

# **Angelina County 911 Addressing Policy**

## **Article I. Title, Purpose, Authority, and Jurisdiction**

### **Section 1: Title**

This policy document is entitled “Angelina County Road Naming and Addressing Policy” and will be referred to herein as “this policy” or “this document”.

### **Section 2: Purpose**

The purpose of this policy is to establish a uniform road naming and property address numbering system for use in Angelina County with the intent to enhance and ensure the easy and rapid location of properties for public safety and emergency services response, expedite postal and package delivery, and facilitate the needs of public utilities and business services.

### **Section 3: Authority**

This policy document is formulated and adopted under the authority and provisions of the Texas Transportation Code, Section 251.013. Additionally, addressing duties performed by the Angelina County Addressing Coordinator within the city limits of incorporated communities are governed by and performed under the authority of specific interlocal agreements or other such official document for each municipality, such document being mutually agreed to by the governing bodies of both the municipality and the County of Angelina.

### **Section 4: Jurisdiction**

This policy is limited to the unincorporated areas embraced by the corporate boundary of Angelina County, Texas. Furthermore, this policy may serve as general guidelines for addressing duties performed by the Angelina County Addressing Coordinator within municipalities under the following conditions:

- A. The addressing jurisdiction of the county shall be limited to the corporate boundary of those municipalities for which an interlocal agreement is signed as specified in Article I Section 3 of this document; this is in addition to the unincorporated area of Angelina County, Texas.
- B. No interlocal agreement or other such document shall be interpreted so as to extend the addressing authority of Angelina County beyond the corporate boundary of Angelina County, Texas.
- C. This document shall only serve as general guidelines for municipal addressing, final authority for such addressing rests solely with the Angelina County Addressing Coordinator or as otherwise specified in a signed interlocal agreement between the county and the respective municipality’s governing bodies.
- D. Except where specifically stated in an interlocal agreement otherwise, in municipal addressing duties performed by Angelina County, every effort will be made, regardless of the guidelines in this document, to maintain continuity with an existing addressing system, standard, or pattern evident in the existing official addresses.

## **Article II. Road Addressing**

### **Section 1: Road Address Components**

The logical, grammatical order of address elements will be as follows: *address number*, directional prefix (if any), primary road name, road type (if any), directional suffix (if any), and the *secondary address unit designator* (if any).

- A. The *address number* is the numeric component of an address that precedes the road name and is officially assigned to a specific structure or a specific property. (e.g. 101 Canyon Creek RD). Address numbers may not contain any letters, special characters, fractions, or decimals (e.g. 1104B Canyon Creek RD and 1104 ½ Canyon Creek RD are not acceptable).  
This is a MANDATORY component of all complete addresses.
- B. The *primary road name* is the officially designated road name used for addressing, (e.g. 635 Canyon Creek RD). *Primary road names* should be spelled out or abbreviated, if necessary due to length, following USPS standards from Publication 28 Appendix F.  
This is a MANDATORY component of all complete addresses and complete road names.
- C. The *road type* is a descriptor field used to reduce possible confusion between similarly named roads, (e.g. 635 Mockingbird LN). Where a *road type* is applicable, the official address assigned to a structure or property will be recorded with the *road type* abbreviation or spelled out in its entirety in accordance with the standards outlined in USPS Publication 28 Appendix C1.  
This is a MANDATORY component of all complete addresses and complete road names except for those public roads and highways using a numbered road naming system (e.g. FM 706, State Highway 94, & US Highway 59, do not require a road type, but Main ST and a private road called 18<sup>th</sup> ST would require a road type)
- D. The *secondary address unit designator (unit designator)* is a component of an address that describes an apartment, room, suite, or other secondary addressing unit, that is part of the structure or property described by the address number.
  - a. *Unit designators* consist of an abbreviation for the type of unit being described followed by a positive whole number (e.g. 233 Hulsman RD UNIT 12, or 233 HULSMAN RD UNIT A). The number in the *unit designator* may not contain letters & numbers or special characters (e.g. 357 County Road 741 UNIT 25B; is not acceptable).
  - b. *Unit designators* become necessary when multiple structures share a common address number (see sections about Stacked Addresses, Multi-Occupant Buildings, and Mobile Home Parks). See USPS Publication 28, Appendix C2, for approved secondary address unit designators.

