

**TIPTON COUNTY STREET  
NAMING AND ADDRESSING  
POLICY**

**TIPTON COUNTY E911**



Prepared on Behalf of the  
Tipton County E911 Board

Prepared by the  
County of Tipton E 9-1-1 Department

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STREET NAMING AND ADDRESSING POLICY  
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## **SECTION ONE – INTRODUCTION AND PURPOSE**

### **1.A. PURPOSE**

The purpose of this County-Wide Street Naming and Addressing Policy is to establish standards for naming roadways, posting street signs and assigning numbers to all dwellings, principal buildings, businesses and industries; and to assist emergency service agencies, the United States Postal Service and the public in the timely and efficient provision of services to residents and businesses of Tipton County.

### **1.B. GOALS**

The primary goal of this policy is to provide emergency service agencies with a complete set of addresses, so that emergency victims can be located with greatest efficiency.

Secondary goals include:

- 1) To improve the quality of life for residents of Tipton County through easier delivery of mail and services,
- 2) To project a positive and progressive image to residents, prospective residents and developers, and
- 3) To promote the local tourist industry by making it easier for visitors to locate attractions in Tipton County.

### **1.C. OBJECTIVES**

Project objectives include:

- 1) Ongoing assigning of addresses to new development
- 2) Installation of road signs
- 3) Maintenance of countywide street name and address database

### **1.D. LEGAL AUTHORITY**

Legal Authority to name streets and address buildings is granted in

[Tennessee Code: TITLE 7 CONSOLIDATED GOVERNMENTS – GOVERNMENTAL AND PROPRIETARY FUNCTIONS: CHAPTER 86 EMERGENCY COMMUNICATIONS: PART 1 EMERGENCY COMMUNICATIONS DISTRICTS: 7-86-127. Street Names & Numbers.](#)

## **SECTION TWO – STREET – NAMING POLICY**

## **II.A. STREETS REQUIRING NAMES**

A roadway shall be named if it meets at least one of the following conditions:

- 1) If two or more dwelling units or business related buildings exist, or are proposed to be constructed, along the roadway.
- 2) If a municipality or state maintains the roadway.

## **II.B. STREET NAME SELECTION**

The following standards shall be used:

- 1) A street name should be appropriate and easy to read (so that children can use the name in an emergency situation), and should add to community pride; promoting local heritage, history and traditions and reflecting local geography and character.
- 2) Names with the same theme (i.e., flowers, states) are suggested for naming streets in an entire subdivision, as a means of general identification.
- 3) Historically used road names should be retained where possible.
- 4) Names tending to be confused as homonyms, having the same or similar pronunciation but with different spellings are not acceptable within a municipality or zip code area (e.g. Smith, Smyth or Smythe; Ellis or Alice; Allen or Alan, etc).
- 5) Names that may be offensive (slang, double meanings, etc.) shall be avoided.
- 6) Use of frivolous or complicated words, or unconventional spellings in road names is discouraged.

## **II.C. PREFIXES**

Directional prefixes shall be used only when necessary, such as for distinguishing regions of a continuous road traversing several municipalities. A street may have no more than one directional prefix as follows: North, East, South, or West. (North East Baker Street, for example, shall not be acceptable.)

## **II.D. SUFFIXES**

The following suffixes are suggested for naming a type of roadway. Other suffixes not listed below may be considered at the discretion of the county providing they meet United States Postal Service (U.S.P.S.) guidelines.

- Alley (ALY) – A narrow lane between or behind a row of buildings
- Avenue (AVE) – A roadway or thoroughfare in a densely-populated area running north & south
- Bend (BND) -
- Boulevard (BLVD) – A street with a median reflecting the boulevard character
- Bypass (BYP) –
- Center (CTR) -
- Circle (CIR) – A cul-de-sac or looped street that begins and circles back to terminate on the same road
- Court (CT) – A permanently closed street, not exceeding 1,000 ft, such as a cul-de-sac
- Cove (CV) – A circular or oval inlet that dead ends
- Drive (DR) – A curvilinear street
- Highway (HWY) – A primary state or federal route, suitable for heavy traffic volume
- Lane (LN) – A minor dead end street or private lane
- Loop (LP) – A cul-de-sac or circular street that begins and circles back to terminate on the same road
- Parkway (PKY) – A road with a median reflecting the parkway character
- Place (PL) –
- Plaza (PLZ) –
- Road (RD) – A common roadway, usually in a less densely populated areas
- Run (RUN) -
- Street (ST) – A common roadway, usually in more densely populated areas
- Terrace (TER) –
- Trace (TRCE) –
- Trail (TRL) -
- Way (WAY) – A minor roadway

## **II.E. DUPLICATION OF STREET NAMES**

When naming new streets, duplication of names shall be avoided within a municipality and postal zip code area. The Tipton County E 9-1-1 Office, GIS Department, and the Tipton County Public Works Department, shall keep an updated list of the street names in the County, and Municipalities, so that new names will not duplicate existing names.

