

Clay County

Property Address

Standard



October 1998

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I. Introduction

Addresses are widely used by many organizations. The increased need for sharing address information among various entities is the purpose for the development this standard format of address structure and content. ***The format for representation of address information contained in this standard will be maintained throughout Clay County departments dealing with property address related concerns.***

Clay County GIS, in cooperation with the Auditor's, Treasurer's, Assessor's, Planning, and Zoning Departments, will create and maintain the address database, of property addresses in the Clay County. Clay County GIS will also assume maintenance responsibility for this standard.

The purpose of this standard is to facilitate the sharing of address information by standardizing some commonly used descriptive elements which provide information referring to property location or the delivery of information to owners or interested parties of properties in the Clay County. Within this Standard, addresses are regarded as simply an attribute of an individual ownership parcel.

The Clay County Property Address Standard was Adopted by the County Board of Commissioners on 13 October 1998. The Address Standard Committee, the Committee who established these standards, is charged with ensuring the integrity of the standard and updating and/or appending as required.

In the concern for public safety, every effort will be made by the Clay County to ensure compliance of this Standard in assigning address components. However, because no single standard can encompass every possible situation, there may be exceptions allowed to parts of the standard in certain circumstances.

II. Definitions & Descriptions

There can be up to four address types in the various databases within the County. They include situs, building, establishment and mailing.

Situs Address – Set of information relating to the unique identifier for the permanent physical location of the property relative to local roadway name and numbering schemes or other unique identifying characteristics. This is also called the Property Address.

Building Address – Set of information relating to the unique identifier for individual buildings.

Establishment Address – Set of information relating to the unique identifier for individual units located in a building with multiple units. For example, in a mall or apartment building the establishment address will be the building address with the suite or unit number.

Mailing Address – Set of information denoting the basis of forwarding and delivering items to the addressee designated to receive property tax related correspondence concerning the parcel.

The following terms and definitions will be used to refer to the components of addresses in Clay County:

Primary Address Number – The number assigned to a building or land parcel along a roadway to identify location. This can also be known as *House Number* or, sometimes, *Roadway Number*.

Primary Address Number Suffix – The house number designator which may further explain, or denote, the specific site ($\frac{1}{2}$, $\frac{1}{4}$, A, B, etc.).

Pre-directional Symbol – The roadway vector, or direction the roadway has taken from some point (**SE Main Ave**). NOTE: The general format standard will only use pre-directionals if they are an actual part of the legal roadway name. Pre-directional designations are not used in Clay County.

Roadway Name – The name assigned to a street or road. These may be descriptive (MAIN), locative (OAKPORT, JUNCTION), derived from nature (TURTLE), or logical (1, 2, etc.).

Alias Roadway Name – The additional name official roadways may be referred to due to historical issues, roadway renaming, or common local nomenclature. (8 ST = HWY 75)

Roadway Suffix – The roadway name designator, or qualifier (Street, Avenue, Drive, Boulevard, etc.) Standard abbreviations shall be required for the roadway suffix.

Post-directional Symbol – The directional symbol that represents the sector of the city where an address is located (32 AVE **NE**). Standard abbreviations shall be required for the post-directional symbol.

Directional Symbols within the Clay County are as follows:

**Table #1
Directional Symbols**

DIRECTIONAL	ABBREVIATION
North	N
South	S
Northwest	NW
Southwest	SW

Secondary Type Designator – The room, suite, unit, space, lot, or building identifier. Standard abbreviations shall be required for the secondary unit designator.

Secondary Type Number – The number associated with a secondary type.

Last Line Information – The City, State (two-character code), and ZIP Code. This is referred to as “Last Line” because this is the information required by the US Postal Service as the last line of mailing address on deliverable items.

Address Standard Committee – The Committee comprised of the following Clay County employees who has established these standards and will continue to meet on an as-needed basis to ensure the integrity of the standard and update and/or append as required: GIS Coordinator, Emergency Services Manager, 1st Responder, Fire Chief, and Dispatch Supervisor.

III. References

Data Standard for Representation of Address Information, Contract No. 68-W1-0055, Prepared for the Environmental Protection Agency, was referenced for general definitions, rules, and content guidelines.

Address Data Content Standard, Subcommittee on Cultural and Demographic Data, was referenced for definitions and content guidelines.

USPS Publication 28, Postal Addressing Standards, was referenced for data format and structure guidelines, directional and suffix abbreviations, and unique circumstance rules.

IV. Standard Address Components

A situs, or site, address is a set of precise and complete data elements that describe the physical location of a parcel of land. The following address elements will be included in the standard for addresses in the Clay County. Data sets, whether or not separated into the individual components, should conform to the conventions in this standard utilizing the components in the format and order designated.

In all address data elements, no punctuation will be used and all text will be in capital letters.

A. **ADDRESS TYPE**

The address database may be comprised of one of four address types: **site** (main parcel address), **building** (address for each building on the parcel), **establishment** (site address with suite number or unit number as in a mall) or **mailing** address.

