

E911

# Addressing Guidelines



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References from:  
Maine Enhanced 911  
Addressing Guidebook for Local  
Governments

## Road Naming Recommendations

When developing road naming standards, please consider the following recommendations:

1. Every distinct road with two or more dwellings should be given a separate, unique name. This includes all private roads.
2. A long driveway with only one house at its end might be named if the potential exists to erect additional structures along that driveway.
3. Each road should have one -- and only one -- correct name. A named road should be essentially continuous, without gaps.
4. Road names should only change when there is a substantial intersection, or at municipal boundaries.
5. Road names should be assigned based on traffic patterns. When a road forks into two roads, the fork with the higher traffic volume should continue the same name.
6. If a road has more than one branch at the end, use separate names for the multiple branches.
7. Roads should have a name and not be identified by a route number. Exception: State or U.S. highway route numbers can be kept on roads with existing addresses to that route #.
8. Avoid special characters, such as hyphens, apostrophes, periods, or decimals, in road names.
9. There should be no duplicate road names, such as Pine Road and Pine Lane.
10. There should be no similar-sounding road names, such as Beach Avenue and Beech Avenue, Main Street and Maine Street, or Apple Hill Road and Apple Road.

11. When having to re-name roads with similar-sounding names, consider the following:

- The road with a name of historical significance should have its name retained.
- The road with the most properties on it, and thus a name change would affect a greater number of residents, should retain its name.
- The road that has retained its name for the longest time or has been consistently signed for the longest time should retain its name. The same would be true for a road with a more descriptive name.

12. When naming roads that connect two other roads but have a middle section that is closed permanently or is impassable at certain times of year, consider the following options:

- Retain the current name for one end of the road and assign a different name to the other end of the road.
- Assign a pre-directional to each end of the road, such as North Birch Road and South Birch Road.

13. When renaming roads in a community with a significant summer population, send notices to seasonal residents, giving them an opportunity to make arrangements.

14. Use themes, such as wildlife, trees, or historic persons, to name unnamed roads. Use a specific theme to name roads leading off a specific main road or around a specific body of water.

15. Roads within multi-structure complexes (e.g., business campus, multi-unit apartment complex) should be named and each structure individually addressed.

16. Keep road names short. They are easier to remember.

17. When naming new roads, consider the following suggestions for road suffixes:

Avenue = A thoroughfare running principally in a north-south direction (or could be east-west depending on how "street" is defined).

Circle = Short road that returns to itself; circular or semi-circular roads.

Court = Permanently closed road such as a cul-de-sac; dead-end road, usually under 1,000 feet in length; or horseshoe-shaped road.

Lane = Fire road or private road.

Loop = Short drive that begins and ends on the same road.

Road = Most common designation for a secondary thoroughfare; generally indicates a heavily traveled route.

Street = Usually found in downtown or more congested areas; run principally in an east-west direction (or could be north-south depending on how "avenue" is defined).

18. Every official road name should have a corresponding standard suffix that complies with E911 database standards. On the following page is a list of recommended road suffix abbreviations.

## Road Name Suffix Abbreviations

ALLEY	ALY	LOCK(S)	LCK(S)
ANNEX	ANX	LODGE	LDG
AVENUE	AVE	LOOP	LOOP
BEACH	BCH	MALL	MALL
BEND	BND	MANOR(S)	MNR(S)
BLUFF	BLF	MEADOW(S)	MDW(S)
BOULEVARD	BLVD	MILL(S)	ML(S)
BRANCH	BR	MOUNT(AIN)	MT(N)
BROOK	BRK	NECK	NCK
BYPASS	BYP	ORCHARD	ORCH
CAPE	CPE	OVAL	OVAL
CAUSEWAY	CSWY	PARK	PARK
CENTER	CTR	PARKWAY	PKWY
CIRCLE	CIR	PASS	PASS
CORNER	COR	PATH	PATH
COURT	CT	PIKE	PIKE
CROSSING	XING	PINES	PNES
COVE	CV	PLACE	PL
CREEK	CRK	PLAZA	PLZ
CRESCENT	CRES	POINT	PT
DALE	DL	REST	RST
DIVIDE	DV	RIDGE	RDG
DRIVE	DR	ROAD	RD
ESTATE(S)	EST(S)	ROUTE	RTE
EXPRESSWAY	EXPY	ROW	ROW
FALLS	FLS	RUN	RUN
FIELD(S)	FLD(S)	SHORE(S)	SHR(S)
FOREST	FRST	SPRING(S)	SPG(S)
FORK	FRK	SQUARE	SQ
FORT	FT	STATION	STA
FREEWAY	FWY	STREAM	STRM
GARDEN(S)	GDN(S)	STREET	ST
GLEN	GLN	SUMMIT	SMT
GREEN(S)	GRN(S)	TERRACE	TER
GROVE(S)	GRV(S)	THRUWAY	TRWY
HARBOR	HBR	TRACE	TRCE
HAVEN	HVN	TRAIL	TRL
HEIGHTS	HTS	TURNPIKE	TPKE
HIGHWAY	HWY	VALLEY	VLY
HILL(S)	HL(S)	VIEW	VW
HOLLOW	HOLW	VILLAGE	VLG
INLET	INLT	VILLE	VL
JUNCTION	JCT	VISTA	VIS
KNOLL	KNL	WALK	WALK
LANDING	LNDG	WAY	WAY
LANE	LN		

