

ST. LOUIS COUNTY STREET NAME AND ADDRESS ASSIGNMENT STANDARDS

PURPOSE

The purpose of the St. Louis County Address Ordinance is to provide for the orderly assignment of street addresses to protect the safety of the general public and to facilitate the finding of individual dwellings and businesses for the delivery of public and private goods and services including but not limited to timely emergency response.

AUTHORITY

St. Louis County GIS Service Center is the final authority for assigning or amending street names and addresses within St. Louis County.

St. Louis County GIS Service Center shall:

1. Assign address numbers or identifiers for all properties and buildings.
2. Assign street names to all new and unnamed streets.
3. Maintain address records for each property assigned a street address.
4. Change existing addresses when necessary for conformance with these guidelines.
5. Approve the naming of all new and unnamed streets in accordance with these guidelines.
6. Approve or designate numbering of secondary address units.
7. Assist the public in complying with these guidelines.
8. Notify property owners of address assignments or reassignment.

OFFICIAL STREET AND ADDRESS DATABASE

St. Louis County GIS Service Center with the cooperation and assistance of, and information from, public transportation authorities shall maintain an official street and address database using the County's Geographic Information System. The official street and address database shall minimally contain the official names and locations of existing streets in the County and serve as the base street and address database for all County jurisdictions or other public authorities.

Street names in the official street and address database supersede, where applicable, street names shown on other maps, databases, subdivision plats or other recorded documents.

St. Louis County GIS Service Center shall serve as the clearinghouse for information regarding the names and locations of streets in the County. Any amendments to the official street and address database shall be made only by or through the St. Louis County GIS Service Center. The official street and address database shall be available to all government agencies and the public for the cost of reproduction if applicable.

STREET NAMES

Street Name Characteristics

The characteristics of all streets in St. Louis County, excepting highways, shall be that the entire street name shall not exceed 25 characters, including the space between essential elements. The essential elements of a street name, in proper logical, order are:

- a. A directional, an essential element, is limited to a two-character maximum and shall be one of the eight United States Postal Service (USPS) approved abbreviated directional indicators (i.e. N, E, W, S, NW, SW, NE and SE.) Prefix street types shall not be allowed. Suffix directional shall not be allowed.
- b. The primary street name, an essential element, is the parent name of the street and shall not exceed the USPS recommended maximum length of 20 characters including spaces.
- c. The suffix, an essential element, which indicates the street type (e.g. street, drive, avenue etc.), must be one of the suffixes, listed on the attached Appendix A. Prefix street types shall not be allowed. Suffix directional shall not be allowed.

Reserved Street Names

- A. Street names that are pre-approved may be held in reserve for one year from the date of approval. If final platting does not occur within one year from the date of approval of the preliminary plat, approval and reservation of those street names is null and void.
- B. Proposed or new streets that are on alignment with existing named streets shall bear the assigned name of the existing street.
- C. Special characters are not permitted in street names (i.e. hyphens, periods, apostrophes, etc.) Only alphabetical characters are permitted with the exception of numeric streets (i.e. 8th St.)
- D. A primary street name shall avoid including a suffix or directional.
- E. The alteration or inversion of the proper, logical order of street name elements (e.g. Ave. of Cedars or Blvd. Blue) shall not occur.
- F. Single letter primary street names shall not be assigned. Single letter names are easily misinterpreted.
- G. Roman numerals shall not be used in a street name.
- H. Numeric street names shall not be spelled out, but abbreviated per USPS standards (i.e. 8th St. instead of Eighth St.)
- I. Current highway numbers shall not be used as street names.
- J. Address number ranges shall not be duplicated in any block with the same street name.
- K. Duplicate street names are those that are spelled the same but pronounced differently or pronounced the same but spelled differently as an existing street and shall not be allowed.
- L. Every street name shall have a corresponding standard suffix that complies with the St. Louis County GIS Service Center official list (Appendix A).

- M. Inevitable changes or modification to a street name shall occur only at a major intersection or similar demarcation.
- N. Suffixes listed in Appendix A and directional shall not be combined with primary street names for the sole purpose of avoiding street name duplication.
- O. No part of a primary street name shall be abbreviated.
- P. Street names that are offensive, libelous or derogatory in spelling or pronunciation are prohibited.