Site and building addresses will be established by Clay County GIS and will be derived from a grid in order to preserve the integrity of the address database.

B. **PRIMARY ADDRESS NUMBER**

The primary address number is the address assigned to the house, or building, number without hyphens, dashes, punctuation, or spaces.

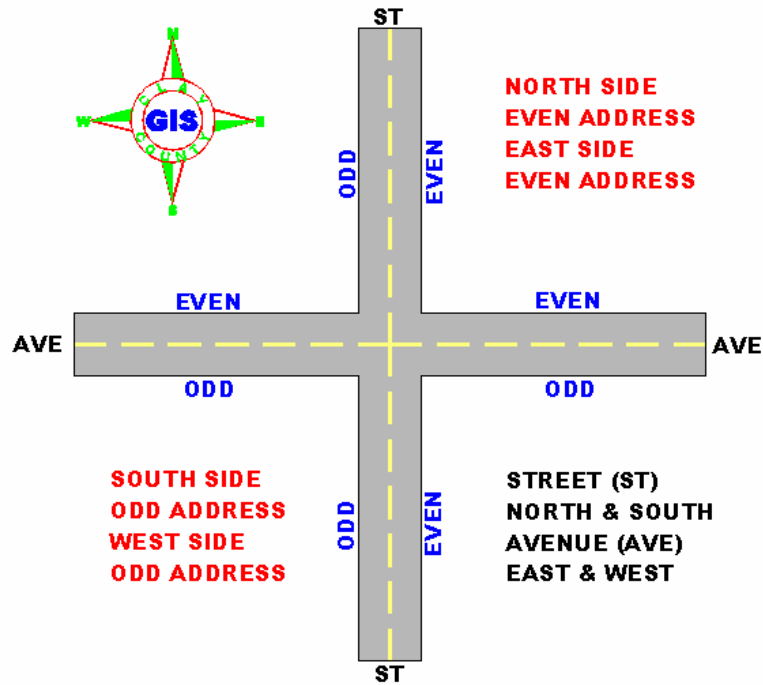
(1) **Local Addressing Grid**

Primary address numbers will be addressed off a typical grid system. In Clay County, the Red River and Highway 10 are the baselines establishing the addressing grid system.

(2) **Odd/Even Rule**

As a general rule, as you traverse away from the established baselines (Red River, Highway 10) where address numbers increase as you progress. House numbers on the north and east sides of roads are EVEN. House numbers on the south and west sides of the road are ODD (refer to addresses scheme on page 4).

Diagram #1



(a) Exceptions to Odd/Even Rule

There may be instances where the odd/even rule does not apply (e.g. circular streets, cul-de-sacs, blisters, etc.) A circular street connects back to the same roadway from where it originates. One of the two intersections must be selected as the starting point for the addresses around the circle. This is done by noting the direction of increasing address numbers along the street of origin. Addresses are then assigned along the circular street in a continuous fashion (see Diagram #8 on page 17 for example).

Cul-de-sacs are streets which begin at an intersection and run to a dead end. For a roadway to be considered a Cul-de-sac, it must be at least 300 feet in length. Essentially, the addressing procedure for cul-de-sac streets has been the same as those for any other regular roadway. The only noticeable difference is that at the closed end of the street, even and odd address will abut (see Diagram #9 on page 18). Cul-de-sac roadways should be named according to the addressing street grid.

Blisters are roadways that are bumps or extensions off a roadway and are not true cul-de-sacs. Blisters are 300 feet or less in length. Blisters are considered to be part of the original roadway and should be addressed accordingly (refer to Diagram #7, page 16 for example).

The Addressing Standards should be followed as closely as possible when addressing those types of roadways where the odd/even rule may not apply.

(3) General Guidelines for Assigning Primary Address Numbers

Each parcel within City limits, including vacant properties, shall be assigned a primary address number. In rural areas, only parcels with development are issued a primary address.

Primary address numbers must be assigned in numerical sequence, and addresses along a roadway should increase consistently in one direction. Existing addresses on or near the property should be reviewed to eliminate duplication.

Addresses across the roadway from one another should be similar. Some variation is to be expected, but it should be followed as closely as possible.

Further, addresses must take into account both current and future development. When assigning situs addresses in new additions, a sufficient interval should be left between address numbers (especially on large sized lots) to allow for future growth.

Addresses that have been issued on vacant lots at the time the addition was platted may need to be reviewed at the time the building permit is issued to ensure compliance with the standard. Planning and Zoning personnel should contact Clay County GIS to verify addresses prior to issuance of building permits.

(4) Assigning Primary Address Number on Residential Property

Primary addresses for *residential properties* should be determined by the roadway which the structure faces. The facing of a structure is determined by the location of its front or main entrance.

