



December 4, 2013  
Date (Month, Day, Year)

## Hamilton County Board of Commissioners RESOLUTION

No. 1213-7

A RESOLUTION ADOPTING AMENDMENTS TO THE REGIONAL ADDRESSING POLICY FOR HAMILTON COUNTY, TENNESSEE AS DESCRIBED IN THE REVISIONS DOCUMENT ATTACHED AND AS DEMONSTRATED IN THE ATTACHED COPY OF THE POLICY.

WHEREAS, a standard addressing policy was adopted in 1998 as the regional addressing Policy, and

WHEREAS, the Regional Addressing Policy was amended via Resolution 1006-37 in October 2006, and

WHEREAS, it has been determined that there is a need to further amend the Regional Addressing Policy for clarification and practicality, and

WHEREAS, the changes as proposed are described in the attached "Revisions to the Regional Addressing Policy 2013".

NOW, THEREFORE, BE IT RESOLVED, BY THIS COUNTY LEGISLATIVE BODY IN SESSION ASSEMBLED:

That the Regional Addressing Policy as amended be adopted for Hamilton County, Tennessee.

BE IT FURTHER RESOLVED, THAT THIS RESOLUTION TAKE EFFECT FROM AND AFTER ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT.


### CERTIFICATION OF ACTION

Approved: ☒

Rejected: ☐

Approved: ☒

Vetoed: ☐

  
County Clerk

  
County Mayor

December 4, 2013

Date

## **Revisions to the 2013 Regional Addressing Policy 2013**

### Definitions:

1 (Page 2) – Removed wording “building designation”, removed wording “Building designations are needed when multiple buildings are given the same address”

### Statements of Policy:

General Policies 1.5 (Page 4) – Removed wording “The owner of multiple occupancy buildings shall retain full control over the”

General Policies 1.7 (Page 4) – Changed wording “Hamilton County Geographic Information Systems (GIS)” to “HCGIS”, changed wording from “any” to “all”, changed wording from “may be” to “are”, added wording “multiple dwellings and/or units on”

Addressing Grid 2.9 (Page 7) – Created section 2.9

Addressing Grid 2.9 (Page 7) –Added wording “Offset streets shall not be considered separate streets when the centerline distance of the offset is equal to or less than 150’. When the offset is less than 150’, the street name may continue across the intersection unless at a baseline street or when in conflict with any other provision of this policy.”

Address Assignment 3.1 (Page 7) – Added wording “except where otherwise authorized by this policy”

Address Assignment 3.12, paragraph 2 (Page 9) – Changed wording “the owner of the building” to “HCGIS”

Address Assignment 3.12, paragraph 4 (Page 9) – Changed wording “the buildings’ owner” to “HCGIS”

Address Assignment 3.14 (Page 10) – Removed wording “lot or”

Address Assignment 3.16 (Page 10) – Changed wording “e.g.” to “including but not limited to”

Address Assignment 3.18, paragraph 5-7 (Page 11) –Changed wording “A single street address shall be determined for an apartment complex. The property owner shall designate each structure and unit within each structure with internally unique identifiers. The property owner shall provide a scale drawing of the property showing each structure and a general written description of the unit designation method or pattern to the appropriate governing agency. The address of each unit shall be formed by joining the street address, the building designation and the unit designation; for example, ‘435 Main Street, Apartment 32C’ for building 3, 2<sup>nd</sup> floor, unit C of the apartment complex located at 435 Main Street” to “Apartment building addresses shall be established in two manners: If each building has direct access to the main road, address numbers for each building will be assigned to the main road. When two or more buildings are accessed by a driveway off the main road, the driveway shall be given a private road name and buildings given individual address numbers off the private road. HCGIS shall designate unit identifiers for all units within each apartment building. The unit number assigned shall

indicate the floor location (I.E. "Apartment 204" is the fourth unit on the second floor.) The lowest occupied floor on a structure will be deemed the first floor."

Address Assignment 3.18, paragraph 12 (Page 12) – Changed wording "Addresses for units in a freestanding, multi-story, multi-family residence shall be treated as if an apartment complex; i.e., there shall be one street name and address number for the building with a separate unit number for each dwelling." to "Addresses for units in freestanding, multi-family residences shall be addressed in two manners: If each unit has a separate entrance and the building is one story, each unit shall receive a separate address number. If units are accessed from a single building entry point or the building is multi-level, the building will be addressed as an apartment building with a single address and unit numbers."

Address Assignment 3.18, paragraph 17-19 (Page 12) – Changed wording "Each commercial building with separate access to a street shall be given a unique street address. All the buildings in a commercial development (offices, warehouses, shopping center, etc.) with a shared point of access to a street shall have a single street address. The property owner shall designate each structure and unit within each structure with internally unique identifiers. The property owner shall provide a scale drawing of the property showing each structure and a general written description of unit designation method or pattern to the appropriate governing agency. The address of each unit shall be formed by joining the street address, the building designation, and the unit designation; for example '435 Main Street, Suite 305,' suite number means unit 5 in building 3. In multiple story commercial buildings, suites should be numbered according to the floor they are on by using the floor number as the first part of the suite number; for example, suites on the fourth floor of an office building would be numbered in the range of 400-499" to "Commercial building addresses shall be established in two manners: If each building has direct access to the main road, address numbers for each building will be to the main road. When two or more buildings are accessed by a driveway off the main road, the driveway shall be given a private road name and buildings given individual address numbers off the private road. HCGIS shall designate unit identifiers for all units within each commercial building. The unit number assigned shall indicate the floor location (I.E. "Suite 204" is the fourth unit on the second floor.) The lowest occupied floor on a structure will be deemed the first floor. Addresses for units in freestanding, multi-business buildings shall be addressed in two manners: If each unit has a separate entrance and the building is one story, each unit shall receive a separate address number. If units are accessed from a single building entry point of the building or if the building is multi-level, the building will be given a single address number with unit numbers."

