

Pueblo City-County Addressing Standards – May 2010

I. Definitions & Descriptions

There can be up to four address types in the various databases within the County. They include situs, building, establishment and mailing.

Situs Address – Set of information relating to the unique identifier for the permanent physical location of the property relative to local roadway name and numbering schemes or other unique identifying characteristics. This is also called the Property Address.

Building Address – Set of information relating to the unique identifier for individual buildings.

Establishment Address – Set of information relating to the unique identifier for individual units located in a building with multiple units. For example, in a mall or apartment building the establishment address will be the building address with the suite or unit number.

Mailing Address – Set of information denoting the basis of forwarding and delivering items to the addressee designated to receive property tax related correspondence concerning the parcel.

The following terms and definitions will be used to refer to the components of addresses in Pueblo County:

Primary Address Number – The number assigned to a building or land parcel along a roadway to identify location. This can also be known as *House Number* or, sometimes, *Roadway Number*.

Primary Address Number Suffix – The house number designator which may further explain, or denote, the specific site ($\frac{1}{2}$, $\frac{1}{4}$, A, B, etc.).

Pre-directional Symbol – The roadway vector, or direction the roadway has taken from some point (e.g. **S MAIN ST**).

Roadway Name – The name assigned to a street or road. These may be descriptive (MAIN), locative (AVONDALE, BOONE), derived from nature (BOBCAT), or logical (1st, 2nd, etc.).

Alias Roadway Name – The additional name official roadways may be referred to due to historical issues, roadway renaming, or common local nomenclature. (4th ST = US HWY 96)

Secondary Alias Roadway Name – A secondary additional name official roadways may be referred to due to historical issues, roadway renaming, or common local nomenclature. (EXCELLENCE AVE = DANA AVE)

Roadway Suffix – The roadway name designator, or qualifier (Street (ST), Avenue (AVE), Drive (DR), Boulevard (BLVD), etc.) Standard abbreviations shall be required for the roadway suffix.

Post-directional Symbol – The directional symbol that represents the sector of the community where an address is located (GOLFWOOD DR W). Standard abbreviations shall be required for the post-directional symbol. Post-directional symbols are only used in Pueblo West.

Directional Symbols within Pueblo County are as follows:

Table #1 Directional Symbols

DIRECTIONAL	ABBREVIATION
North	N
South	S
East	E
West	W

Secondary Type Designator – The room, suite, unit, space, lot, or building identifier. Standard abbreviations shall be required for the secondary unit designator.

Secondary Type Number – The number associated with a secondary type.

Last Line Information – The City, State (two-character code), and ZIP Code. This is referred to as “Last Line” because this is the information required by the US Postal Service as the last line of mailing address on deliverable items.

II. References

Data Standard for Representation of Address Information, Contract No. 68-W1-0055, Prepared for the Environmental Protection Agency, was referenced for general definitions, rules, and content guidelines.

Address Data Content Standard, Subcommittee on Cultural and Demographic Data, was referenced for definitions and content guidelines.

USPS Publication 28, Postal Addressing Standards, was referenced for data format and structure guidelines, directional and suffix abbreviations, and unique circumstance rules.

III. Standard Address Components

A situs, or site, address is a set of precise and complete data elements that describe the physical location of a parcel of land. The following address elements will be included in the standard for addresses in Pueblo County. Data sets, whether or not separated into the individual components, should conform to the conventions in this standard utilizing the components in the format and order designated.

In all address data elements, no punctuation will be used and all text will be in capital letters.

A. ADDRESS TYPE

The address database may be comprised of one of four address types: **site** (main parcel address), **building** (address for each building on the parcel), **establishment** (site address with suite number or unit number as in a mall), or **mailing** address.

Site and building addresses will be established by Pueblo Regional Building and will be derived from a grid in order to preserve the integrity of the address database.

B. PRIMARY ADDRESS NUMBER

The primary address number is the address assigned to the house, or building, number without

hyphens, dashes, punctuation, or spaces.

(1) Local Addressing Grids

Primary address numbers will be addressed off a typical grid system. In Pueblo County, INTERSTATE 25 and US HWY 50 are the baselines establishing the addressing grid system. Within the City of Pueblo, 1ST ST and SANTA FE AVE are the baselines establishing the addressing grid system

(2) Odd/Even Rule

As a general rule, as you traverse away from the established baselines (INTERSTATE 25 & US HWY 50, SANTA FE AVE and 1ST ST) where address numbers increase as you progress. House numbers on the north and west sides of roads are ODD. House numbers on the south and east sides of the road are EVEN (refer to addresses scheme on page 4).

