



## Addressing and Street Naming Guidelines and Procedures

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Staff Report Date: 12-11-13

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### Staff Recommendation

Review and approve the attached staff "Addressing and Street Naming Guidelines and Procedures" for properties in Montgomery County, Maryland.

### Summary

The Montgomery County Planning Department has been assigning street names and address numbers in Montgomery County since the 1950's. The attached document provides guidance to staff, developers, and the general public on the requirements and guidelines for: (1) naming new public and private streets, (2) assigning addresses to properties and buildings, and (3) changing street names or address numbers. In the past, planning staff used staff developed guidelines to direct the assignment of street names and addresses. The attached document refines and expands these guidelines and acknowledges the use of GIS to store and share street names, centerlines, and addresses for buildings and other site features.

One purpose of the assigning street addresses and numbers is to develop, implement and maintain a consistent, safe, useful, and standardized addressing system. An addressing system needs to be predictable, uniform and consistent to: (1) ensure that all citizens receive vital services at their homes and business, particularly emergency services administered through the Emergency 911 communication system; (2) ensure the efficient delivery of mail, goods and service; and (3) encourage public awareness and support of a predictable addressing system.

Staff will provide an overview of the document and the methodology for naming and addressing properties in Montgomery County. Staffs from other County agencies are invited to attend and are available for answer questions from the Planning Board or the public.

# Addressing & Street Naming



## Guidelines & Procedures Manual



**MONTGOMERY COUNTY PLANNING DEPARTMENT**  
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Title: Addressing & Street Naming Guidelines & Procedures Manual for Montgomery County

Author: Development Application and Regulatory Coordination (DARC) Division, Montgomery County Planning Department, The Maryland-National Capital Park and Planning Commission (M-NCPPC)

Subject: Practices and rules for naming of new streets and assigning addresses to properties in Montgomery County

Date: XXXX 2013

Agency: The Maryland-National Capital Park and Planning Commission  
8787 Georgia Avenue  
Silver Spring, Maryland 20910-3760

Source of Copies: The Maryland-National Capital Park and Planning Commission  
Montgomery County Planning Department  
8787 Georgia Avenue  
Silver Spring, Maryland 20910-3760

Abstract: This document provides guidance to staff, developers, and the general public on the requirements and guidelines for (1) naming new public and private streets, (2) assigning addresses to properties and buildings, and (3) changing street names or address numbers. The Montgomery County Planning Department (M-NCPPC) has been assigning street names and address numbers in Montgomery County since the 1950's. Staff now uses a GIS based program and associated databases to store, share, and update information on County street names and centerlines and addresses for properties, buildings, and other site features.

The purpose of this document, (*Addressing & Street Naming, Guidelines & Procedures Manual for Montgomery County Maryland*), is to assist county and municipal governments with implementing and maintaining a consistent, safe, useful, and standardized addressing system, implementing **Predictable**, **Uniform** and **Consistent** addressing system, the objectives of these enhanced addressing procedures is to:

1. Ensure that all citizens receive vital services at their homes and businesses, particularly emergency response as administered through the Emergency 911 Communications System, public safety considerations and the efficient delivery of mail, goods and services.
2. Encourage public awareness and support for the need for addressing safety.
3. Ensure that Agencies/Departments involved in assigning numbers and street names realize the importance of a predictable addressing system. Public safety is a major concern of any government. Creating or perpetuating inadequate addressing is not in the public's best interest.

# INTRODUCTION

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An **address** is a collection of information, used for describing the location of a building, apartment, or other structure or a plot of land, generally using street names as references. The most commonly used manner for locating a specific property is the assigned premise address. Premise addresses are used daily by private citizens, post offices, delivery vehicles, utility companies, Police departments and Fire & Rescue Services to locate specific places. A community's safety and welfare relies on the ability of emergency services to quickly locate a property.

Uniformity is a basic requirement for quick location of any given property. Since County residents rely on one central Police, Fire & Rescue dispatch center for public safety services, address assignment methodologies must be uniform throughout the County regardless of whether the addresses are assigned by M-NCPPC or local jurisdictions.

Addressing must be given a high priority during the development review process to assure **consistency**. A good address system should be easy to implement, easy to use, and **predictable**. The grid address numbering systems used by Montgomery County and the five independent jurisdictions within the county meet these requirements. A system that defines ranges of numbers in a grid pattern allows flexibility for future development while maintaining the orderliness of existing and approved developments. The address grid system requires minimal change and disruption of addresses that are already in place.

Starting in the 1950's, M-NCPPC required addresses to be assigned to houses and other buildings within the County. Existing buildings were assigned addresses over time. For lots and parcels created in new subdivisions, address numbers were assigned and shown on record plats for these subdivisions.

It should be noted that although the current Montgomery County addressing assignment and notification processes used by the various jurisdictions and agencies are set up to establish uniformity and avoid conflicts, past addressing practices have resulted in street names and address numbering patterns that do not follow current rules. In some instances, it has been possible for M-NCPPC to revise the street name and/or address numbering pattern so that they follow current rules without major disruptions to property address information. In these cases where disruptions are minor, the revisions have been implemented and affected property owners have been notified of the changes. However if the changes are significant (based on the number of affected property owners) revisions have not been made, thereby maintaining, the inconsistencies to current rules.