Address Assignment 3.18, last 3 paragraphs (Page 14) – Removed wording "Suite numbers shall be determined as if every suite were a building. Each property owner or authorized representative of a property owner shall install the address number upon such building prior to the issuance of a certificate of occupancy by the Building Official. Whenever an address number becomes incorrect, obliterated or indistinct, the property owner of every such building shall procure and place thereon the correct number, within (30) thirty days after receiving written notice to do so from the appropriate governing agency, Building Official, an authorized Inspector, Police Chief, or Fire Chief. "

Address Signage 4.2 (Page 15) – Changed wording "chapter" to "section"

Address Signage 4.3 (Page 15) – Changed wording “an address number” to “a property or building”, added wording “or the affixed address number has”, removed wording “This only applies to the City of Chattanooga”

Address Signage 4.5, paragraph 3 (Page 15) Added wording “the address number shall be placed”, changed wording “near the primary means of ingress or egress to such property” to “adjacent to the intersection of the ingress/egress and the public road”

Address Signage 4.5, paragraph 6 (Page 16) – Changed wording “the mailbox of the building” to “freestanding mailboxes”, removed wording “as long as it is on the property standing alone”

Address Signage 4.6, paragraph 2 (Page 17) – Changed wording “without” to “with”, changed wording “of the development” to “development”

Address Signage 4.6, paragraph 3 (Page 17) – Removed wording “with a”, removed wording “of”

Address Signage 4.6, paragraph 6 (Page 17) – Added wording “; or”

Address Signage 4.6, paragraph 7 (Page 17) – Added wording “readable from street level; or”

Address Signage 4.6, paragraph 8 (Page 17) – Removed wording “or a”

Addressing Signage Section number 4.8 corrected to 4.7

Address Signage 4.7 (Page 18) – Changed wording “Hamilton County Highway Department shall” to “The appropriate governing agency shall”, added wording “municipalities and”, changed wording “Hamilton County” to “Is it the responsibility of the property owner to”, removed wording “does not”

Street Names 5.3 (Page 18) – Removed wording “three”, removed wording “members”

Street Names 5.15 (Page 20) – Removed wording “in the county”

Street Name and Number Changes (Page 22-23) Added new section 6.2, shifted all other sections 6.2 to 6.3, 6.3 to 6.4, 6.4 to 6.5, 6.5 to 6.6, 6.6 to 6.7

Street Name and Number Changes 6.2 (Page 22) – Changed wording “governing” to “legislative”

Street Name and Number Changes 6.5 (Page 22) – Added wording “Streets that are within a historical zone in the City of Chattanooga will be given preference”

Street name and Number Changes 6.7 (Page 22) – Removed wording “Residents and”

Added new section – Addressing Appeals Board

# Hamilton County Regional Addressing Policy

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# Hamilton County Regional Addressing Policy

## Policy Record

The Regional Addressing Policy was originally adopted by Hamilton County Commission on June 18, 1997. An amendment to the document was approved by the Hamilton County Commission on October 21, 1998. A resolution amending this policy was submitted April 2006.

## Statement of Intent

The Hamilton County Regional Addressing Policy establishes a uniform method of assigning addresses and approving street names throughout Hamilton County. Uniformity is necessary for the preservation of public health, safety, and welfare. Inconsistent and duplicate addresses and street names cause confusion in real property records, delay mail delivery, and raise the threat to citizens in emergency situations. A critical element in this project is the concept of address consistency and specificity. The policies contained in this statement represent the minimum level of intrusion in private life necessary to meet the objectives.

## Definitions

1. **Address Number.** The numerical address and unit designation. Unit designations are needed by multiple-occupant buildings.
2. **Building Address.** The street address assigned to a primary occupancy structure located on a parcel. A building is defined as any commercial or residential structure with its own street address, or any free-standing structure in an apartment or office complex. A unit defined by firewalls in a multiple-occupancy structure constitutes a building as the term is used here.
3. **Cul-de-sac.** A dead-end street with a semicircular paved area at the end to allow vehicles to turn around without having to back up.
4. **Direction Prefix.** That portion of a street name required to differentiate each portion of the street on either side of a baseline. Address numbers on a street increase with distance from a baseline intersection. Direction prefixes (North,

East, South, or West) were previously used to avoid duplication of addresses. Direction prefixes shall not be used by any future streets.

5. **Loop Street.** A minor road that intersects another, usually a higher volume street, at more than one point; also known as a circle roadway.
6. **Parcel Address.** The street address assigned to a parcel; recorded in the real property records of the Hamilton County Assessor of Property. The parcel address is assigned by the responsible governing agency and added to the real property database by the Assessor of Property. The parcel address may be derived from a subdivision lot address or by application of these policies.
7. **Root Name.** The primary street name element.
8. **Street Address.** The combination of address number and street name.
9. **Street Name.** The combination of direction prefix, root name, and street type suffix.
10. **Street Type Suffix.** The kind of street; e.g., Drive, Street, Lane. Used to differentiate various existing streets with the same root name. Some designated street type suffixes are used to identify cul-de-sacs and loop streets. Street type suffix may reflect the general importance of a given street in the roadway network.
11. **Subdivision Lot Address.** The street address assigned to a subdivision lot; usually recorded on the subdivision plat. The subdivision lot address (or, simply 'lot address') should become the parcel address unless the parcel boundary is different. The subdivision lot address is determined in accordance with these policies by the governmental agency responsible for subdivision plat approval.

## **Statements of Policy**

### **I. General Policies**

- 1.1. Each responsible governing agency shall retain full control over the review and approval of official street names and the assignment of addresses to subdivision lots, real property parcels, and buildings including unit designations.
- 1.2. Each responsible governing agency may administratively assign the duties of street name review and approval and/or address assignment to another governing agency.

- 1.3. The addresses of subdivision lots shall be determined in accordance with these policies prior to recording the subdivision plat. The address of each lot shall be indicated on the final plat.
- 1.4. Addresses of real property parcels shall be determined in accordance with these policies and recorded in the database maintained by the Hamilton County Assessor of Property.
- 1.5. Hamilton County Geographic Information Systems (HCGIS) will work with the owner(s) on the assignment of unit designations within the buildings. The appropriate governing agency must be notified of unit designations in the manner prescribed below prior to the issuance of a Certificate of Occupancy or within 15 days of occupancy, whichever comes first.
- 1.6. Addresses of buildings and the units within them shall be determined in accordance with these policies and recorded in the database maintained by the Hamilton County Assessor of Property and as part of the official record of any building permits issued by the appropriate governing body.
- 1.7. HCGIS maintains a database reflecting the Hamilton County Assessor's data and all additional address assignments that are provided to multiple dwellings and/or units on a single property parcel.
- 1.8. Requests for changes to address assignments and street names may be submitted by local government agencies, affected owners, utility companies, 911, and the United States Postal Service.
- 1.9. All private streets shall be assigned street names and address numbers in accordance with this policy.
- 1.10. The assignment of addresses to a private street does not imply or guarantee legal access easement to the private street.
- 1.11. The governing agencies responsible for addressing and street names will notify and share data with public agencies affected by additions, changes,



and corrections to existing address assignments and street names.

