CITY OF CORPUS CHRISTI, TEXAS

ADMINISTRATIVE POLICIES

FOR

STREET NAME AND ADDRESS NUMBER ASSIGNMENT

Department of Development Services

February 2024

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SECTION ONE – INTRODUCTION AND PURPOSE

A. INTRODUCTION

The City Manager or designee is the official property addressing agent for the City of Corpus Christi. Addressing activities are coordinated with the United States Postal Service (USPS), the Nueces County Tax Appraisal District (NCAD), the Metropolitan Planning Organization (MPO), Nueces County, Emergency Services / 911 (MetroCom), Police Department, Fire Department, Telecommunication Companies, and other associated agencies and companies. Therefore, no other person or entity shall assign property addresses for the City, except the City Manager or designee.

It is critical that property addressing policies be established and followed in order to guide City staff and other agencies and individuals in the private sector. This will result in clear expectations and a predictable process and system. This manual will provide the policies so that anyone who has an addressing issue or an interest in development in Corpus Christi will be better served. This document will be changed and updated on a biennial basis during the first Planning Commission meeting of the year.

B. PURPOSE

The purpose of this Administrative Policy for Street Naming and Addressing is to establish policies that will be used to manage property addressing activities. The intent is to communicate clear guidelines that will be followed for naming streets and assigning address numbers to all properties within and near the City limits of Corpus Christi, Texas.

C. GOALS

1. The primary goal of this policy is to provide emergency service agencies with complete, accurate addresses so that emergency victims can be located with greatest efficiency.
2. The secondary goals include:
   a. To improve the quality of life for residents of Corpus Christi through effective delivery of mail and utility services.
   b. To make it easier to locate various facilities and businesses in Corpus Christi.
   c. To provide an accurate address in a timely manner. This includes permit, address change, and platting processes.

D. LEGAL AUTHORITY

The City Manager or his designee is authorized to assign an address to each property or parcel of land situated on a street, road, alley or highway within Corpus Christi City limits and Corpus Christi's Extraterritorial Territorial Jurisdiction (ETJ).

SECTION TWO – STREET NAMING POLICY

A. STREETS REQUIRING A NAME

A roadway will be named by developer and confirmed by the City of Corpus Christi 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, that are accessed off a private road that is served by the public right-of-way.
2. The road is maintained by the City, Home/Property Owner's Association or private property owner.
3. The road is within a subdivision or colonia that is within Corpus Christi's Extraterritorial Territorial Jurisdiction (ETJ) ~~boundary~~.

B. STREET NAME SELECTION

The following standards will be used:

1. A street running in one direction must have the same name throughout its entire length, including the suffix.
2. When voids are present, the street name from the stub must be used.
3. A street name combination (Primary name and suffix) may be used only once and may not be used in any other alignment.
4. Once a name is assigned to any alignment, it may not change anywhere along the extension of that alignment, unless the subject segment cannot in the future connect to an existing street segment along the alignment.
5. In the case of compound street names (composed of more than one word), repetition of one of the words in the compound name will be permitted not more than 10 times (e.g., Woodhaven, Woodcrest, Woodland, Woodlawn, Parkdale, Fawndale, Rettingdale, Rosedale, etc.).
6. Only the common or correct spelling of street names will be accepted (e.g., Jane not Jayne, Green not Greene).
7. Street names in a foreign language will not be accepted unless their meaning is polite and reasonable.
8. Due to the physical restrictions of the size of standard street name signs and the capabilities of various emergency services' computers, street names are restricted to a maximum of 20 letters and spaces (including street name and suffix).
9. Names that tend to be slurred or difficult to pronounce may not be used.
10. A street name should be appropriate and easy to read so that children and others can use the name in an emergency situation.
11. Names with the same theme (i.e., flowers, states) are suggested for naming streets in an entire subdivision, as a means of general identification.
12. Historically used road names should be retained where possible.
13. Names tending to be confused as homonyms, having the same or similar pronunciation but with different spellings, shall not be used within the City (e.g., Smith, Smyth or Smythe; Ellis or Alice; Allen or Alan).

14. Names which may be offensive (slang, double meanings, etc.) shall be avoided.
15. Use of frivolous or complicated words, or unconventional spellings in road names is discouraged.
16. Avoid sound-alike names (e.g. Bay View Dr, Bayview Dr or Brainard Ln, Barnard Ln).
17. Do not use special characters in road names such as hyphens, apostrophes or dashes.
18. Avoid the use of standard suffixes or directional suffixes or prefixes as road/street names (e.g. North Blvd, Court St, Avenue of Pines).

C. DIRECTIONAL PREFIXES

The prefix “North” shall be used for the northern portion of roadways having the same name. The prefix “South” shall be used for the southern portion of roadways having the same name. Directional prefixes (e.g. North, South) can be used if the street crosses existing North-South boundaries **(Figure 1)**. The North-South baseline in Corpus Christi is Agnes Street. An East-West baseline does not exist in Corpus Christi, due to the historical development pattern and the existence of Corpus Christi Bay.

Figure 1 – North-South Baseline - Agnes Street



D. SUFFIXES

The following suffixes are used for naming a type of roadway. Other suffixes not listed below may be considered at the discretion of the City providing they meet valid street suffix abbreviations, as defined by the United States Postal Service (USPS, Postal Addressing Standards, August 1995, Publication 28). No suffix shall be used as a street name.

- Alley (ALY) – A narrow lane between or behind a row of buildings.
- Avenue (AVE) – thoroughfares that run north-south.
- Boulevard (BLVD) – A street with a grassy median.
- Causeway (CSWY) – A street that connects two land masses.
- Circle (CIR) – Short roadways (600 ft or less) that are circular or semi-circular in form and intersect the roadways from which they emanate at two different places.
- Court (CT) – A cul-de-sac.
- Drive (DR) – A winding thoroughfare/curvilinear street that ends in a dead-end or a cul-de-sac; cul-de-sacs that run in a direction other than north-south or east-west, or a loop street (a minor street that starts and ends on the same major street).
- Highway (HWY) – A primary state or federal route, suitable for heavy traffic volume.
- Lane (LN) – Short street.
- Parkway (PKWY) – A street with a grassy median.
- Place (PL) – Short street.
- Road (RD) – Limited thoroughfares that are heavily used.
- Street (ST) – Thoroughfares that run east-west.
- Trail (TRL) – Residential street.
- Way (WAY) – Short street.