This is a CONDITIONAL component of all complete addresses and will only be included where necessary, as defined by this document (see Article II Sections 4.J-K of this document).

### **Section 2: Road Addressing Conventions**

- A. Addressing will start at one end of a road, the beginning point, and address numbers will increase in size at the standard addressing interval while traveling along the road until the end.
- B. Odd numbers will be assigned to properties on one side of the road and even numbers to properties on the other side of the road.

- C. Only specific addresses will be used, (e.g. 303 MILES RD).  
Non-specific addresses, such as corner location descriptions (e.g., “the corner of BOX CAR RD & FM 1194”) may not be used as an address.
- D. Address numbers should not exceed five characters.
- E. Leading zeros will not be used in address numbers or unit designators (e.g. 0415 STARDUST LN, APT 0012).
- F. Fractional addresses are not permitted. (e.g. 101 1/2 ZED CREEK RD).
- G. Hyphenated address numbers or unit designators are not permitted, (e.g. 13-423 POST OAK RD or 741 QUAIL CREEK DR, APT 22-111).
- H. Address number continuity will, in general, be maintained irrespective of local political subdivision boundaries; however, when city addressing schemes are present they may be continued or otherwise accommodated to avoid confusion to residents and emergency responders.
- I. The interval between address numbers should be sufficient to allow address number assignment to additional principal buildings between, behind, or in front of existing principal buildings.

### **Section 3: Road Naming Conventions**

- A. An *official road name*, for addressing purposes, shall consist of the following elements, in order, separated by a single space: directional prefix (if present), primary road name, road type (if present), directional suffix (if present).
- B. Each individual road shall have only one correct official road name within any one political subdivision’s jurisdiction (a road that begins within an incorporated city’s city limits but continues out into the unincorporated portion of the county may have one official road name within the city and a different official road name in the county, but not two different names for two different portions of the same road if both portions are in the unincorporated portion of the county).
- C. The official road name of public roads in the unincorporated portion of the county shall be those finally approved by the Angelina County Commissioner’s Court, as provided by state law.
- D. Frivolous or complicated words or unconventional spellings should not be used for primary road names.
- E. Each individual road should be essentially continuous, without gaps.
- F. Where practicable, proposed or new roads that are obviously on alignment with existing named roads shall bear the assigned official road name of the existing road.
- G. Special characters are not permitted in official road names (e.g. hyphens, periods, apostrophes, ampersands, etc.).
- H. The alteration or inversion of the proper, logical order of official road name elements (e.g. AVE OF ROYCE or BLVD BRAZOS) shall not occur.
- I. Roman numerals shall not be used in an official road name.

- J. No official road name should be duplicated within any political subdivision's jurisdictional area. Similar sounding and similarly spelled road names may be considered a duplication at the addressing coordinator's discretion. Examples of duplicate road names are CATHY LN & KATHY LN, LAKE VIEW RD & LAKEVIEW RD, and PINEY RIDGE DR & PINEYRIDGE DR.
- K. Where a private road is an aligned extension of a public access road, substantially continuing the same level of service as the public road, it may be preferable to have the private road carry the name of the public road, if there is no obvious demarcation (i.e., an intersection, cattle guard, permanent gate) to easily indicate a change in road status. This is to be decided on a case by case basis by the addressing coordinator.
- L. Road names that are offensive, libelous, or derogatory in spelling or pronunciation, as determined by the addressing coordinator, will not be used.

#### Section 4: Road Addressing Methodologies

The "Frontage Interval Addressing System", is preferred by the National Emergency Number Association (NENA) and the USPS, and will be used in Angelina County. It is based on the measurement of the intervals between the beginning of a road and the structures along the road. The rules of frontage interval addressing applicable to the addressing of Angelina County follow.