## 2. Addressing Grid

- 2.1. Street address numbers are governed by a master grid covering the entire county. This grid consists of designated baseline streets and boundaries. For the purpose of ascertaining a street number, the frontage of all streets within Hamilton County shall be measured by a uniform method from common baselines.
- 2.2. The current established baselines are:
  - 2.2.1. Eastern brow (top cliff line) of Lookout Mountain; generally coincides with the city limits of the City of Lookout Mountain, Tennessee.
  - 2.2.2. Scenic Highway from the Georgia State Line to its intersection at Cummings Highway, then west on Cummings Highway to the western Hamilton County Line.
  - 2.2.3. McCallie Avenue and its continuation as Brainerd Road from Holtzclaw Avenue to its end at Lee Highway, then along East Brainerd Road to the Western & Atlantic Railroad crossing.
  - 2.2.4. Dayton Boulevard, and its continuation as Dayton Pike, from Stringer's Ridge Tunnel to the northern county line.
  - 2.2.5. North Market Street from the Tennessee River bridge to the northern end of North Market Street and its projection to Matlock Street.
  - 2.2.6. Central Avenue and its projection from the Georgia-Tennessee state line north to the CSX Railway crossing, then west along the railroad to Alton Park Boulevard (near 33<sup>rd</sup> Street), then north along Alton Park Boulevard to Market Street, then north along Market Street to the Tennessee River bridge.
  - 2.2.7. Tennessee River east and west of Market Street Bridge.

- 2.2.8. Beginning at the intersection of Champion Road and Highway 58, then following Highway 58 to the county line.
- 2.3. The primary objective of block numbering is to create a consistent address number range on both sides of intersecting streets. The baseline grid provides a guide for street block address ranges.
- 2.4. All streets not terminating upon the baseline specified in the preceding section shall be numbered in the same manner as contiguous streets, beginning at the northern termination of the street, if running north and south, and at the eastern termination if running east and west and lying west of Market or Cowart Streets and at the western termination if lying east of such streets. (Chattanooga City Code 1986, § 32-169)
- 2.5. Address numbers on baseline streets generally increase with distance away from the Tennessee River crossing of Market Street; also known as the Point of Origin.
- 2.6. The first block adjacent to a baseline will start with the address number of 01. Successive blocks, as defined by cumulative distances or intersecting streets, shall increase by 100; i.e., block sequence is 00, 100, 200, 300, and so forth.
- 2.7. New street names shall be unique without reliance on direction prefixes. In effect, new streets which cross baselines must have different street names on each side of the baseline.
- 2.8. New subdivisions that include new streets shall have their internal address numbers determined in a manner so as to fit into the existing address numbers where new streets intersect older streets.
- 2.9. Offset Streets shall not be considered separate streets when the centerline distance of the offset is equal to or less than 150'. When the offset is less than 150' the street name may continue across the

intersection unless at a baseline street or when in conflict with any other provision of this policy.

### 3. Address Assignment

3.1. Address numbers shall be whole numbers, except where otherwise authorized by this policy.

3.2. Address numbers are assigned using a pattern of odd and even numbers).

Odd numbers (01, 03, 05 ...) are assigned to the west and north sides of streets.

Even numbers (02, 04, 06 ...) are assigned to the east and south sides of streets.

3.3. The direction orientation of new streets shall be determined by the overall arrangement of streets in the vicinity so as to avoid difficulties in maintaining a consistent block address numbering scheme. (Figure 2)

3.4. Address number assignments shall be based on a roadway centerline measuring system using 10-foot intervals as the basic unit of measure.

Each interval has two consecutive numbers, an odd number and an even number (01/02, 03/04, 05/06 ...). The centerline grid begins at the beginning of the block (roadway intersection); with the first address odd/even pair of 01/02 located along the street centerline 10 feet from the point of intersection. (Figure 1)

3.5. Blocks of less than 500 feet in length shall be accommodated by a single 100-number address range that begins with x01/ x02 and ends with x97/ x98, where x is the block number divided by 100.

For example, the 400 block of a street less than 500 feet in length begins with 401/402 and ends with 497/498. When a block's length exceeds that which can be accommodated within a single 100-number range (i.e., it is longer than 500 feet), the next block shall begin without interruption of the centerline grid; the transition odd/even address number pair is x99/x00.

- 3.6. Where the Tennessee River is the baseline, address numbers shall begin at the river shoreline for roadways crossing the river. Bridges do not have street address assignments.
- 3.7. Address numbers for subdivision lots shall be determined according to the center of a lot's frontage dimension measured parallel to the street centerline using the 10-foot grid along the street's centerline.
- 3.8. Subdivision lot addresses are expected to become parcel addresses. Where a parcel is created without a corresponding lot, the parcel address shall be determined in the same manner as if it were a subdivision lot.
- 3.9. For purposes of address number determination, the centerline of a cul-de-sac street shall extend to the end of adjacent platted lots (or parcels) as if the street continued.

Lots (or parcels) adjacent to the street centerline extension shall have their address numbers determined by their frontage on the extension. This policy prevents future difficulties with addresses should the cul-de-sac ever be extended. (Figure 4)

- 3.10. Address numbers for structures shall generally be assigned by the appropriate governing agency according to the center of each building's dimension measured parallel to the street centerline using the 10-foot grid along the access street's centerline.

The precise address number assigned should be chosen in consideration of the building's location on the parcel and adjacent addresses. (Figure 6)

The address shall appear on the Certificate of Occupancy and shall be the building address included in official government records.

- 3.11. Lots/parcels located at street intersections shall have an address assigned for each street. Unless precluded by database design limitations, official government records shall list both addresses.
- 3.12. Buildings constructed on lots/parcels at street intersections shall likewise have two alternative street addresses determined by the appropriate governing agency.

HCGIS shall select one of these two possible addresses, based on access, before a Certificate of Occupancy may be issued by the appropriate governing agency.

The address shall appear on the Certificate of Occupancy and shall be the building address included in official government records.

To avoid difficulties with mail delivery, any mailbox erected at the site shall be placed along the street whose address is selected by HCGIS unless otherwise directed by the United States Postal Service.

- 3.13. An owner of a landlocked parcel shall acquire an easement to gain access to a street before a building permit or address assignment may be issued by the appropriate governing agency to authorize the construction of a building on the parcel.
- 3.14. Flag lots and parcels, including landlocked parcels shall have their

address determined by the mid-point of the street access width, as measured parallel to the street centerline. Any building erected on a flag lot or landlocked parcel shall be assigned the same address as the parcel. This will result in the parcel and building having the same address.

- 3.15. If a driveway provides access to more than one dwelling, the driveway shall be designated a private street. The appropriate governing agency will not accept this private street as public unless it is constructed to the required specifications.
- 3.16. Existing address numbers that are duplicated or containing letters will be corrected as identified through situations that arise that necessitate the change, including, but not limited to: re-subdivision of adjacent property, 911 notification, United States Postal Service notification, or at a property owner's request.
- 3.17. Temporary address assignments shall be assigned by the responsible governing agency as necessary to support delivery services and 911 coverage for special events that utilize temporary buildings and accommodate large public gatherings.
- 3.18. Multiple Structures on One Parcel and Multiple-Occupancy Buildings

Multiple-occupancy residential buildings have units called apartments and multiple-occupancy commercial buildings have units called suites.