(5) Assigning Primary Address Number on Commercial Property

Primary addresses for *commercial properties* should, where possible, be determined by the roadway which the structure faces. However, when addressing commercial developments it may be necessary to address the building off the *access route*, the section of roadway used to reach a structure from a public or private right-of-way.

(6) Processing Requests for Change of Address

For personal or business reasons, the owner of a structure may request a change of address. If the request is deemed reasonable by Clay County GIS, a change of address will be initiated.

Additionally, if it is determined that an existing address on a building does not adhere to this Standard, Clay County GIS, per this standard, will have the authority to initiate a change of address and will work with property owners to revise the address.

(7) Parcels with Multiple Buildings/Suites

Parcels with single buildings will be assigned a single main property address. If multiple address numbers exist on a parcel due to multiple buildings, a main property address will be assigned to the parcel and each additional building will also be assigned a separate address.

Parcels with stacked buildings will be addressed with the smaller address number beginning at the street from which they are accessed.

Buildings with multiple dwelling units that have separate **street level** entrances will be assigned a main property address for the parcel and separate building numbers for each exterior door. This will occur only in cases where the street level entrance configuration will not change and may not work in situations such as strip malls. Where a single building has multiple doors leading to a shared hallway or lobby, only one address shall be assigned. Each door may be distinguished by a unit number.

Buildings with multiple units or leased spaces will be assigned one main property address and each unit in the building will be assigned a separate Unit (residential properties) or Suite (commercial properties) number (e.g. 404 8 ST S Unit 101).

(8) Unusual Addressing Issues

Unusual addressing issues may arise that will require review. Those addressing issues will be reviewed by Clay County GIS.

Examples of guidelines that will assist with addressing on unique roadway layouts are included as Appendix A to the Standard.

C. PRIMARY ADDRESS NUMBER SUFFIX

The Primary Address Number Suffix is the additional descriptor along with the *Primary Address Number* that may further describe the site location ($\frac{1}{2}$, $\frac{1}{4}$, A, B, etc.) The use of primary address number suffixes will be prohibited.

D. PRE-DIRECTIONAL SYMBOL

A pre-directional symbol is the use of North, South, East, West, or Northeast *before* the actual street name. **The Directional symbols will NOT be used before the Roadway Name. Only** in cases where a roadway was specifically named using a directional designator will the designator appear after the *Primary Address Number*. In these cases, the directional designator is considered part of the *Roadway Name* and will be spelled out entirely and not abbreviated. Pre-directionals are not used in Clay County.

E. ROADWAY NAME

The roadway name is the full name assigned to a street or road.

(1) Naming Roadways

All streets and avenues will be numbered in the proper ascending order. Names will be applied where necessary to prevent duplicate street and/or avenue numbers and also to prevent the use of one-half ($1/2$) numbered streets and avenues.

Where the name of the roadway is descriptive or text based, the entire name will be spelled out and no punctuation or abbreviation will be used. (BIRCH, CENTER, TURTLE)

Where the name of the roadway is numeric, the numeric digits will be used rather than spelling out the numbered roadway name.

(2) Regulations for Naming Roadways

The following designators ***WILL NOT*** be used along with numeric roadway names to format the address: "ST", "ND", "RD", "TH". (910 19 AVE S, 807 11 ST N).

When naming roadways, names will no longer include two roadway name suffixes. (**CIRCLE AVE S, COURT AVE S, STREET CIRCLE S**).

When naming roadways, duplicate names where two streets have the same name but different suffixes will not be used. (**9 AVENUE** and **9 AVENUE CIR, QUEENS ST** and **QUEENS CT**).

When naming roadways, do not use names that include directions. (**SOUTHWOOD, WESTGATE**).

Street and avenue names for new additions and revisions to existing names will be reviewed Clay County GIS to prevent duplication and ensure adherence to the Standard.

(3) Private Drives

Addresses on private drives will be recognized in Clay County under certain circumstances. In order for addresses to be assigned from a private drive, the exact location of the drive must either appear on the original plat map of the subdivision or must be surveyed and a copy of the survey provided to Clay County. Names of the private street must be clearly depicted on the legal survey, along with the words, Private Drive, in order to eliminate any confusion of property owners purchasing property abutting the private drive over whether County services will be provided. Roadway signs must be posted at the proper locations of the private drives in the same manner and format as other roadways.

(4) Signage and Posting

(a) New Construction

Roadway signage will be included as a bid item with engineering construction projects and will adhere to the roadway naming abbreviations and guidelines detailed within this Standard.

(b) Existing Roadways

Existing roadway signs will be replaced as warranted. As new signs are made, the highway department should check with the GIS Coordinator for the correct name and spelling of streets.

F. ALIAS ROADWAY NAME

The alias roadway name is the full *ROADWAY NAME* that, due to historical issues, renaming, local custom, or other issues, an officially used roadway may also be referred to. (JUNCTION AVE N is known as OLD HWY 2; 8 ST S is known as HWY 75). A separate column will be maintained in the address database to include alias roadway names.