- A. Standard Addressing Interval: The standard addressing interval will be 5.28 feet (1/1,000<sup>th</sup> mile or approximately 1.60934 meters). This will yield 1,000 possible address numbers per mile (500 odd on one side and 500 even on the other side) one address will be assigned per 5.28 foot interval. The standard addressing interval shall generally be used to assign addresses on all new roads, new extensions of existing roads, un-addressed existing roads, assign new addresses on existing roads, and in any re-address of existing roads.
- B. Beginning Point: The beginning point of a road usually is the point of the road nearest, based on driving distance not straight line linear distance, the addressing centroid of Angelina County. The addressing centroid of Angelina County is located at the intersection of US Highway 59 Business (First ST) and State Highway 94 (Frank AVE).
  - a. The point of beginning is also based on the direction of travel away from a higher order road to a lower order road.
    - Road Order:
    - Highest order road: US Highways
    - State Highways
    - Farm-to-Market Roads
    - County Roads
    - Lowest order road: Private Roads
  - Examples:
    - A County Road connecting a US Highway and a Farm-to-Market road would have the point of beginning located at the intersection with the US Highway.
    - A Private Road connecting a Farm-to-Market road and a County Road would have the point of beginning located at the intersection with the Farm-to-Market road.
  - b. The beginning point of a dead end road is the point of departure from the road it intersects.

- C. Address Numbers: The middle of the main access driveway will be used to determine the address number assigned to a structure. Buildings will always be numbered according to the road from which they are accessed. If there are two primary driveways for the same structure, along the same road, the driveway closer to the road's beginning point will be used, where practicable, to determine the address number.
- D. Parity (Odd/Even Number Location): Traveling forward, away from the beginning point of a road, address numbers will be assigned with even numbers assigned to properties and/or structures on the right side of the road and odd numbers assigned to properties and/or structures on the left side of the road. If a preexisting opposite parity scheme exists on the road or in a localized area, and such scheme is otherwise compliant with these guidelines, the existing parity scheme may be continued, if practicable, at the discretion of the addressing coordinator.
- E. Initial Numbers: Numbering on new and un-addressed roads will begin with 100 on the even side of the road and 101 on the odd side of the road (except as provided for in Article II Section 2.H of this document).
- F. Continuity: All address numbers assigned or reassigned along a road will be in logical numeric sequence with relation to the beginning point and other address numbers along the road.
- G. Semi-circular Roads: Crescent shaped roads or semicircular loops that begin and end on the same road should follow the parity, continuity, and standard addressing interval rules outlined in this section (Article II Section 4: Road Addressing Methodologies). Addressing should begin at the part of the semi-circular road that is closest to the point of beginning of the road the semi-circular road comes off.
- H. Cul-de-sacs: Number from the road intersection towards the cul-de-sac. Entering the cul-de-sac (the turnaround area of the dead end road), the numbers proceed, depending on parity, odd addresses around one side of the outer circle of the cul-de-sac to where the extended centerline of the road would intersect the edge of the cul-de-sac farthest from the beginning point, and even numbers proceeding around the other outer circle of the cul-de-sac. Odd and even numbers meet at the mid-point, the far end, of the cul-de-sac.
- I. Self Intersecting: The beginning point for non-circular, self-intersecting roads (e.g. a road shaped like a "P" where the two ends of the road are not at the same intersection) should always be where the road intersects the main road it comes off of, never where the road intersects itself. Always number a non-circular, self-intersecting road by continuing past the road's self-intersection so as to end the numbering where the road intersects itself. The beginning point for circular roads, a road where the two ends of the road are at a single point, should be the point where the road intersects itself. Where an obvious, natural directional flow of traffic around the circle is present, address number assignment should proceed in that direction around the circle. Where no natural directional flow of traffic around the circle is present, addressing should generally proceed around the circle in a counterclockwise direction. Special care must be exercised in numbering the circular portion of a circular or non-circular, self-intersecting road to maintain parity. Always number the outside of the circle first. If there are odd numbers facing odd numbers, or even numbers facing even numbers across the road from each other, the addressing is incorrect.