Each unit in a freestanding single-story, multi-family residence with direct access to a street shall have a separate address.

Building addresses for multiple-occupancy buildings shall be determined by HCGIS with approval by the appropriate governing agency.

Apartment building addresses shall be established in two manners:

If each building has direct access to the main road, address numbers for each building will be assigned to the main road.

When two or more buildings are accessed by a driveway off the main road, the driveway shall be given a private road name and buildings given individual address numbers off the private road.

HCGIS shall designate unit identifiers for all units within each apartment building. The unit number assigned shall indicate the floor location (I.E. "Apartment 204" is the fourth unit on the second floor.) The lowest occupied floor on a structure will be deemed the first floor.

Addresses for units in freestanding, multi-family residences shall be addressed in two manners:

If each unit has a separate entrance and the building is one story, each unit shall receive a separate address number.

If units are accessed from a single building entry point or the building is multi-level, the building will be addressed as an apartment building with a single address and unit numbers.

A commercial building is defined as a freestanding structure or that portion of a freestanding structure contained within the space determined by the outer walls of the structure and any inner firewalls.

Commercial building addresses shall be established in two manners:

If each building has direct access to the main road, address numbers for each building will be to the main road.

When two or more buildings are accessed by a driveway off the main road, the driveway shall be given a private road name and buildings given individual address numbers off the private road.

HCGIS shall designate unit identifiers for all units within each commercial building. The unit number assigned shall indicate the floor location (I.E. "Suite 204" is the fourth unit on the second floor.) The lowest occupied floor on a structure will be deemed the first floor.

Addresses for units in freestanding, multi-business buildings shall be addressed in two manners:

If each unit has a separate entrance and the building is one story, each unit shall receive a separate address number.

If units are accessed from a single building entry point of the building or if the building is multi-level, the building will be given a single address number with unit numbers.

In a commercial structure that includes a combination of single- and multiple-unit buildings (as the term 'building' is defined in this policy), suite numbers and address numbers will be consistently assigned. .

### 3.19. Communication Tower Address Assignments

The responsible governing agency or their designee will assign and maintain current addresses for communication



towers

Letter suffixes shall be utilized only when addressing communication towers.

Communication towers installed on buildings will have the same address as the building with a letter suffix addition.

Freestanding communication towers will have a separate address and a letter suffix addition.

The owner of the tower will be assigned the first letter of the alpha suffix (A) at the letter addition, whether the tower is freestanding or located on top of a building.

Communication companies are required to post their name and contact information in plain view for emergency purposes.

#### 4. Address Signage

- 4.1 Property owners are responsible for installing the correct address number for their property.
- 4.2 Property owners failing to accurately number a structure in the manner provided by this section within thirty (30) days after receiving legal notice to do so from the appropriate governing agency or their respective designee shall be guilty of a violation of this section.
- 4.3 Whenever a property or building has been renumbered, or the affixed address number has become obliterated or indistinct, the property owner shall procure and place thereon the correct number, within thirty (30) days after receiving notice to do so from the appropriate governing agency, Building Official, authorized Inspector, Police Chief or Fire Chief

4.4 Each property owner or authorized representative of a property owner shall install the address number upon such building prior to issuance of a Certificate of Occupancy by the appropriate governing agency.

4.5 The provisions of this subsection shall apply to owners of single-family and two-family residences:

Property owner shall place the address number in a conspicuous position near the front property line of each street address, or

If a parcel is not adjacent to a public right-of-way, the address number shall be placed in a conspicuous place adjacent to the intersection of the ingress/egress and the public road.

Whenever possible, address numbers shall be placed on the same side of the primary means of ingress and egress as the main structure on the property. Such address numbers shall be posted:

On the structure within five (5) feet of the front door, provided that the front door is clearly visible from the street in front of the building.

On freestanding mailboxes, , with numbers at least two and one-half inches in height.

On a metal rod in close proximity to the mailbox or to the primary means of ingress and egress to the property, or

Directly on the street curb in a uniform manner and color approved by the appropriate governing agency.

In no case shall the address numbers be placed more than ten (10) feet from the edge of the street.

If there is more than one driveway entrance and the driveway entrance serve different units, the street address and unit

designation shall be placed near each such driveway entrance or on the mailbox near each such driveway entrance.

Whether posted on the mailbox or on a metal rod, all address numbers shall be not less than two and one-half inches in height and shall be made of reflective material.

4.6 The provisions of this subsection shall apply to owners of multi-family residences and other than two-family residences:

Any multi-family residential development with a sign or signs designating the development name shall have the address numbers placed on all such signs.

Any multi-family residential development without a sign designating the name of the development and any multi-family residential development with such a sign or signs setback more than twenty-five feet from the closest edge of the street shall have the address numbers placed in a conspicuous position near the front property line or,

if the property is not adjacent to a public right-of-way, in a conspicuous place near the entrance to such property. Such addresses shall be posted either:

On each mailbox on the property if the mailbox is directly in front of the unit for which the mailbox is designated; or

On a metal rod in close proximity to the mailbox or to the primary means of ingress and egress to the property; or

Any awning over the front doorway of a commercial or manufacturing building shall contain address numbering readable from street level; or

Any alternative methods authorized and approved at the sole

discretion of the appropriate governing agency.

In no case shall the address numbers be placed more than ten (10) feet from the edge of the street.

Whether posted on the mailbox or on a metal rod, each number shall be not less than two and one-half inches in height and shall be made of reflective material.

In addition to posting the address numbering as set forth in this subsection, the owner of any multi-family residence shall place address numbering upon each individual unit in the development on or near the front door of each unit.

The owner of any multi-family residence in which the primary means of ingress and egress to the units is into an interior hallway shall also place address numbering upon the building itself on or near the entrance from the outside into the building.

All commercial and manufacturing property shall be posted with address numbering at the street near the principal entrances for such structures in a manner approved by the appropriate governing agency.

- 4.7 The appropriate governing agency shall install signs for private streets that are connected to a public street in the municipalities and unincorporated areas of the Hamilton County. It is the responsibility of the property owner to install signs for private streets off of a private street.

## **5. Street Names**

- 5.1. Hamilton County Geographic Information System Department maintains a database containing a list of all street names (public, private, and reserved) within Hamilton County. Public access is available to this listing by visiting the GIS office or accessing the GIS website ([gis.hamiltontn.gov](http://gis.hamiltontn.gov)).