G. ROADWAY NAME SUFFIX

Roadway name suffixes will be abbreviated according to the table of standard suffix abbreviations. (910 19 **ST S**, 2806 WHEATLAND **DR**, 1819 2 **AVE S**).

Where an address contains two words after the *Roadway Name* that appear in the suffix abbreviations table, the first of the two words is considered part of the Roadway Name. The first of the two words will be spelled out and the second will be abbreviated. (3824 **CIRCLE AVE S**, 3212 35 **COURT AVE S**, 5656 20 **STREET SOUTH CIR**). Abbreviations for roadway name suffixes are listed in Table 2 below.

**Table #2
Roadway Name Suffixes**

SUFFIX NAME	ABBREVIATION	SUFFIX NAME	ABBREVIATION
AVENUE	AVE	PARKS	PARK
BOULEVARD	BLVD	PARKWAY	PKWY
CENTER	CTR	PARKWAYS	PKWY
CIRCLE	CIR	PLACE	PL
CIRCLES	CIRS	PLAZA	PLZ
CORNER	COR	POINT	PT
CORNERS	CORS	POINTS	PTS
COURT	CT	PRAIRIE	PR
COURTS	CTS	RIVER	RIV
COVE	CV	ROAD	RD
COVES	CVS	ROADS	RDS
CURVE	CURV	ROUTE	RTE
DRIVE	DR	ROW	ROW
DRIVES	DRS	SQUARE	SQ
ESTATE	EST	SQUARES	SQS
ESTATES	ESTS	STATION	STA
EXPRESSWAY	EXPY	STREET	ST
FIELD	FLD	STREETS	STS
FIELDS	FLDS	VALLEY	VLV
FREEWAY	FWY	VALLEYS	VLYS
GATEWAY	GTWY	VIEW	VW
HIGHWAY	HWY	VIEWS	VWS
JUNCTION	JCT	VILLAGE	VLG
LANE	LN	VILLAGES	VLGS
MALL	MALL	WALK	WALK
MEADOW	MDW	WALKS	WALK
MEADOWS	MDWS	WAY	WAY
ORCHARD	ORCH	WAYS	WAYS
PARK	PARK	CROSSING	XING
TERRACE	TER		

H. POST-DIRECTIONAL SUFFIX

Post-directional designators will be used on all numbered roadways and those named roadways that do not already include a post-directional suffix in the roadway name. Post-directional suffixes will be abbreviated according to the table of standard directional abbreviations.

HWY 10 will be the separator between north side addresses and south side addresses.

Numbered streets and avenues west of *1 ST N*, in Oakport Township, will be assigned the **NW** post-directional designator abbreviation.

I. SECONDARY TYPE IDENTIFIER

Secondary address unit designators will be used and will be abbreviated according to the standard table of secondary address unit designators (**UNIT, STE, APT, DEPT, SKY, PARK, BKWY, etc.**). Abbreviations for secondary type identifiers are listed in Table 3.

**Table 3
Secondary Type Identifiers**

APARTMENT	APT	REAR	REAR
BUILDING	BLDG	SPACE	SPC
DEPARTMENT	DEPT	SUITE	STE
FRONT	FRNT	UNIT	UNIT
HANGAR	HNGR	SKYWAY	SKY
PATH	PATH	BIKEWAY	BKWY
WALKWAY	WKWY	LAKE ACCESS	LKAC

J. SECONDARY TYPE NUMBER

If the correct *Secondary Type Identifier* is known, such as UNIT or STE, the pound (#) sign is not used in the *Secondary Type Number* (1101 22 ST S UNIT 12).

V. Process for Assigning Addresses

This standard has been developed as a tool to assist staff in establishing addresses for properties within Clay County. This standard is also a method of establishing standards to facilitate the automation, integration and sharing of departmental databases within Clay County, as well as publicly available address databases.

VI. Addressing Properties in Rural Clay County

Effective October 1998, Clay County GIS will assume responsibility for addressing parcels in Clay County. Jurisdictions with their own planning commission will be responsible for assigning their own addresses. In all other areas of Clay County, Clay County GIS will assign addresses. Because the majority of the parcels are rural, some additional addressing requirements are necessary. The details are outlined below.

1. Addresses should be assigned off the nearest roadway and per the Clay County numbered street and avenue grid system.
2. There is a major named street or avenue adjacent to each section within Clay County.
3. On rural properties and larger-sized tracts, addresses should be assigned based on the access point to the parcel.
4. In rural areas, there are ten blocks in each mile.
5. HWY 10 is the dividing line between North and South.

VII. Maintenance and Administration of Standard on Formatting Property Addresses

While the Standard as approved is comprehensive, it will be necessary to revise the Standard as new development occurs. Revisions to the Standard will be recommended by the Address Standard Committee. Any procedural or potential legal issues relating to the Standard will be brought forward to the County Commission at the discretion of the Address Standard Committee.