Streets Requiring Names

- A. All publicly maintained streets shall be named.
- B. Any street regardless of length that provides easement to two or more properties shall be named under the following circumstances:
 - a. The location or arrangement of the buildings hinders address assignment from a named street.
 - b. A named street intersects the street, but due to topography or distance, buildings along the unnamed street are not easily located from the named intersecting street.
 - c. Naming of the street is necessary to adequately direct emergency responders to a building(s).
 - d. Any street that leads to one or more streets that provide easement to buildings shall be named.
- C. A private restricted street may not require naming, and shall be treated as a driveway when the street is:
 - a. Less than one-quarter mile in length; and
 - b. The easement to a singular property; and,
 - c. Is entered from a named street, allowing address assignment at that intersection.
- D. A driveway need not be named if the driveway only serves two buildings and the buildings are visible so that one or both can be addressed from a named street intersecting the driveway.

Street Naming Procedures

- A. The naming of public access streets and private restricted streets occurs through the process of approved subdivision platting, or as otherwise provided by State law and local government rules, regulations and guidelines.
- B. Persons desiring to name a new or previously unnamed public access street or private restricted street shall submit application to the St. Louis County GIS Service Center (Appendix B). St. Louis County GIS Service Center shall notify any affected municipality.
- C. Proceedings to name an unnamed existing public access street may be initiated by St. Louis County, the State of Missouri, any affected municipality, USPS or by petition of a simple majority of land owners along the street to the St. Louis County GIS Service Center.
- D. Naming of a new or previously unnamed private restricted street may be initiated by St. Louis County, the State of Missouri, any affected municipality, or by petition of a simple majority of landowners along the street to the St. Louis County GIS Service Center.

Renaming of Streets

Reasons to rename an existing street are:

- a. Enhance and ensure the easy and rapid location of properties for public safety and emergency services response.
- b. Eliminate duplication and confusion.
- c. When a permanent gap occurs in a previous continuous street.
- d. When non-continuous streets bear the same name.
- e. Change the classification, type or status of a street.
- f. Correct misspelling.
- g. Establish continuity.
- h. Enhance ease of location.
- i. Improve or maintain continuity and parity of street numbering.
- j. Provide a suffix or directional.
- k. Recognize a person or an organization.
- l. Non-compliance to street naming guidelines.

Street Renaming Procedures

If an existing street requires renaming because of duplication, because of non-compliance with these guidelines or for one or more of the other reasons, the following procedures shall be followed.

- a. Renaming of a public access street and/or a private restricted street in unincorporated St. Louis County may be initiated by St. Louis County, the State of Missouri or by a petition of simple majority of landowners by application to the St. Louis County GIS Service Center (Appendix B).
- b. Renaming of a public access street and/or a private restricted street in incorporated St. Louis County may be initiated by St. Louis County, the State of Missouri, any affected municipality or by petition of simple majority of landowners along the street by application to the St. Louis County GIS Service Center (Appendix B).
- c. St. Louis County GIS Service Center shall notify in writing the owners of the affected property, the post office, the municipality and the fire department of any street name changes. It shall be the responsibility of the property owner to notify tenants of the street name change.

STREET ADDRESSING

Request for Address Assignment

When a request is made for a street address, the property owner or property owner's representative shall provide an exact location along with a map and/or site plan showing structures.

Street Address Numbers

- A. The street number is the numeric component of a street address, officially assigned to a property that precedes the street name.
- B. The secondary number is an alphanumeric component of a street address that describes an apartment, room, suite, or other secondary addressing unit, that is part of the property described by the street number.