- 5.2. Before a new street name may be used, it must be checked, approved, and reserved for use by the Geographic Information System Department to avoid duplication and other conflicts with these rules.
- 5.3. When a street name is requested for approval that is questionable, the requested street name will be evaluated by HCGIS staff to determine its approval.
- 5.4. Names for any existing streets, even if later closed, shall be reserved for a period of five years before they can be considered for reuse.
- 5.5. Unopened right-of-way street names are available immediately for use upon abandonment if the street name has never been used or is not an existing street name.
- 5.6. Any approved new street name designated on a preliminary subdivision plat and is approved for use shall be reserved for up to twenty four months or until a final subdivision plat is approved, whichever is sooner. The reservation of a street name means that it shall not be utilized to name another street unless the twenty four month time period has expired.
- 5.7. Extensions of existing streets or roads should be given the same name as the street they extend. However, any streets crossing the base line (zero grid line) should be assigned a different name for the portion that extends across the baseline.
- 5.8. No duplicate street names are allowed.
- 5.9. Street names shall be unique in Hamilton County without reference to street type suffixes. For example, Garden Lane, Garden Street, and Garden Circle are no longer allowed.
- 5.10. Street names shall be unique in Hamilton County without reference to directional words such as East, West, North, and South. This practice shall no longer be permitted as a part of any new street

name.

- 5.11. The use of more than one street type suffix within a street name is not allowed. For example, Willow Street Place combines two street type suffixes.
- 5.12. Similar street names are allowed, for example: Moon Lake Road, Moon Star Road.
- 5.13. Street names may not be duplicated by combining two words into one word, for example: Maple Crest Drive, Maplecrest Drive.
- 5.14. Street names may not be duplicated by separating one word to make two words, for example: Maplecrest Drive, Maple Crest Drive.
- 5.15. Street names, excluding the suffix, shall be 13 characters or less to fit onto street name signs using letters of standard sizes. Private roads in the City of Chattanooga shall be 10 characters or less to fit onto street name signs using letters of standard sizes.
- 5.16. Street names may not be duplicated by spelling out a number, for example: 6<sup>th</sup> Street, Sixth Street.
- 5.17. Street names which sound alike, such as Beach and Peach, shall be avoided.
- 5.18. Street names which are spelled different yet sound the same shall not be allowed; for example, Gayle Way is considered a duplication of Gail Lane, and Amy Drive is considered a duplication of Aimee Lane.
- 5.19. Street names should not reflect the name of a business.
- 5.20. Street type suffixes that shall be used in Hamilton County are limited to the list recognized by Appendix C of the United States Postal Service's *Postal Addressing Standards*, Publication 28, of August 1995, with future versions included.

This list provides a great variety of choices; however, these policies have been formulated so as to avoid the need to be creative with street type suffixes in order to produce unique street names.

Street type suffixes other than: Street, Road, Drive, Avenue, Lane, Court, Place, Way, Circle, or Loop shall have very limited use within Hamilton County.

- 5.21. Each cul-de-sac of less than 500 feet in length shall be given a different name from any opposing street when there are no intervening intersections on the cul-de-sac.

The street type suffix of a cul-de-sac shall be Lane, Court, Place, or Way.

- 5.22. Two loop or circle streets on either side of a bisecting street shall be given different names to avoid duplication of street addresses. The street type suffix of all loop or circle streets shall be Circle or Loop.

- 5.23. Street type suffixes of Pike, Boulevard, and Highway shall not normally be assigned to new streets. The use of such type suffixes shall be authorized only upon action of the appropriate governing body.

- 5.24. Condominium or apartment complexes ingress and egress may be registered as a private street in accordance with this policy. All addressing assignments will be made to the private street.

## **6. Street Name and Address Number Changes**

- 6.1. Existing street names and addresses should not be changed except to eliminate duplications and spelling inconsistencies.
- 6.2. Existing street names, whether opened or unopened shall be changed only by action of the appropriate legislative body.

6.3. Requests for changes to street names and address numbers may be submitted by local government agencies, affected owners, utility companies, and the United States Postal Service.

6.4. Requests for street name and address number changes must be reviewed by the appropriate governing agency within seven calendar days of submission to ensure conformance with these rules.

Once reviewed, a street name change will be handled as a mandatory referral for approval or rejection by the appropriate legislative body at its next available regularly scheduled meeting.

Street renumbering will be accomplished by staff members of the appropriate governing agency following a proper request and review; legislative body approval is not required.

6.5. When a street name change is necessary due to duplication of the street name, the street functional classification will be used to determine which street name will be changed.

Streets given a higher classification will keep the same name.

Streets that are within a historical zone in the City of Chattanooga will be given preference.

If both streets are in the same class, the one with the least number of residents to be affected will be assigned a new name.

6.6. If the request is rejected, the appropriate agency shall notify the requestor within seven (7) calendar days that the request was denied. If approved, the appropriate governing agency shall notify other affected parties of the change(s). All notifications must include a map to show affected lots with new addresses, and the relative location within Hamilton County.



6.7. Affected parties to receive notices include:

Property owners of the affected street.

Utility companies providing service to the affected area: natural gas companies, water or utility districts, electric power provider, and cable television companies.

Affected governmental agencies: Building Inspector, Assessor of Property, Register of Deeds, Engineering Department, Fire and Police Department, Emergency 911, Regional Planning Agency, GIS Department, and the applicable United States Post Office.

911 Communications Center, which will send the information to telephone companies.

## **7. City of Soddy-Daisy Specific Municipality Requirements**

7.1. Address assignments will be provided for property located off of dedicated city right-of-way only.

7.2. Multiple buildings located on the same property parcel will be addressed as one street number followed by a building identifier or apartment number.

## **8. Addressing Appeals Board**

8.1 The Regional Addressing Appeals Board (hereinafter the "Board") is hereby created for the following purposes:

- a. To review and revise standards and procedures to implement the objectives of the Regional Addressing Policy.
- b. To provide a forum and procedure to hear requested revisions to the Regional Addressing Policy from members of the public.

- c. To provide a forum for citizens concerned with any road name change issues and to provide recommendations to the appropriate governing agency with respect to the road name changes.
- d. To provide notice and a hearing for citizens concerned with any addressing changes instituted by HCGIS; and to review any such determination of the HCGIS, with final authority to affirm, amend, or reverse such determination. Any person dissatisfied with a decision by the Regional Addressing Appeals Board with respect to any addressing change may seek review thereof by filing an appeal before the Board within thirty (30) days of such final determination. Any person dissatisfied with the Board's determination with respect to any addressing change may seek review thereof by filing a Petition for a Writ of Certiorari in the Hamilton County Chancery Court within thirty (30) days of such final determination. There shall be no appeal of such determination to the Hamilton County Board of Commissioners.