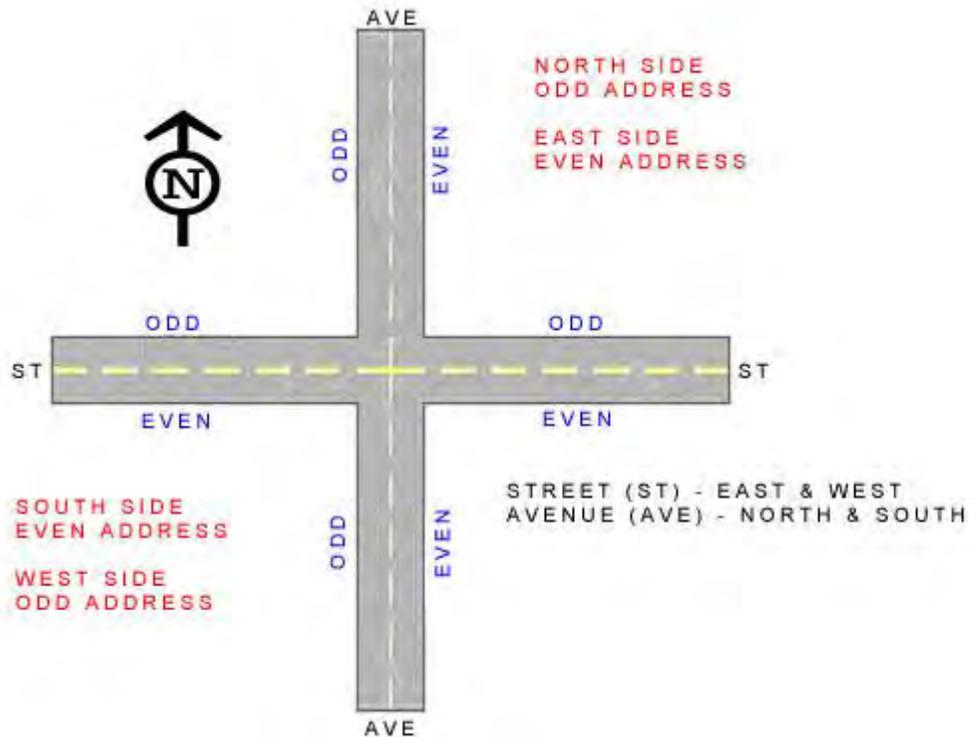


Diagram #1

(a) Exceptions to Odd/Even Rule

There may be instances where the odd/even rule does not apply (e.g. circular streets,) A circular street connects back to the same roadway from where it originates. One of the two intersections must be selected as the starting point for the addresses around the circle. This is done by noting the direction of increasing address numbers along the street of origin. Addresses are then assigned along the circular street in a continuous fashion (see Diagram #3 on page 11 for example).

The Addressing Standards should be followed as closely as possible when addressing those types of roadways where the odd/even rule may not apply.

(3) **General Guidelines for Assigning Primary Address Numbers**

Each parcel within incorporated City limits or within unincorporated Metropolitan Districts, including vacant properties, shall be assigned a primary address number. In rural areas, only parcels with development are issued a primary address.

Addresses along a roadway should increase consistently in one direction. Existing addresses on or near the property should be reviewed to eliminate duplication.

Addresses across the roadway from one another should be similar. Some variation is to be expected, but it should be followed as closely as possible.

Further, addresses must take into account both current and future development. When assigning situs addresses in new additions, a sufficient interval should be left between address numbers (especially on large sized lots) to allow for future growth.

Addresses that have been issued on vacant lots at the time the addition was platted may need to be reviewed at the time the building permit is issued to ensure compliance with the standard. Regional Building should consult the GIS Master Address layer to verify addresses prior to issuance of building permits.

(4) **Assigning Primary Address Number on Residential Property**

Primary addresses for *residential properties* should be determined by the roadway which the structure faces. The facing of a structure is determined by the location of its front or main entrance.

(5) **Assigning Primary Address Number on Commercial Property**

Primary addresses for *commercial properties* should, where possible, be determined by the roadway which the structure faces. However, when addressing commercial developments it may be necessary to address the building off the *access route*, the section of roadway used to reach a structure from a public or private right-of-way.