Street Addressing Methodology

- A. Official street numbers shall proceed from the beginning point or other logical point of origin of the street and shall be in property numerical sequence in relation to other street numbers on the same street. Address numbers shall increase from east to west. Address numbers shall increase south to north, north of Ladue Rd. and north to south, south of Ladue Rd.
- B. Traveling forward, away from the beginning point of a street, even numbers shall be assigned to properties on the east and south sides of the street and odd numbers shall be assigned on the west and north sides of the street. If a preexisting parity scheme exists on the street or on the parallel streets of a localized area, and such scheme is otherwise compliant with these guidelines, the existing parity scheme shall be continued, if practicable.
- C. Crescent shaped streets or semicircular loops that begin and end on the same street shall, following parity and continuity, be numbered first and consecutively around the outside of the semi-circle. The inside of the semi-circle shall be numbered to match and mix with the outside.
- D. Numbers shall provide sufficient flexibility to address additional new buildings near existing buildings.
- E. Street numbers shall not exceed five numerals.
- F. Only specific addresses shall be used for street addresses. Non-specific addresses, such as corner location addresses shall not be used as street addresses.
- G. Fractional addresses shall not be permitted.
- H. Hyphenated street numbers or secondary numbers shall not be permitted.
- I. Leading zeroes shall not be used in street number or secondary numbers. No street number or secondary number shall be zero.
- J. Street number continuity shall be maintained irrespective of local political subdivision boundaries.
- K. Street number parity may remain the same throughout the course of a continuous street.
- L. The interval between street numbers shall be sufficient to allow street number assignment to additional principal buildings between or behind existing principal buildings.

Crossing County Lines

When crossing county lines, consideration shall be given to a compatible existing numbering system in the other county. If no system exists, the numbering shall stop at the county line. If a compatible system does exist in that county, those numbers may continue, following these guidelines. If a street name changes at the county line, the numbering can continue, start over or end, as the case may be.

Building Numbers

Buildings shall be assigned the street address that coincides with the primary access to the property or the street that the building faces.

Corner Lots

Corner lots shall be assigned the street address that coincides with the primary access to the property or the street that the building faces.

New Subdivisions

New subdivisions require street address assignment by the St. Louis County GIS Service Center prior to final approval. The St. Louis County GIS Service Center shall assign street numbers to the individual lots. Corner lots shall be initially addressed according to the established addressing procedures and renumbered after the building is constructed if necessary.

Multi-Tenant Buildings

- A. Apartments and other multi-tenant structures shall be numbered with the main single entry building and then assigned secondary numbers or letters to the individual units of the main building.
- B. Secondary numbers or letters shall be sequential.
- C. Units with separate entrances within the same building shall be numbered individually.
- D. Secondary addresses assigned for mailing purposes shall be limited to one per residence and treated as a multi-tenant unit.
- E. Designation for Unit descriptions are as follows:
 - a. UNIT – Condo
 - b. APT – Apartment
 - c. SUITE - Commercial

Billboards and Cell Towers

Billboards and cell towers shall be numbered the same as the parcel on which it is located with secondary address “BB” for billboards and “CT” for cell towers.

Business Complexes

Business structures comprised of individual stores, suites, offices or other units under one roof shall be addressed as multi-tenant buildings. Closely spaced units, each under its own roof shall be addressed as multi-tenant buildings.

Vacant Properties

Properties with no street frontage on which no building currently exists shall be addressed based on the primary access to the property.

Mobile Home Parks

Mobile home parks shall be numbered as multi-tenant structures, with the park assigned the street number and secondary numbers assigned to lots and spaces. If the spacing of park lots allows for unique street numbers to be assigned to individual lots, then the street names in the park may be requested and lots assigned individual addresses.

Highways

Highways and their frontage streets, excepting interstate highways or similar controlled-access highways, shall be assigned addresses according to the established procedures. Interstate and other controlled access highways shall not be numbered.

Rural Complexes and Compounds

Single entity owned or operated land areas, such as recreational camps, hunting camps, recreational ranches and similar acreage properties which contain unmarked, unmapped and less-than-permanent street networks, or for which access is denied to St. Louis County for addressing purposes, the St. Louis County GIS Service Center shall assign an address to that property at the major point of entry on the property on a recognized named street.

Reasons to Re-Assign Street Addresses

The following are circumstances requiring the re-assignment of street addresses:

- a. Enhance and ensure the easy and rapid location of properties for public safety and emergency services response.
- b. Address number(s) out of sequence.
- c. Odd and even numbers mixed on the same side of the street.
- d. Erection or location of new buildings on a property originally addressed for one building.
- e. Relocation of streets.
- f. Relocation of buildings on property.
- g. New construction of buildings on a street necessitating naming of the street.
- h. Change in street name.
- i. Street name and/or address number has not been officially assigned.