If two or more streets in the same municipality or zip code area have duplicate, or otherwise confusing names, the policy for Renaming Existing Streets ([Section K](#)) shall be followed.

A street name combination (prefix, primary name and suffix) shall be used only once, and may not be used in any other alignment, within a municipality or zip code are (e.g. Jones Drive and Jones Circle; or West Jones Street and Jones Street West).

**II.F. MULTI-MUNICIPAL ROADS**

Roads, which pass through more than one municipality, shall bear the same name throughout the County wherever possible. Street and roadway name changes shall only occur at street intersections.

**II.G. MUNICIPAL ANNEXATION OF STREETS**

When a municipality annexes an existing roadway, and there is a street name conflict, the municipality shall change the name of the annexed roadway to conform to the guidelines outlined herein, in ([Section L](#)).

**II.H. NAMING NEW ROADS**

New streets shall be named during the subdivision process. In the case that the requirements of a municipal subdivision ordinance contrast with those of this policy, the more restrictive requirements shall apply.

**II. I. RESERVING NEW STREET NAMES FOR NEW DEVELOPMENT**

At the time of filling an application for subdivision, the developers or property owners shall submit to the Tipton County E 9-1-1 Office a written request to reserve new street names, so that the names can be reviewed and approved to avoid possible duplication. Failure to do so will result in disapproval of the final map by the affected municipality.

Approval of street names must be signed off on the final plat by the E 9-1-1 Director

Street name(s) become final upon recording of the subdivision plat.

Street name(s) may be reserved for three years. If final recording of the preliminary subdivision plan does not occur within three years, a written request for a two-year extension of the street name reservation shall be submitted to the E 9-1-1 Office. If such a request is not received, the name(s) will no longer be reserved.

**II.J. LENGTH OF NAME**

New street names are restricted to a maximum of fourteen (14) letters and spaces, fifteen (15) if the name has an "i" in it. This assures reasonable sign length. Municipal officials should consider the length of existing historical street names that exceed 14 letters.

**II.K. RENAMING EXISTING STREETS**

If an existing street needs to be renamed because of a duplicate name, or because of noncompliance with any other portion of this street naming policy, then the following procedures will be followed:

**K.1. Eliminating Conflicting Street Names** - In the case of two or more conflicting street names, the Tipton County E 9-1-1 will be notified, the GIS Department shall use the following point system to determine which street name should be changed and work together with the E 9-1-1 Director. The street awarded fewer points should be changed.

**POINT SYSTEM FOR RESOLVING STREET NAME CONFLICTS**

<u>CONDITION</u>	<u>POINTS</u>
Older recognized name (if known)	1
Greater number of address	1
Arterial street	1
Historical relevance	1
Existing street signs	1
Relatedness of town/subdivision names	1

**K.2. Notification of Conflict** – The GIS Department will notify the Tipton County E 9-1-1 Director of a street name conflict. The Planning Commission for each municipality and the county will also provide an evaluation based on the point system listed above. Based on this evaluation, the Planning Commission of each municipality and the county shall recommend which street name should be changed.

**K.3. Alternate Name Selection**

**K.3.a. Minor Streets – having 10 or less property owners**

1. Upon receiving report, the E 9-1-1 Director shall determine which street is to be renamed.
2. The name-changing municipality shall inform the property owners along the affected street of the need to change the street name.
3. The municipality shall select an alternate name for the street, and a second choice, at the monthly meeting.
4. The municipality shall contact the Tipton County E 9-1-1 Director for approval of any selected name changes to make sure they are not duplicated or shall cause any further conflicts.

**K.3.b. Major Streets – having 11 or more property owners**

1. Upon receiving the report, the E 9-1-1 Director shall determine which street is to be renamed.
2. The name-changing municipality shall announce the need to change a street name at a monthly meeting within thirty - (30) days of receiving the County report. An alternate name, and a second choice name, shall be selected at the next monthly meeting, sixty - (60) days from receiving the County report.