(6) **Processing Requests for Change of Address**

For personal or business reasons, the owner of a structure may request a change of address number. If the request is deemed reasonable by Pueblo Regional Building, a change of address will be initiated. Address changes done for business or personal reasons require the payment of an administrative fee to Pueblo Regional Building Department, per their established fee schedule. Changes of street names shall be administered by the municipality or governmental authority in which the street falls.

Additionally, if it is determined that an existing address on a building does not adhere to this Standard, Pueblo Regional Building, per this standard, will have the authority to initiate a change of address and will work with property owners to revise the address.

(7) **Parcels with Multiple Buildings/Suites**

If multiple address numbers exist on a parcel due to multiple buildings, a main property address will be assigned to one building on the parcel and each additional building will also be assigned a separate address.

Stacked lots will be addressed off the nearest main roadway which provides access to the lots. The lots will be numbered in consecutive order with the lowest number nearest the street.

Buildings with multiple dwelling units that have separate *street level facing* entrances will be assigned a main property address for the parcel and separate building numbers for each exterior door. This will occur only in cases where the street level entrance configuration will not change and may not work in situations such as strip malls. Where a single building has multiple doors leading to a shared hallway or lobby, only one address shall be assigned. Each door may be distinguished by a unit number. In cases where the front of the building is perpendicular to the street on which it is addressed, unit or suite numbers shall be used to designate those entrances not facing the street.

Buildings with one street level entrance and multiple units or leased spaces will be assigned one main property address and each unit in the building will be assigned a separate Unit (residential properties) or Suite (commercial properties) number (e.g. 404 S 8TH ST UNIT 101).

(8) Unusual Addressing Issues

Unusual addressing issues may arise that will require review. Those addressing issues will be reviewed by Pueblo Regional Building Department.

Examples of guidelines that will assist with addressing on unique roadway layouts are included as Appendix A to the Standard.

C. PRIMARY ADDRESS NUMBER SUFFIX

The Primary Address Number Suffix is the additional descriptor along with the *Primary Address Number* that may further describe the site location ($\frac{1}{2}$, $\frac{1}{4}$, A, B, etc.) The use of primary address number suffixes will be prohibited.

D. PRE-DIRECTIONAL SYMBOL

A pre-directional symbol is the use of North, South, East, West *before* the actual street name..

E. ROADWAY NAME

The roadway name is the full name assigned to a street or road.

(1) Naming Roadways

All numbered streets and avenues will be numbered in the proper ascending order. Names will be applied where necessary to prevent duplicate street and/or avenue numbers and also to prevent the use of one-half ($\frac{1}{2}$) numbered streets and avenues.

Where the name of the roadway is descriptive or text based, the entire name will be spelled out and no punctuation or abbreviation will be used. (BIRCH, CENTER, TURTLE)

Where the name of the roadway is numeric, the numeric digits will be used rather than spelling out the numbered roadway name.

(2) Regulations for Naming Roadways

When naming roadways, duplicate names where two streets have the same name but different suffixes will not be used. (**9TH AVE** and **9TH CIR**) The only exception to this will allow a single cul-de-sac with the same road name to exist, when the cul-de-sac intersects the thoroughfare. (**FLICKER ST** and **FLICKER CT**) These exceptions must be examined in detail by Pueblo Regional Building Department for potential public safety implications. Jurisdictions may reserve the right to further restrict street naming within their geopolitical boundary as necessary.

When naming roadways, do not use names that include directions (**SOUTHWOOD, WESTGATE**). Roadway names for new additions and revisions to existing names shall be submitted through Pueblo County's Master Streets Online naming tool and/or reviewed by Pueblo Regional Building Department to prevent duplication and ensure adherence to the Standard.

Roadways with homophone or like-sounding names will not be used (**DAWN CT, DON DR**).

(3) Private Drives

Addresses on private drives will be recognized in Pueblo County under certain circumstances. In order for addresses to be assigned from a private drive, the exact location of the drive must either appear on the original plat map of the subdivision or must be surveyed and a copy of the survey recorded with the Pueblo County Clerk & Recorder. Names of the private street must be clearly depicted on the legal survey, along with the words, Private Drive, in order to eliminate any confusion of property owners purchasing property abutting the private drive over whether City or County services will be provided. Roadway signs shall be posted in accordance with the manual of Uniform Traffic Control Devices and shall be the responsibility of the property owner or developer. Naming and addressing of private drives must be consistent with the regulations in this code.