Notification of Address Assignment

The St. Louis County GIS Service Center shall notify in writing the owner of the affected property, the post office, the municipality and the fire department of a new or changed address. It shall be the responsibility of the property owner to notify tenants of a new or changed address. New or changed address numbers should be posted on property immediately.

POSTING ADDRESSES

- A. The owner or occupant or person in charge of any dwelling or building to which a number has been assigned will be notified by the St. Louis County GIS Service Center of the number assigned.
- B. Within sixty (60) days after the receipt of such notification from the St. Louis County GIS Service Center, the owner or occupant or person in charge of a house or building to which a number has been assigned shall affix the number to the structure if visible from the street, or to a sign or number post if not visible from the street, in such a way that the number can be clearly seen from the street.
- C. It shall be the duty of such owner or occupant or person in charge thereof upon affixing the new number to remove any different number which might be mistaken for, or confused with, the number assigned to said structure by the St. Louis County GIS Service Center.
- D. Each principal building shall display the number assigned to the frontage on which the front entrance is located. In case a principal building is occupied by more than one business or family dwelling unit, each separate front entrance or family dwelling unit shall display a separate number of letter designation.
- E. Numerals indicating the official number for each principal building or each front entrance to such building shall be posted in a manner as to be legible and distinguishable from the street on which the property is located, with the numbers painted or applied, of a contrasting color to the background, of not less than three inches (3") in height. If a building or dwelling is situated in such a way that the numbers cannot be easily seen from the street in front of said structure then a sign or number post must be used in front of the structure and placed in such a way that it can be easily seen from the street.

APPENDIX A

APPROVED STREET SUFFIX LIST

<u>Description</u>	<u>Suffix</u>	<u>Description</u>	<u>Suffix</u>
Alley	ALY	Mall	MALL
Avenue	AVE	Manor	MNR
Bend	BND	Meadows	MDWS
Boulevard	BLVD	Mountain	MTN
Bypass	BYP	Park	PARK
Center	CTR	Parkway	PKWY
Circle	CIR	Pass	PASS
Club	CLB	Path	PATH
Corners	CORS	Place	PL
Court	CT	Plaza	PLZ
Courts	CTS	Point	PT
Cove	CV	Ramp	RAMP
Creek	CRK	Railroad	RR
Crossing	XING	Ridge	RDG
Drive	DR	Road	RD
Estate	EST	Row	ROW
Expressway	EXPY	Run	RUN
Fields	FLDS	Shore	SHR
Forest	FRST	Spur	SPUR
Gardens	GDNS	Square	SQ
Glen	GLN	Street	ST
Green	GRN	Terrace	TER
Grove	GRV	Trace	TRCE
Haven	HVN	Trail	TRL
Heights	HTS	Valley	VLY
Highway	HWY	View	VW
Hill	HL	Village	VLG
Knolls	KNLS	Walk	WALK
Landing	LNDG	Way	WAY
Lane	LN	Wells	WLS
Loop	LOOP		

APPENDIX B

APPLICATION FOR NEW OR AMENDED STREET ADDRESS

This is an application to the St. Louis County GIS Service Center for (check all that apply):

- ☐ New Street Name
- ☐ New Address Number
- ☐ Change Existing Street Name
- ☐ Change Existing Address Number

Please provide the following information to obtain an address for property located in St. Louis County, MO. The omission of any information could delay the address assignment.

Property Owner:

Name:

Mailing Address (include City, State, Zip Code):

Current Phone Number:

Email:

Applicant (if other than property owner):

Name:

Mailing Address (include City, State, Zip Code):

Current Phone Number:

Email:

Property Information:

Parcel ID Number:

Current Address or Description of the Subject Property:

If this is a change request, please provide a description of the proposed change(s):

Please attach a site plan or map showing the exact location of the parcel to be addressed as well as the location of any building(s) and driveway(s) which exist or are proposed on the property. Send completed application to GIS Service Center, 41 S Central Ave, 3rd Fl, St. Louis MO 63105 or email gis@stlouisco.com.