8.2 The Board shall be composed of:

- a. The HCGIS Representative responsible for the addressing action being heard.
- b. One (1) representative each from Hamilton County Emergency Services, Hamilton County Sheriff's Office, City of Chattanooga Police Department, City of Chattanooga Fire Department, and Hamilton County 911 Emergency Communications District.
- c. A single individual appointed by each of the incorporated municipalities that have entered into an intergovernmental agreement consenting to the application of this Regional Addressing Policy shall also be a member of the Board.  
The appointed member from each municipality must be a public safety representative. Members shall serve until the respective municipality appoints another representative to serve on the Board.
- d. Each respective representative shall serve on said Board at the pleasure of, and as long as they are a part of their respective appointing entity. Any vacancy created by said appointee's

disqualification shall be filled by the appointing entity.

### Responsible Agencies

1. The legislative bodies of included local governments shall be responsible for all street name designations and changes.
2. The City of Soddy-Daisy shall determine, approve, and record addresses within the City of Soddy-Daisy.
3. HCGIS shall determine, approve, and record addresses for the City of Chattanooga, unincorporated portions of Hamilton County and within its municipalities except the City of Soddy Daisy as previously indicated.

### Supporting Figures

Figure 1. *Basic street address numbering method.*

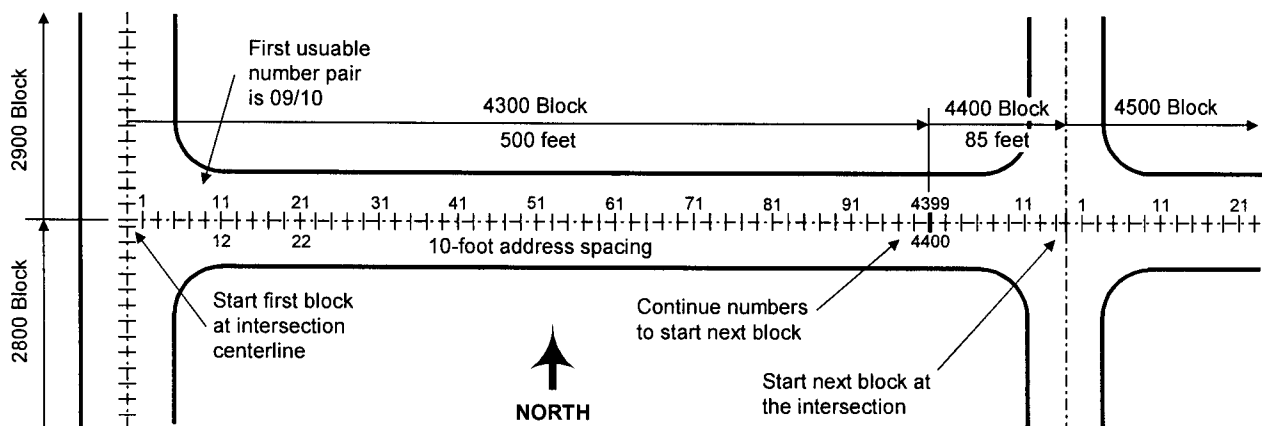


Figure 2. *Address numbers increase with distance from baselines, which form the axes of this illustration.*

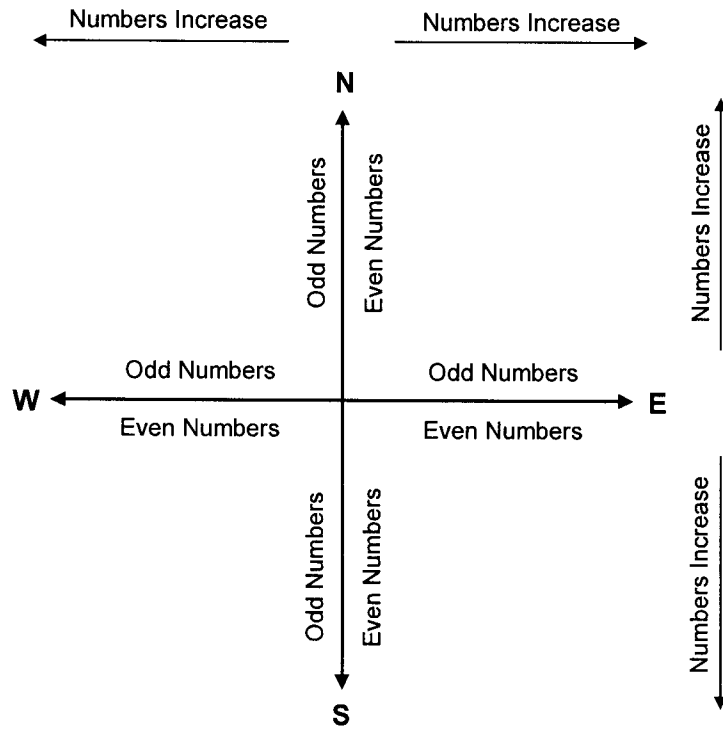


Figure 3. Basic street naming and block numbering principles.