(4) Signage and Posting

Existing roadway signs will be replaced as warranted. As new signs are made, the highway department should check with the GIS Master Streets Layer for the correct name and spelling of streets.

F. ALIAS ROADWAY NAME

The alias roadway name is the full *ROADWAY NAME* that, due to historical issues, renaming, local custom, or other issues, an officially used roadway may also be referred to. A separate column will be maintained in the address database to include alias roadway names.

G. ROADWAY NAME SUFFIX

Roadway name suffixes will be abbreviated according to the table of standard suffix abbreviations. (910 19TH **ST**, 2806 WHEATLAND **DR**, 1819 2ND **AVE**).

Where an address contains two or more words after the *Roadway Name* that appear in the suffix abbreviations table, all but the last of the words is considered part of the Roadway Name. All words within the Roadway Name will be spelled out, and the last will be abbreviated. (3824 **CIRCLE AVE**, 3212 **COURT AVE**, 5656 **PARK AVENUE CIR**). Abbreviations for roadway name suffixes are listed in Table 2 below.

Table #2 – Roadway Name Suffixes

SUFFIX NAME	ABBREVIATION	SUFFIX NAME	ABBREVIATION
AVENUE	AVE	PARKWAY	PKWY
BOULEVARD	BLVD	PLACE	PL
CIRCLE	CIR	PLAZA	PLZ
CORNER	COR	POINT	PT
COUNTY ROAD	CRD	RAMP	RAMP
COURT	CT	ROAD	RD
COVE	CV	SQUARE	SQ
CUTOFF	CTF	STREET	ST
DRIVE	DR	TERRACE	TER
EXPRESSWAY	EXPY	TRAIL	TRL
HIGHWAY	HWY	WALK	WALK
INTERSTATE	INT	WAY	WAY
LANE	LN		

H. PRE-DIRECTIONAL AND POST-DIRECTIONAL SUFFIX

Post-directional suffixes will be abbreviated according to the table of standard directional abbreviations.

I. SECONDARY TYPE IDENTIFIER

Secondary address unit designators will be used and will be abbreviated according to the standard table of secondary address unit designators (**UNIT, STE, APT, DEPT, SKY, PARK, BKWY, etc.**). Abbreviations for secondary type identifiers are listed in Table 3.

Table 3 Secondary Type Identifiers

APARTMENT	APT	REAR	REAR
BUILDING	BLDG	SPACE	SPC
DEPARTMENT	DEPT	SUITE	STE
FRONT	FRNT	UNIT	UNIT
HANGAR	HNGR	SKYWAY	SKY
PATH	PATH	BIKEWAY	BKWY
WALKWAY	WKWY	LAKE ACCESS	LKAC