- J. **Stacked Addresses:** If a driveway has 3 or more addressable structures (excluding oil and gas wells, water wells, electric sub-stations, and other similar utility facilities with no regular human occupant or resident), there are two addressing options available:
- a. All of the structures along the driveway must be given a total of two or fewer address numbers with different unit designators (e.g. 304 TIDWELL RD Unit 1, 304 TIDWELL RD Unit 2, and 304 TIDWELL RD Unit 3). Each unit designator scheme will be determined on a case by case basis through a coordinated effort between the owner/operator of the property and the county addressing coordinator. However, the authority to set the final unit designator scheme is retained by the county addressing coordinator. For more information on unit designators and their appropriate abbreviations, see Article II Section 1.F of this document.
  - b. The driveway must be named and turned into a private road allowing for individual address numbers to be assigned to each structure (e.g. 103 Wise Way, 112 Wise Way, and 129 Wise Way).

Presence of a stacked address situation may require re-assignment of some or all of the existing addresses on the driveway, see Article II Section 6: Reasons to Re-Assign Road Addresses in this document.

- K. **Multi-Occupant Buildings:** Apartments and other multi-occupant structures will be assigned a single address for the structure and then assigned unit designators for each of the individual units within the building (e.g. 305 GRACIE RD APT 103). Each multi-occupant building unit designator scheme will be determined on a case by case basis through a coordinated effort between the owner/operator of the property and the county addressing coordinator. However, the authority to set the final unit designator scheme is retained by the county addressing coordinator. For more information on unit designators and their appropriate abbreviations see Article II Section 1.F of this document. Duplexes and other similar structures, if each separate unit is accessed by a separate driveway off the named road, may be addressed as if they were separate structures rather than as a multi-occupant building, if determined appropriate by the addressing coordinator.
- L. **Buildings and Properties Not Requiring Addressing:** The following types of buildings and properties will not be required to have a physical address assigned to them, but may be addressed, if practicable, at the request of the property owner:
- a. Farm buildings which are not used for residential or commercial purposes
  - b. Accessory buildings that have uses that are accessory to the primary use of a residential, commercial, industrial, institutional, or governmental building (e.g. detached storage sheds)
  - c. Unoccupied/vacant farm land or lots containing no dwelling, business or other structure
  - d. Oil and gas wells, water wells, electric sub-stations, and other similar utility facilities
- M. **Unoccupied/Vacant Property Addresses:** Properties on which no buildings have been constructed or laid out an address will be assigned at a permanent entrance to the property upon request of the property owner. If a permanent entrance to the property is not discernible, the center point of the property's primary road frontage will be assigned the address number.
- N. **Rural Complexes and Compounds:** In unincorporated portions of the county, single entity owned or operated land areas, such as recreational camps, hunting camps, recreational ranches and similar acreage properties which contain unmarked, unmapped and less-than-permanent road networks, or for which access is denied to Angelina County for addressing purposes, the address coordinator will assign an address, as necessary, to that property at the major point of entry to the property on a recognized named road. Should the property owner desire and permit access for mapping and naming of internal roads, more specific internal addressing may be assigned to structures and dwellings as appropriate and requested by the property owner.

**Section 5: Substantial Compliance**

- A. Addresses along a road or portion of a road, not based on the standard addressing interval, but otherwise consistent and compliant with these guidelines, at the discretion of the addressing coordinator, may be deemed in compliance with these guidelines.

**Section 6: Reasons to Re-Assign Road Addresses**

- A. The following are some circumstances that, at the discretion of the addressing coordinator, may require the re-assignment of addresses, but address reassignment is not limited to this list:
  - a. Address number(s) out of sequence
  - b. Odd and even numbers mixed on the same side of the road
  - c. Change in road name
  - d. Relocation of driveway, when driveway used as point of address assignment
  - e. Erection or location of new buildings on a driveway, if this creates a “stacked addresses” situation as described in Article II Section 4.J of this document.
  - f. Relocating buildings on property
  - g. Address number not officially assigned
  - h. Non-compliance of an existing address with the requirements stated within this document

**Section 7: Notification of Address Change**

- A. In the case of an address change due to readdressing, a letter will be sent by the addressing coordinator to the old address or other address(s) provided by the property owner or occupant, if the USPS delivers mail to the old or provided address(s), to notify the current occupant of the address change, and will copy the USPS.