For the most part, the Standard will be enforced on new and revised addresses. Existing areas of the County may contain some address components that are not 100 percent compliant with the standard. In these areas, changes may be initiated by Clay County where there is a potential public safety concern. Additionally, existing roadway signs needing changes as a result of the Standard will be replaced as normal turnover would occur unless an immediate replacement is required for public safety needs.

APPENDIX A

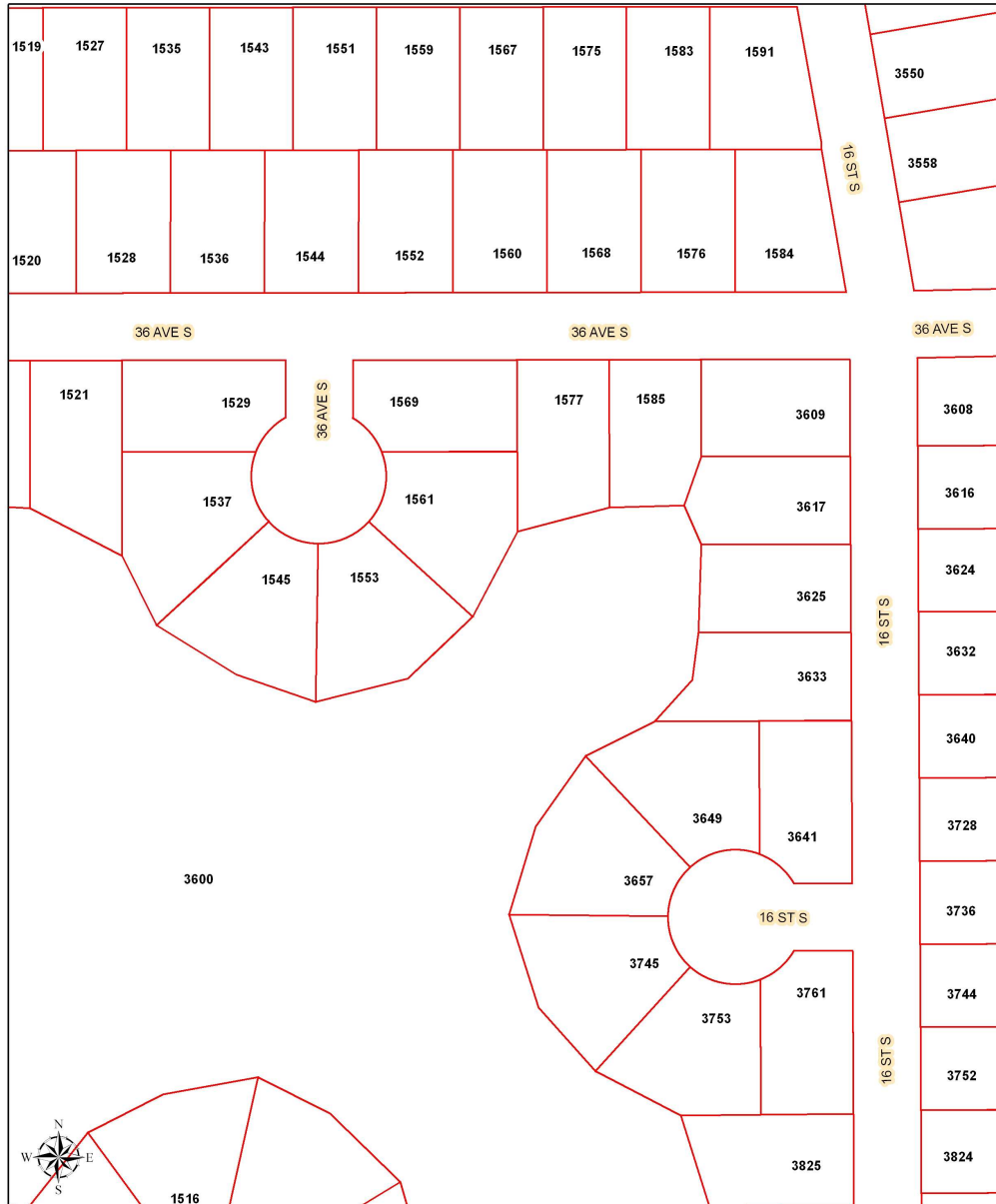
EXAMPLES OF UNUSUAL ADDRESSING ISSUES

Addressing Blisters

Blisters are a small extension (less than 300 feet) off the roadway that travel in a circular direction (see diagram). Addressing buildings on blisters will be consistent with addressing on regular roadways; the addresses will be assigned in numerical sequence and increase consistently according to the direction of travel. The addresses will be based off the street that provides access.