In addition, although the cities of Rockville and Gaithersburg implement grid systems for assigning address numbers, their grids are defined differently than the grid applied to the county as a whole.

# AUTHORITY/RESPONSIBILITY

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All address assignments, revisions, changes, verifications; street name requests, assignments or changes are reviewed by the DARC Division of M-NCPPC. Requests may be approved if the request falls within the guidelines of this Manual in accordance with MD Code, Land Use, § 17-212. Street names and house numbers, MD Code, Land Use, § 20-202. Powers and duties. Montgomery County Code, Chapter 50 § 50-26- Street Names; and Montgomery County Code Chapter 22 – Fire Safety Code and Sec. 22-97; Montgomery County Executive Regulation 29-08AM.

The Commission may make reasonable rules and regulations for carrying out any of the changes in street or highway names or numbers of houses, Montgomery County parks, other building structures. Any violation of the rules and regulations will be a misdemeanor punishable under the general penalty provisions.

The assignment of an official building/ house number is for convenient reference to a property and/or dwelling. It does not create any property interest that does not otherwise exist; nor does it act as a waiver for any regulatory requirement otherwise necessary under the law to build on the property.

Four independent municipalities lying within the County assign and approve street names and address numbers within the limits of their jurisdictions:

- City of Gaithersburg
- Town of Poolesville
- City of Rockville
- The Town of Laytonsville

Although these municipalities implement their own street naming and addressing system, coordination does occur between the municipalities and M-NCPPC. All four jurisdictions provide notices of address and street name assignments and changes to one another, as well as to various Montgomery County and State of Maryland agencies, and the U.S. Postal Service. Each jurisdiction has an addressing and street naming protocol in place to avoid duplications and conflicts of street names and addresses among the jurisdictions.

The official building/ house number as assigned by the Planning Department may be used for permitting purposes. It is up to the citizen/ developer to make any appropriate changes to any county records to reflect this information.

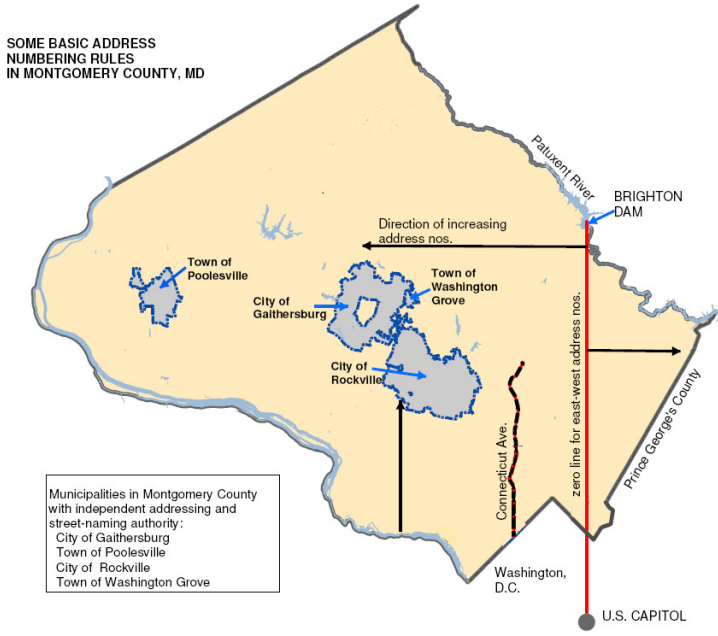
# ADDRESS GRID SYSTEM

## ADDRESS NUMBERS

In many English-speaking countries, the standard for assigning address numbers along a street is to use ascending numbers in one direction, with odd numbers and even numbers on opposite sides of the street. Cities in North America, particularly those based on a grid system, often incorporate block numbers, quadrants, and cardinal directions into their street numbers. In many such cities, addresses roughly follow a Cartesian coordinate system.

## ADDRESS GRID SYSTEM

Address numbers that are assigned to buildings and properties in the County follow a basic grid pattern. The grid system provides uniformity in the patterns of address numbers that are created in various neighborhoods. The County's grid address numbering system is an extension of the address numbers and grid pattern established in Washington, D.C. in the late 1700's. The mathematical computation of mailing address hundred blocks are based on the Washington Suburban Sanitary Commission's 200 foot to the inch grid maps. It is a grid system radiating from the dome of the Nation's Capital Building and extending into Maryland. In this grid system, address numbers generally follow an east-west or north-south pattern. The Grid System of addressing, when applied properly, results in a minimum need for future addresses changes. It is important to implement this system throughout the County in order to eliminate confusion.