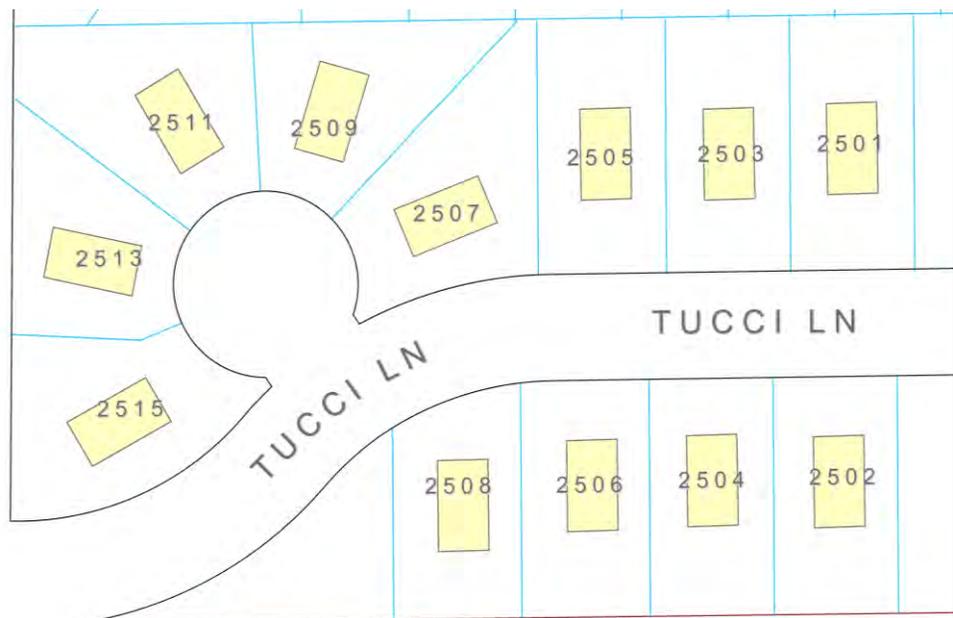
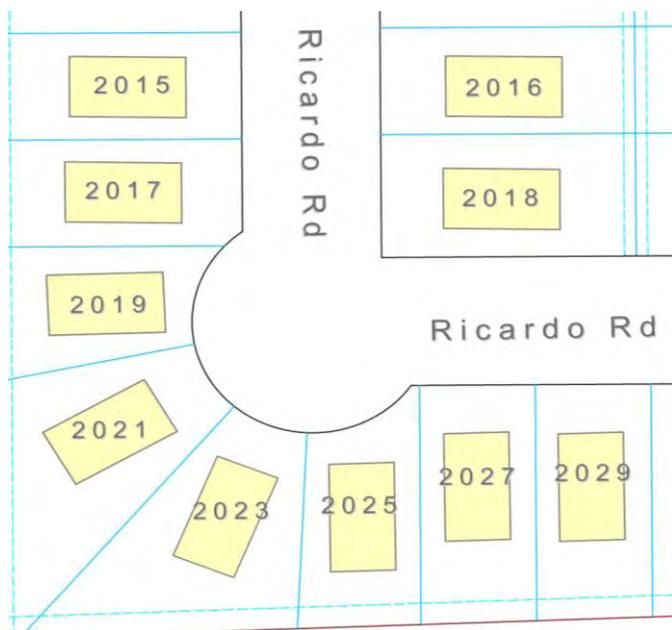
J. SECONDARY TYPE NUMBER

If the correct *Secondary Type Identifier* is known, such as UNIT or STE, the pound (#) sign is not used in the *Secondary Type Number* (1101 22 ST S UNIT **12**).

APPENDIX A EXAMPLES OF UNUSUAL ADDRESSING ISSUES
Addressing Knuckles/Blisters

Knuckles/Blisters are small extensions (less than 300 feet or where fewer than 6 addressable structures exist) off the roadway. Addressing buildings on knuckles will be consistent with addressing on regular roadways; the addresses will be assigned in numerical sequence and increase consistently according to the direction of travel. These addresses will be based off the street that provides access. See examples below.