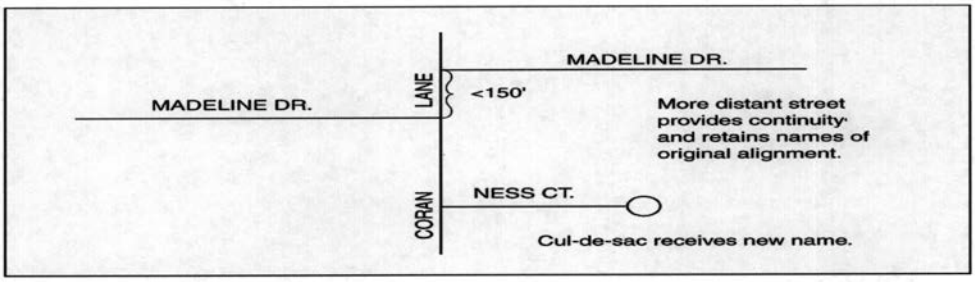
E. GUIDELINES AND CONFIGURATIONS FOR STREET NAMING

1. Offset Alignments

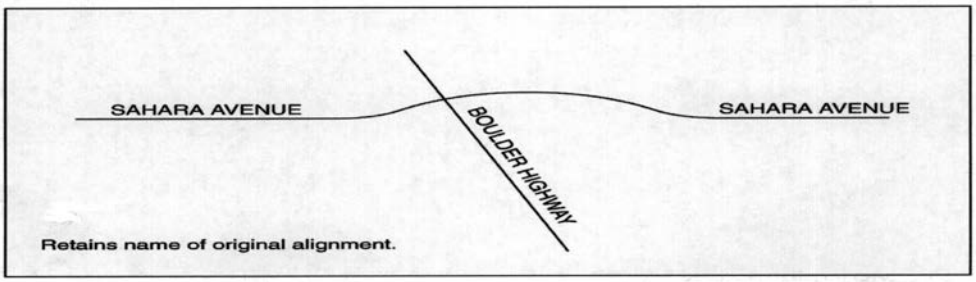
   a. When a major street (right-of-way over 50 feet in width) changes its alignment at an intersection by no more than 150 feet, it shall take on the name of the original alignment to provide traffic and addressing continuity (**Figure 2-A**).

   b. When a major street changes its alignment at an intersection and then returns to its original sectional alignment, it shall retain the same name (**Figure 2-B**).

Figure 2



- A -



- B -

OFFSET ALIGNMENTS

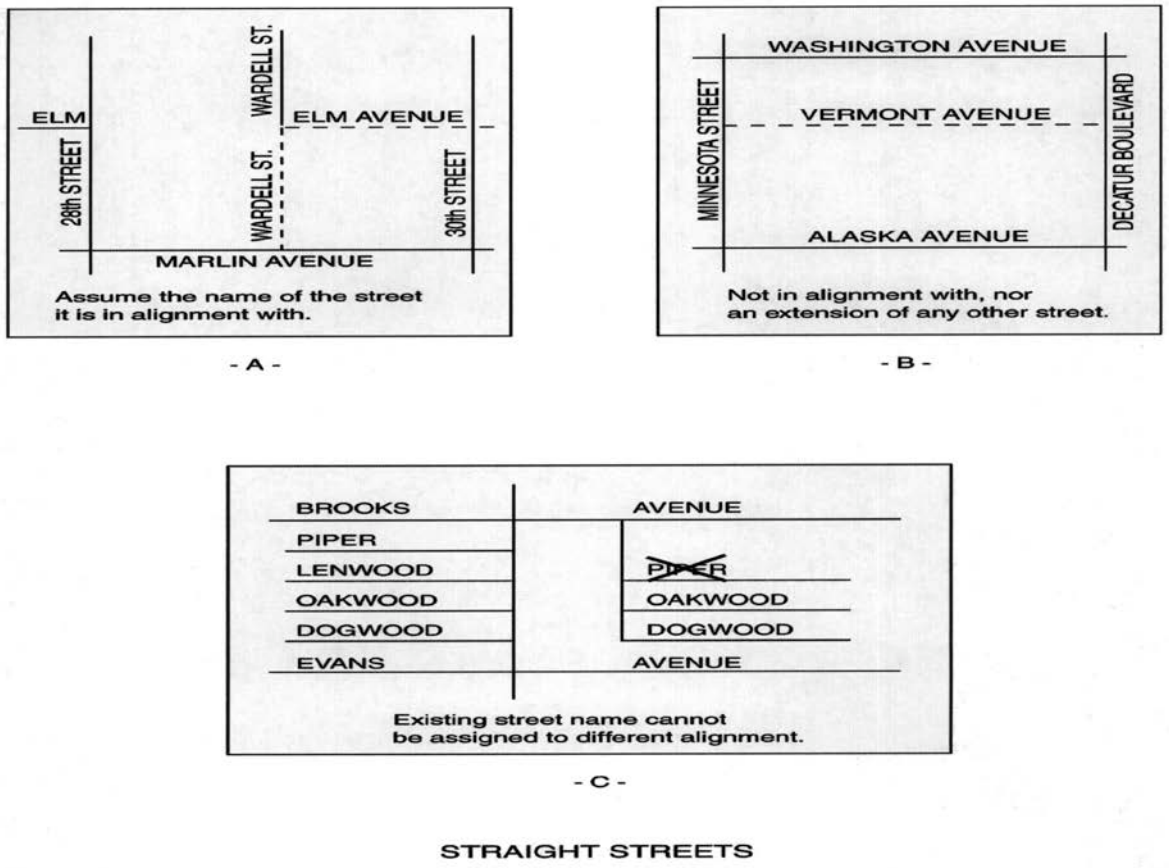
2. Straight Streets

   a. A newly developed street shall assume the name of the street on which it aligns unless the street does not and cannot in the future connect to an existing street segment along the alignment (**Figure 3-A**).

   b. A separate street name shall be assigned to any new street which is neither in alignment with, nor an extension of any existing street (**Figure 3-B**).

   c. Once a street name is assigned to a particular alignment, it may not be assigned to any other alignment (**Figure 3-C**).

