

Address Management Services

Addressing Standards

Authorization

Deputy Chief Information Officer

Date

Enterprise Geospatial Services Division Manager

Date

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City of Austin Addressing Standards

Introduction

Service addresses are assigned by the local addressing authority. Travis County entered into an interlocal agreement to have the City of Austin Address Management Services (AMS) Office handle service addressing for the city proper, unincorporated Travis County, and a number of other municipalities within the county.

Applying addressing standards allows for a more consistent assignment of addresses for structures and properties. Addressing standards help reduce the amount of time dedicated to assigning addresses, manage customer and staff expectations, and prevent inconsistencies within the addressing database.

This document is designed as a reference and serves to provide city staff, developers, and property owners the addressing standards for residential properties, commercial properties, and other situations in which an address is necessary for permitting or utility meters.

Addressing Concepts

Address Numbering

Addresses for structures will be comprised of a numerical House Identifier (the house number) followed by the combined street identifier. The House Identifier or House Number will be comprised of Arabic numerals, 1, 2, 3, 4, 5, 6, 7, 8, 9 and 0. All ten numerals will be applied in accordance with a structure's location along a block range.

Even House Numbering: Main house numbers ending in an even number (0, 2, 4, 6, and 8) are generally used on the north side and west side of streets.

Odd House Numbering: Main house numbers ending in an odd number (1, 3, 5, 7, and 9) are generally used on the south side and east side of streets.

Additional refinement for locating a residence or business may be provided by assignment of a specific identifier for a building, unit, or suite. These identifiers may be comprised of letters, numbers, or a combination, as described in the body of this document.

Building and Unit Standards

Address Management Services uses a standardized Building and Unit numbering system for the following:

- Apartment Complexes
- Condominium Complexes (*See also: Pseudo Subdivision and Private Driveways Naming Criteria*)
- Office Buildings and High-rises (Residential and Commercial)
- Office Parks

This Building and Unit numbering standard prevents the duplication of unit numbering on a property and helps to clearly identify the building number, floor number, and suite number for an office or living space. This standard also prevents using the same number for both the building and the unit (Incorrect: Building

#1 Unit #1). Buildings and Units, for the structure types listed above, will be represented using numeric designators only. No stand-alone letter designators (A, B, C, etc.) are to be used for these residential projects – apartments, condominium complexes, and residential buildings and high-rises.

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 used by City of Austin Address Management Services and is synonymous with “suite”, “apartment”, etc.

The Building and Unit standard is explained in **Figure 1 and Figure 2** in the *Addressing Examples* section of this document. For a complete list of Building and Unit Types, please refer to Appendix A.

Distance between Structures/Lots and Address Assignment (new lots)

Less than 50 feet: If the distance between two neighboring structures or the midpoint of two neighboring lots is less than 50 feet, the structures may be assigned address numbers that increase by two digits (example: 101, 103).

Between 50 feet – 100 feet: If the distance between two neighboring structures or the midpoint of two neighboring lots is between 50 feet and 100 feet, the structures/lots may be assigned address numbers that increase by four digits (example 101, 105).

100 feet or more: If the distance between two neighboring structures or the center of two neighboring lots is 100 feet or greater, the address may be assigned based on the driveway access and its location along the street range. If a driveway does not exist, Addressing may assign an address based on where the lot’s midpoint intersects the street range.

Address Management Services reserves the right to assign addresses by an increment that is consistent with the subdivision being addressed or existing neighboring plans. For lots greater than 100 feet or more, Address Management Services staff may choose a greater increment than four digits in order to maintain addressing consistency throughout a subdivision.

Fraction Addressing - Residential

In older parts of Austin, fraction addressing exists. When adding new addresses to these areas, each request will be reviewed on a **case by case** basis. Possible addressing assignments include:

- A whole address (if current addressing allows for it).
- A fraction address.
- A building at an existing address (fraction or whole address).
- An address based on the re-addressing of a few structures or the entire block.

Address Changes

A change of address may be initiated by a property owner or by the Address Management Services Office. A City-initiated address change occurs when an address poses an emergency service response delay for the property owner or surrounding neighbors. Address Management Services is notified of these issues by emergency service providers, property owners, and City staff. If the existing address meets one or more of the following criteria, an address change will be initiated:

1. Out-of-sequence with the neighboring addresses.

2. An odd address on the even side of the street.
3. An even address on the odd side of the street.
4. A duplicate address.
5. Property is incorrectly using an address assigned to another property.
6. Property is accessed from a different street than the address in use.
7. There is no space between house numbers for forthcoming development.
8. The street name has changed or an easement has been named.

All City-initiated address changes are reviewed by the Address Management Services office and the Addressing Committee prior to authorizing the address change. The Addressing Committee is composed of representatives from departments and agencies who have experience and a vested interest in maintaining accurate addressing information.

If the address change is to correct one of the above addressing issues, or is initiated by Address Management Services staff, a fee will not be charged.

Property owners may request a change of address to their existing valid address, for a fee, as long as the new address meets the addressing standards outlined in this document. The Address Management Services office can deny a request to change an address for the following reasons:

1. The request conflicts with the City of Austin Addressing Standards
2. There is no space between the house numbers to accommodate the request.
3. The property's address has been changed, by the current property owner, within the last year.

All customer initiated address changes are reviewed by the Address Management Services prior to approval and processing.

Streets

Street identifiers will be at minimum, a street name followed by a street type. Directional prefixes may be applied if a street crosses the center axes of the city (Congress Ave and Lady Bird Lake), in order to avoid assignment of duplicate addresses or house numbers. The street name and type may be followed by post-directional indicators, which indicate the route of traffic for certain types of highways or access roads. Below are listed various types of streets which may or may not be named. See the *Austin and Travis County Street Name Standards* (link in Appendix B) for more information.

Dedicated Right of Way (ROW)

These are streets which have been either dedicated by a recorded subdivision plat or which have been accepted for maintenance and upkeep by the City or by the County if located outside a city jurisdiction. Dedicated Rights of Way make up the majority of named streets.