Diagram #2 - Addressing Knuckles/Blisters

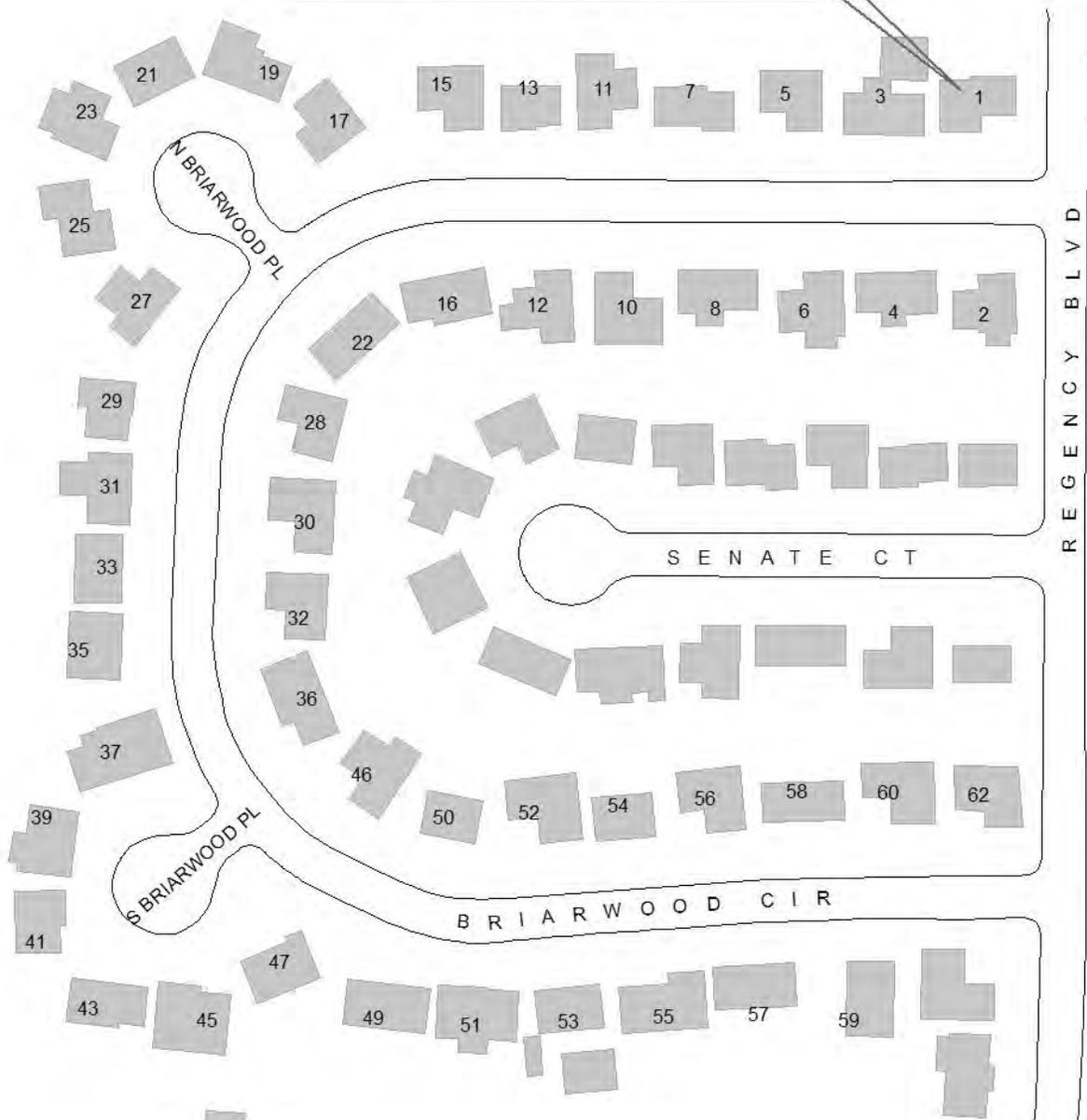


Addressing Circular Streets

A circular street connects back to the same roadway it originates from. One of the two intersections must be selected as the starting point for the addresses around the circle. This is done by noting the direction of increasing address numbers along the street of origin. Addresses are then assigned along the circular street in a continuous fashion (see below).

Diagram #3 Addressing Circular Streets

Starting point for BRIARWOOD CIR addresses increase southward until the southernmost intersection with REGENCY BLVD



Addressing Cul-de-Sacs

Cul-de sacs are streets which begin at an intersection and run to a dead end.

Essentially, the addressing procedure for existing cul-de-sac streets has been the same as those for any other regular roadway. The only noticeable difference is that at the closed end of the street, even and odd address will abut (see example below). cul-de-sacs should be addressed and named off the street from which they extend.

