Critical Duplications, where there are identical names and street type designators on two or more streets which may or may not have overlapping frontage number ranges regardless of the directional of either the street or the frontage numbers.
 - b. Common Name Duplications, where there are identical names on two or more streets, but with different street type designators.
 - c. Phonetic Name Duplications, where there are street names which have duplicate or similar pronunciations, but are spelled differently.

- d. **Stub Streets.** If a street is terminated by unimproved land and continues on the same bearing beyond the unimproved land, it may continue with the same name. Such a street is a stub street and must be required to make a connection when the unimproved land is developed.
2. **Continuity.** Proposed street names are encouraged to have the following characteristics:
 - a. historic significance;
 - b. local, sense of place;
 - c. overall theme; and
 - d. compatibility with adjacent streets.
3. **Compass Directions.** The four compass directions shall not be used as part of the street name (e.g. Eastwood) as to eliminate the occurrence of double directionals in assigning the address.
4. **Name Length.** Proposed street names shall not be longer than the typical thirteen blank space street sign, including spaces between words, but not to include the street type designator.
5. **Street Type Designations.** Proposed street names and street types shall be matched as follows:
 - a. **Boulevard (Blvd), Parkway (Pkwy):** Arterials and collectors with planted medians or other physically separate medians.
 - b. **Drive (Dr), Way (Wy):** Meandering, curvilinear or diagonal street usually longer than 1000 feet.
 - c. **Road (Rd):** Limited streets that may run in a direction and are most always longer than 1000 feet.
 - d. **Streets (St), Avenues (Ave):** Straight directional streets.
 - e. **Lanes (Ln), Row:** Short collector or minor streets which are usually less than 1000 feet in length. May be used in names for private rights-of way.
 - f. **Circle (Cir), Court (Ct), Place (Pl), Cove (Cv):** Permanent dead end streets or cul-de-sac streets usually less than 600 feet in length and containing three or more lots or separate dwelling structures.
 - g. **Center (Cntr) and Mall:** Designations reserved for high density commercial developments with multiple structures and occupancies that can be substituted for the street type designator in an assigned address.
6. **Street Signs Standards.**
 - a. All street sign posts shall be seven feet minimum from ground to bottom of sign.
 - b. All street sign posts shall be a 2" x 2" standard galvanized post made from TeleSpar or an approved equal.
 - c. All street signs shall be installed with the edge of the sign two feet from the vertical extension of the back of the curb, as near as possible to the approach curb point of curvature. Signs shall not overhang sidewalk or curb and gutter.
 - d. All streets signs installed on public streets shall be green Scotchlite 8-inch sign with 6-inch lettering.

- e. All street signs installed on private streets shall be blue Scotchlite 8-inch sign with 6-inch lettering.
- f. All street signs shall be coated with 3M-high intensity sheeting, or an acceptable equal.
- g. See also the City of Saratoga Springs Street and Regulatory Signs SG-1.

19.27.04. Street and Property Numbering.

All streets, courts, circles, private roads, buildings, dwellings, apartments, units, suites, offices, subdivision lots, parcels, properties, and businesses shall be identified according to the following standards and according to requirements of the City. All proposed site plans and preliminary plats will contain addressing grid lines and their coordinates as provided by the City. Each street, lot, unit, dwellings, or parcel in the site plan or plat shall be addressed according to the following standards:

1. All street intersections shall be addressed numerically. Street intersection numbers shall end with a “0” or a “5” and with “North,” “South,” “East,” or “West”.
2. Property addresses shall not end with a “0” or “5”.
3. Property addresses shall be odd on the south and west sides of a street.
4. Property addresses shall be even on the north and east sides of a street.
5. On streets that do not conform to the four compass directions, building numbers should be assigned from the axis that most nearly matches the principal direction of the thoroughfare.
6. Property addresses for vertical condominium, apartment, or office complexes shall be identified by a single address, and the individual units shall have a unique identifier such as suite, apartment, dwelling, or unit number.
7. Building numbers should be comparable, but not duplicated, on parallel streets and should be in consecutive order.
8. Building numbers should be assigned to opposite sides of the street as determined under the City grid system.
9. Dual addresses on corner lots will be assigned. At Building Permit issuance, one address shall be permanently assigned.
10. Buildings that are hidden behind other buildings or do not have public frontage, shall be numbered from the centerline of the principal access or driveway.
11. City staff shall assign numbers to site plans before final site plan approval, based on the above standards.

19.27.05. Building Identification.

All buildings shall have approved address numbers, and such numbers shall be identified using the following standards:

1. **Background.** Numbers shall be set on a background of a contrasting color.
2. **Size.** Residential building numbers shall be at least four inch tall block letters. All building numbers shall be of sufficient size so as to be legible from the street or private road. Non-residential buildings shall use Arabic numbers or alphabetic letters that are a minimum four inches high with a minimum stroke width of 0.5 inch, installed on a contrasting background and be plainly visible from the street or road fronting the property.
3. **Visibility.** Numbers shall be placed in a position that is plainly legible and visible from the street or road fronting the property. When a building is a distance greater than the required setback from a street or when view of the building is blocked by trees or shrubs, numbers shall be displayed on a sign attached to a fence, gate, street mailbox, or lawn stake, in addition to being placed on the building.
 - a. Multi-family structures, commercial, office, or institutional building numbers shall be placed in a prominent location at the main entrance of such buildings.
 - b. Interior suites, apartments, units, or offices shall be clearly identified in a logical numeric or alphabetic sequence.