Freeways and Service Roads

If the property's access opens onto the service road, the address will be assigned from the service road, based on the structure's location along the street range. If the access opens directly onto the freeway or expressway, the address will be assigned from the freeway or expressway based on the structures location along the street range. *Note:* The same address whole number should not exist both on the

service road and the freeway/express way, however a 1/2 address may be assigned with the same address.

Correct: 1234 1/2 SH 71 WB and 1234 SH 71 SVRD

Incorrect: 1234 SH 71 WB (freeway) and 1234 SH 71 SVRD (service road)

Private Drive/Access Easement Naming Criteria

In order to name a private driveway or an access easement, the following criteria must be met:

- Not an apartment complex.
- Not an office park or complex.
- A minimum of three primary residential structures.
- Four or less units per structure.
- Multiple properties abutting the easement.

Named private driveways will be assigned an address range and structures along the private driveway or easement will be assigned house numbers consistent with the address range assigned to the private drive.

If the access easement does not meet the Private Drive/Easement Naming Criteria, the easement itself will be assigned an address based on the access location along the street range, and all structures accessed off the easement will be assigned a building number.

Address Management Services will review all requests to name private driveways and access easements. Any proposal to name a driveway, easement, private street, or dedicated street must adhere to the Address Management Services *Austin and Travis County Street Name Standards* (link in Appendix B).

Pseudo Subdivision and Private Driveways Naming Criteria

Pseudo Subdivisions (i.e. Mobile home communities, residential/commercial site plans) have private driveways that mimic a street-like network. Often times it is more effective to name and assign a street range to the private driveway and address the structures with individual addresses, similar to a recorded subdivision. In order to be classified as a Pseudo Subdivision, and have individual house numbers assigned to structures, the following criteria must be met:

1. Is not an apartment complex.
2. It has a minimum of two private driveways.
3. It has a minimum of 2 intersections (one at the entrance and one internal).
4. Has a minimum of three structures (commercial or residential); with at least one existing on an opposing private drive.

Address Management Services will review all requests to name private driveways and access easements. Any named driveway, easement, private street, or dedicated street must adhere to the Address Management Services *Austin and Travis County Street Name Standards* (link in Appendix B).

When to name an Access Easement

Address Management Services may recommend, during subdivision and site plan review, that an access easement be named if it meets the Private Driveway Naming Criteria and will help facilitate emergency

response. Only access easements may be named; utility easements and conservation easements will not be named.

Alleys

Alleys are unnamed accesses and will not be assigned a street name. Structures only accessible by an alley will be reviewed on a **case by case** basis. Possible address assignments include:

- An address off the closest intersecting street.
- A unit off the main property address.
- A unit off an address on the closest intersecting street.

Addressing Standards

Apartment Complexes

Address Management Services uses a standard building and unit numbering schema for apartment addressing. See **Figure 2** in the *Addressing Examples* section of this document for assigning Building and Units to properties.

Building, Stand-alone

When there is one building located on a single parcel/lot/site, the address is assigned off the street with front door access.

Campus Addressing – University

The addressing schema for new university campuses and additions to older campuses will be reviewed on a **case by case** basis by a panel of Address Management Services personnel. Other environments which may be considered for the Campus Addressing solution are multi-building, multi-access Medical centers, Church sites, and large business parks.

Commercial Site – Single Building

For stand-alone commercial structures (not part of a larger commercial site and not on a corner) the address will be based on entrance access along the street range. If multiple units exist in the building, the Building and Unit standards shall apply.

For stand-alone commercial structures (not part of a larger commercial site and located on a corner lot) with the front entrance off one street and the driveway entrance off another, efforts will be made to assign the address off the major arterial unless it poses an emergency issue. If multiple units exist in the building, the Building and Unit standards shall apply.

The Building and Unit standard for single structure commercial sites is explained in **Figure 1** in the *Addressing Examples* section of this document

See also: Downtown Mixed-use Development, Mixed-use Development, Shopping Mall-Enclosed, Street level Mixed-use, and Strip Malls

Commercial Site – Multiple Buildings

For a commercial site with multiple buildings, a single main address will be assigned, based on the entrance access along the street range, with building numbers for each separate building. If multiple units exist within each building, the Building and Unit standards shall apply.

For commercial site with multiple buildings located on a corner lot, with the front entrance off one street and the driveway entrance off another, efforts will be made to assign the main address off the major arterial unless it poses an emergency issue. If multiple units exist within each building, the Building and Unit standards shall apply.

The Building and Unit standard for multiple commercial buildings on a site is explained in **Figure 2** in the *Addressing Examples* section of this document.

See also: Downtown Mixed-use Development, Mixed-use Development, Shopping Mall-Enclosed, Street level Mixed-use, and Strip Malls

Condominium Complexes

The addressing schema for Residential Condominium Complexes will be reviewed on a **case by case** basis by a panel of Addressing personnel. Depending on the design and layout of the complex, addresses could be assigned using one of the following methods:

- Standard building and unit numbering schema, where site has similar layout as an apartment complex. See **Figure 2**.
- A main address is assigned to each structure based on the front door access along the street range.
- If the layout of private drive accesses resembles a street-like network, Private Driveway Naming Criteria will be applied, to enable addressing. Once Private Drives have been named, individual addresses will be assigned based on front door access along the street range of the private drive.
- If private driveways are named, units must be assigned house numbers from the named private drive, instead of using a single address for the entire Condominium with a unit number.

See Pseudo Subdivision and Private Driveway Naming Criteria for assigning street names to private driveways.

Corner lots

For all vacant corner lots within a subdivision, a main address will be assigned off the “short” side of the lot and added to the addressing database. Only one address will be labeled on the plat to prevent addressing confusion. The customer reserves the right to change their address to the opposing street (at no charge) if they do so prior to developing the lot.

For residential corner lots that consist of a duplex, triplex, fourplex, Condo or townhome that has front doors facing different streets, separate addresses may be assigned based off of the street that the front doors face (See duplexes and Garage Apartments).