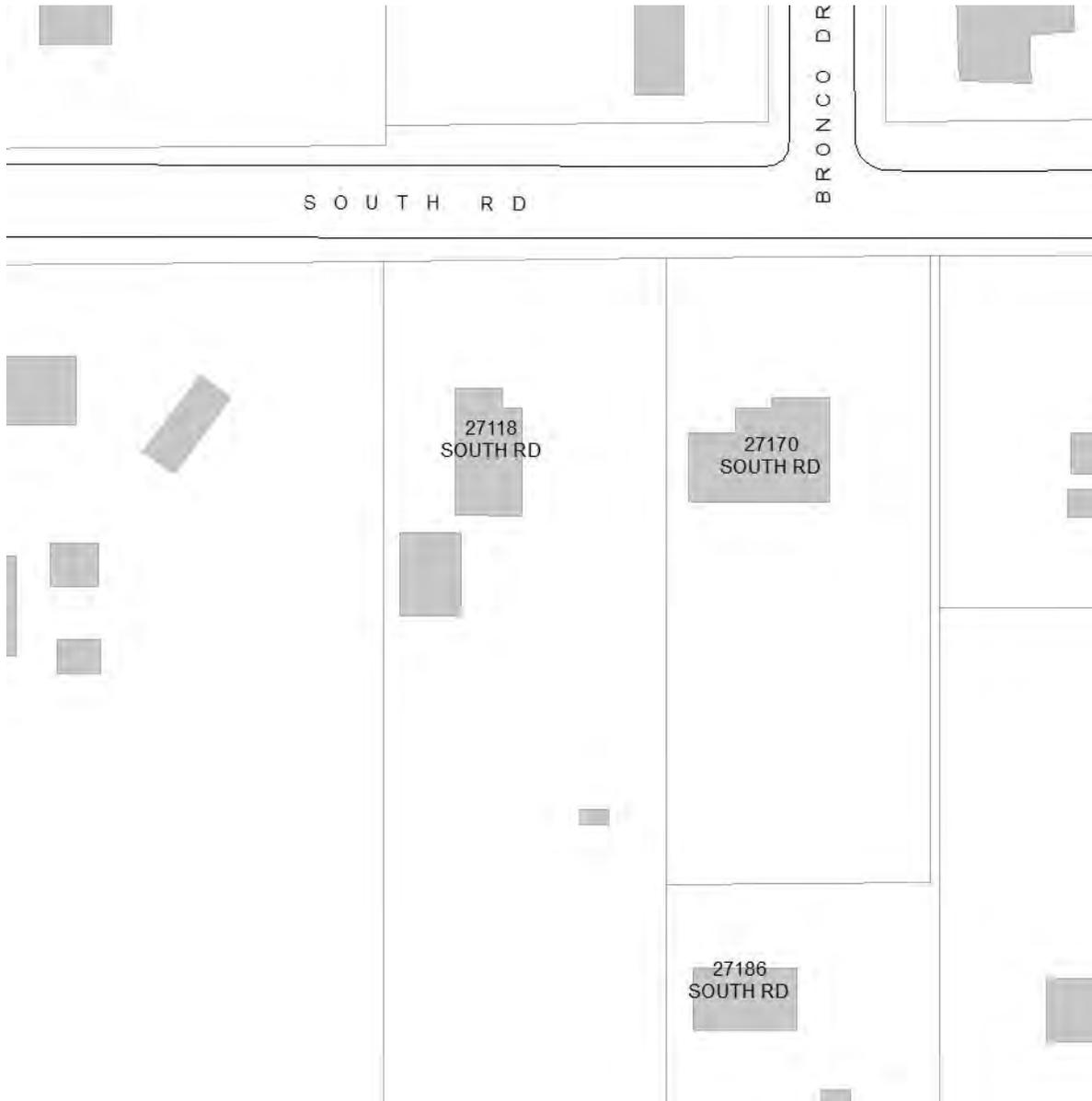
Diagram #4 Addressing Cul-de-Sacs



Addressing Stacked Lots

Stacked lots will be addressed off the nearest main roadway which provides access to the lots. The lots will be numbered in consecutive order with the lowest number nearest the street.

Diagram #5 Addressing Stacked Parcels



APPENDIX B PUEBLO COUNTY ADDRESSING STANDARDS

All addresses must be fully spelled out, and abbreviated by using the USPS Standard Abbreviations. Format all lines of the address with a uniform left margin. Only uppercase letters should be used. Addresses should consist of a recipient line, delivery address line and last line.

RECIPIENT LINE: Name of a person or business.

DELIVERY ADDRESS LINE: House number first followed by street name, pre directional, street type, post directional and secondary address (if needed). Numeric street names should not be spelled out and may contain a st, nd, rd or th after the number when necessary. Street type is abbreviated as AVE, ST, HWY, etc. Directionals is the term used to refer to the part of the address that gives directional information for delivery. (i.e., N, S, E, W, NE, NW, SE, SW). Abbreviate directionals to the appropriate one or two-character abbreviation. In certain areas of Pueblo County, we use a both a Pre Directional Field and/or a Post Directional Field, which means that certain addresses include directionals ahead of and/or following the street type. Secondary address unit designators, such as APARTMENT or SUITE should be included at the end of the Delivery Address Line. The pound sign (#) should not be used if the correct designation, such as APT or STE is used. If the pound sign (#) is used, there must be a space between the pound sign and the secondary number (715 N 11TH ST # 202). Addresses on highways are arranged a bit differently than those on numbered streets. An address would read: 12345 N HWY 50 vs 12345 S 29TH AVE.

LAST LINE: With the exception of the hyphen in the ZIP+4 code, punctuation should not be used. Spell city names in their entirety. Format the last line with at least one space between the city name and two-character state abbreviation. Two spaces are preferred between the state abbreviation and the ZIP+4 code.

All address information should be in capital letters, contain no punctuation, and use proper abbreviations.