

Policies and Procedures
GOVERNING
Street Naming and E911 Location Address Assignment

ALLEGANY COUNTY, MARYLAND
March 4, 2015

PART I

SECTION I - BACKGROUND:

In the early 1990's, Allegany County embarked on an important and monumental task of completing a County wide addressing system that was initiated in the 1960's. The primary goal was to enhance fire and rescue services throughout the County. The task consisted of locating, verifying, inventorying and mapping all roads and streets within the County. Occupied structures were identified, geo-referenced and assigned a five digit number corresponding its location within the adopted address grid and its orientation to the street of frontage. A suffix designator was also assigned respective to its position within the grid's quadrants.

Work was completed with the cooperation with the United States Postal Service, Maryland Department of Assessment and Taxation, Maryland Motor Vehicle Administration, MDOT - State Highway Administration, Allegany County Tax and Utilities Office, Allegany County E911 Service/Emergency Management, Allegany County Roads Division, Allegany County Board of Election Supervisors, municipalities, local volunteer fire/ambulance/rescue services, Allegheny Power, Verizon, Columbia Gas, local water and sewer utility providers, civic organizations, and private parcel and mail carriers

The majority of the County was completed in the late 1990's. Since then, County staff has maintained the records, correcting errors and omissions, updating the maps of record and databases. Until now, no comprehensive written policy existed. For the purposes of public knowledge and posterity, these policies are hereby set forth.

SECTION II - JURISDICTION:

These policies and procedures shall apply to the unincorporated area of Allegany County, excluding the National Highway area of LaVale, for which addressing shall be governed by the LaVale Zoning Board.

SECTION III - TERMS & DEFINITIONS:

E911 Location Address System - A geo-referencing system that has been developed, implemented and maintained by Allegany County, Maryland, for the purposes of property or structure identification and establishing reference points afield within the jurisdiction of the County.

Effected Agent - Governmental agency, public utility or public safety entity or service provider effected by a modification to the addressing system. These agencies include, but are not limited to, United States Postal Service, Maryland Department of Assessment and Taxation, Maryland Motor Vehicle Administration, MDOT - State Highway Administration, Allegany County Tax and

Utilities Office, Allegany County E911 Service/Emergency Management, Allegany County Roads Division, Allegany County Board of Election Supervisors, municipalities, local volunteer fire/ambulance/rescue service, Allegheny Power, Verizon, Columbia Gas, local water and sewer utility provider, civic organizations, and local ,private parcel and mail carriers.

Location Address – A term consisting of a numerical prefix, street name and quadrant designating suffix, issued by the Location Address Officer that is consistent with the E911/ Location Address Plan and Policy of Allegany County, Maryland.

Location Address Officer – LDS planners assigned the task of maintaining the County’s street name directory, E911 Location Address Maps and E911 Address Database. Employee may assign address in conformance with this Policy concluding the review of a Land Use Permit, subdivision plat, or written request of a developer or stakeholder. Employee is also responsible for notifying stakeholders and effected agents of updates and modifications to the aforementioned records.

Stakeholder – Property owner(s) directly effected by modification to the E911 Location Address system.

Street Name – Title assigned to a road, street, alley, right-of-way, easement, alley, avenue, or trail for the purposes of identification.

PART II

SECTION I - ENTITLING STREETS:

Procedures for assigning STREET NAMES will be as follows:

A. The following criteria shall apply to all streets or roads being titled:

1. Street names must be unique with respect to the County’s Street Directory at the time of request.
2. Numbers are prohibited as “street names”
3. Street names shall not contradict geographical reference within the County.
4. Profanity or sexual suggestive phrases shall not be considered.
5. Punctuation; i.e. apostrophes, commas, hyphens, exclamation points, etc., are prohibited.
6. Phonetically similar names to existing approved streets names shall not be considered.
7. Whenever possible, North/South roads in urban areas will be called streets and East/West roads in urban areas will be called avenues.
8. In the event a street has no definite direction (circle streets), orientation will be ignored and structures will be addressed in a counter clockwise fashion from point of origin. In the event traffic direction is one way, addresses will be assigned respectively.

B. Newly created streets:

1. Titling newly created streets shall be accomplished during plat review process. The developer/subdivider shall provide name(s), or if so elects, may allow County staff to title.

C. Modified streets:

1. Streets modified as a result of public works projects or amended subdivision plat may be re-titled as follows;
 - a. Public works projects. The County, at its discretion, may assign or modify street names.
 - b. Amended subdivision plat. Prior to the final approval of an amended subdivision plat, the developer/subdivider shall provide street name(s), or if so elects, may allow the County to title.

D. Errors and omissions:

1. In the event a STREET NAME was issued erroneously, the street may be modified or re-titled as follows;
 - a. By petition, the following procedure shall be followed;
 - i) The process will be initiated by a Petition containing a simple majority of STAKEHOLDERS for which street serves.
 - ii) The Location Address Officer County will coordinate an inter-departmental review by County Departments seeking recommendations for approval/denial.
 - iii) Concluding an inter-departmental review, the Location Address Officer will recommend approval/denial to the Division Chief, LDS.
 - iv) The Division Chief, LDS, recommends approval/denial to the Public Works Director.¹
 - v) The Public Works Director recommends approval/denial to the Allegany County Commissioners.¹
 - (a) Exception: In the event that the road or street subject to titling is solely within the confines of the property owner(s) petitioning the request, then the Public Works Director may, at his discretion, approve the request without action of Allegany County Commissioners.¹
 - vi) The County Commissioners, at their discretion, may approve the request through Resolution.
 - vii) In the event the County Commissioners approve the request, the Location Address Officer shall notify the Stakeholders and Affected Agents of the action.
 - viii) Mapping and databases shall be modified accordingly.
 - b. The County, at its discretion, may re-title the street.
2. In the event a STREET NAME was not assigned, the street may be titled by;