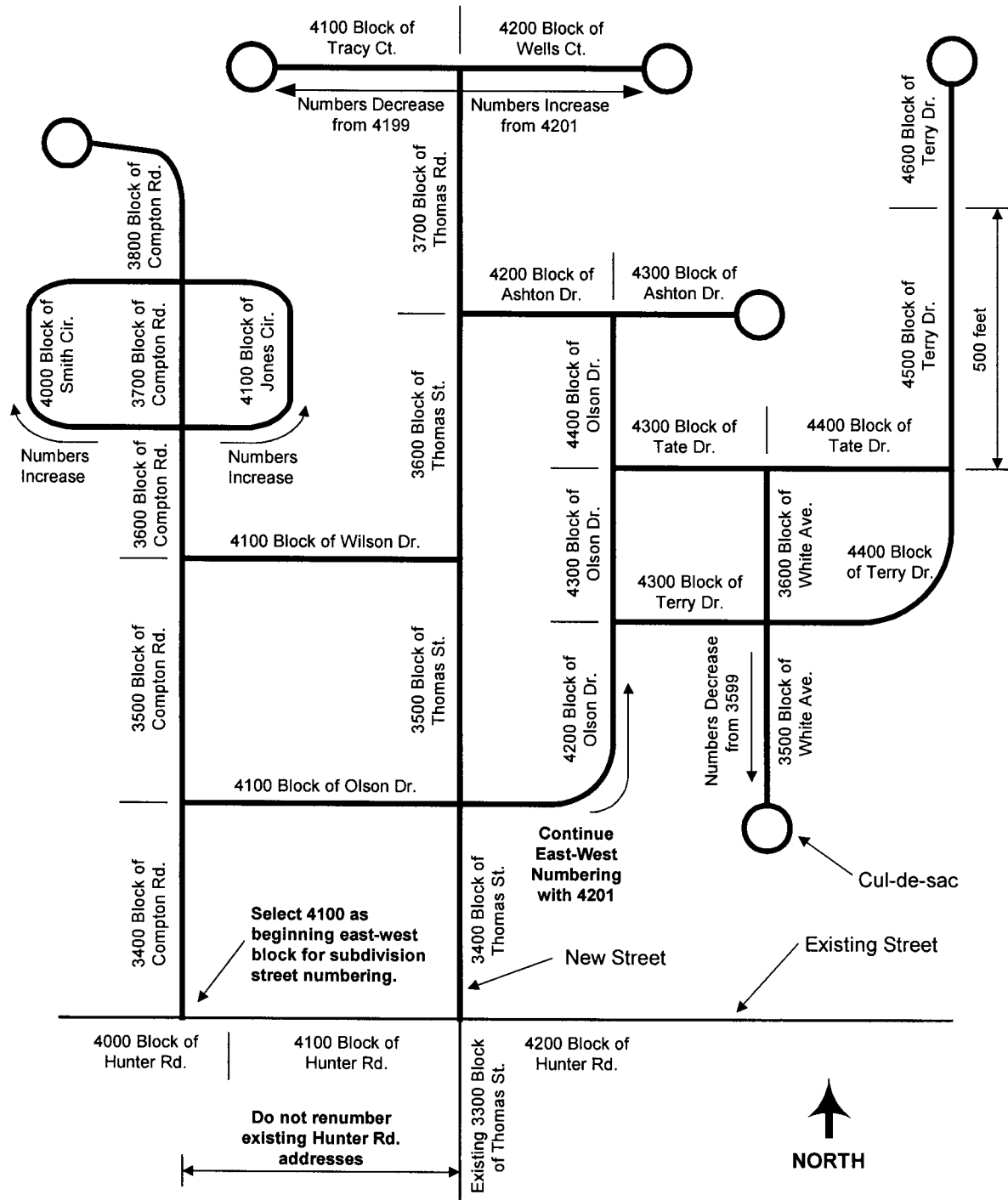


Figure 4. Lot addressing details for streets with increasing numbers from point of beginning.

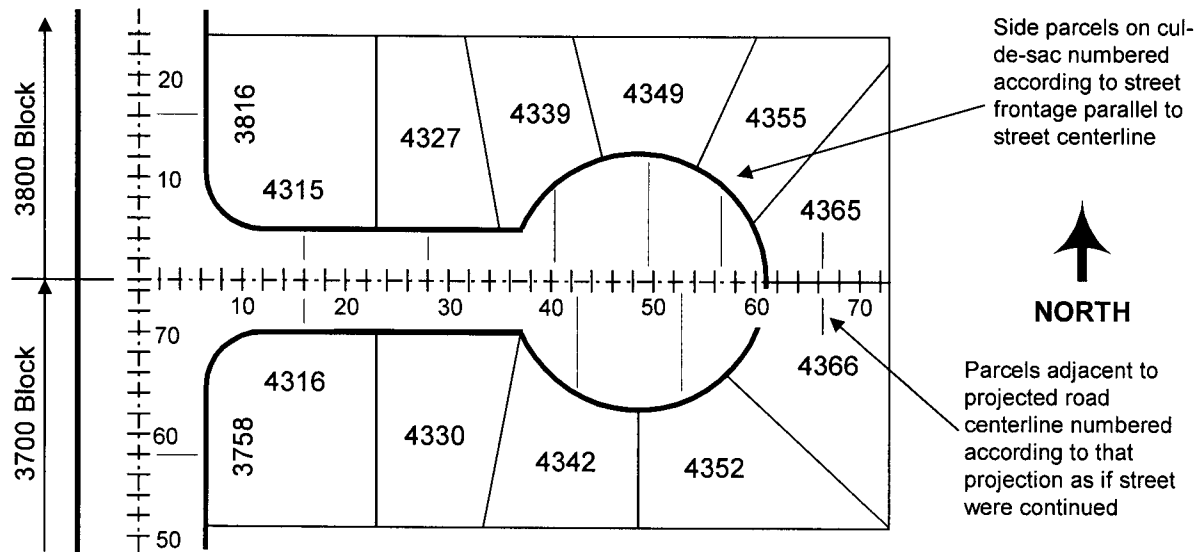


Figure 5. Lot addressing details for streets with decreasing numbers from point of beginning.

