



JOHNSON COUNTY 9-1-1 ADDRESSING

POLICY AND PROCEDURE

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I. Objective

A countywide standard addressing policy and procedures document is meant to establish standards to support an accurate and consistent 9-1-1 GIS Database utilized by the North Central Texas 9-1-1 District (NCT 9-1-1) and Johnson County Emergency Services. The priority of the 9-1-1 Addressing Coordinator is to assign new addresses and maintain accurate records of existing addresses, road centerlines, and jurisdictional boundaries, ensuring that the location of an emergency is quickly attainable by first responders. The Johnson County 9-1-1 database is a useful tool for several other entities, including but not limited to utilities companies and service providers. This policy document entitled *Johnson County 9-1-1 Addressing Policy and Procedure* will be referred to herein as “this document”.

II. Addressing Responsibility

9-1-1 Addressing involves the creation and maintenance of address point, road centerline, and jurisdictional boundary information. Each county within the NCT9-1-1 District is ultimately responsible for the 9-1-1 addressing and respective GIS data within its own boundaries. 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 cities. Cities that are not responsible for addressing within their city limits are responsible for forwarding address application to the Johnson County Addressing Coordinator. Cities that are responsible for addressing within their respective city limits must submit all information for new addresses within three business days of assignment, with the exception of cities that directly report their data to NCT 9-1-1 or TC 9-1-1.

III. Road Addressing Components

The logical, grammatical order of address elements will be assigned as follows: address number, directional prefix (if applicable), primary road name, road type (if applicable), and unit designator (if applicable).

- A. **Address Number:** Numeric component of an address that precedes the road name and is officially assigned to a specific structure or property. The address number will be composed of Arabic numerals 1, 2, 3, 4, 5, 6, 7, 8, 9, and 0. Numerals will be applied in accordance with a structure’s location along a block range. This is a MANDATORY component of all complete addresses.

Ex: 109 Main St

- B. **Directional Prefix:** A prefix of cardinal direction (N, S, E, W, NE, SE, NW, SW) assigned to a street based on the general direction of travel from an appropriate baseline.

Ex: 11945 E FM 917

- C. **Primary Road Name:** The officially designated road name used for addressing. This is a MANDATORY component of all complete addresses.

Ex: 1832 Lone Star Rd

- D. **Road Type Descriptor:** A standardized identification descriptor which corresponds to physical and functional characteristics of a road.

Ex: Road, Drive, Parkway, Boulevard, Court, etc

- E. **Unit Designator:** Identifies a specific apartment, room, suite, or other secondary addressing unit that is described by the address number. Unit designators may either be alphabetical or numerical, but never a combination of both.

*Ex: 10441 E FM 917, **Unit 11***

IV. Road Addressing Conventions

- A. Addressing will begin at one end of a road, the origin, and address numbers will increase according to the standard interval (1000 addresses per mile) while traveling along the road toward the end.
- B. Odd number addresses will be assigned to properties /structures on the left side of the road, relative to the origin. Even number addresses will be assigned to properties/structures on the right side of the road, relative to the origin.
- C. Only specific addresses will be used (*Ex: 400 Miller Dr*). Nonspecific addresses, such as corner location descriptions may not be used as an address (*Ex: SW corner of County Road 525 and FM 2738*).
- D. Address numbers should not exceed five characters.
- E. Leading zeroes will not be used in address numbers or unit designators.

Ex: 0415 Lucky Rd, Unit 0012

- F. Fractional addresses or unit designators are not permitted

Ex: 101 ½ Chaparral Ct

- G. Hyphenated address numbers or unit designators are not permitted

Ex: 13-423 Meadow Rd or 741 Friendship Rd, Unit 22-111

- H. Address number continuity will generally 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 among residents and emergency responders.
- I. The interval between assigned address numbers should be sufficient to allow address number assignment to additional principal buildings between, behind, or in front of existing principal buildings.

V. Road Addressing Methodologies

The Frontage Interval Addressing System is preferred by the National Emergency Number Association (NENA) and the United States Postal Service (USPS), and will be used in Johnson County. This system is based on the distance between the origin of a road and the location of structures along the road.