Figure 3



STRAIGHT STREETS

3. Cul-de-sacs and Bubbles

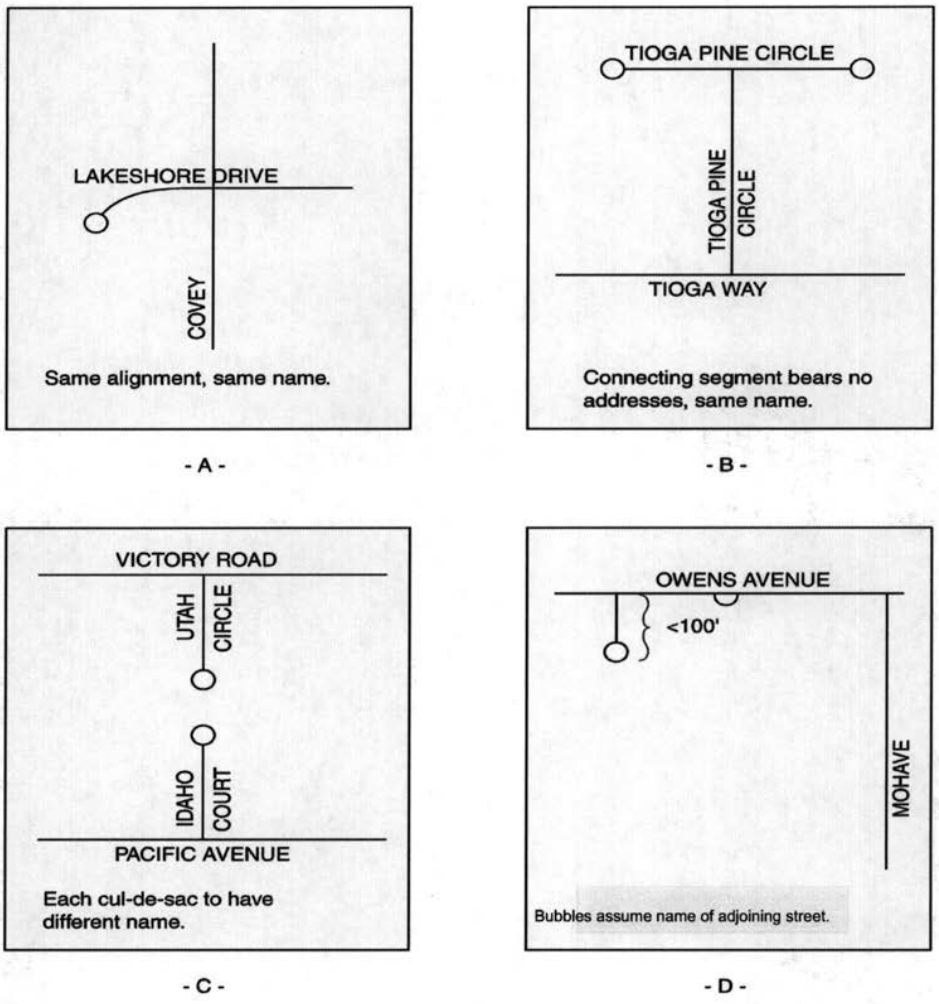
   a. When a cul-de-sac is located at the end of an existing street right-of-way or alignment, it shall be given the name of that street, including the suffix, whether the cul-de-sac is straight, curves or meanders (**Figure 4-A**).

   b. When two cul-de-sacs are located in such a manner as to be connected to each other by a straight or arcing street right-of-way (connecting street) which is more or less perpendicular to an adjoining street alignment forming a “T”, said cul-de-sacs and the connecting street shall be given the same name provided that the connecting street bears no addresses (**Figure 4-B**).

   c. When two cul-de-sacs approach each other from opposite directions and are in the same alignment but do not join in any manner, they shall be assigned different street names (**Figure 4-C**).

   d. When a bubble less than 100 feet in length is located off any given street, it shall assume the name and numbering of the street which it adjoins (**Figure 4-D**).

Figure 4



CUL-DE-SACS & BUBBLES

4. Circles, Horseshoes and Loops

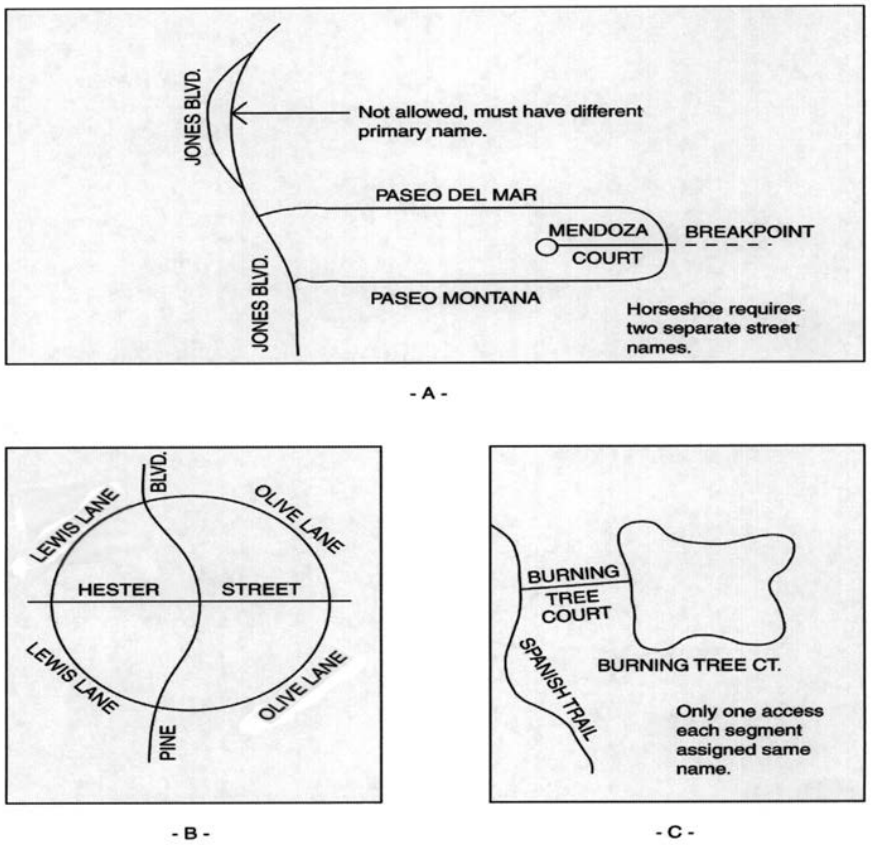
   a. A circular or horseshoe shaped street shall not be assigned the same or similar primary name as that of the principal street it intersects (**Figure 5-A**).

   b. A horseshoe shaped street shall be split into two or more street names. Whenever possible, the name change shall occur at natural breaking points such as intersections (**Figure 5-A**).

   c. When circular streets are segmented into halves by intersecting streets, each half street shall be assigned a different name. No more than two street names will be used (**Figure 5-B**).

   d. In the case of loop streets having only one access, each segment of the loop may bear the same name (**Figure 5-C**).