**Diagram #2
Addressing Blisters**

ADDRESSING BLISTERS

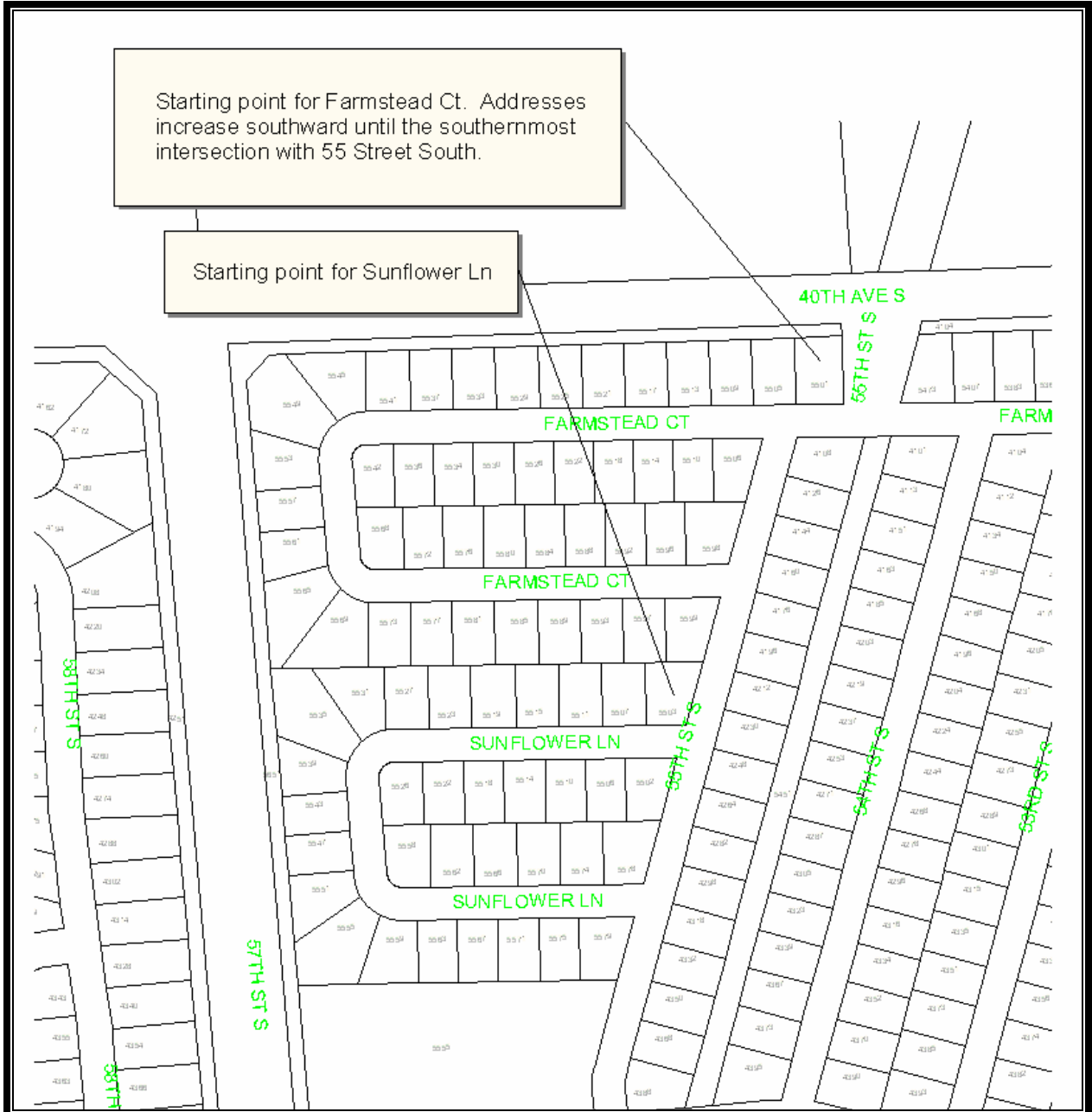


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Addressing Circular Streets

A circular street connects back to the same roadway it originates from. One of the two intersections must be selected as the starting point for the addresses along the circle. This is done by noting the direction of increasing address numbers along the street of origin. Addresses are then assigned along the circular street in a continuous fashion (see below).