Cul-de-sacs

The cul-de-sac and the street it intersects shall have opposing address ranges. Using a different address range for the cul-de-sac (different from the intersecting street) should prevent duplicate and often confusing main addresses on the corner lots of both streets.

Demolition Properties

Use the existing main address of the structure to be demolished.

Duplexes

A main address will be assigned with two letter unit designators, starting with the letter A. Separate main addresses can be assigned to corner lot duplexes with entrances on different streets (see Corner Lot).

Triplexes

A main address will be assigned with three letter unit designators, starting with the letter A. Separate main addresses can be assigned to corner lot triplexes with entrances on different streets (see Corner Lot). If only one unit has an entrance on a different street, the remaining two units will use two letter unit designators, starting with the letter A.

Fourplexes

A main address will be assigned with letter unit designators, starting with the letter A. Separate main addresses can be assigned to corner lot fourplexes with entrances on different streets (see Corner Lot).

Garage Apartments

Secondary residences will be assigned as a building #2 or #B (not #1 or #A) at the main address of the primary structure. The addition of a building #B or #2 for the secondary residence does not require for the main address of the primary structure to be re-assigned as building #A or #1. If the garage is attached, the same standards will apply.

Flag Lots

Flag lots will be assigned an address based upon the access to the lots or structures, with limitations based upon neighboring addresses. Correct addressing must pay close attention to the neighboring address crowding and subdivision notes. Note that many resubdivisions provide flag lots to multiple lots, but provide only a single physical access (driveway) to structures on those lots.

Addressing schemas that may apply:

- Building, Stand alone
- Commercial, Single building
- Commercial, Multiple buildings
- Duplexes/Triplexes/Fourplexes
- Stacked addresses

See **Figure 8** in the *Addressing Examples* section for address assignment of Flag Lots.

High Rise – Commercial

Address Management Services uses a standard building and unit numbering schema for high-rise commercial addressing. See **Figure 1** in the *Addressing Examples* section of this document for assigning Building and Units to single multi-story buildings on a property.

High-rise – Residential

Address Management Services uses a standard building and unit numbering schema for high-rise residential addressing. See **Figure 1** in the *Addressing Examples* section of this document for assigning Building and Units to single multi-story buildings on a property.

Hospitals

The addressing schema for new hospital campuses will be reviewed on a **case by case** basis by a panel of Address Management Services personnel.

Mobile Home Communities

"All streets in a [mobile home] park shall be named and mobile home spaces numbered to conform with block numbers on adjacent public streets." (City of Austin Land Development Code 25-2-1217 (H)) Names selected for use naming private drives in Mobile Home Communities may not duplicate existing street names that are already in use. Refer to the Street Name Standards for guidance in selecting names for private drives. Names must be reserved for use by Addressing. Signage must be installed at intersections accurately reflecting the street name, street type, followed by the letters "PVT" to reflect the private ownership status of the street.

See Pseudo Subdivision and Private Driveway Naming Criteria for assigning street names to private driveways.

Office Building

Address Management Services uses a standard building and unit numbering schema for office building addressing. See **Figure 1** and **Figure 2** in the *Addressing Examples* section of this document for assigning Building and Units to properties.

Park Facing or Courtyard Facing Structures

Addresses will be assigned off the street the front door faces, even if parkland is located between the structure and street access. If the residential structure is facing an interior courtyard with no door directly facing a street, the structures will be assigned house numbers from the nearest right of way giving access.

Residential, Primary Structures

Address is assigned off the street with front door access. Address number is determined by the structure's location along the street range.

Rural Addressing

The address is assigned based on the access location along the street range. Multiple main addresses can exist on one large parcel as long as there are separate entrances, along the street, for each structure.

Shopping Center, Shopping Plaza and Strip Malls

Shopping Centers will be assigned a single main address with unit numbers for each business. Recommendations:

- Unit numbers increase in value as the street range increases in value.
- Leave numerical space between unit numbers in order to allow for future expansion (example: #100, #105, and #110).
- A recommended two digit increase for every 10 ft. of frontage.

See **Figure 6** in the *Addressing Examples* section of this document.

See also: Commercial Site – Single Building, Commercial Site – Multiple Buildings, Shopping Plazas, and Strip Malls

Shopping Mall – Enclosed

A main address, with unit numbers designated for each business, will be assigned based on structure access along the street range. If the mall has multiple access points from various streets, one street will be chosen to host the main address.

Examples of shopping malls in the Austin area:

- Barton Creek Square Mall
- Highland Mall
- Lakeline Mall

Stacked Addresses

Stacked addresses are residential structures that share a common access. If the access driveway does not meet the Private Drive/Easement Naming criteria, the access itself will be assigned an address based on its location along the street range, and all structures accessed off the easement will be assigned a building number or unit number.

The Stacked Addresses standard is explained in **Figure 3** in the *Addressing Examples* section of this document.

Through Lots

A through lot has an adjacent lot on either side and street frontage on two streets. The lot goes “through” the block to the other side.

One structure on a through lot: Address is assigned off the street the front door faces.

Multiple structures on a through lot: Address Management Services will review on a **case by case** basis. Accessory buildings will be addressed based on access.

New subdivision with through lots: Address Management Services will review plat notes or contact the developer for access information prior to address assignment.

Through Lot examples are in **Figure 9** in the *Addressing Examples* section of this document.

Townhomes, Single-family attached

An address is assigned on the street with front door access. Each residential space will be assigned a main address based on the location of entry along the street range.

Separate main addresses can be assigned to corner lot structures with entrances on different streets (see Corner Lot).

The Townhomes and Single Family Attached standard is explained in **Figure 4** in the *Addressing Examples* section of this document.

Vacant Properties

Vacant property exists within a subdivision: Address will be assigned based on the address plat (*See also: Corner Lot*).

Vacant property with road frontage larger than 200 feet: Address assigned based on entrance access along the street range. If no access information is available, address will be assigned where the property's midpoint intersects the street range. Address Management Services reserves the right to change the address once an access has been determined.