## Property Numbering Recommendations

Property numbering standards determine how numbers are applied consistently throughout the community. In general, numbering standards should include the following:

1. Property numbers should begin from the numbering origin and ascend in consecutive numerical sequence, e.g., 1-2-3-4-5-6-etc..
2. Odd numbers should be assigned to structures on the right side of the road and even numbers to the left, as numbers ascend from the numbering origin. If part of the community is already physically addressed in the opposite fashion, however, then that scheme should be continued to maintain consistency.
3. There should be no fractional addresses (34½ Ash St), alphanumeric address numbers (123A Main St), nor hyphenated address numbers (41-656 Bell St).
4. For a variety of reasons, old rural route box numbers should not be used for new property numbers.
5. Numbers should be assigned based on a standard numbering interval, such as 50 feet, regardless of whether there is an existing structure for every number or whatever is the minimum road frontage requirement. This provides unused numbers to be assigned to future structures built between existing ones.
6. When a road can be accessed by two different adjoining roads, numbering should begin at that entrance which emergency responders are most likely to enter. Numbers will then ascend as responders search for a location.

Recommendations for specific numbering situations are below. The general logical order of address elements should follow US Postal Service conventions:

For Example: Road number, pre-directional (if any), primary road name, suffix, post-directional (if any), and secondary number (if any), e.g., 100 W. Main St, Apt 201.

Apartments: Assign a primary road address, with numbers (not letters) as secondary location indicators, e.g., 111 Main St, Apt 1. Use apartment numbers to indicate the floor location, e.g., Apt 303 (or 3C) is the third apartment on the third floor.

Circular Roads: Numbering should begin at the point where emergency responders are most likely to enter the road, so numbers will ascend as responders search for a location. Where there is no obvious end with greater traffic flow, it is recommended that the starting point be selected at the end closer to the designated numbering origin. Whatever method is selected, apply it consistently within the community.

Condominiums: Assign addresses as though they were apartments or individual houses along a road.

Corner lots: Assign a number according to where the front door faces the road. There may be instances, however, when a corner lot might be numbered based on its driveway, if it made more sense from an emergency responder perspective.

Cul-de-sacs: Those without buildings in the center portion should be numbered as if the center line of the street bisects the cul-de-sac with odd numbers on the right and even numbers on the left. The numbers meet at the far end of the center area.

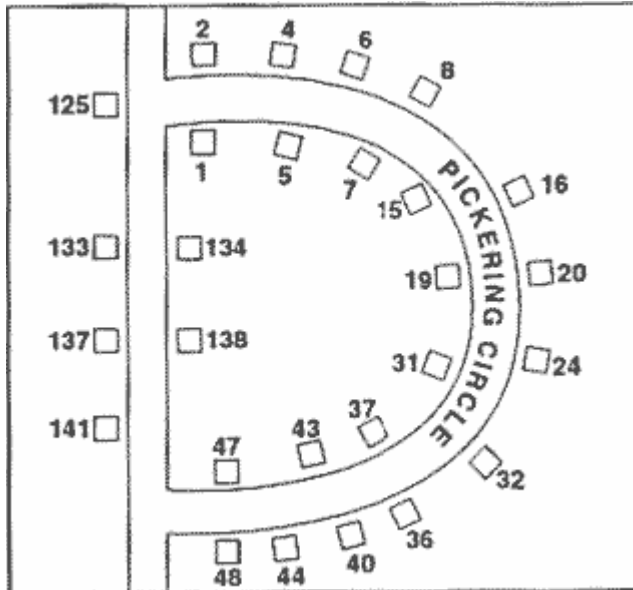
Duplexes: Assign two separate numbers or address as with apartments.

Mobile Home Parks: The park can be assigned one address on the main road, followed by a numeric unit or lot number for the individual homes, such as an apartment building would be numbered. Another option would be to name all the roads and number all the homes within the park, as any property would be numbered on any road.