- A. **Standard address interval:** The standard addressing interval will be 5.28 feet, yielding 1000 possible address numbers per mile – 500 on one side of the road and 500 on the other. The standard addressing interval will generally be used to assign addresses on all new or existing roads, unaddressed roads, and in any readdressing of existing roads.
- B. **Origin Point of a Road:**

1. The origin point of a road is typically the point of the road nearest, based on driving distance, to the addressing centroid of Johnson County – the Downtown Historical Courthouse at 2 N Main St, Cleburne, TX 76033.
 2. The origin could also be based on the direction of travel away from a higher-ordered road to a lower-ordered road. Hierarchy of roads from highest order to lowest:
 - a. US/Interstate Highway
 - b. State Highway
 - c. Farm-to-Market Road
 - d. County Road
 - e. City Street
 - f. Private Road
- C. **Address Numbers and Road Addressing:** In the County, the middle of the main access driveway will be used to determine the address number assigned to a structure. Other considerations may include the location of other addressed building(s) on the property, and proximity to addressed structures on neighboring properties. In general, buildings will be addressed according to the road that the driveway intersects. In the case of multiple driveways, the address will be assigned based on the driveway that is nearest the origin of the road that it intersects. In cities and residential subdivisions, the address is assigned based on which road the front door of the structure faces.
- D. **Address Parity:** Traveling forward, away from the origin of a road, address numbers will be assigned with even numbers assigned to properties/structures on the right side of the road and odd numbers assigned to properties/structures on the left side of the road. If a preexisting opposite parity scheme exist on the road or in a localized area, the existing parity scheme may be continued, if practicable, at the discretion of the Addressing Coordinator.
- E. **Address Continuity:** Address numbers assigned or reassigned along a road will be in logical numeric sequence with relation to the origin point and other address numbers along the road.
- F. **Semicircular Roads:** Crescent-shaped roads or semicircular loops that begin and end on the same road should follow the parity, continuity, and standard addressing interval guidelines outlined in this section. Addressing begins at the point nearest the origin of the road that the semicircular road intersects.
- G. **Self-intersecting (P-shaped) Roads:** The origin point for a non-circular self-intersecting road should always be at the intersection with the main road. Address numbers will increase from the origin, past the self-intersection, around the loop, ending back at the self-intersection.
- H. **Private Access Easements:** A private access easement is an access point to a property that is not platted as dedicated right-of-way, and is maintained by the property owner(s). Johnson County may not permit new private access easements within the County. If a city approves private access easement in a platted subdivision within their ETJ, these easements may be allowed to use traditional street names, provided the street names align with the standards set forth in this document.
- I. **Stacked addresses:** Stacked addresses refers to multiple addressed structures using the same driveway ofr access to the main road. Addresses will be assigned with a unique address number in a logical numeric sequence. If there are no address numbers available to assign, there are two options:

1. Assign an address with a unit designator, using the address number of the nearest addressed structure.

Ex: 4544 County Road 421, Unit 2

2. The driveway may be named as a Private Access allowing for individual address numbers to be assigned to each structure. The name assigned to the Private Access will follow this convention:

The Private Access shall be numbered with five to six numerals, the first of which will represent the numbered county road that the driveway intersects, and the second of which represents the distance (in whole-number miles) of the driveway from the origin of the road that it intersects.

Ex: A private access intersecting County Road 301, 3 miles from the origin would be named Private Access 30103

This option will require re-addressing of some or all of the existing structures along the driveway.

- J. **Multi-Tenant Structure Building and Unit Numbering Standard:** A standard building and unit numbering system will be followed for new developments including, but not limited to:

Apartment Complexes

Office Parks

Retail/Commercial/Industrial Complexes

Building designations are used when there are multiple structures on a parcel, lot or site. Unit designations are used when there are multiple addressable spaces within a building. The term "Unit" is synonymous with "suite", "apartment", etc.

A single central address will be assigned for the entire complex, and each dwelling within will be assigned a unique unit designator that reflects the building number, floor number (if there is more than one floor in the building), and unit number.