Mixed-Use Addressing Standards

Downtown Mixed-use Development

Downtown mixed-use developments will be reviewed on a **case by case** basis. Depending on the site plan layout and how the commercial and residential units are accessed (street access or lobby access); downtown mixed-use developments may be addressed using one or more of the following standards:

- Building and Unit Standards
- High-rise Residential
- Street level Mixed-use

Examples of Downtown Mixed-use Developments Austin area:

- W Austin Hotel & Residences – 210 Lavaca Street
- AMLI Downtown – 201 Lavaca St

Considerations for addressing downtown mixed-use development:

- Existing addresses. If a new development shares a block with existing buildings, the existing addresses should NOT be changed in order to accommodate the new development. First floor addressing of units accessed off of the street may have to use unit number with base address.

The Downtown Mixed-use Development standard is explained in **Figure 5** in the *Addressing Examples* section of this document.

See also: High-rise Residential, Mixed-use Development, and Street-Level Mixed-Use

Mixed-use Development

Address assignments for mixed-use developments will be reviewed on a **case by case** basis. Depending on the site plan layout, street-like networks, and commercial and residential building access, mixed-use developments may be addressed using one or more of the following standards:

- Building and Unit Standards
- Strip Malls, Shopping Centers, Shopping Plazas
- High-rise Residential
- Shopping Mall
- Pseudo Subdivision and Private Driveway Naming Criteria
- Street level Mixed-use
- Downtown Mixed-use Development
- Townhomes

Examples of Mixed-use Developments in the surrounding Austin area:

- The Domain
- Hill Country Galleria
- Southpark Meadows
- Crestview Station
- The Triangle

For every 10 feet of frontage, there is a recommended two-digit increase for an address or unit.

Street Level Mixed-use

Residences or businesses with front door access to the street will be assigned a main address, based on the location of the entrance along the street range. Residences or businesses *sharing* door access to the street will be assigned unit numbers at a single main address, based on the location of the entrance along the street range.

See **Figure 7** in the *Addressing Examples* section of this document for assigning addresses to Street Level Mixed use.

See also: Downtown Mixed-use Development

Building and Unit Types

For certain types of buildings and units, Address Management Services will assign a designator that describes the type of building or unit. Some of the more popular types are listed below. For a complete list of building and unit types, see Appendix A.

Boat Docks

A boat dock with one or more slips, requiring an address for a meter or permit, is assigned the main address of the property with the unit "BD" as a designator with the addition of a number (BD1, BD2, BD3, etc.). No dashes should be used.

Example with one slip:
5520 Lakeshore Dr #BD

Example with multiple slips:
1234 Sunnyvale St (Main Address)
Boat slip 1 = 1234 Sunnyvale St #BD1
Boat slip 2 = 1234 Sunnyvale St #BD2
Boat slip 15 = 1234 Sunnyvale St #BD15

Carport

A carport, requiring an address for a meter or permit, is assigned the main address of the property with the unit "CP" as a designator. If multiple carports exist on a property, each carport will be assigned the unit "CP" with the addition of a number (CP1, CP2, CP3, etc.). No dashes should be used.

Dumpster

A dumpster, requiring an address for a meter or permit, is assigned the main address of the property with the unit "DP" as a designator. If multiple dumpsters exist on a property, each dumpster will be assigned the unit "DP" with the addition of a number (DP1, DP2, DP3, etc.). No dashes should be used.

Elevators

Elevators are assigned the main address of the property they reside on, with the unit "ELEV" as a designator. If multiple elevators exist on a property, each elevator will be assigned the unit "ELEV" with the addition of a number (ELEV1, ELEV2, ELEV3, etc.). No dashes should be used.

Food Trailers

Food trailers are assigned the main address of the property they reside on, with the unit "FT" as a designator. If multiple food trailers exist on a property, each food trailer will be assigned the unit "FT" with the addition of a number (FT1, FT2, FT3, etc.). No dashes should be used.

Guard Station

If the guard station exists on a property with an existing main address, the main address with a building designation of #GS (Guard Station) will be used. If the guard station exists as a single structure with street access, a main address will be assigned based on the structure's access along the street range. Do not assign a 1/2 address.

House Panels

House panels are assigned the main address of the property they reside on, with the unit "HP" as a designator. If multiple house panels exist on a property, each house panel will be assigned the unit "HP" with the addition of a number (HP1, HP2, HP3, etc.). No dashes should be used.

Parking Garage

A stand-alone parking garage, requiring an address for a meter or permit, is assigned the main address of the property with the building "GAR" as a designator. If multiple parking garages exist on a property, each parking garage will be assigned the building "GAR" with the addition of a number (GAR1, GAR2, GAR3, etc.). No dashes should be used.

A parking garage that is contained within a building (i.e. first few levels of a building, such as a hotel), requiring an address for a meter or permit, is assigned the main address of the property with the unit "GAR" as a designator.

Phased build-outs and Fire Walls

Phase-outs and Fire Walls are used when a building is constructed in phases, which may not represent future units or additional buildings. The building or unit designation to be used for this is 'FW.' This address assignment is generally done for permitting purposes only. Assign designations for interior Firewall spaces on an as-needed basis only. When required, place the address as a building or unit at Base Address.

Example:

Building 1 with two fire walls/phased build outs would have Building #1 added at base address and "1FW1" and "1FW2" as a building or unit at base address.

Building 2 with two fire walls/phased build outs would have Building #2 added at base address and "2FW1" and "2FW2" as a building or unit at base address.

1FW1 = Building Number + FW designation + build out phase

Office use only: Add a COMMENT to the designation(s) added for the Firewall space indicating that it has been added for PHASE Build-Out.

Pools

Pool at apartment complex or condominiums: Building #POOL will be assigned under main address.

Pool at Municipal Park: If the pool shares the same access as the park, use building #POOL at the main address. If pool access is different from main park access, assigned a separate whole address (not 1/2) to the pool.

Transformers

A transformer requiring an address for a meter or permit is assigned the main address of the property with the building "TNFM" as a designator. If multiple transformers exist on a property, each transformer will be assigned the building "TNFM" with the addition of a number (TNFM1, TNFM2, TNF3, etc.). No dashes should be used.