Office Suites: Numbers should be assigned with a primary road address, followed by a numbered (not lettered) secondary location indicator, e.g., 325 Memorial Drive, Suite 312. Suite numbers should also be used to indicate which floor location.

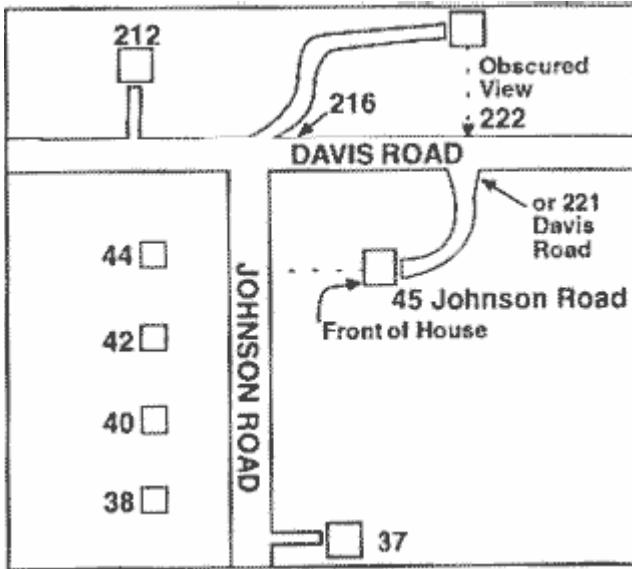
Shopping Center: Numbers can be assigned to businesses within the range available to the property.

## Circular Roads



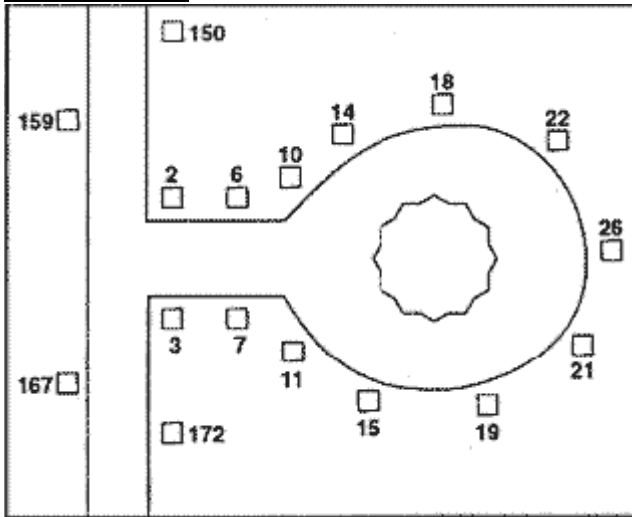
Circular roads should begin numbering at the lowest numbered intersection. The outside of the circle should be numbered first, based on the numbering interval. The inside is then numbered to match with the outside. This may result, in some cases, with fewer numbers on the inside and with some gaps in the inside numbers.

## Corner Lots



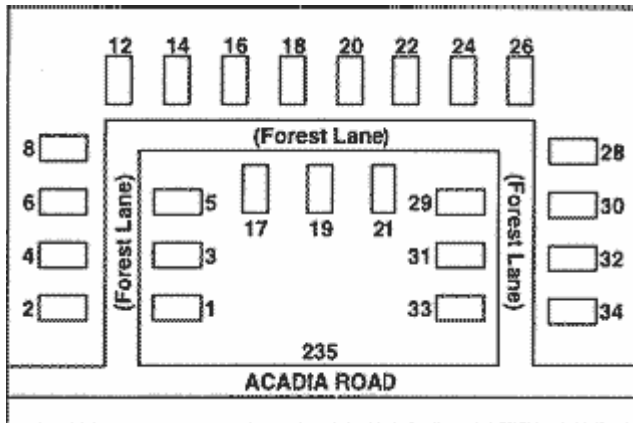
When assigning numbers to corner lots, you should use the front door. When the front door is obscured or if the structure is best reached for emergency purposes by the driveway, assign the property number based on where the driveway falls on the road.

## Cul-de-sacs



Cul-de-sacs require applying guidelines for both dead-end roads and circular roads. The numbering should begin from the intersection. Once in the cul-de-sac, numbers proceed odd around one side of the circle and even around the opposite side to the far side of the circle. When a structure occurs in the middle of the circle, number that structure in a way that best fits, such as according to where the front door faces.

## Mobile Home Parks



Mobile home parks can be numbered just like apartments. The difference is that mobile home parks will be designated by Lot # instead of Apt #. The full address, therefore, would be 235 Acadia Road, Lot 17. An alternative is to name the road in the park and number the homes as single family dwellings, such as 17 Forest Lane.