Figure 5



CIRCLES, HORSESHOES & LOOPS

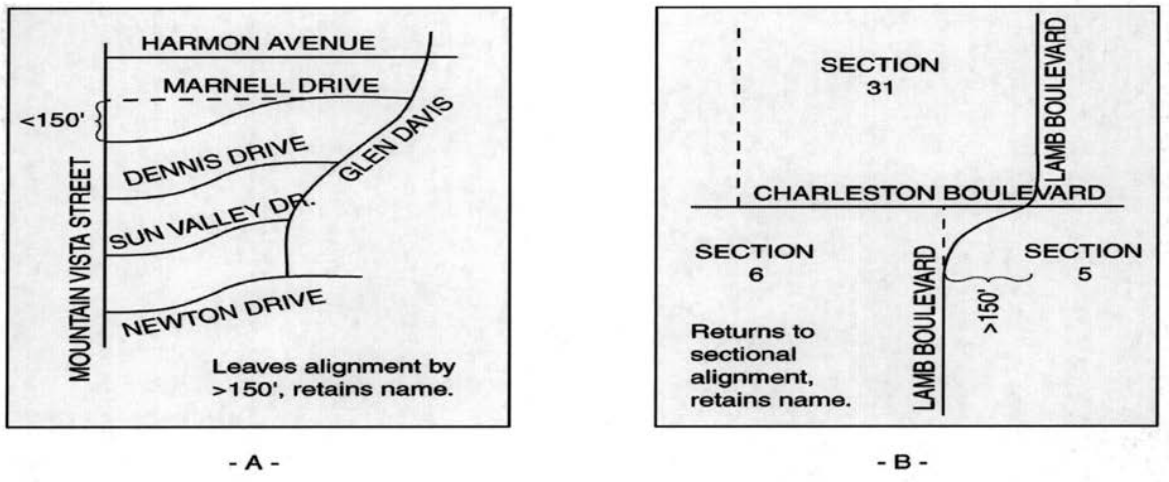
5. Curvilinear Streets

   a. A street which leaves its alignment by not more than 150 feet may retain the name of the original alignment (**Figure 6-A**).

   b. A street which leaves its alignment by more than 150 feet, but returns to its original section alignment shall use the name of the original alignment (**Figure 6-B**).

   c. A street which leaves its alignment by more than 150 feet may retain the name of the original alignments if it continues in the same general direction and the original alignment cannot be extended at some later date (**Figure 6-C**).

Figure 6



CURVILINEAR STREETS

F. STREET NAME DISPLAY REQUIREMENTS

It shall be the developer's responsibility to provide and install street signs in accordance with City requirements. In addition to the street name itself, street name signs shall identify the appropriate hundred block. In the case of cul-de-sacs, the address range shall be identified.

G. MUNICIPAL ANNEXATION OF STREETS

When the City annexes an existing roadway, the City may change the name of the annexed roadway to conform to the guidelines outlined herein.

H. NAMING NEW ROADS

New streets will be named during the platting process. In case the requirements of the Unified Development Code (UDC) contradict this policy, the more restrictive requirements will apply.

I. NEW STREET NAMES FOR NEW DEVELOPMENT

The developer shall propose the names of all streets within a new subdivision at the time of filing the preliminary plat. It is also the responsibility of the developer/surveyor/engineer and/or owner/applicant to assure that street name duplications, partial names, spell-a-likes and sound-a-likes are avoided. Plat applicants are encouraged to use the on-line street dictionary to assist them in avoiding duplicate street names.

Existing street names outside the City limits and within the City's Extra Territorial Jurisdiction (ETJ) need to be considered when checking a proposed plat for street name duplications. If there is an existing street outside city limits that has the same spelling or sounds the same as a proposed street, the proposed street name must be changed to an appropriate street name.

If a proposed subdivision is outside and adjoining City limits, City Street names and block ranges must be used.

The City will review all subdivisions for conformance with this street naming policy at the time of preliminary plat review. Any road that is privately maintained must meet all standards of this policy.

Street names become final upon recording of the final plat.

J. RENAMING EXISTING STREETS

If the City of Corpus Christi determines an existing street needs to be renamed, then the following procedures are recommended:

1. Eliminating Conflicting Street Names

In the case of two or more conflicting street names, the City of Corpus Christi will use the following conditions to determine which street name should be changed.

Condition

- Older recognized name
- Greater number of addresses
- Arterial street
- Historical relevance
- Existing street signs
- Relatedness of town/subdivision names

2. Notification of Name Change

   The City of Corpus Christi will notify the affected property owners, the United States Postal Service (USPS), Nueces County Tax Appraisal District (NCAD), utility companies, telecommunication companies, Nueces County, and emergency services of street name changes.

3. Ordinance and Signs

   The City shall pass a resolution adopting the new street name and the appropriate signage, in accordance with the policies established herein. If an existing street name that was named by ordinance needs to be changed, established procedures will be followed to repeal the ordinance prior to adoption of the new street name. The sign installation shall take place within sixty (60) days of resolution passage.

K. EFFECTIVE DATE OF CHANGE

Any street name change will become effective when accepted by the City Council.

SECTION THREE – ADDRESS NUMBER POLICY

A. ADDRESSING AGENCY

The City shall establish and assign street address numbers in accordance with the guidelines set forth herein. All buildings used for residential, commercial, industrial, institutional or governmental purposes shall have an address identifying the site and building(s).