1/2 Addresses

Address Management Services assigns "1/2" addresses to structures that are typically unstaffed and require a permit and/or electric/water meter or for emergency service location purpose. If a unit is required, a letter (A, B, C, etc.) will be assigned accordingly.

Example:

4612 1/2 Manor Rd Unit A

Below are a list of common structures that are most often assigned a "1/2" address.

Billboards

Billboards will be assigned a 1/2 address based on the billboard's access along the street range. If a Billboard requires a unit, a letter will be assigned accordingly: A, B, C, D, etc. Numeric units will not be assigned in order to reduce confusion with the 1/2 designation.

Cable Boxes/ATT Boxes

Power supplies installed by cable companies and phone companies are assigned a 1/2 address based on access to the supply. If a power supply requires an additional meter or unit, a letter will be assigned accordingly: A, B, C, D, etc. Numeric units will not be assigned in order to reduce confusion with the 1/2 designation.

Cell Towers

Cell towers will be assigned a 1/2 address based on the cell tower's access along the street range. If a cell tower requires a unit or additional meter, a letter will be assigned accordingly: A, B, C, D, etc. Numeric units will not be assigned in order to reduce confusion with the 1/2 designation.

If multiple cell towers exist on one pad site, and the street range allows it, a separate 1/2 address will be assigned to each tower. If multiple cell towers exist on one pad site, and the street range does *not* allow it, the addressing will be reviewed on a **case by case** basis by a panel of Address Management Services personnel.

Construction Loops

A 1/2 address will be assigned based on access along the street range. A whole address will not be assigned so that it may be reserved for future development.

Fire Hydrants

A 1/2 address will be assigned based on fire hydrant access along the street range. Fire hydrants should not share a 1/2 address or be listed as a unit or building number at a main address, unless address crowding prevents a new address.

Gates

A 1/2 address will be assigned based on gate access along the nearest named street's range. This includes gated community gates, property access gates, and Parks and Recreation Department (PARC) gates.

Park Entrances

For municipal parks, a main address will be assigned based on the park's access along the street range. A park will have only one main address. If requested by City Department, Address Management Services will supply a 1/2 address for separate park entrances. Comments must be added to the Addressing database.

Temporary Addresses

A 1/2 address will be assigned based on access along the street range. A whole address will not be assigned so that it may be reserved for future development. Examples: Christmas tree Lots, Construction Loops, cell on wheels (COW - temporary Cell Towers)

Toll Booths and Toll Tag Readers

If a toll booth has the potential to be staffed, a whole number will be assigned. A toll tag reader will be assigned a 1/2 address.

Toll booth or toll tag reader on an entrance ramp: addresses based on the street range at the beginning of the entrance ramp and addressed off the service road.

Toll booth or toll tag reader on an exit ramp: address based on the street range at the beginning (entrance) of the exit ramp and addressed off of toll road through lanes.

Additional structures that receive a "1/2" address:

- Detention Ponds
- Irrigation Meters
- Lift Station
- Lighting
- Municipal Utility District (MUD)
- Subdivision Entrances/Lighted signs
- Traffic Signals
- Trail Entrances
- Water Lines
- Water Pumps

Addressing Examples

Figure 1: Single Multi-story Building on a Site (High-rises and Office Buildings)

- Numbering schema should be used for High-rise Buildings or single office buildings, where only one building exists on the property.
- Prevents duplication of units on a property.
- Unit number identifies the floor number and apartment/suite number.
- In addition to the unit numbers, the Floor Number (aka House Meter) may also exist in the database separate from the unit numbers.
- All unit numbers will be added to the addressing database as “Units at Base Address” and stand separate from the House Meters.

Unit Number Schema:	Floor # <u>X</u> * or <u>XX</u>	Unit # <u>XX</u>
Floor 78	#7801	#7810 #7819
Floor 50	#5001	#5010 #5019
Floor 25	#2501	#2510 #2518
Floor 10	#1001	#1010 #1018
Floor 2	#201	#210 #218
Floor 1	#101	#110 #118

*For single digit buildings or floors, do not add a leading zero.

Figure 2: Multiple Multi-story Buildings on a Site (Apartments, Condominiums, and Office Parks)

- Numbering schema should be used for Apartments, Condominiums, and Office Parks where more than one and up to nine buildings exist on the property. Properties with more than 10 buildings will be reviewed on a **case by case basis** by 911 Addressing staff.
- Prevents duplication of units on a property.
- Unit number identifies the building number, floor number, and apartment/suite number.
- In addition to the unit numbers, the Building Number (aka. House Meter) may also exist in the database separate from the unit numbers.
- All unit numbers will be added to the addressing database as “Units at Base Address” and stand separate from the House Meters.

	Unit Number Schema:	Building # <u>X</u> *	Floor # <u>X</u> * or <u>XX</u>	Unit # <u>XX</u>
--	---------------------	--------------------------	------------------------------------	---------------------

	Building # 1 (House Meter 1)	Building # 2 (House Meter 2)	Building # 9 (House Meter 9)
Floor 25	#12501 #12502 #12503	#22501 #22502 #22503	#92501 #92502 #92503
Floor 10	#11001 #11002 #11003	#21001 #21002 #21003	#91001 #91002 #91003
Floor 2	#1201 #1202 #1203	#2201 #2202 #2203	#9201 #9202 #9203
Floor 1	#1101 #1102 #1103	#2101 #2102 #2103	#9101 #9102 #9103

*For single digit buildings or floors, do not add a leading zero.