**Section 8: Requests for Address Assignment**

- A. When a request is made for a new road address or a change of address, the addressing coordinator will obtain the approximate location, along with any identifying structures or landmarks and assign an address to the described location.
  - a. In the event of a new address, the addressing coordinator will advise the property owner/occupant to notify the post office of the assigned address even if the property owner or occupant are not planning on receiving mail at the new address.
  - b. In the event of an address change, the addressing coordinator will inform the USPS, and upon request, will provide a document to the property owner or occupant verifying the new address.
- B. However, if it is later discovered that the property location is different than that identified during the address assignment, readdressing may become necessary to maintain compliance with the standards set forth in this document.

**Section 9: Pre-Addressing**

- A. The Angelina County 9-1-1 addressing coordinator may pre-address new finalized subdivisions where a subdivision plat(s) is available with sufficient detail and reference information (as determined by the addressing coordinator) and where it is determined by the addressing coordinator that for construction of the subdivision, installation of utilities, or for other similar purposes it is necessary to pre-assign addresses.
- B. Each lot will have an address number assigned to the center of the lot's road frontage based on the standard addressing interval. Where a more precise planned structure or driveway location is known, that location will be used instead of the center of the lot's road frontage, for those specific lots where such information is available. Where structures with existing addresses are present in a subdivision being pre-addressed, the lots where addressed structures already exist will not be pre-addressed.
- C. Corner lots and other lots with road frontage on multiple roads will not be pre-assigned an address number until the landowner/builder requests it. The official address will be assigned by the addressing coordinator, with the address being determined by which road the structure is access from.
- D. If multiple buildings are placed on the same lot the first structure built will be given the predetermined address number and any additional structures will be addressed separately based on the guidelines within this document.
- E. If it is determined by the addressing coordinator that the plat will not be pre-addressed, the plat will be retained for reference purposes and each structure will be addressed individually as they are constructed, based on the guidelines within this document.



### **Article III. Posting of Address**

Road signs and property address markers complete the link between assigning addresses and locating properties. The following are generally accepted recommendations for the posting of addresses.

#### **Section 1: Posting of Address**

- A. Where a structure assigned an address is visible from the named road the addressing was assigned from, the assigned address number should be permanently affixed to or displayed on the structure in a location on the structure that is clearly visible from the road used as the basis for numbering.
- B. Where a structure assigned an address is not visible from the named road the addressing was assigned from and the mailbox is not located at the end of the corresponding structure's driveway where the driveway intersects the named road, the assigned address number should be displayed in a conspicuous manner at or near the point where the corresponding driveway intersects the named road.
- C. Where there is more than one addressed structure sharing a driveway, each structure's address number should be permanently affixed to or displayed on the structure in a location on the structure that is clearly visible from the road used as the basis for number, if such signage is practicable. Where all structures sharing a common driveway would not all have address number signage clearly visible from the road by affixing it to the structure, it should be displayed in a conspicuous manner at or near the point where the corresponding driveway intersects the named road in addition to displaying the address number on the structure, clearly visible from the common driveway used to access the structures. Where unit designators are assigned, the same guidelines should be followed, except the address number and unit designator should be displayed instead of just the address number (e.g. "123 Unit 7" or "123 # 7" should be displayed for a structure with the address 123 County Road 456 Unit 7).
- D. Address numbers and unit designators (when necessary) should not be less than five (5) inches in height and should be painted on, printed on, or affixed to the building or sign in a contrasting and visible color so as to make it clearly visible and easily identifiable in day and night lighting conditions.
- E. Any different numbers that are displayed in such a way that they might be mistaken for or confused with the address number assigned to the structure should either be removed or clearly labeled so as to remove possible confusion with an address number.
- F. All new buildings under construction that have been issued an address should display that address number.