Ex: An apartment in building 1, floor 2, unit 1 will be assigned Unit 1201

- K. **Duplexes, Triplexes, Fourplexes, and Townhomes:** When possible, a unique address number will be assigned to each dwelling within the structure. In the event that there are not enough unique address numbers available to assign to each dwelling, one central address for the building will be assigned with an alphabetical unit designator starting with the letter A will be assigned to each unit. If the structure is oriented parallel to the road, unit values will increase in the direction of the respective block address range increase. If the structure is oriented perpendicular to the road, the unit values will increase from nearest the road to furthest.
- L. **Mobile Home Communities:** Mobile home communities with driveways or easements resembling a "street-like network" may name the easements, allowing for a unique full address to be assigned for each home. The developer is responsible for obtaining approval of the road names from the Addressing Coordinator. The approved road names must be noted on the plat or infrastructure development plan. Mobile home communities may also be assigned a central address for the community with unit numbers assigned to each dwelling. Each mobile home community addressing scheme will be determined on a case-by-case basis through a coordinated effort between the owner/operator and the Addressing Coordinator. The final authority to set the addressing scheme is retained by the Addressing Coordinator.

- M. **Unoccupied/Vacant Property Addresses:** 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 discernable, the center point of the property's primary road frontage will be assigned the address number.
- N. **Utilities Addresses:** Addresses for utilities and non-habitable structures (water meters, cell towers, collocation boxes, utility cabinets, etc) will be handled on a case-by-case basis.
- O. **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, to which Johnson County is denied access for addressing purposes, the Addressing Coordinator will assign an address as necessary to that property at the major point of entry to the property from 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.
- P. **Substantial Compliance:** Addresses along a road or portion of a road, not based on the standard addressing interval, but otherwise consistent and compliant with the guidelines in this document, at the discretion of the Addressing Coordinator, may be deemed in compliance with these guidelines.

VI. Road Naming Standards

- A. New road names within Johnson County must contain at least two components:

1. Primary road name
2. Road type descriptor

Ex: LONGHORN TRAIL

LONGHORN = Primary road name

TRAIL = Road type descriptor

- B. The character limit for a road name, including the primary road name, road type, spaces, and 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.
- C. Road names shall not include a derogatory, racial, offensive, or obscene term that an average person applying contemporary community standards would find unacceptable.
- D. Duplicate and sound-alike primary road names are not permitted, in an effort to avoid confusion among emergency responders.

Ex: Ponderosa Cir already exists in the county, so Ponderosa Way would not be approved. Lisa St already exists in the county, so Leesa Dr would not be approved.

- E. Road names that contain complicated words and/or unconventional spellings or pronunciations are not permitted.

- F. Numerals will only be used for numbered roads and highways (*Ex: County Road 302, FM 2331*). Road names containing numbers, whether enumerated or spelled out, are not permitted.

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

- G. Road names that contain cardinal directions are not permitted unless the intention is to use the cardinal direction as a directional prefix

Ex: North Hills Dr would not be permitted unless the intention is to be N Hills Dr.

Do not combine cardinal directional words with other words to create street names.

Ex: Southlands Blvd, Westhaven Dr

VII. Road Name Changes

- A. Road name changes should be a rare occurrence. Changing the name of a road will affect all of the property owners who use that road for access to their property.
- B. If a property owner wishes to rename a road, they must own property abutting the road or enlist the support of their respective County Commissioner to sponsor the renaming.
- C. The applicant must contact the Addressing Coordinator and fill out **an application for a road name change**. The Addressing Coordinator will provide notification to the appropriate County Commissioner that there is interest in changing a road name in their jurisdiction.
- D. The applicant must solicit and bring forward documentation indicating agreement on the proposed new road name among ALL (100%) of the affected property owners. An affected property owner is any property owner who owns property that abuts the road proposed for renaming.
- E. **The Addressing Coordinator will review the completed application to ensure agreement and submit the application for a road name change as an action item for the Commissioners Court.**
- F. The applicant must appear in Commissioners Court to provide documentation of affected property owner agreements in order to obtain and document in the meeting minutes final approval of the road name change.
- G. The Addressing Coordinator will provide documentation of the address change(s) to all property owners whose addresses will be changed by this action.