Figure 3: Stacked Addresses

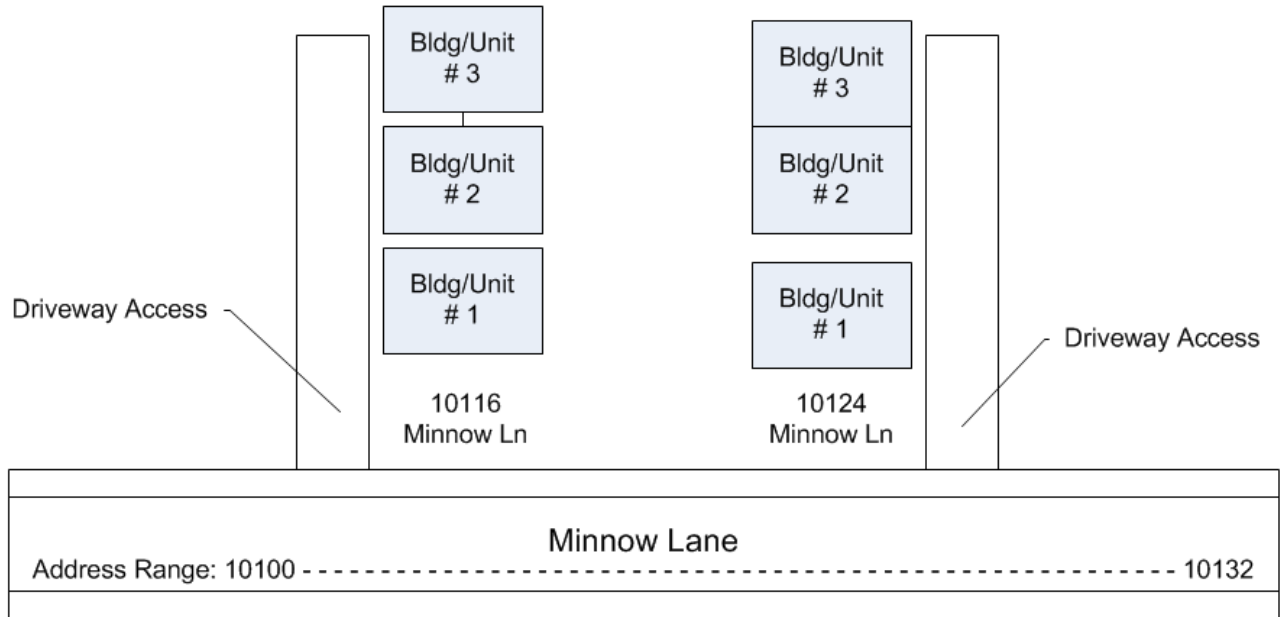


Figure 4: Townhomes and Single Family Attached

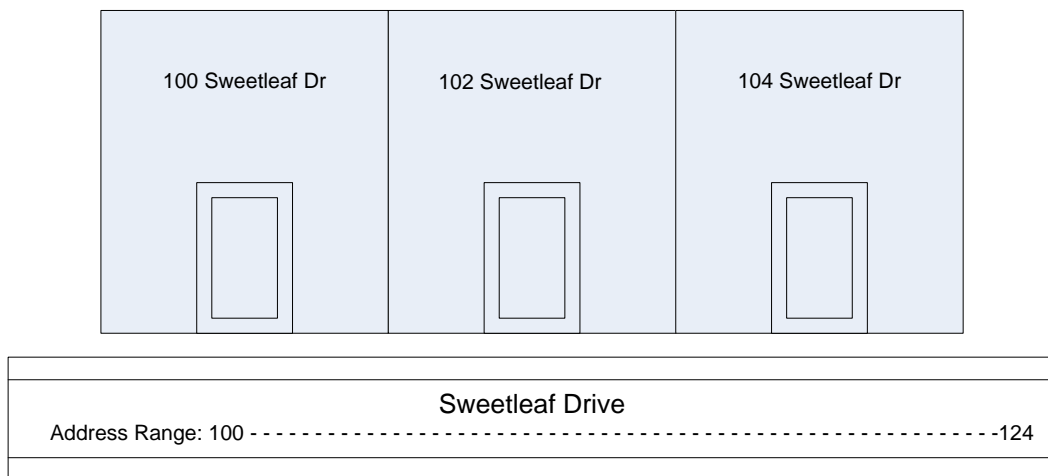
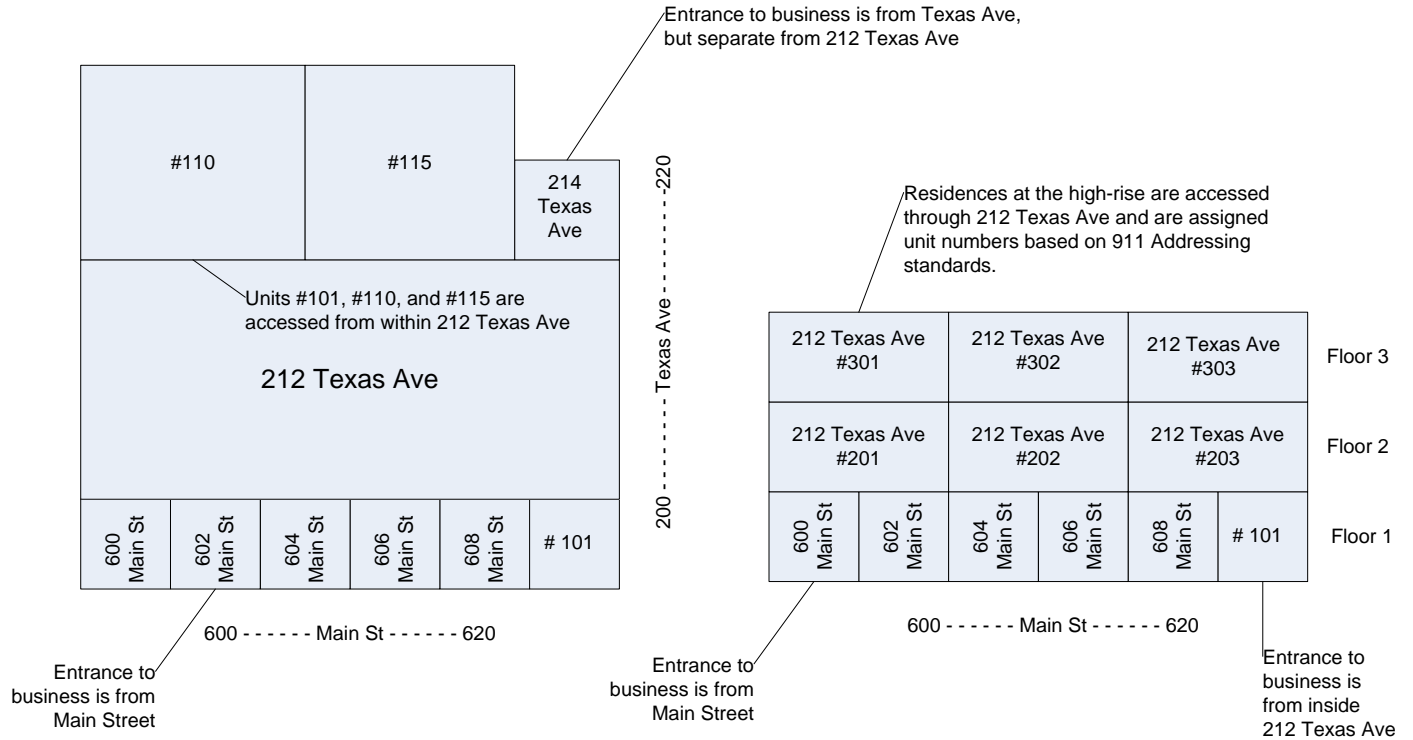


