



JOHNSON COUNTY

9-1-1 ADDRESSING POLICY AND PROCEDURE

CHAPTER I. OBJECTIVE

The purpose of a county-wide standardized addressing policy and procedures is to establish an accurate and consistent 9-1-1 GIS database utilized by North Central Texas Council of Governments (NCTCOG) and emergency services. The priority of the 9-1-1 Addressing Coordinator is to assign and maintain accurate addresses and street centerline ranges so that the location of an emergency is quickly attainable by first responders. In addition, the Johnson County 9-1-1 GIS database is a useful tool for many other entities such as utility companies and service providers. This policy document is entitled “Johnson County 9-1-1 Addressing Policy and Procedure” and will be referred to herein as “this policy” or “this document.”

CHAPTER II. ADDRESSING RESPONSIBILITY

9-1-1 Addressing involves the creation and maintenance of address points and roads. Each county within the NCTCOG 9-1-1 region is ultimately responsible for the 9-1-1 addressing and GIS maintenance within its borders. Exceptions include cities that maintain their own addressing and GIS data, non-participating 9-1-1 entities within the county, or border encroachments from neighboring counties. Cities not responsible for addressing within their city limits are responsible for forwarding address applications to the Johnson County 9-1-1 Address Coordinator. Cities responsible for addressing within their city limits must submit all information for the new address within 3 business days, with the exception of cities that directly report their data to NCTCOG or TC9-1-1.

CHAPTER III. ROAD ADDRESSING

SECTION A. ROAD ADDRESSING 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) and the secondary address unit designator (if any). The character limit for a street name, including primary name, street type, word spaces, and a directional if applicable, may not exceed 30 characters. It is recommended that the primary name itself be less than 20 characters to avoid the expense of oversized signs and difficulty for the street name to be reported to 911.

- i. The address number is the numeric component of an address that precedes the road name and is officially assigned to a specific structure or specific property (ex: 109 Main St).
- ii. Cardinal direction words, NORTH, SOUTH, EAST and WEST, may not be used as part of a street name. These words will only be used in a pre-directional prefix such as N, S, E or W. This is a CONDITIONAL component of all complete addresses and complete road names. It will only be included where necessary.
- iii. The primary road name is the officially designated road name used for addressing (ex: Ponderosa Dr). Street names submitted for review must be approved by the Johnson County 9-1-1 Addressing Coordinator to determine if they are in compliance with the 911 database prior to the approval of a plat.

Each street name must consist of at least two parts:

- 1. Primary Name
- 2. Street Type

Ex: MAIN ST
MAIN – PRIMARY NAME
STREET – STREET TYPE

- iv. Numerals will only be used for numbered streets and highways. Street names shall not contain numbers that are spelt out.

Ex: The full address 40 TWO THOUSAND PENNIES DRIVE may sound like 42000 Pennies Drive or 42 Thousand Pennies Drive.

- v. Duplicate street names will not be approved in attempt to prevent responders from being routed to the wrong location.

Ex: If Pecan Valley and Pecan Valley Ct or Quail Run and Quail Run St both exist in the database, there may be confusion as to which Pecan Valley or Quail Run the responder needs to go to.

- vi. The road type is a descriptor field used to reduce possible confusion between similarly named roads (ex: 102 Main St). Where a road type is applicable, the official address assigned to a structure or property will be recorded with the road type abbreviation.

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 (ex: County Road 209, FM 4, NE Loop 67 and US Highway 287 do not require a road type, but Main ST and a private road called 18th ST would require a road type).

- vii. 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. This is a CONDITIONAL component of all complete addresses and will only be included where necessary, as defined by this document

1. Unit designators consist of an abbreviation for the type of unit being described followed by a positive whole number (e.g. 233 Colony Rd UNIT 12). The number in the unit designator may not contain any letters or special characters (e.g. 357 Colony Rd UNIT 25B; is not acceptable).

2. 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.

SECTION B. PROHIBITED STREET NAMES

i. Street names shall not include a derogatory, racial, offensive or obscene term that an average person when applying contemporary community standards would find unacceptable.

ii. Duplicate street names are prohibited in Johnson County to avoid confusion between locales when a call is made to emergency services.

iii. Street names are not permitted that are frivolous, have complicated words, unconventional spellings and/or pronunciations.