VIII. Addressing Procedures

Johnson County does not require proof of ownership of a property in order to assign a new address. The location of the property to be addressed is found through the Johnson County Central Appraisal District's parcel data using the GIS Number, Account Number, or Tract/Lot/Block Numbers. All new addresses within city limits must be reported to the Johnson County Addressing Coordinator.

A. New Addresses

1. Residents that live in unincorporated areas of the county must submit a 9-1-1 address application via the link on the county website:

<https://www.johnsoncountytexas.org/departments/geographic-information-system-gis/911-addressing>

The Addressing Coordinator and the Public Works Department will review the application and contact the applicant to obtain details regarding the location of the planned structure(s) and driveway access. Barring any issues with permits or time required to perform research on an unusual situation, requested addresses will be assigned within three business days. Addresses may not be assigned for non-permitted structures.

2. Cities that are responsible for their own addressing must provide the Johnson County Addressing Coordinator with documentation of ALL new addresses assigned within their city limits. This documentation includes:
 - a. Plat name and volume number of the location, if platted
 - b. Aerial image of the location of the structure(s) to be addressed clearly marked OR a copy of the plat with the corresponding addresses typed or written onto lots.
 - c. (Optional) Shapefile or geodatabase with fields equivalent to the NCT 9-1-1 schema
 - d. Exceptions include those cities who directly send their address database to NCT 9-1-1 or TC 9-1-1
3. Cities that are not responsible for their own addressing must receive confirmation correspondence of an address assignment from the Johnson County Addressing Coordinator that the address has been created and added to the 9-1-1 GIS database prior to considering the address to be valid. The city should refer their residents seeking a new address to the Johnson County Addressing Coordinator. Alternatively, a City representative may fill out the 9-1-1 address application on behalf of the resident. They must be able to provide an aerial image of the property with the location of the structure and driveway access to be addressed clearly marked.

B. **Verification of Existing Addresses:** The Johnson County Addressing Coordinator can provide valid proof of an address assignment if needed.

C. **Historical Addresses:** Historical addresses must first be researched for any address already assigned. If a former address is unable to be identified, the historical structure must then apply for a new address.

IX. Addressing Platted Subdivisions

- A. Developers must receive approval of proposed new road names for platted subdivisions from the Addressing Coordinator prior to filing the plat with the County Clerk. If a plat is filed without the Addressing Coordinator's approval of the road names and those road names violate the standards within this document, addresses will not be issued until the plat has been corrected and re-filed.
 1. Road names will be reviewed during the preliminary plat review process
 2. The Addressing Coordinator will send documentation indicating which road names do or do not meet the standards set forth in this document, and requesting alternative road names if necessary.

3. Once appropriate road names have been agreed upon, the Addressing Coordinator will prepare and send **documentation of the approved road names.**
 4. Due to the rate of development within the County, these road names will be held in reserve for a maximum of 12 months.
 5. If more than 12 months have passed between road name review and filing the final plat, the road names will be released from reserve, making them available for use by another development.
- B. In general, platted subdivisions will be addressed after they have been filed with the Johnson County Clerk and processed by the Johnson County Central Appraisal District.
 - C. The Johnson County Addressing Coordinator may, at their discretion, may pre-address a plat which includes sufficient detail and reference information, if it is deemed necessary for construction of the subdivision, installation of utilities, or other similar purposes.
 - D. 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 location is known, that location will be used for the address assignment.
 - E. Corner lots that have frontage on two roads will be assigned two potential addresses – one for each road on which the lot has frontage. The official address will be assigned by the Addressing Coordinator once building plans have been reviewed in the permitting process, based on which road the front door of the structure is built to face.
 - F. Lots that have frontage on three roads or through lots with road frontage on opposite ends will not be addressed until specific building plans are presented to the Addressing Coordinator.
 - G. If multiple addressable structures are placed on the same lot, the first structure erected will carry the address noted on the plat. Any additional structures will be addressed separately based on the guidelines in this document.