B. GENERAL REQUIREMENTS

1. Address numbers shall be assigned within the appropriate hundred block in accordance with the City's or County's adopted system.
2. ~~One main address number per parcel is allowed, assigned in a sequence of "fours". Examples: 1201, 1205, 1209.~~
3. Parcels must have legal frontage on a street in order to use the street name as part of the address.
4. The address numbers on parallel streets must be comparable.
5. Block range numbers are not to be used for address numbers. For example, "5000 South Staples Street". The number 5000 cannot be used as an address number. There are situations where infrastructure may be assigned a block number. For example, irrigation permits that fall within state right-of-way.
6. Addresses are assigned with the anticipation of future addresses for approximately every 50 feet of potential property frontage or for each separate lot within each block if already platted at less than 50 feet of frontage.
7. Lots fronting on a loop street shall be addressed without regard to the change in direction. The numbers assigned shall be within the block range available within the appropriate hundred blocks along the primary direction of the loop. The addresses shall be assigned starting at the entrance to the loop and continuing counterclockwise around the outside. Assign the opposite even or odd numbers continuously around the inside of the loop.
8. ~~A site with multiple buildings on one platted lot (i.e., shopping centers, apartment complexes and industrial sites) is assigned one main address number. Each building is assigned an address number in a sequence of "twos" if there is room in the block range. If there is not room for address numbers in the block range, then building numbers (BL001, BL002) will be assigned.~~
9. ~~Multiple buildings on one platted lot will be assigned address numbers from front to back, left to right in a logical manner, corresponding to the block range. It is imperative that when walking or driving through a development that address numbers are easy to find and are in sequence.~~
10. ~~Suite numbers will be assigned to commercial and industrial multi-tenant buildings by the City.~~
11. ~~For commercial multi-tenant buildings that have suites located along interior hallways, suites will be addressed with odd numbers on the left and even numbers on the right of hallways from the main entry way to those units.~~
12. ~~Address numbers will be assigned to townhomes, duplexes, triplexes, quads, fiveplexes, sixplexes and eightplexes by the City. The address number will be in a sequence of "twos" if there is room in the block range. If there is not room in the block range, then letters will be assigned by the City to each unit.~~
13. ~~The apartment numbers for a typical apartment complex will be assigned by the~~

~~property owner or designee.~~

14. If permanent address numbers are built into a structure (stucco, concrete, etc.), it will be the responsibility of the property owner to pay all costs associated with changing the address numbers if an address change is warranted.

C. ADDRESSING METHODOLOGY

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 end of a road (the block range). The frontage interval system will follow an interval guideline or measurement increment.

The Frontage Interval Addressing 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.

1. The Frontage Interval

When a standard road length of 1,600 feet is being addressed (~~conventional~~ City maximum allowed block length), assign numbers every 25 feet. The address closest to the center of each lot shall be used as the street address. When the length of the road is longer, the address numbers will need to be spaced farther apart. This approach works well in our case because we address by "fours" (e.g., 1202, 1206, 1210). Thus, there are 24 address numbers to use. The formula is: length of road divided by 24 = frontage interval.

2. Even/Odd Number Location

~~Even numbers shall be assigned to properties fronting on the north or east side of the street and odd numbers shall be assigned to properties on the south or west side of the street.~~

Primary addresses identify the physical location for a business or residence. Primary addresses are even-numbered on the east and south side of road and the last two digits start with "02"; odd numbers are on the west and north side and the last two digits start with "03".

Accessory addresses are assigned for commercial irrigation meters, traffic lights, telecommunication pedestal/tower, entry gate, signs, billboards, communication

towers, etc. These addresses are even-numbered addresses on the east and south side of road and the last two digits start with “00”; odd numbers are on the west and north side and the last two digits start with “01”, which are numbers reserved for the use between the primary addresses.

3. Beginning Point

   Agnes Street constitutes the base line for the numbering system as applied to streets running north and south. Numbering should ascend away from the beginning point in either direction. In the case of a dead-end road, the beginning point will be at the point of departure from the main road, regardless of direction.

4. Fractional, Alphanumeric, Hyphenated Address Numbers

   There should be no use of fractional, alphanumeric or hyphenated address numbers (e.g. 34 ½ Ash St, 123A Main St, 41-656 Bell St).

Rules C.1 through C.4 shall apply unless the City numbering scheme is continuing, as in leaving a location where other numbers are being used. In this case, the existing system in place will dictate the beginning, odd/even number.

Examples for specific numbering and street naming situations are below. The 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).

5. Diagonal Streets

   A decision will need to be made as to whether a diagonal street is a north-south or an east-west street. This decision is needed so the correct block range can be assigned, based on the City grid. This can be done by determining the angle from an adjacent arterial. If the angle is 44 degrees or less, then the street is a north-south street. If the angle is 45 degrees or more, then the street is an east-west street.

6. Street Orientation/Naming

   Use of existing street names for street extensions is encouraged. Streets with a curve or turn range of 75 – 115 degrees will retain a single street name so long as one segment is less than 600 feet. Except where absolutely necessary to fit the overall street network, platting of streets with significant turns (greater than 45 degrees) with significant lengths (greater than ~~600~~ 800 feet) is prohibited.

7. Circular Streets

   Circular streets and roads begin at the low number 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. In some cases, this will result in fewer numbers on the inside of the circle and also with spaces between the numbers.

8. "L" Shaped Streets

   An "L" shaped street that has two segments of significant length (greater than ~~600~~ 800 feet) and separated by a significant curve (greater than 45 degrees) shall have different names for each segment. Numbering will be in accordance with the Standard City Grid.

9. "U" Shaped Streets

   In order to retain the same name throughout, a "U" shaped street must have a total length of less than 1,200 feet. If one segment (separated by a 75 – 115 degree turn) is greater than ~~600~~ 800 feet, the street will have at least two names. The segment between two75 – 115 degree turns, if less than ~~600~~ 800 feet may retain the name of one of the other segments or have a separate name. If all three segments are greater than ~~600~~ 800 feet, then each segment must have a separate name. Numbering of the "U" shaped streets containing more than one name will be in accordance with the Standard City Grid. Numbering of single names "U" shaped streets will start with the endpoint closest to the Point of Origin. Structure number will begin with "01" or "02" and increase in increments of 4 until the end of the street. Odd and even addresses will be based on the orientation of the street at the starting point. The block number will be the block number of the street adjoining the starting point. If all three lengths are less than ~~600~~ 800 feet and the total length is less than ~~600~~ 1,600 feet, the Street Orientation rule shall apply.

10. Cul-de-sacs

    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 left side of the circle and even around the right side of the circle, progressing in the direction that the numbers increase. Odd and even numbers meet at mid-point on 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.