**K.4. Alternate Street Name** – The municipality shall report the selected alternate street name and a second choice name to the appropriate Planning Commission.

**K.5. Alternate Street Name Review** – The Tipton County E 9-1-1 Director will review the name for compliance with the street name policy, and for duplication, and report acceptability to the municipality and Planning Commission within 30 days of receipt of the request for name change. Second choice street names will be assigned if the first choice is not usable.

**K.6. Ordinance and Signs** – The municipality shall pass an ordinance adopting the new street name and post this name within sixty – (60) days of ordinance passage.

**K.7. Mediation** – If the municipalities do not request a street name change within above listed timetables, the decision is referred to the appropriate Planning Commission. Affected property owners may speak at the meeting before the Commission makes its decision and forwards its recommendation to the municipality involved.

**K.8. Notification of Name Change** – The Tipton County E 9-1-1 Director will notify the United States Postal Service (U.S.P.S.), Tipton County Property Assessor, Tipton County Election Commission, Tennessee Department of Transportation (TDOT), emergency services and affected property owners of street name changes.

**II.L. STREET NAME CHANGE**

Municipalities desiring to have an existing street, or private road, renamed shall submit the proposed street name change to the appropriate Planning Commission for review. The Tipton County E 9-1-1 Director shall review the proposed name for compliance with this street naming policy and shall advise the affected municipality, U.S.P.S., TCPA, TCEC, TDOT, emergency services and all affected property owners of the street name.

**II.M. EFFECTED DATE OF CHANGE**

Any street name change shall become effective following expiration of a thirty – (30) day period commencing from the date said change was authorized by the municipality, or earlier at the discretion of the municipality.

**II.N. ADJACENT COUNTY COORDINATION**

The Tipton County E 9-1-1 Office shall coordinate road names and address numbers with adjacent counties so that road and addresses at county boundaries are logical. Roads that traverse county boundary lines should have one name for the continuous length of the road. If road names change at county boundaries, they should change at a prominent landmark or intersection. Address ranges near county boundaries should also change at intersections or landmarks where feasible.

**II.O. TOWNSHIP ROUTE NUMBERS**

There are no longer any route numbers in Tipton County

**II.P. PRIVATE LANES**

Private lanes shall be named when there is more than one addressable building located on the road. See, [Section II.A](#) and [Section IV.G.2](#).

### **III. SECTION THREE – STREET NAME SIGNS**

#### **III.A. INTRODUCTION**

All public roads in Tipton County shall be signed and shall display the proper road name.

#### **III.B. DESCRIPTION OF SIGNS**

Street name signs shall be installed at all intersections; and shall comply in design, installation and maintenance, with requirements set forth by TDOT and Public Works Departments regulations for municipalities and county.

#### **III.C. RESPONSIBILITY FOR STREET NAME SIGNS**

##### **C.1. EXISTING PUBLIC ROADS**

Tipton County Public Works and Municipalities are responsible for fabricating and installing street name signs at the intersections of all existing public roads, within respective municipal boundaries, in compliance with TDOT REGULATIONS as outlined above.

##### **C.2. NEW PUBLIC ROADS**

The developer shall be responsible for fabricating and erecting street name signs at the intersections of all new public roads, in compliance with TDOT and Public Works Departments regulations for municipalities and the county. The Public Works Department or municipality shall thereafter maintain street name signs at the intersections of all new streets have been accepted into the corresponding road system. In new subdivisions, all street names must be approved prior to final subdivision approval.



## **SECTION FOUR – ADDRESSING POLICY**

### **IV.A. ADDRESSING AGENCY**

Tipton County E 9-1-1 shall establish and assign street address numbers in accordance with the guidelines set forth herein. All buildings used for residential, commercial and/or industrial purposes shall be provided with an address identifying the building.

### **IV.B. ADDRESSING METHODOLOGY**

#### **B.1. FRONTAGE INTERVAL ADDRESSING SYSTEM**

The Frontage Interval Addressing System is based on the measurement of the intervals between the beginning of a road and the structures along the road. The frontage interval system will follow an interval guideline or measurement increments, which will yield approximately 1000 possible address numbers per mile.