X. Posting an Address

Road signs and property address markers complete the link between assigning an address and locating the address on the ground. The property owner/resident is responsible for posting their address number in a conspicuous manner, so that they may be easily located by emergency responders. The following are generally accepted recommendations for posting an address:

- A. If a structure is visible from the road, the assigned address number should be affixed to or displayed on the structure in a way that is clearly visible from the road in both daytime and night lighting conditions.
- B. If a structure is not visible from the road, the address number should be displayed in a conspicuous manner at or near the intersection of the driveway with the named road.
- C. Where there is more than one addressed structure sharing a driveway, each structure's address number and unit designator (if applicable) should be affixed to or displayed on each structure. Where all structures are not visible from the road, each address number (and unit designator when applicable) should be displayed in a conspicuous manner at or near the intersection of the driveway with the named road.

- D. Any additional numbers that are displayed in such a way that they might be mistaken or confused with an address number should either be removed or clearly labeled so as to remove potential confusion with an address number.
- E. Address and unit designators should be no less than four to five inches in height and should be affixed to the structure or a sign in contrasting and visible color so as to make it clearly visible and easily identifiable in both daytime and night lighting conditions.
- F. All new buildings under construction that have been issued an address should display the assigned address number.
- G. Road name signs for approved named private access easements should be on a green panel at least six inches tall with white reflective lettering that is at least four inches tall, and will be maintained by the property owner.

XI. Readdressing

- A. **Reasons for Reassignment of Address:** Instances and circumstances may arise where addresses may need to be changed or reassigned. These include, but are not limited to:
 1. Address number(s) out of sequence
 2. Odd and even numbers mixed on the same side of the road
 3. Change in road name
 4. Relocation of driveway and/or structures on the property
 5. Construction of new structures on a driveway, if it creates a stacked address situation
 6. Address number is not officially assigned by the Addressing Coordinator, and the address does not conform to the standards set forth in this document.

SITUS addresses in documentation from the Johnson County Central Appraisal District are not necessarily officially assigned 9-1-1 addresses.
 7. Noncompliance of an existing address with the standards set forth in this document
- B. **Notification of Address Change:** In the event of an address change due to readdressing as a result of any of the above circumstances, a letter will be sent via USPS from the Addressing Coordinator to the original address with an explanation of why the address change is occurring and documentation of the newly assigned address. The Addressing Coordinator will notify USPS of the address reassignment. It is the responsibility of the property owner or resident to establish mail delivery to the new address with the USPS and update their personal accounts and documents. The Addressing Coordinator will also notify emergency responders and other applicable County office of address changes.

XII. Boundary Procedures

- A. **Annexations/Disannexations:** The Johnson County Addressing Coordinator must be notified of all annexations and disannexations within the county limits. Notifications must include a copy of the corresponding city ordinance. This includes annexations/disannexations to/from the city limits and the extraterritorial jurisdiction (ETJ).
- B. **Map Updates:** The county maps are updated biweekly on Fridays. Maps will be updated to reflect annexations/disannexations within two weeks of receipt of notification.
- C. **City Updates:** Cities within Johnson County limits are responsible for reporting any changes related to addressing made within their jurisdiction to the Johnson County Addressing Coordinator. This includes changes to addresses, road centerlines, and boundaries.

XIII. Miscellaneous Provisions

- A. **Addressing Coordinator:** The Addressing Coordinator is the individual responsible for:
 - 1. Assigning addresses as described in this document
 - 2. Maintaining address records for each property assigned an address
 - 3. Changing existing addresses when necessary for conformance with these guidelines
 - 4. Approving or designating assignment of unit designators
 - 5. Assisting the public in complying with these guidelines
- B. **Property Owner/Resident:** The property owner or resident is responsible for:
 - 1. Displaying the assigned address in a conspicuous manner
 - 2. Notifying the Addressing Coordinator of any changes to the property that may require additional address assignment(s) or address reassignment.
- C. **Severability:** In case any one or more of the provisions contained within 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.
- D. **Disclaimer:** All duties of the Addressing Coordinator are performed based on the information available in the Johnson County 9-1-1 Addressing Database. Any resulting address assignments, readdressing, 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 Addressing Coordinator with the information available in the Johnson County 9-1-1 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 9-1-1 Database that may be construed to represent property boundaries are for informational purposes and may not have been prepared 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.