Diagram #3
Addressing Circular
Streets

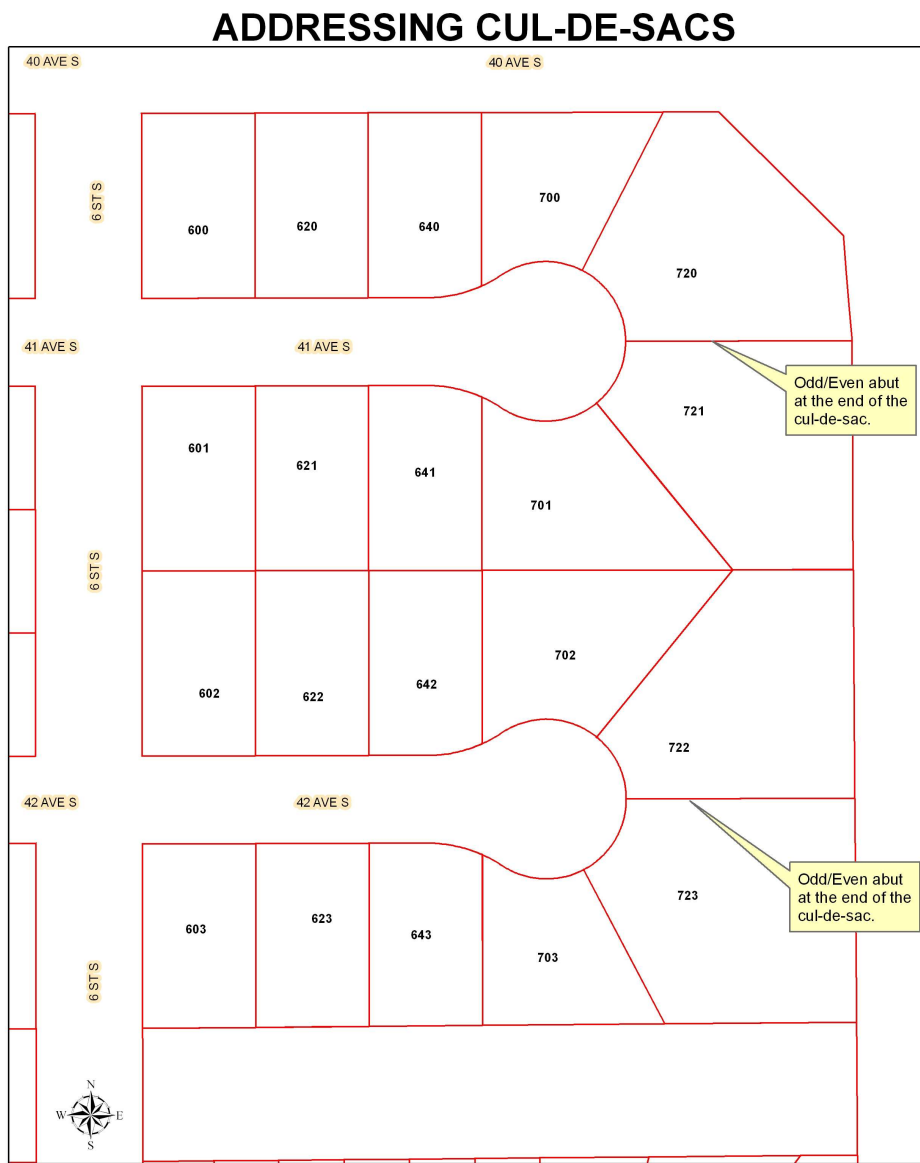


Addressing Cul-de-Sacs

Cul-de sacs are streets which begin at an intersection and run to a dead end. A cul-de-sacs must be more than 300 feet in length.

Essentially, the addressing procedure for existing cul-de-sac streets has been the same as those for any other regular roadway. The only noticeable difference is that at the closed end of the street, even and odd address will abut (see example below). cul-de-sacs should be addressed and named off the street from which they extend.