The frontage interval system includes rules for the point of beginning of the road, the location of odd and even numbers along a road, the "take-off" point for semi-circular roads and numbering cul-de-sacs, numbering of diagonal roads, numbering of apartments and duplexes, numbering of businesses, trailer parks and stacked addresses.

The following list is a description of the generally acceptable numbering standards.

#### **B.2. THE FRONTAGE INTERVAL**

Assign numbers every 5.28'. This will yield approximately 1000 numbers per mile, 500 even on one side and 500 odd on the other side.

#### **B.3. ODD AND EVEN NUMBER CONVENTION**

Even numbers are assigned to the North & East sides, from the point of beginning. Odd numbers are assigned to the South & West sides, from the point of beginning.

#### **B.4. BEGINNING POINT**

Numbering should begin at the West beginning point and proceed eastward or at the South beginning point and proceed northward. These rules will apply unless you are continuing a city numbering scheme, as in leaving a city where other numbers are being used. The system in place will dictate the beginning number, or on dead-end roads where the beginning point will be at the point of departure from the main road, regardless of direction.

#### **B.5. FRACTIONAL, ALPHANUMERIC, HYPHENATED ADDRESSES**

There should be no use of fractional addresses, alphanumeric address numbers, or hyphenated address numbers (e.g. 34½ Ash St, 123A Main St, 41-656 Bell St).

Recommendations for specific numbering situations are below. Then general logical order of address elements should follow United States Postal Service (USPS) conventions: road number, pre-directional (if any), primary road name, suffix, post-directional (if any), and secondary number (if any) (e.g. 110 S Main St, Apt 304).

#### **B.6. DIAGONAL STREETS**

Diagonal streets should be treated as either north-south or east-west streets. Arbitrary decisions on direction are acceptable, but the primary direction should be chosen.

### **B.7. CIRCULAR STREETS**

Circular streets and roads begin at the low numbered intersection and are numbered with the even numbers on the inside of the circle. The outside of the circle is numbered first and consecutively. The inside is then numbered to match and mix with the outside. This will result, in some cases, in fewer numbers on the inside of the circle, and also with spaces between the numbers.

### **B.8. CUL-DE-SACS**

Cul-de-sacs often require applying the rules for both dead-end streets and circular streets. Those without buildings in the center portion should be numbered as if the centerline of the street bisects the cul-de-sac. The numbering begins from the intersection of the main road and ascends toward the cul-de-sac. Once in the cul-de-sac the numbers proceed odd around the South or West side of the circle and even around the North or East side of the circle progressing in the direction that the numbers increase. Odd and Even numbers meet at mid-point or the back of the cul-de-sac.

On rare occasions, there may be structures inside the cul-de-sac. When this occurs, number the structure or structures in the way that will fit best. Generally, there are no houses in the middle ground.

### **B.9. CORNER LOTS**

When assigning numbers to corner lots, the front door of the structure will be used. When the front door is obscured or if the structure is best reached for emergency purposes by the driveway, the property number will be assigned based on where the driveway falls on the road. Emergency personnel prefer the address to be the front door of the structure due to attempting to locate the structure. [ADDRESSES FOR CORNER LOTS WILL NOT BE GIVEN OUT UNTIL THE E 9-1-1 DIRECTOR OR GIS DEPARTMENT VERIFIES THE LOCATION OF THE FRONT DOOR OR THE BEST REACHED LOCATION FOR EMERGENCY PERSONNEL.](#)

### **B.10. CROSSING COUNTY LINES**

When crossing county lines, consideration will be given to an existing numbering system in that county. If no system exists, the numbering will stop at the county line. If a system does exist in that county, those numbers may continue, following these rules for distance and direction.

### **B.11. STACKED ADDRESSES**

Houses or trailers behind other houses or trailers facing the road, sharing a common driveway, should be numbered following the rules for distance and direction herein. Use of a hyphenated, alphanumeric or fractional number shall not be used (e.g. 254A, 254 ½, or 254-2).

### **B.12. APARTMENT COMPLEXES**

Apartments and other multi-tenant structures should be numbered with the main building and then assigned apartment numbers as secondary location indicators (e.g. 96 Franklin Square Dr Building A, Apt 100 or Apt 200, apartment 100 being the first floor and apartment 200 being the second floor. Apartment numbers should be used to indicate the floor location.

