

**CITY OF BRISTOL**  
**DEPARTMENT OF PUBLIC WORKS**  
**POLICY**

**33.95 CITY ASSIGNMENT OF PROPERTY ADDRESSES**

**1. Policy Name**

33.95 City assignment of property addresses.

**2. Responsible Division and effective date**

Engineering Division of the Public Works Department.

**3. Rationale or Purpose**

The Department of Public Works Engineering Division is responsible for assigning property addresses to all parcels, structures, and units (commercial or residential). The assigned address shall be available to all City Departments, along with the property owner, and shall be the sole address used for property identification.

Map, block, and lot number identifying the parcel are also assigned by the Department of Public Works. Property account numbers and PIDs are assigned by the office of City Assessor and are not the subject of this policy.

The purpose of assigning property addresses is for parcel identification purposes only. The assignment of a parcel by the Department of Public Works Engineering Division does not define the property as a City building lot, or establish a multi-unit building as a code compliment structure.

**4. Policy Statement**

The Department of Public Works Engineering Division shall assign addresses to all City parcel, structures, and units. The assignment of addresses shall include new commercial or residential subdivisions, existing lots redeveloped to contain multiple commercial or multi-structure/unit developments on a single lot, such as a commercial retail/office plaza or condominium/POD developments.

The assignment of addresses shall be consistent with the City's current practices and layout to facilitate locating properties within the City. In particular, it is imperative that addresses are assigned in an orderly and systematic manner to ensure that emergency services, delivery services, and the general public can locate properties within the City.

The initial assignment of addresses on new streets shall provide a sufficient number of un-assigned addresses to facilitate new development, such as creating a multi-family home on a single-family roadway, or constructing a commercial plaza with multiple buildings on a commercial roadway.

The Department prefers the assignment of street addresses without the use of additional unit/structure identifications such as A, B, C, etc. and the Department prefers not naming private roads, such as are used in condominium or POD developments. With that said, in order to ensure the availability of address numbers, this policy recognizes that at times, the use of alphabet characters to identify units (A, B, C, etc.) and private streets may be required.

For new developments/structures, it is critical that for record purposes, addresses are assigned at the time of application for a building permit or a land use permit. As such, this policy recognizes that street names will be established prior to acceptance by the City Council. Therefore, all street names (potential City accepted streets & private roads) shall conform to City Ordinances, with respect to naming. City Council reserves the right to rename a street that will be accepted as a City street. However, once a street name is submitted by the developer and approved by the Department of Public Works, the development shall not rename the street prior to road acceptance by City Council.

This policy also recognizes that assigned addresses may need to be revised or corrected from time to time. It should also be noted that although in accordance with Building and Fire code requirements each building is required to provide signage indicating the property address, the Department does not have the authority or responsibility to change building signage to match City addresses on record with each property.

## **5. Scope/Items**

- 5.1 **Address Assignment – New (proposed) City Accepted Street:** Even numbers on north and west sides, odd numbers on south and east sides. Numbering shall begin at the roadway centerline of the intersecting existing City streets, and begin at a low number, corresponding to the center of the primary structure, or center of the lot. Numbers shall be established one number for every 10 feet of centerline roadway. Loop roads shall be numbered counterclockwise.
- 5.2 **Address Assignment – Existing Streets:** Assignment of address numbers shall conform to existing street numberings, with one number per ten feet of road centerline. Use of half or fraction of numbers shall be prohibited. The use of A, B, C, etc. characters to identify structures/lots shall be restricted, and shall only be used if whole numbers are no longer available.
- 5.3 **Address Assignment - Corner Lots/Structures:** Structures constructed on corner lots shall be assigned a street address number on the street that the front door faces. Property owners are advised that the orientation of the structure will determine street address, and may impact site utility installation requirements, such as water and sewer main extension.
- 5.4 **Address Assignment – Private Developments on single lots:** The assignment of structure addresses shall comply with Section 5.2 of this policy, unless insufficient numbers are available for assignment. If required, use of A, B, C, etc. characters to identify structures shall be allowed, and is preferred to the naming of a private road. If the naming of a private road is required, it shall be clear that private roads are not the responsibility of the City of Bristol.

- 5.5 **Address Assignment – Assessor Buildings:** This policy is primarily for parcels, commercial, retail, or residential units only, and does not include assessor structures such as sheds, garages, gazebos, electrical boxes, or similar structures.
- 5.6 **Address Assignment Revisions and or Corrections:** The revision of existing street addresses shall only be performed to correct an assigned address that is inconsistent with the existing number system. Requests from property owners to re-number addressing of structures or lots, due to preference of a particular number, such as lucky or unlucky numbers, or to limit regulatory requirements associated with structure/property frontage, will NOT be processed. If reassignment/correction of an address is required by the City, every effort should be made to coordinate the new/corrected address assignment with the property owner. However, the City reserves the right to correct address numbering assignments and recording on City land records documentation of the new/corrected address.
- 5.7 **Address Assignment – Record Keeping:** Once established, the Department of Public Works shall advise all applicable City Departments and property owners of the assigned address.
- 5.8 **Postal Service Group Mailboxes:** The postal service policy (if applicable) to require the installation of group mail boxes shall not be affected by DPW assignment of property addresses. The purposes address assignment is to identify properties/ units. Property owners and developers shall coordinate / comply with US Postal service requirements and not the responsibility of the City.
- 5.9 **911 Emergency Service Contact:** It is the responsibility of the developers or builder to coordinate address identification with 911 service.

## 6. Definitions

N/A

## 7. Approval authority: Board of Public Works

The Board of Public Works reserves the right to waive or amend individual components of this policy on an as needed basis.

## 8. Approved date: \_\_\_\_\_

## 9. Review cycle: Every five years