## **Article IV. Miscellaneous Provisions**

### **Section 1: Address Coordinator**

The addressing coordinator is the individual appointed by the Commissioner's Court to:

- A. Assign new addresses as described in this document
- B. Maintain address records for each property assigned a road address
- C. Change existing addresses when necessary for conformance with these guidelines
- D. Approve or designate numbering of secondary address unit designators
- E. Assist the public in complying with these guidelines
- F. Notify property owners and/or occupants of address assignments or reassignments as specified in this document
- G. Perform other addressing related tasks as assigned by the Commissioner's Court

### **Section 2: Miscellaneous Responsibilities**

- A. It shall be the responsibility of the property owner to purchase, install, affix and display an address assigned or reassigned by the addressing coordinator (see Article III Section 1 of this document for guidelines regarding posting of addresses)
- B. It shall be the responsibility of the property owner to notify the addressing coordinator of any changes to the property that may require additional address numbers or reassignment of address numbers.

### **Section 3: Private Road Naming**

- A. For the purposes of this document, a *private road* is defined as a driveway, thoroughfare, or other pathway that is effectively navigable by a motor vehicle, is not a public road or highway as defined by the State of Texas Transportation Code (Title 6, Subtitle C, Section 251.002), and is recorded in the Angelina County 911 Addressing database with a specific and identifying complete road name.
- B. When a driveway is turned into a private road to accommodate stacked addresses or in other similar situations as described in Article II Sections 4.J,K & N of this document, a private road is constructed, or a private road name is requested to be changed; a Angelina County Private Road Name Request Form (see Appendix A of this document) must be completely filled out and delivered, along with any required additional pages, to the Angelina County addressing coordinator requesting the name and/or name change. The form must be completely filled out, and will include:
  - a. At least three (3) proposed complete road names, to allow the addressing coordinator to ensure compliance with the no duplicate road names requirement as set forth in Article II Section 3.J of this document.
  - b. The printed name, mailing address for, and signatures of all the owners of any properties that use the road or driveway as their primary property access.

It is the responsibility of the person submitting the form to ensure all required signatures are obtained.

- C. Where a named private road or easement is specified on a final subdivision plat approved in Commissioner's Court and the name provided on the plat is compliant with all requirements set forth in this document, this shall serve as an official private road name request and the Angelina County Private Road Name Request Form described earlier in this section (see Article IV Section 3.B of this document) shall not be required for that specific request.

#### **Section 4: Severability**

In case any one or more of the provisions contained in these guidelines is for any reason held invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability will not affect any other provision hereof, and these guidelines will be construed as if such invalid, illegal, or unenforceable provisions had never been contained herein.

#### **Section 5: Disclaimer**

All duties of the addressing coordinator are performed based on the information available in the Angelina County 911 Addressing database. Any resulting address assignments, re-addressing, or other such resulting products of the addressing coordinator's duties, including maps and datasets showing information about roads and addresses, are provided by the Angelina County 911 Addressing Coordinator with the information available in the Angelina County 911 Addressing database. This data, however, is provided without guarantee of accuracy of data. It is not intended to imply property ownership. It is not intended to imply legal or contractual obligations in any respect; it is not an express or implied warranty. Furthermore, any maps or other products produced by the addressing coordinator or with data from the Angelina County 911 Addressing database that may be construed to represent property boundaries are for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. Such a map or other product does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.

**Appendix A. Private Road Name Request Form**

**Private Road Name Request Form**

This Road Is a: NEW ROAD BEING NAMED In Commissioner Precinct:

Current Road Name (if applicable):

Proposed New Road Name (list 3 possible road names, in order of preference)

Name Option 1:

Name Option 2:

Name Option 3:

Reason for Request:

Description of Road's Location (attach map or sketch if necessary):

Please Include the NAME, SIGNATURE, DATE, MAILING ADDRESS, PHONE NUMBER, and PHYSICAL ADDRESS (9-1-1 Address) for ALL Property Owners who use the Road as Their Primary Property Access. (It is the responsibility of the person submitting the letter to ensure all required signatures are obtained, failure to do so may delay or invalidate the request).

Affected Property Owner 1: Printed Name

Mailing Address

Physical Address (if different)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Affected Property Owner 2: Printed Name

Mailing Address

Physical Address (if different)

Signature \_\_\_\_\_ Date \_\_\_\_\_

<Include Additional Sheets as Necessary to List Requested Information for ALL Property Owners>