SECTION C. ROAD ADDRESSING CONVENTIONS

i. 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.

ii. Odd numbers will be assigned to properties on the left side of the road and even numbers to properties on the right side of the road.

iii. Only specific addresses will be used. (Ex: 400 Miller Dr).

Non-specific addresses, such as corner location descriptions (ex: "the corner of County Road 525 & FM 2738") may not be used as an address.

iv. Address numbers should not exceed five characters.

v. Leading zeros will not be used in address numbers or unit designators (ex: 0415 LUCKY RD, APT 0012).

vi. Fractional addresses are not permitted. (Ex: 101 1/2 Chaparral Court).

vii. Hyphenated address numbers or unit designators are not permitted. (Ex: 13-423 Meadow Rd or 741 Friendship Rd, APT 22-111).

viii. 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.

ix. 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 D. 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 Johnson 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 Johnson County follow.

i. **Standard Addressing Interval:** The standard addressing interval will be 5.28 feet (1/1,000th 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.

ii. **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 Johnson County. The addressing centroid of Johnson County is located at the Downtown Historical Courthouse, 2 N Main St.

1. 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:

US Highways (Highest Order)

State Highways

Farm-to-Market

County Roads

City Streets

Private Roads (Lowest Order)

Ex: 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.

iii. The beginning point of a dead end road is the point of departure from the road it intersects.

iv. **Address Numbers:** In the County, 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. In the Cities and residential subdivisions, the address will be assigned based off the road where the middle of the structure faces.

v. **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.

vi. **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.

vii. **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.

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.

viii. **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.

ix. **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.

x. **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:

1. 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 Acton Hwy Unit 1, 304 Acton Hwy Unit 2, and 304 Acton Hwy 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.

2. The driveway must be named as a private access allowing for individual address numbers to be assigned to each structure.

A private access shall be numbered with five (5) to six (6) numerals, the first of which will represent the county road number to which the driveway descends off of and second of which represents the location of the private access in miles from the starting point of said numbered county road.

(Ex: A driveway descending off of County Road 805 which is 12 miles from its origin will be numbered as Private Access 80512.)

Presence of a stacked address situation may require re-assignment of some or all of the existing addresses on the driveway.

xi. **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 Acton Hwy 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. 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.

xii. **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 or required for Public Safety:

1. Farm buildings which are not used for residential or commercial purposes
2. 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)
3. Unoccupied/vacant farm land or lots containing no dwelling, business or other structure
4. Oil and gas wells, water wells, electric sub-stations, and other similar utility facilities.

xiii. **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.

xiv. **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 Johnson 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 D. STREET NAME CHANGES

i. If a property owner wishes to rename a street, they must own property abutting the street or enlist the support of their respective Commissioner to sponsor the renaming.

ii. The applicant must contact the Addressing Coordinator to receive approval of the street name and contact all affected property owners for their signature agreement to the proposed street name change. An affected property owner is any property owner who owns property that abuts the right of way proposed for renaming.

iii. Unless the street renaming is initiated by the Addressing Coordinator with approval through the respective Commissioner, an agreement in Commissioners Court cannot be made until more than 50% of the property owners respond with their signature of agreement.

- If 100% of the property owners respond in agreement – there is no requirement for Commissioners Court.
- If less than 100% respond with their agreement – Commissioners Court approval is required.
- If one or more property owners object to the renaming – Commissioners Court approval is required.

CHAPTER IV. ADDRESSING PROCEDURES

SECTION A. NEW ADDRESSES

Johnson County does not require proof of ownership of a property prior to issuance of an address. The location of the new address is located through the Appraisal District's parcel data. The new address is assigned based on the street name, address range of the street segment, and surrounding addresses. If the address is in a new subdivision, the platted information is acquired from the Johnson County Appraisal District. All new addresses within City Limits must be reported to the Johnson County 9-1-1 Address Coordinator.

i. Cities responsible for their own addressing must provide the Johnson County 9-1-1 Addressing Coordinator with documentation of ALL new addresses added within their city limits. This documentation includes:

1. Plat name and volume number of the location, if platted.
2. Aerial image with the location of the structure(s) to be addressed clearly marked OR plat with the corresponding address numbers written or typed on lots.
3. ArcGIS shapefile (OPTIONAL) with geodatabase fields equivalent to the NCTCOG's schema.
4. Cities NOT responsible for their own addressing must receive confirmation correspondence of an address from the Johnson County 9-1-1 Addressing Coordinator that an address has been created and added to the 9-1-1 GIS database prior to considering an address to be valid. The City must send the

address applicant to the Johnson County 9-1-1 Addressing Coordinator's office OR provide the following documentation to the Johnson County 9-1-1 Addressing Coordinator:

- a. Official Johnson County 9-1-1 Address Request Form.
- b. Aerial image with the location of the structure to be addressed clearly marked

SECTION B. VALIDATION OF EXISTING ADDRESSES

The Johnson County 911 Addressing Coordinator can provide valid proof of an address if needed. Validations may be done through email, telephone or walk-in visit.

SECTION C. HISTORICAL ADDRESSES

Historical addresses must first be researched for any addresses already assigned. If a former address is unable to be identified, the historical structure must then apply for a new address according to Sec. A.

SECTION D. SUBSTANTIAL COMPLIANCE

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 E. REASONS TO RE-ASSIGN ROAD ADDRESSES

The following circumstances may require the re-assignment of addresses at the discretion of the Addressing Coordinator. If a dispute develops between a property owner and Johnson County, the matter will be taken to Commissioners Court for discussion and resolution:

- i. Address number(s) out of sequence
- ii. Odd and even numbers mixed on the same side of the road
- iii. Change in road name
- iv. Relocation of driveway, when driveway used as point of address assignment
- v. Erection or location of new buildings on a driveway, if this creates a "stacked addresses" situation.
- vi. Relocating buildings on property
- vii. Address number not officially assigned
- viii. Non-compliance of an existing address with the requirements stated within this document

SECTION F. NOTIFICATION OF ADDRESS CHANGE

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.

CHAPTER V. POSTING OF AN 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:

- i. If a structure is visible from the road, the assigned address number should be permanently affixed to or displayed on the structure in a way that it is clearly visible from the road.
- ii. If a structure is not visible from the 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.
- iii. 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).
- iv. Address numbers and unit designators (when necessary) should not be less than four (4) to 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.
- v. Any various 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.
- vi. All new buildings under construction that have been issued an address should display that address number.

CHAPTER VI. PRE-ADDRESSING

The Johnson 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.

When a final subdivision plat is filed with the County Clerk's Office of Johnson County, a copy of the final plat (in digital and/or hard-copy format) will be given to the Johnson County 9-1-1 Addressing Coordinator so that the subdivision may be preaddressed. ***(It is the responsibility of the developer –builder -subdivision to notify***

911 Addressing when a structure is being built and assigned an address that was previously given on the final plat).

- i. 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.
- ii. Corner lots and other lots with road frontage on multiple roads may be assigned multiple tentative address numbers, one for each road the lot has road frontage on. The official address will be assigned by the addressing coordinator when a structure is placed on the lot, with the address being determined by which road the structure is accessed from.
- iii. 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.
- iv. 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.

CHAPTER VII. BOUNDARY PROCEDURES

SECTION A. ANNEXATION/DISANNEXATION

The Johnson County 911 Address Coordinator must be notified by cities of all annexations and disannexations within the county limits.

SECTION B. CITY UPDATES

Cities within the Johnson County limits are responsible for reporting any changes made within their jurisdiction to the Johnson County 9-1-1 Address Coordinator. The Johnson County 911 Address Coordinator must be notified of all city updates including addresses, road centerlines, and boundaries.

CHAPTER VIII. MISCELLANEOUS PROVISIONS

SECTION A. ADDRESS COORDINATOR

The 911 Addressing Coordinator is the individual responsible for:

- a. Assigning new addresses as described in this document
- b. Maintaining address records for each property assigned a road address
- c. Changing existing addresses when necessary for conformance with these guidelines

- d. Approving or designating numbering of secondary address unit designators
- e. Assisting the public in complying with these guidelines

SECTION B. MISCELLANEOUS RESPONSIBILITIES

- i. It shall be the responsibility of the property owner to purchase, install, affix and display an address assigned or reassigned by the Addressing Coordinator.
- ii. 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 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 Johnson 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 Johnson County 911 Addressing Coordinator with the information available in the Johnson 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 Johnson 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.