11. Corner Lots

    When assigning address numbers to corner lots, the shortest street frontage shall be used, subject to change. If the street the building entrance fronts on is known, then the address number assigned will be based on that street and the attendant grid. If there are multiple buildings, the address number assigned will reference the street where the primary driveway entrance is located. Developers/owners

may request a change of address when the main entrance location has been determined.

12. Crossing City Limit or County Lines

When crossing City limit or County lines, the municipal addressing system will prevail.

13. Stacked Addresses

Houses, trailers, and/or other structures located behind other houses or trailers facing the road and sharing a common driveway should be numbered following the rules for distance and direction described herein. Use of a hyphenated, alphanumeric or fractional number will not be allowed.

14. Single-Family Houses

Single-family houses will be assigned an address number in a sequence of "fours". Examples: 1201, 1205, 1209, etc.

15. Duplexes, Triplexes, Quads and Townhouses

~~If there is enough room in the block range, duplexes, triplexes, quads and townhouses will be assigned an address number in a sequence of "twos". Examples: 1201, 1203, 1205, 1207, etc. If there is a second-floor unit, the larger address number will be applied to the second floor.~~

Address numbers will be assigned to townhomes, duplexes, triplexes, quadplexes, and greater by the applicant and verified by the City. The address number will be in a sequence of "twos" if there is room in the block range. If there is not room in the block range, then letters will be assigned by the City to each unit. Duplexes are the only approved instance where the next sequential even or odd street number may be used.

16. Building Numbering

Only one address will be assigned per lot of a large facility, compound, or institution with multiple buildings. Multiple buildings that share the same address, to include portable buildings, will be identified numerically in a clockwise or counter-clockwise sequence beginning with the number "1." Alphanumeric building numbers are not permitted. Accessory structures and dwelling units (granny flats) on single-family residential lots will be assigned the primary structure's address.

a. Examples of building numbering:
   - Building BLDG #
   - Carport C-#
   - Canopy BLDG #
   - Garage G-# (i.e. 1 – 6 garage structures at an apartment

complex)
- Parking Garage BLDG #
- Fuel Canopy BLDG #
- Pavilion BLDG #
- Portable BLDG # (for schools, number sequence will be 101, 201, 301, etc.)
- Bleachers BCHR #
- Trash Compactor (TRASH COMPACTOR)

17. Single Story Buildings

The floor number is to be omitted on single story buildings. The building number is to be omitted on single buildings under a single address. Alphanumerical suite numbers are not permitted. The assigned suite number will depend on the location of the tenant's finish-out door.

18. Multi-Floor Buildings

Buildings with multiple floors and/or suites, units or apartments will be assigned suite or apartment numbers as these numbers are an intricate part of an assigned address. Suite, unit and apartment numbers will be numbered sequentially according to the corresponding building, floor and "unit" numbers in a clockwise or counter-clockwise sequence. The suite numbers will increase in the direction of the addressing on that street.

A unit number will be assigned (or reserved) at every fifteen (15) to twenty (20) feet to allow for future expansion and growth, or down-size. Unit numbers are consecutive numbers on each floor and consist of two digits starting with "01" as follows:

Building Number	Floor Number	"Unit" Number	Suite/Unit/Apartment No.
1	1	01	1101
1	2	01	1201
10	1	01	10101
10	2	01	10201

~~19. Apartments and Condominiums~~

~~A main address number will be assigned to apartment and condominium complexes. An address number will be assigned to each building if applicable. For apartment complexes, the unit number is assigned by the property owner.~~

~~An address number will be assigned to each condominium by the City. If the condominium is a multi-story structure, unit numbers to indicate the floor location will be used (e.g. Unit 303 is the third apartment on the third floor).~~

~~20. Commercial/Industrial~~

~~For new industrial or commercial multi-tenant buildings, approved site plans and floor plans must be submitted by the property owner or agent to the City in order for the City to properly assign building and suite numbers.~~

~~For an existing industrial or commercial multi-tenant building, when permits are requested, a floor plan clearly delineating existing suites will be provided by the applicant so that City personnel can make the correct address assignments.~~

~~A main address number will be assigned to the main building for a business. If suite numbers are needed, they will be applied as 101, 102, 103; 201, 202, 203, corresponding to which floor the suite is on. For situations when there are multiple buildings on one lot, address numbers will be assigned to each building.~~

~~If suites are subdivided and there is no room for additional suite numbers, the new suite numbers will be assigned as follows: 101B, 101C, 101D, etc.~~

~~All suite numbers are assigned to increase in the same direction as the corresponding address increases.~~

~~21. Shopping Malls and Strip Malls~~

~~A main address number will be assigned to shopping malls. Suites that are accessible from an interior hallway shall be assigned the same address number as the main address and a suite number. Exterior suites shall have a separate address and shall be treated as a strip mall.~~

~~Strip malls shall have one main address number and suite numbers spaced at increments of two per bay. If a suite is combined with an adjoining suite, there will not be a change of address. If a suite is split, there may be a change of address. Figure 7 illustrates an example of a typical site plan layout with multiple buildings, address numbers and unit numbers.~~

~~22. Outlying Structures~~

~~The numbering sequence of outlying structures will be determined as if they were physically located within the strip mall building itself. For new outlying structures added to existing strip malls, the increment of four will be used. If the increment of four is in use, then an increment of two will be used.~~

~~23. Mobile Home Parks~~

~~A main address will be assigned to mobile home parks. The property owner will be responsible for assigning the "spaces numbers", similar to standards outlined in this policy. The number must be displayed on the mobile home in accordance with these rules.~~

24. Structures

When assigning numbers to structures that are not a dwelling or business (billboards, cell towers, etc.), the middle of the structure should determine the address assigned. Structures should always be numbered according to the road they face. 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 should be assigned based on what road the driveway connects to.

25. Infrastructure

For infrastructure accessory addresses, the address number will be created and one of the following codes will be entered into the post qualifier field. ~~If the infrastructure is in the right-of-way, the closest block range number will be used along with taxid 0000-0000-0000. If the infrastructure is located within the lot, a secondary address will be assigned, using the taxid from the lot upon which the infrastructure is located.~~

INFRASTRUCTURE	CODE
Irrigation	IRR
Gas	GAS
Electric	ELEC
Water	WTR
Stormwater	STWTR
Wastewater	WWTR
Phone	PHONE
Cable	CBL
Temporary	TEMP
Billboard	BB
Lift Station	LS
Public Parking Lot	PPLOT
Cell Tower	TWR
Bus Stop	RTA

D. EXEMPT BUILDINGS AND USES

The following buildings and uses do not require an address but may be addressed at the request of the property owner and will be provided in accordance with the municipal guidelines.