Figure 5: Downtown Mixed-use Development



1st Floor, Residential High-rise with Street level Mixed-use (Floor Plan)

1st and 2nd Floor, Residential High-rise with Street level Mixed-use (Street View)

Figure 6: Shopping Center, Shopping Plaza, Strip Malls

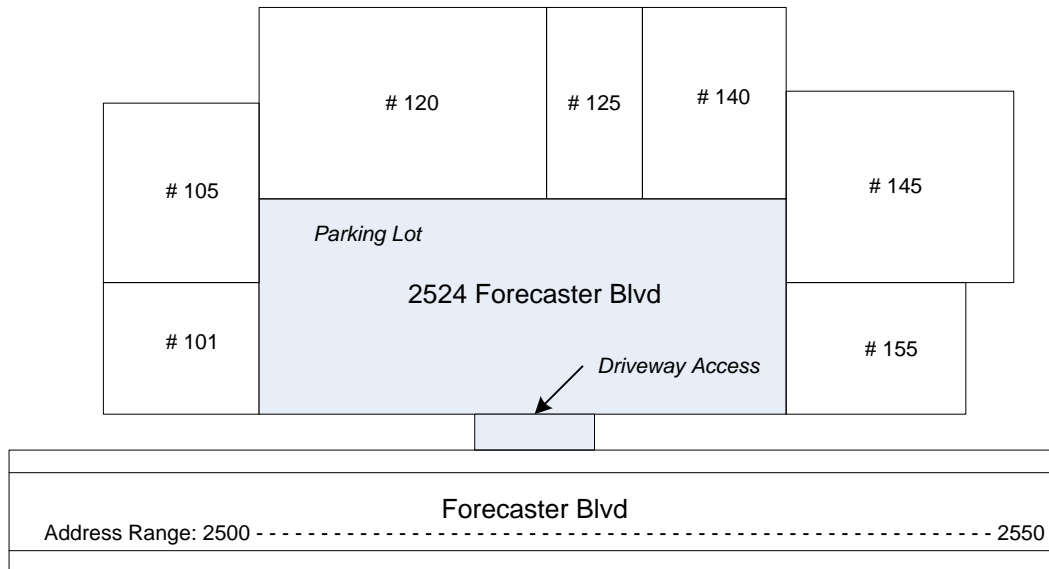


Figure 7: Street Level Mixed-use Development

- Residences or businesses with front door access to the street will be assigned a main address, based on the entrance’s location along the street range.
- Residences or businesses sharing door access to the street will be assigned unit numbers at a single main address, based on the entrance’s location along the street range.
- For Street Level Mixed-use for downtown blocks, please see “Street Level Mixed-use, Downtown.”