### **B.13. MOBILE HOME PARKS**

Mobile home parks shall be numbered similar to apartment complexes. Each trailer park shall be assigned one number and each trailer shall be assigned a lot number by the trailer park owner. (e.g. 120 Robin Hood Circle, Lot 10).. [\(EXISTING MOBILE HOME PARKS ARE EXEMPT\).](#)

### **B.14. BUSINESSES**

Businesses and business districts shall be numbered just as apartments, with the exception of being assigned an alphabetic character for the suite. The middle of the building will be addressed and determining the number of offices or bays in the building they will be numbered as suites (e.g. 96 Atoka Commercial Dr, Ste A). This rule may also be applied to "office parks" where each business has its own small building. [\(GENERAL RULE IF YOU ARE STANDING IN FRONT OF THE BUILDING THE SUITES WILL BE ADDRESSED FROM LEFT TO RIGHT WITH THE ALPHABET\).](#)

**B.15. CORNER BUSINESSES**

Corner businesses shall be addressed according to where the front entry door is facing no matter where the primary entrance is located.

**B.16. HIGHWAYS**

Highways with no numbering system in place or where the system is to be changed will be numbered from county line to county line, following the rules for distance and direction herein.

**B.17. STRUCTURES**

When assigning numbers, the front door of the structure should determine the address assigned. Structures should always be numbered according to the road they face, not where the driveway enters the road or where the mailbox is located. An exception to this is when the structure is obscured or if the structure is best reached for emergency purposes by the driveway. In such cases, the address shall be assigned where the driveway falls on the road. [\(The footing or foundation should be laid for easier location of the front door\).](#)

**B.18. PREPLANNING SUBDIVISIONS**

New subdivisions will require street name approval prior to final approval of each plat. The Tipton County E 9-1-1 Director must review the plans for compliance with the various sections of this policy, as they relate to street naming. The Tipton County E 9-1-1 Director must sign-off on this portion of the subdivision plan. Addressing will begin when the E –9-1-1 Director receives an approved registered copy of the plan. Pre-planning requires that corner lots be numbered in two directions; since it is unknown which way the houses might face on the lot. Contractors or real estate offices shall not receive an address for a corner lot until the E 9-1-1 Director can make verification as to which way the structure faces.

**B.19. EXISTING CITY BLOCK NUMBERING**

Existing addressing systems may be left in place if they meet the requirements of this section:

B.19.a. The block style numbering systems in use within the County of Tipton shall be continued unless a change is requested by the local municipality and agreed to by the E 9-1-1 Director.

B.19.b. Other municipal addressing systems in place on the date this ordinance takes effect may continue, provided that each system uses an equal interval between addresses, is expandable, and does not provide any duplicate addresses within the appropriate postal area. The Tipton County E 9-1-1 Director may agree to recognize such existing address systems upon written request from the municipality, and development of a written agreement between the E 9-1-1 Director and the municipality.

B.19.c. Sufficient numbers will be added to the countywide system so that municipalities with existing systems can switch to the countywide system in the future if the municipality so desires.

B.19.d. The E 9-1-1 Director shall not be responsible for administering or assigning addresses in municipalities where the countywide system is not adopted, unless requested by the municipality and agreed to by the E 9-1-1 Director in writing.

B.19.e. All municipalities are responsible for notifying the E 9-1-1 Office when a structure is being removed or torn down from a property. Once a structure is removed from a property the address no longer exist, and a new number will be assigned once the new structure has been established. The E 9-1-1 Office will be responsible for updating the countywide addressing database, and the GIS department will update the mapping system. The GIS Department shall not be responsible for notifying the U.S.P.S, TDOT, Emergency Services, Tipton County Assessors, Tipton County Election, or the affected property owners of address changes in municipalities.

#### **IV.C. EXEMPT BUILDINGS**

The following buildings and uses shall be exempt from the addressing system, but may be addressed at the request of the property owner:

- 1) Farm buildings which are not residential or commercial and do not have phone service.
- 2) Unoccupied farmland or lots containing no dwellings or businesses
- 3) Temporary addresses will not be given out for electrical poles on unoccupied farmland or lots containing no dwelling or business.

#### **IV.D. CHANGING ADDRESS NUMBERS**

If an address number is changed for any reason, The Tipton County E 9-1-1 Office shall be responsible for changing the address number, except in municipalities referenced in [Section IV.B.19.](#), that administer their own addressing systems.

When such a change is made, the Tipton County E 9-1-1 Office shall notify the building owner to make the change, along with the emergency services and the U.S.P.S. and any other agency that needs to be notified.