1. Farm buildings which are not residential or commercial.

E. CHANGING ADDRESS NUMBERS

The ability to provide the best possible emergency response service is of critical importance to the City. In order to provide excellent emergency response services, the City of Corpus Christi reserves the right to change an existing address to ensure that first responders, firefighters, police, and emergency medical units are provided with accurate address information. The City of Corpus Christi will strive to correct the inconsistency in

the best interest of the community's health, safety, and welfare.

Address numbers can be proposed to be changed by the property owner, any customer or the City of Corpus Christi. An application requesting the change shall be filed with the Department of Development Services. Please refer to the department's fee list for cost.

If the change is approved, the City shall notify the building owner, United States Postal Service (USPS), Nueces County, utility companies, emergency services and other affected entities.

If the change is approved, the owner of the property shall change the address numbers to reflect the approval within thirty (30) days of approval notice. The owner shall be responsible for notifying any tenant of the building, if applicable, as well as all suppliers of the address change.

F. ADDRESSING NEW CONSTRUCTION AND DEVELOPMENT

1. Building Permit Requirements

Prior to beginning new construction, property owners shall submit an application for a building permit. An address must be assigned before a permit is processed. A temporary address number posting must be displayed for each building under construction. This will aid construction workers, City staff and inspectors who need to locate the correct building.

2. Subdivision Requirements

Preliminary street names, block range numbers and address numbers will be reviewed. When the final plat is recorded, the final street names, block range numbers and address numbers will be finalized.

Original block ranges in Corpus Christi were setup to anticipate street blocks to be approximately ~~600~~ 1,600 feet long. Number ranges change at every block (600 feet of frontage), or at each intersection if the block range is longer than 600 feet.

When streets change direction, the street name and block range will change, depending on the angle of change. Refer to C. 5.

G. SIZE AND LOCATION OF ADDRESS NUMBERS

To ensure uniformity and regularity in the numbering of structures, it shall be the responsibility of the owner of any structure fronting on a public street to place numbers on the structure in so conspicuous a manner that the number may be easily discernible from the opposite side of the street. All address numbers shall be displayed ~~in a conspicuous location~~ in a color contrasting with the background on which they are placed and be visible day or night. All numbers must be clearly visible to traffic in either

direction from the street to which each building or unit is addressed. The following requirements for residential and commercial uses must be followed.

If any structure shall be located too far back from the street for a number on its front to be easily seen and read from the opposite side of the street, or the front of the structure is hidden, or the view obstructed by trees, plants, shrubbery or other objects, then the number of such structure and premises shall be placed on a plank or post in a conspicuous part of the premises whereon the structure is located.

1. Size and specifications for street numbers.

    a. Each street number shall be of any durable material.

    b. All numbers painted on curbs or driveway approaches shall be black on a white rectangular background, or white on a black rectangular background, and of a durable and waterproof finish.

    c. The numbers on curbs shall be a minimum of three (3) inches in height, with the background at least one (1) inch higher than the digits and extending at least one and one-half (1½) inches beyond the digits on both ends. The width of the digits shall be in proportion to the height. A one (1) inch distance shall be maintained between figures.

    d. The rectangular background shall be no more than twenty (20) inches in length.

    e. The street numbers may be on the driveway approach or curb. If on the curbs, they shall be placed not more than two (2) feet from the driveway at the nearest point. If the lot has no front driveway, the numbers shall be centered on the lot.

2. Additional Specific Standards

    a. Residential

        Address displays located 25 feet or less from the paved edge of the road shall have numbers three inches in height. If the address display is located 25 feet or greater from the paved edge of the road, the numbers shall be six inches in height. Please refer to Figure 8.

    b. Private Lane and Long Driveways

        If any residence, apartment building or business (except malls and shopping centers) is in a location where the address numbers are not clearly visible from the street, address numbers shall be posted at the intersection of the driveway with the public street. The numbers shall be three inches in height and placed upon a post or other structure which displays the number at least forty-eight inches above the ground.

c. Commercial, Industrial, Apartment Buildings and High-Rises

Address displays located 100 feet or less from the paved edge of the road shall have numbers and building identifiers eight inches in height. If the address display is located 100 feet or greater from the paved edge of the road, the numbers and building identifiers shall be 12 inches in height. Please refer to Figures 10 – 12.

3. Duty to Procure and Display Numbers

It shall be the duty of the property owner to procure and display the address numbers required by this policy. Final approval of any building or unit shall be withheld until the required numbers and signs have been permanently displayed pursuant to this policy.

H. NOTICE TO COMPLY

Municipal officials shall be authorized to enter upon private property for the purposes of inspection and to give notice by personal service or by certified mail to persons in violation of this policy, directing them to abate the situation within thirty (30) days after issuance of such notice. If there is a failure to comply, the case will be processed by the Code Enforcement Division of Development Services. All fees and fines will be enforced.

I. OTHER ADDRESS ASSIGNMENTS PROCEDURES – INTERNAL USE ONLY

For “special” addresses, the Post Qualifier field is used to identify the type of address (Billboard, Irrigation, Parking Lot, Garage, etc.), the APT field is used to identify the quantity and the Extended Address field is used for entering a description, in most circumstances.

1. Billboards

   The first billboard pole on a lot will be addressed with BB01 as the post qualifier and an entry of 01 in the APT field for the display. If another display is added to the pole, the post qualifier will be entered as BB01 with an entry of 02 in the APT field.

   If a second billboard pole is built on the same lot, the address assigned will be BB02 as the post qualifier with an entry of 01 in the APT field for the display.

   In the user defined code screen, make an entry of BILBRD for building type.

2. Cell Towers

   Similar to billboards, the first cell tower pole on a lot will be addressed with TWR01 as the post qualifier with an entry of 01 in the APT field for the antenna. If another antenna is added to the pole, the post qualifier will be entered as TWR01 with an entry of 02 in the APT field

   If a second cell tower pole is built on the same lot, the address assigned will have TWR02 as the post qualifier with an entry of 01 in the APT field for the antenna.