- a. Simple majority of STAKEHOLDERS for which street serves.
 - b. In the event a resolution between STAKEHOLDERS cannot be obtained, the County, at its discretion, may title the street
- E. Voluntary modification:
- 1. In the event a voluntary modification or change to an adopted STREET NAME is petitioned by STAKEHOLDERS, the STREET NAME may modified or re-titled through the following process;
 - i) The process will be initiated by a petition containing all STAKEHOLDERS for which street serves.
 - ii) The Location Address Officer will coordinate an inter-departmental review by County departments seeking recommendations for approval/denial.
 - iii) Concluding an inter-departmental review, the Location Address Officer will recommend approval/denial to the Division Chief, LDS.
 - iv) The Division Chief, LDS, recommends approval/denial to the Public Works Director.¹
 - v) The Public Works Director recommends approval/denial to the Allegany County Commissioners.¹
 - (a) Exception: In the event that the road or street subject voluntary modification is solely within the confines of the property owner(s) petitioning the request, then the Public Works Director may, at his discretion, approve the request without action of Allegany County Commissioners.¹
 - vi) The County Commissioners, at their discretion, may approve the request through Resolution.
 - vii) In the event the County Commissioners approve the request, the Location Address Officer shall notify the Stakeholders and Effected Agents of the action.
 - viii) Mapping and databases shall be modified accordingly.

SECTION II - ASSIGNING LOCATION ADDRESS:

The procedure for assigning LOCATION ADDRESSES will be as follows:

- A. The following criteria shall govern the issuance of all Location Addresses assigned within the applicable areas:
 - 1. South and East sides of a street receive even numbers.
 - 2. North and West sides of a street receive odd numbers.
 - 3. Diagonal streets which run 45° or less from the North to the South will be numbered as North-South streets.

4. Diagonal streets which run more than 45° from the North to the South will be numbered as East-West avenues.
 5. No letter suffixes will be included with any 5 digit number assigned.
 6. Single family dwellings will receive one number.
 7. Townhouses, double-block type houses and duplexes will receive a separate number for each separate entrance.
 8. Apartment houses will receive one number with a separate number/letter assigned to each unit.
 9. Business in a string-mall setting will receive a separate number for each entrance.
 10. Trailer parks will receive one number, with a different letter/number assigned for each separate trailer(ie. Trailer A, Unit A, Lot A, etc.)
 11. A house located on a corner lot will receive a number to correspond with the street upon which the front entrance of the building faces. An arbitrary decision will determine the official street address in situations where a judgment must be made.
 12. Vacant corner lots will not be assigned a number until a dwelling is erected on them.
 13. In rural areas, one house number should be reserved every 50'.
 14. The proper numbering intervals are achieved by allowing for vacant lots between two structures. The number of intervals allowed for will depend on the footage left vacant between the two structures.
 15. Courts (cul-de-sacs) will be numbered in two ways;
 - a. Short courts will be treated as extensions of the streets they intersect. Numbers will be assigned in proper intervals, but without regard to direction of courts. A sufficient number of intervals will be deleted on the street opposite a short court in order that continuity may once again be achieved when resumption of numbering on the dominant street takes place.
 - b. Long courts will be treated as any other regular street or avenue. Numbers will be assigned according to proper intervals and direction of the long court will determine the numbers to be assigned.
- B. Lots created or modified by subdivision plat :
1. The Location Address Officer shall review all new subdivision plats and assign addresses for each newly created lot. These addresses shall be recorded in the County's Location Address Database. Street Names associated with each address shall be derived from the procedures listed in Part II, Section I, of this Policy.
 2. Existing structures will be issued the address of record. In the event the address was issued incorrectly, County staff may assign a new address.
- C. New construction:

1. Proposed units will be assigned an address when the subject permit is issued. When available, the Location Address Officer shall utilize the addresses assigned on an approved subdivision plat.
2. In the event a structure is replaced with new construction, the authorized structure will be issued the address of record. In the event the address was issued incorrectly, County staff may assign a new address.
3. In the event construction is not applicable to the permit process, the stakeholder shall request, in writing, the issuance of a Location Address.

D. Modified structures:

1. Units legally modified after the original assignment of a Location Address shall be assigned a new address(es). The process shall be initiated when the stakeholder request, in writing, the issuance of a LOCATION ADDRESS.

E. Existing structures, errors and omissions:

1. In the event a LOCATION ADDRESS was issued incorrectly, County staff may assign an address.
2. In the event a structure was not assigned a LOCATION ADDRESS during the comprehensive renumbering, County staff may assign an address.

PART III

Examples of E911 Location Addresses:

A. Dwellings

John Doe
12345 County Road, S.W.
Cumberland, Maryland 21502

B. Apartments

John Doe
Complex Name - Apartment A
12345 County Road, N.W.
Cumberland, Maryland 21502

C. Mobile Homes within Mobile Home Parks

John Doe
Mobile Home Park Name - Trailer A
12345 County Road, N.W.
Cumberland, Maryland 21502

Street and House# P&P

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Addendums

U.S.P.O. Policy of February 9, 2012 (PDF)

Editor's Notes:

¹ Text Added/ Amended March 4, 2015

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