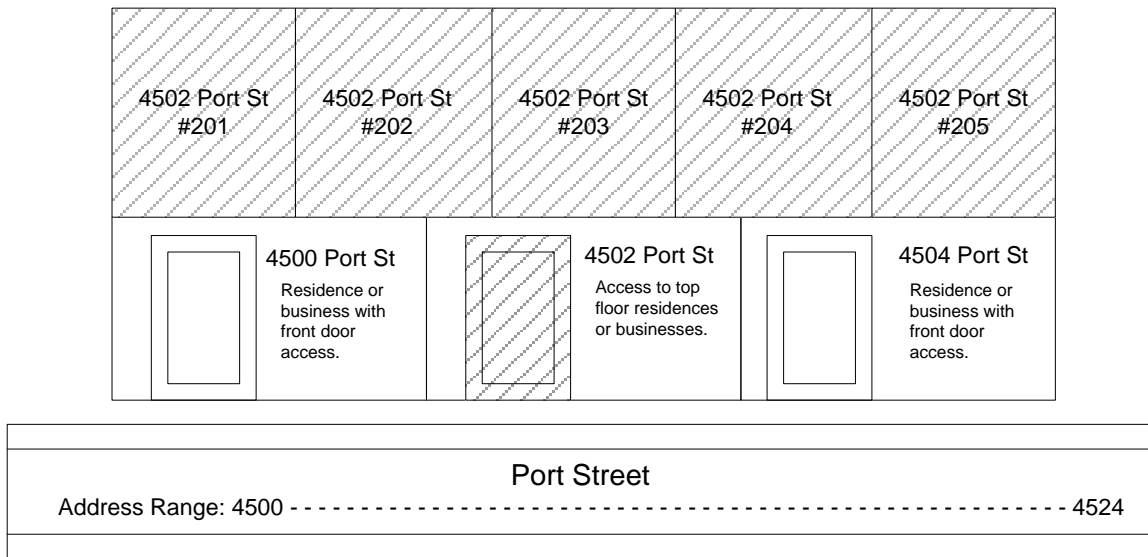
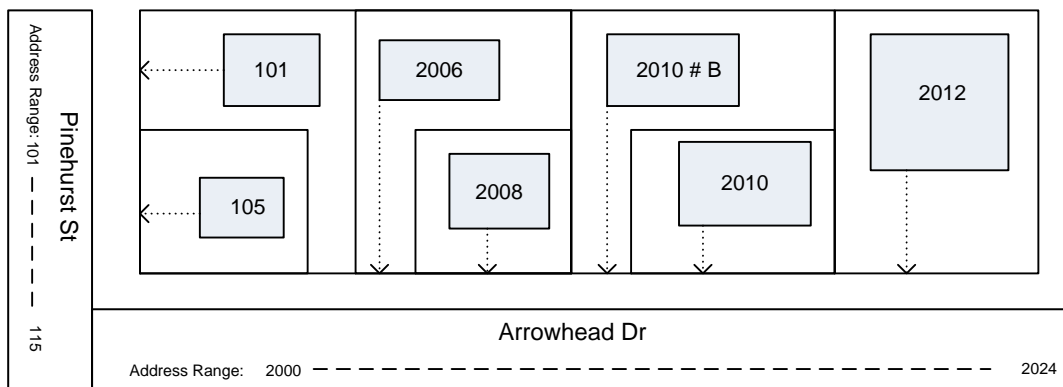
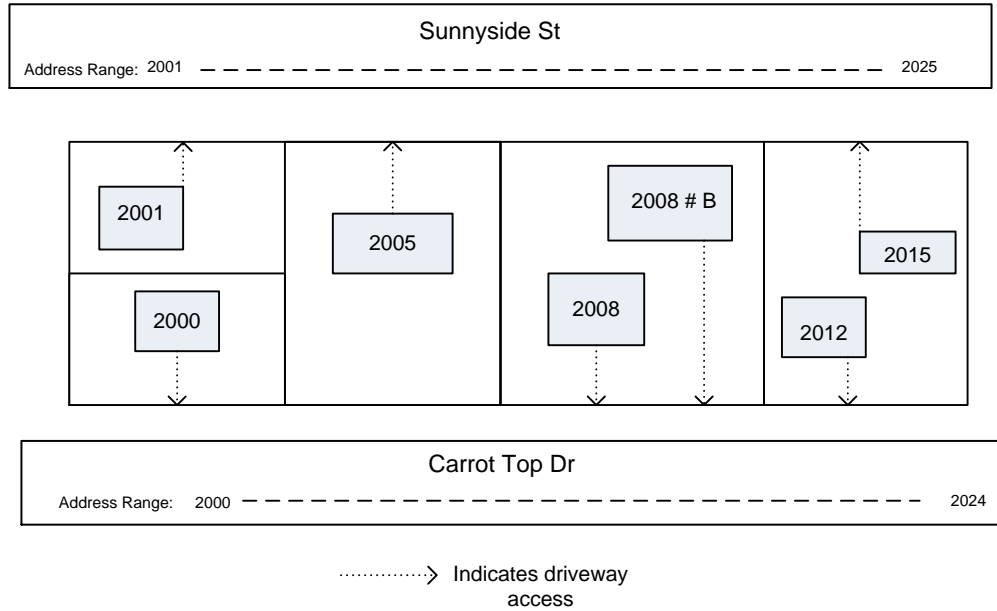


Figure 8: Flag Lots



.....> Indicates driveway access

Figure 9: Through Lots



Appendix A: Building and Unit Types

Building/Unit identifier	Description	Building and/or Unit
ATM	automatic teller machine building	BLDG/UNIT
BATH	bath house	BLDG
BSMT	basement	UNIT
CP	car port	BLDG
CLUB	club house	BLDG/UNIT
BD	boat dock	BLDG
DP	dumpster	UNIT
ELEV	elevator	UNIT
FOODT	food truck	UNIT
FIREP	Fire pump	BLDG
FLR	floor	UNIT
FW	Fire wall	BLDG/UNIT
GAR	garage	BLDG
GATE	Gate house	BLDG
GAZEBO	gazebo	BLDG
GRHOUSE	green house	BLDG
GS	guard station	BLDG
GUEST	guest house	BLDG
HP	house panel	BLDG/UNIT
HVAC	heating and cooling	BLDG
KIOSK	kiosk	BLDG/UNIT
LAUNDRY	laundry	BLDG/UNIT
LDOCK	loading dock	UNIT
LEASE	leasing office	BLDG/UNIT
LOBBY	lobby	UNIT
MAIL	mail house	BLDG
MAINT	maintenance	BLDG/UNIT
MECH	mechanical room	UNIT
OFFICE	office	UNIT
POOL	pool	BLDG/UNIT
PUMP	pump house/station	BLDG
REC	recreation, gym, exercise	BLDG/UNIT
SHOP	work shop	BLDG/UNIT
STOR	storage building	BLDG/UNIT
TNFM	Transformer	BLDG
WELL	well house	BLDG

Appendix B: Helpful Addressing Resources

Address Management Services Website and Contact Information

Website: <http://www.austintexas.gov/department/911-addressing>

Mailing Address:
P.O Box 1088
Austin, TX 78767-1088

Phone: 512-974-2797
Fax: 512-974-3337

E-mail: addressing@austintexas.gov

Austin and Travis County Street Name Standards

The naming of any new street or the renaming of existing streets within the City of Austin and Travis County must comply with the street naming standards at the link below. The standards presented combine requirements from the National Emergency Number Association (NENA), the Federal Geographic Data Committee (FGDC), the United States Postal Services Publication 28, the Capital Area Planning Council of Governments (CAPCOG) Addressing Guidelines, and certain applicable portions of the City of Austin Land Development Code.

http://www.austintexas.gov/sites/default/files/files/Information_Technology/911Addressing/Street_Name_Standards.pdf

City of Austin Address Management Services Street Name Master List

A master list of all existing and reserved street names within the City of Austin and Travis County can be found on the City of Austin Address Management Services web site:

<http://www.austintexas.gov/page/911-addressing-planning-development-services>

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