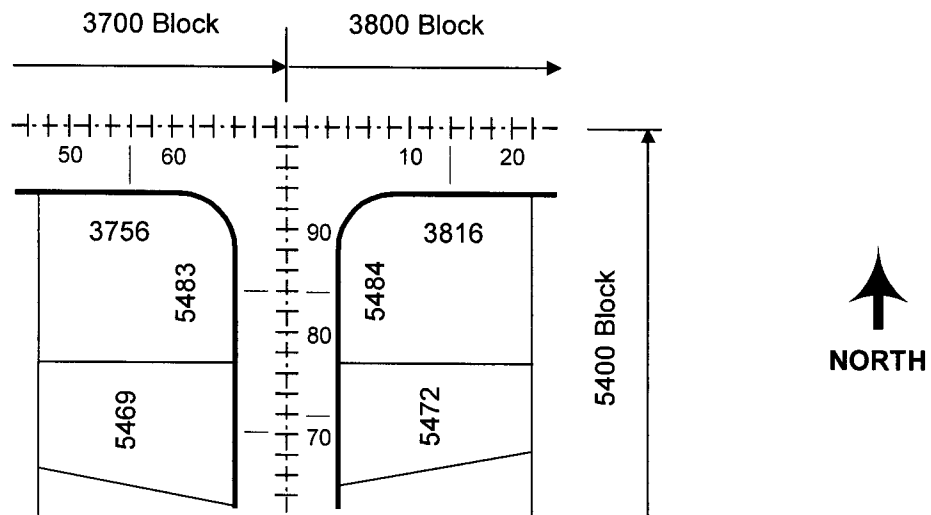
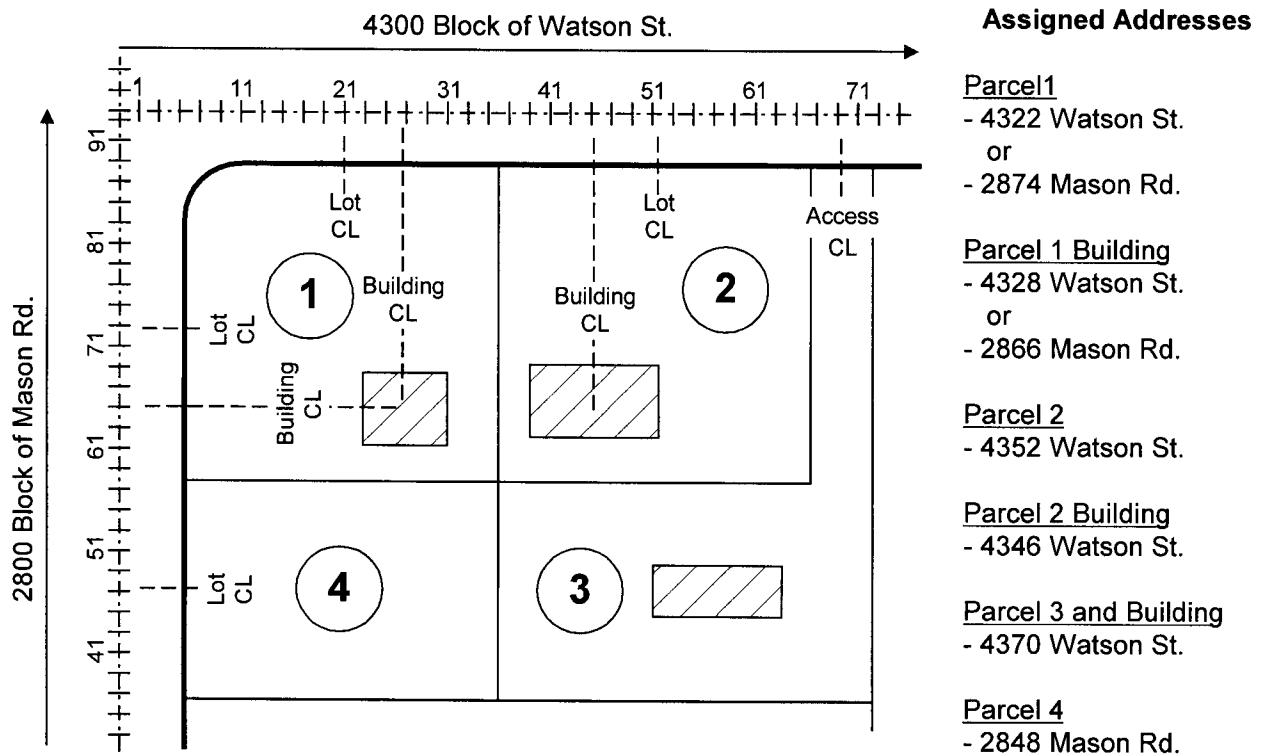
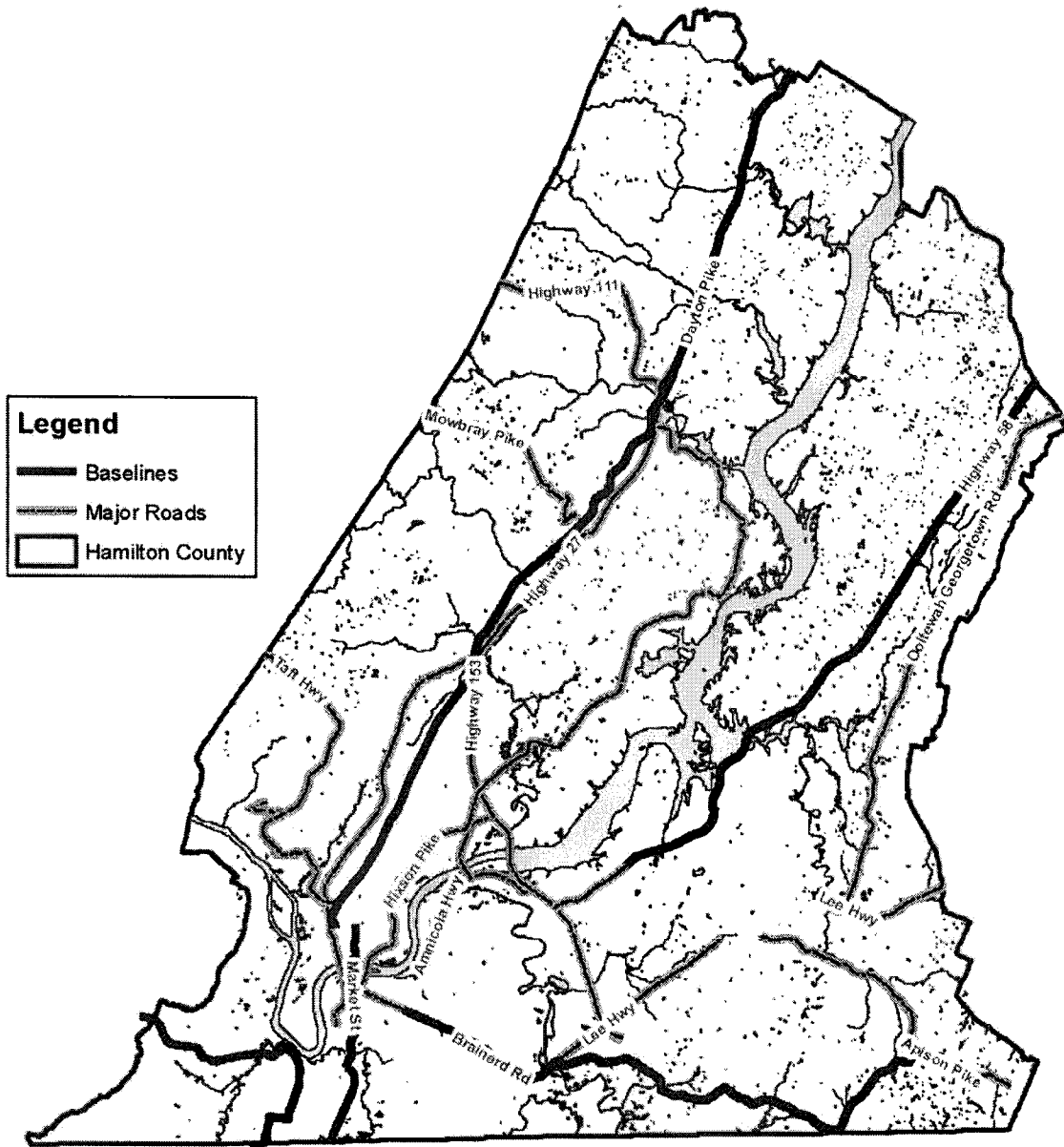


Figure 6. Lot, parcel, and building address assignment principles.



# Hamilton County with Baselines



0 2.5 5 10 Miles

**HCGIS**  
putting hamilton county on the map