   In the user defined code screen, make an entry of TWR for building type.

3. Cable Cabinets

   Similar to billboards, the first cable cabinet on a lot will be addressed with COM01 as the post qualifier.

   If a second cable cabinet is built on the same lot, the address assigned will have COM02 as the post qualifier.

   In the user defined code screen, make an entry of CBLCAB for building type.

4. Garages

   Similar to billboards, the first garage on a lot will be addressed with GR001 as the post qualifier.

   If a second garage is built on the same lot, the address assigned will have GR002 as the post qualifier.

   In the user defined code screen, make an entry of GA for building type.

5. Carports

   Similar to garages, the first carport on a lot will be addressed with CP001 as the post qualifier.

   If a second carport is built on the same lot, the address assigned will have CP002 as the post qualifier.

   In the user defined code screen, make an entry of GA for building type.

6. Irrigation

   Irrigation is entered into the apartment field as IRR

   In the user defined code screen, make an entry of MISC for building type.

7. Laundry

   Similar to garages, the first laundry on a lot will be addressed with LR001 as the post qualifier.

   If a second laundry is built on the same lot, the address assigned will have LR002 as the post qualifier.

8. Canopy

   Similar to garages, the first canopy on a lot will be addressed with CN001 as the post qualifier.

If a second canopy is built on the same lot, the address assigned will have CN002 as the post qualifier.

9. Large Satellite Dish

   Similar to garages, the first large satellite dish on a lot will be addressed with SAT01 as the post qualifier.

   If a second large satellite dish is built on the same lot, the address assigned will have SAT02 as the post qualifier.

10. Right-Of-Way

    ROW will be added to the APT field in H T E,

11. Bus Stop Building

    Similar to garages, the first bus stop building on a lot will be addressed with SW001 as the post qualifier.

    If a second bus stop building is built on the same lot, the address assigned will have SW002 as the post qualifier.

12. Pavilion

    Similar to garages, the first pavilion on a lot will be addressed with PV001 as the post qualifier.

    If a second pavilion is built on the same lot, the address assigned will have PV002 as the post qualifier.

13. Arbor

    Similar to garages, the first arbor on a lot will be addressed with AR001 as the post qualifier.

    If a second arbor is built on the same lot, the address assigned will have AR002 as the post qualifier.

14. Gazebo

Similar to garages, the first gazebo on a lot will be addressed with GAZ01 as the post qualifier.

If a second gazebo is built on the same lot, the address assigned will have GAZ02 as the post qualifier.

15. Federal Aviation Administration Structure

Similar to garages, the first federal aviation administration structure on a lot will be addressed with FAA01 as the post qualifier.

If a second federal aviation administration structure is built on the same lot, the address assigned will have FAA02 as the post qualifier.

16. Electrical Meters

The need to establish an address for an electric meter is as follows:

Residential: The main address is to be used when only one meter is being utilized for the residence. If another meter is addressed for the main structure, the Post Qualifier field will be ELEC and APT field will be B. A miscellaneous note will need to be added detailing the address and purpose.

Separate/Additional Structure – the address for the auxiliary structure will serve as the address for the first meter, for example BL002 will serve as part of the meter address. Any subsequent meter for the building will be given a designation sequence starting with B in the APT field. A miscellaneous note will need to be added detailing the address and purpose.

Commercial: The main address is to be used when only one meter is being utilized for the business.

Shopping Centers – the address for the suite will be the address for the first meter. Any subsequent meter for the suite space will be given a designation sequence starting with B, for example 100 for the suite and 100B for the second meter for the space. A miscellaneous note will need to be added detailing the address and purpose.

Separate/Additional Structure – the address for the auxiliary structure will serve as the address for the first meter, for example

BL002 will serve as part of the meter address. Any subsequent meter for the building will be given a designation sequence starting with Bin the APT field. A miscellaneous note will need to be added detailing the address and purpose.

Meter Only: This type of address is for those meters that are stand alone. They typically serve water wells or security lights that are on properties with no structure. A miscellaneous note will need to be added detailing the address and purpose.

SECTION FOUR – EXECUTIVE SUMMARY OF RESPONSIBILITIES

A. MUNICIPAL OFFICIALS

Municipal officials are responsible for:

1. ~~Resolving~~ Verifying road name duplications within a municipality in compliance with municipal policy.

2. Having an ordinance requiring that the applicant have an address assigned prior to receiving a building permit and to enforce the ordinance.

3. Having an ordinance requiring that the applicant have approved street names for all proposed roads prior to receiving approval of a preliminary plat and to enforce the ordinance.

4. Passing ordinances to adopt names for all roads within the municipality.

5. In the case that a street name must be changed, the City will inform property owners along the street.

~~6. Fabricating and installing street name signs at the intersections of all new public roads, in accordance with current guidelines.~~

7. Maintaining street name signs at the intersections of all existing public roads in accordance with current guidelines.

8. Require posting of address numbers consistent with this policy.

9. Administering this policy.

10. Maintaining a city database of street names.

11. Reviewing subdivision requests for conformance with this policy.

12. Reviewing requests for street name changes for compliance with this policy.

13. Notifying the Unites States Postal Service (USPS), Nueces County, utility companies and emergency services of street name changes.

14. Establishing, assigning and when necessary, changing address numbers in accordance with this policy.

15. Notifying persons who are in violation of this policy.

B. UNITED STATES POSTAL SERVICE

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

1. Maintaining a dual addressing system, delivering mail addressed to either address for a period of twelve months.
2. Keeping a record of address change notifications as they are received from the City.

C. 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. In the case of private lanes, purchasing and installing a street name sign incompliance with current City requirements.

D. DEVELOPERS/BUILDERS

Developers shall be responsible for:

1. Assigning and obtaining approval for street names prior to receiving approval of a preliminary plat.

2. Assigning and ~~Obtaining an~~ address before receiving a building permit or approval of a subdivision final plat.

SECTION FIVE – SOURCE GUIDES

A. The City of Ames Iowa Street Naming and Address Guide
B. The Town of Summerfield North Carolina Development Ordinance
C. Clark County Street Naming & Address Assignment Policy
D. City of San Antonio Addressing Guide
E. United States Postal Service ("USPS"), Postal Addressing Standards, Publication 28.

Adopted by City of Corpus Christi Development Services on: _____

Approved by: _____

Printed Name:_____

Title:_____