**Diagram #4
Addressing Cul-de-Sacs**

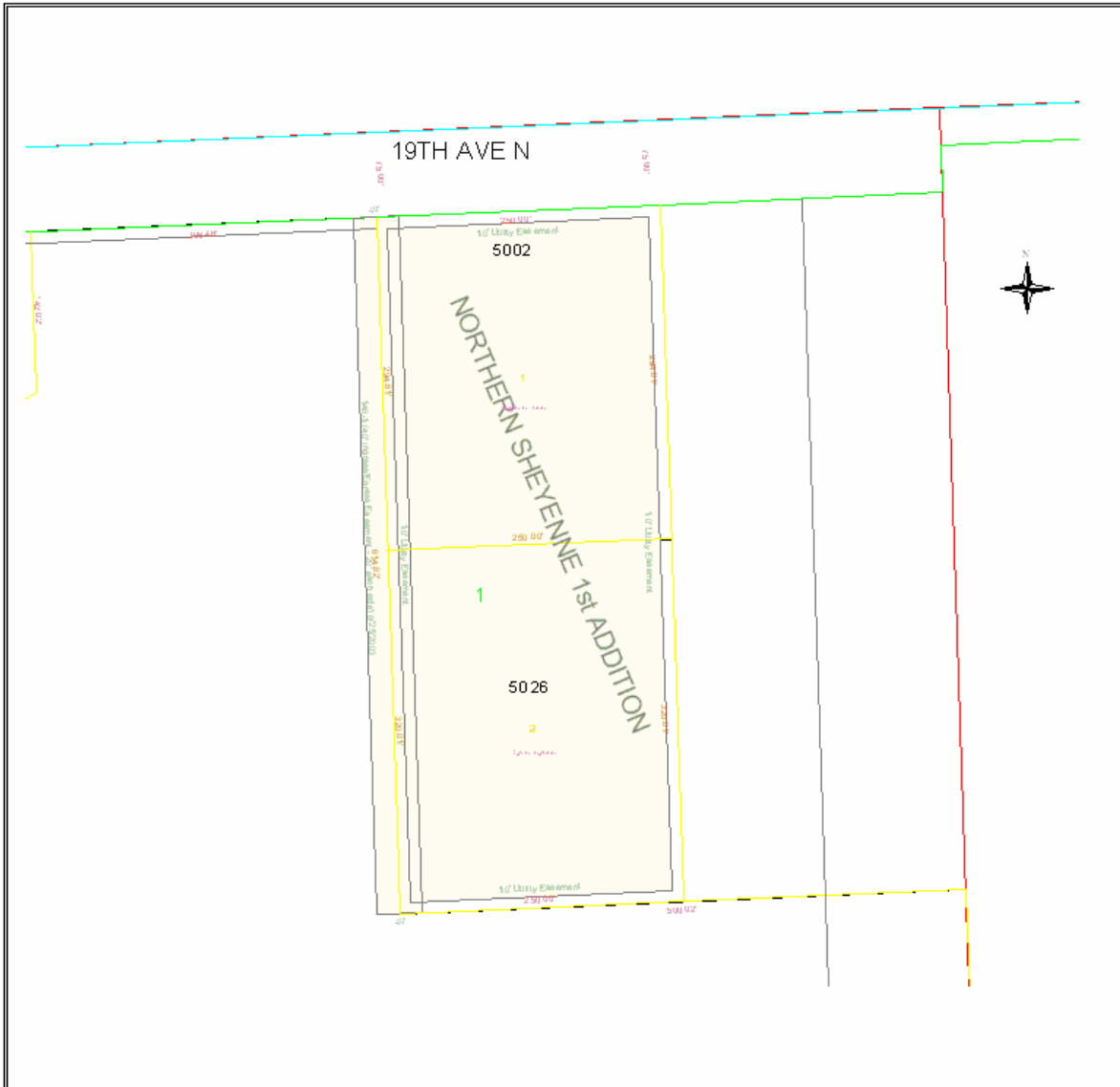


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Addressing Stacked Lots

Stacked lots will be addressed off the nearest main roadway which provides access to the lots. The lots will be numbered in consecutive order with the lowest number nearest the street.

**Diagram #5
Addressing Stacked Parcels**



APPENDIX B

HOUSE NUMBER SPACING IN RURAL AREAS

Clay County Rural Addressing House Numbering

XXXXXXXXXX



APPENDIX C
CLAY COUNTY ADDRESSING STANDARDS

Clay County Addressing Standards

All addresses must be fully spelled out, and abbreviated by using the USPS Standard Abbreviations. Format all lines of the address with a uniform left margin. Only uppercase letters should be used. Addresses should consist of a recipient line, delivery address line and last line.

RECIPIENT LINE: Name of a person or business.

DELIVERY ADDRESS LINE: House number first followed by street name, street type, post directional and secondary address (if needed). Numeric street names should not be spelled out and do not contain a st, nd, rd or th after the number. Street type is abbreviated as AVE, ST, HWY. Directionals is the term used to refer to the part of the address that gives directional information for delivery. (i.e., N, S, E, W, NE, NW, SE, SW). Abbreviate directionals to the appropriate one or two-character abbreviation. In Clay County, we use a Post Directional Field, which means that the directional should follow the street type. Secondary address unit designators, such as APARTMENT or SUITE should be included at the end of the Delivery Address Line. The pound sign (#) should not be used if the correct designation, such as APT or STE is used. If the pound sign (#) is used, there must be a space between the pound sign and the secondary number (715 11 ST N # 202). Addresses on highways are arranged a bit differently than those on numbered streets. An address would read: 12345 HWY 9 N vs 12345 90 AVE S

LAST LINE: With the exception of the hyphen in the ZIP+4 code, punctuation should not be used. Spell city names in their entirety. Format the last line with at least one space between the city name and two-character state abbreviation. Two spaces are preferred between the state abbreviation and the ZIP+4 code.

So basically, all address should be in capital letters, contain no punctuation, use proper abbreviations and not include a th after the street number.

A list of common abbreviations follows.

Common Abbreviations			
APARTMENT	APT	LANE	LN
AVENUE	AVE	MINNESOTA	MN
BOX	BOX	NORTH	N
BROADWAY	BDWY	ROAD	RD
BUILDING	BLDG	ROOM	RM
COURT	CT	RURAL ROUTE	RR
DEPARTMENT	DEPT	SOUTH	S
DRIVE	DR	STREET	ST
EAST	E	SUITE	STE
FLOOR	FL	TRAILER	TRLR
HIGHWAY	HWY	UNIT	UNIT
JUNCTION	JCT	WEST	W
LAKE	LK		