The Tipton County E 9-1-1 Office shall notify the building owner by certified mail, return receipt requested, or by personal service date and time recorded and the party notified. The owner of the building or residence shall cause the posted address numbers to be changed within thirty – (30) days of receipt of such notice. The new address will become effective immediately upon notification of owner. The resident of the building will be responsible for notifying all suppliers and others of the address change.

#### **IV.E. ADDRESSING NEW CONSTRUCTION AND DEVELOPMENT**

##### **E.1. BUILDING PERMIT REQUIREMENTS**

Prior to beginning new construction, property owners shall submit an application for a building permit. The municipality of Covington addresses their own city and requires that addresses be given in their jurisdiction to the new building(s) before a building permit is awarded.

##### **E.2. SUBDIVISION REQUIREMENTS**

No residential, commercial or industrial subdivision or land development shall be approved or recorded unless it has been assigned approved street names.

#### **IV.F. RESPONSIBILITY FOR DISPLAY OF ADDRESS NUMBERS**

It shall be the responsibility of each and every property owner, trustee, lessee, agent and occupant of each residence, apartment building complex, business or industry to purchase, post and maintain address numbers as required under this policy at all times. [ADDRESSES SHALL BE VISIBLE TO ALL EMERGENCY RESPONDING AGENCIES!](#)

It shall be the duty of the above mentioned, upon affixing a new address number, to remove any conflicting number. It shall be unlawful to cover any address number with any sign, drapery, or other obstruction tending to conceal such number(s).

#### **IV.G. SIZE AND LOCATION OF STREET ADDRESS NUMBERS**

##### **G.1. RESIDENCE AND 'IN-TOWN' BUSINESSES**

It shall be the duty of each and every property owner, trustee, lessee, agent and occupant of each residence, apartment building complex, or 'In-Town' business to display the assigned address number according to the guidelines set forth herein. The address number shall be made up of numbers and/or letters which are not less than four inches in height, contrasting in color with the background on which they are affixed, as near to the front entrance as possible and practical, so that the number is legible from the sidewalk (if any), the road and the opposite side of the street day or night. If addresses are put on the mailbox or mailboxes the numbers shall be put on both sides for Emergency Responders for easier locating.

**G.2. PRIVATE LANE AND LONG DRIVEWAYS**

If any residence, apartment building, or business (except malls or shopping centers) is located so that the address number is not clearly visible from the street, an additional address number shall be posted at the intersection of the driveway with the public street. The additional address number shall be made up of numbers and/or letters which are not less than four inches in height, contrasting in color with the backgrounds on which they are affixed, visible day or night, and placed upon a post or other structure which displays the number at least forty-eight – (48) inches above the ground. There shall also be address numbers on the front façade of the building. The property owner is responsible for the installation of these additional sets of address identifiers.

**G.3. INDUSTRIAL AND COMMERCIAL STRUCTURES IN LOW DENSITY AREAS**

All industrial and commercial structures located in low-density development areas, (areas in which small residential style address numbers are not visible from the road), shall display address numbers of not less than ten inches in height. The number shall contrast in color with the background on which it is affixed and shall be visible day or night, from the street. When possible, the number shall be displayed beside or over the main entrance of the structure.

**G.4. APARTMENT BUILDINGS**

All apartment buildings shall display address numbers above or to the side of the primary entrance to the building. Address numbers shall contrast with the color of the background to which they are affixed, and shall be of an appropriate size to be visible day or night from the opposite side of the street facing the main entrance.

Apartment numbers for individual units within the complex shall be displayed above or to the side of the doorway of each unit.

**IV.H. NOTICE TO COMPLY**

Municipal officials and Tipton County E 9-1-1 administrative employees are hereby authorized to enter upon private property for the purposes of inspection and to give notice by personal service or by mail to persons in violation of this policy directing them to abate the situation within ten (10) days after issuance of such notice.

**IV.I. PROPER ADDRESSING FORMAT FOR MAILING**

The proper addressing format is established by the U.S.P.S. Regulations require that the following formats be followed:

I.1. Post Office Box Delivery Address

MR. JOHN DOE  
1000 SYCAMORE ROAD  
PO BOX 45  
FALLS CHURCH, VA 22042

I.2. Home Delivery Address

MR. JOHN DOE  
1000 SYCAMORE ROAD  
FALLS CHURCH, VA 22042

In all cases, place the intended delivery address on the line immediately above the city, state and zip code. In most cases PO Boxes will have a different zip code than street addresses. If a PO Box is the intended address, the zip code for the post office box section must be used.

## **SECTION FIVE – EXECUTIVE SUMMARY OF RESPONSIBILITIES**

### **V.A. MUNICIPAL OFFICIALS**

Municipal officials are responsible for:

1. Resolving road name(s) duplications within a municipality or zip code area.
2. Having a subdivision ordinance requiring that the applicant have approved street names for all proposed roads prior to receiving final subdivision approval and to enforce this ordinance.
3. In the case that a street name must be changed, the municipal officials shall inform property owners along the street, as described in [Section II.K.3.a](#) and [II.K.3.b](#).
4. Fabricating and installing street name signs at the intersections of all public roads.
5. Maintaining street name signs at the intersections of all existing public roads.
6. Passing ordinance to require posting of address numbers consistent with this policy.

### **V.B. TIPTON COUNTY E 9-1-1**

The Tipton County E 9-1-1 Office shall be responsible for:

1. Administering this policy.
2. Maintaining a countywide database of street names
3. Reviewing subdivision plats for conformance with this policy.
4. Reviewing requests for street name changes for compliance with this policy.
5. Notifying municipalities of street name conflicts.
6. Notifying the U.S.P.S., Emergency Services Departments, TDOT, and all other departments that are to be notified.
7. Coordinating street names and address ranges with adjacent counties.
8. Establishing, assigning and when necessary, changing address numbers in accordance with this policy in all municipalities which so desire.

### **V.C. UNITED STATES POSTAL SERVICE**

The United States Postal Service (USPS) is responsible for:

1. Notifying the Tipton County E 9-1-1 Office when the carrier locates an address out of sequences.
2. Maintaining a dual addressing system, delivering mail addressed to either address for a period of twelve months.
3. Maintaining a database of addresses as notification of address changes are received from the county or municipality.

### **V.D. PROPERTY OWNERS AND RESIDENTS**

Each and every property owner, trustee, lessee, agent and occupant of each residence, apartment building, business, industry or institution are responsible for:

1. Purchasing, posting and maintaining assigned address numbers in conformance with the guidelines set forth herein.
2. Removing old address numbers when new numbers are posted.
3. Obtaining address information from the Tipton County E 9-1-1 Office

### **V.E. DEVELOPERS**

Developers shall be responsible for:

1. Obtaining approval for street names prior to receiving final approval of subdivision applications.
2. Apply signature block on all subdivision plats for E 9-1-1 Director to sign off on approval.
3. Purchasing and installing road name signs for all new roads. [\(SIGN NAMES MUST MATCH APPROVED STREET NAMES\)](#).

**SECTION SIX – SOURCE GUIDES**

- A. The National Emergency Number Associations book Addressing Systems: A Training Guide for 9-1-1. 1995, ISBN 1-883119-18-9.
- B. The United States Postal Service publication: Addressing Conventions, July 1989, filing number DM-940-89-03.
- C. The United States Postal Service publication: Postal Addressing Standards, August 1995, Publication 28.

Any addressing issues not addressed in this policy will be resolved using the standard recommended in the above referenced publications.

**BELOW IS AN EXAMPLE OF THE SIGNATURE BLOCK THAT SHALL BE ON ALL NEW SUBDIVISION PLATS.**

**CERTIFICATE OF APPROVAL FOR SUBDIVISION AND STREET NAMES**

I, \_\_\_\_\_, do hereby certify that I have reviewed the Proposed subdivision and certify that the name of the subdivision and/or Name(s) of the street(s) within this proposed subdivision do not conflict with Other subdivisions and street names for emergency service purposes.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DIRECTOR OF 911 ADDRESSING

TO OBTAIN ADDRESS INFORMATION CONTACT THE E 9-1-1 OFFICE AT: 901-476-0252 MONDAY-FRIDAY 8-4 AFTER 4:00 LEAVE APPLICANT NAME AND TELEPHONE NUMBER ON VOICE MAIL.

Current road names are available on our website

[http://www.tiptonco.com/downloads/Tipton\\_County\\_Road\\_Name\\_List.pdf](http://www.tiptonco.com/downloads/Tipton_County_Road_Name_List.pdf)

**PLEASE ALLOW TEN (10) WORKING DAYS FOR NAME APPROVAL.**