## FRAMEWORK FOR THE ADDRESS NUMBER GRID SYSTEM IN MONTGOMERY COUNTY

*Figure 1 illustrates the basic framework for the address number grid system used in Montgomery County. Address numbers are assigned in an east-west or south-north direction. For streets running predominantly north-south, address numbers increase in the northerly direction beginning at the National Mall in Washington, D.C.*

For east-west streets, the address numbering system is based on a north-south “zero line”, which has two endpoints: the southern endpoint is at the U.S. Capitol (in Washington, D.C.) and the northern endpoint is at Brighton Dam in the Patuxent River. Predominantly east-west streets located east of the zero line have address number ranges that increase towards Prince George’s County. Addresses in Prince George’s County also continue to increase from a west to east direction. West of the zero line, all east-west streets have address numbers that increase from east to west.

# STREET NAME DESIGNATIONS

Designation in MoCo	Definition	Abrev	General Category
<b>Small Roads</b>			
Drive	A continuous row 1,000 ft in length that continued on to an intersection row.	DR	General county street
Lane	A named private access easement or minor street with less than five addresses.	LA	
Terrace	A condominium, townhouse or apartment travel way or parking lot that also serves as access for the development.	TER	
Way	Any row less than 1,000 ft. in length that connects two separate rows. The row will be no more than one block in length.	WAY	
<b>Private Access Easements</b>			
Alley	A right-of-way intended to provide secondary service access for vehicles to the rear or side of lots or buildings and not intended for transporting thru traffic.	AL	General county street
Driveway	A right-of-way or private access easement intended to provide secondary service access to the rear or side of lots or buildings and not intended for transporting through traffic. Designation no longer used.	DRW	
Mews	A right-of-way intended to provide secondary service access to the rear or side of lots or buildings and not intended for transporting through traffic. Similar to an alley.	MEWS	
<b>Highway</b>			
Fare	A designation Federal or State primary right of way (r-o-w)	FR	Limited access major road
Highway	A designation Federal or State primary r-o-w	HWY	
Parkway	Any ROW divided by a landscaped center island.	PKW	
Pike	A designation Federal or State easement.	PIK	Long (roughly 4 miles or more) major road
Turnpike	A designation Federal or State primary row.	TPK	Limited access major road
<b>Major Roads</b>			
Avenue	Any row divided by a landscaped center island.	AVE	General county street
Boulevard	Any row divided by a landscaped center island generally separating two directions of traffic.	BLV	
Road	A rural row.	RD	
Run	A rural row.	RUN	
Street	A continuous row at least 1,000' in length that continues on to an intersection row.	ST	
Trail	Any row divided by a landscaped center island generally separating two directions of traffic.	TRL	
<b>Cul-de-sacs</b>			
Close	Designation no longer used.	CL	General county street
Cove	Any single cul-de-sac permanent dead-end row.	COV	
Court	Any single cul-de-sac permanent dead-end row.	CT	
End	Any single/double cul-de-sac permanent dead-end row.	END	
Place	Any cul-de-sac or dead-end row from which another row originates	PL	
<b>Designated by shape</b>			
Circle	A non-arterial row that either begins and ends on the same row or that circles back onto itself.	CIR	General county street
Crescent	A non-arterial row that either begins and ends on the same row or that circles back onto itself.	CRES	
Loop	A non-arterial row that either begins and ends on the same row or that circles back onto itself. of no	LP	
Square	A condominium, townhouse or apartment travel way or parking lot that also serves as access for the development.	SQ	
<b>Designated by function/ location</b>			
Overlook	A residential or commercial travel way.	OV	General county street
Esplanade	A residential or commercial travel way.	ESP	General county street
Plaza	A commercial or industrial parking lot or travel way that also services as access for the development, regardless of the number of entrances. This designation may be used only as determined by the Office where multiple buildings and/or units are served and where it is not practical to assign address from the street due to layout.	PLZ	Non-residential parking lot or travel way



Street-type designations will be assigned by MNCPPC and will not be incorporated in street names. Street-type designations which appear on plats or plans prior to assignment may be voided or changed. The definitions in Exhibit 2 page 8 are intended for the sole purpose of being included in the Addressing & Street Naming Guidelines & Procedures Manual for Montgomery County. None of these terms should be considered legal definitions for the purpose of interpretation of any state or local law, ordinance, or regulation outside of this Manual. The following information is currently applied in the review of new street names. These definitions may not have been applied when some of the older streets were created and named. While the designations defined should be followed as a guide, the Commission may grant deviation to maintain uniformity and to prevent confusion.

## Cul-de-sacs

Below is an example of various street types used throughout Montgomery County.



### Court, Place

The main stem of a cul-de-sac which provides the only access point from a through street will have “Court” as the designator. The designator will continue along the entire length of the main stem until its termination at the cul-de-sac bulb.



### Cove

The main stem of a cul-de-sac which provides the only access point from a cul-de-sac designated as “Court” will have “Cove” as the designator. The designator will continue along the entire length of the main stem until its termination at the cul-de-sac bulb.



### End

The main stem of a double cul-de-sac which provides the only access point from a through street will have “End” as the designator. The designator will continue along the entire length of the main stem until its termination at both cul-de-sac bulbs.

## Designated by shape

A street that intersects the same street twice, and does not exceed beyond the street it intersects and has no intersecting streets other than cul-de-sacs along its length will be designated as “Circle, Crescent, Loop, or Square”.



**Circle or Loop**



**Circle or Loop**



**Square**



**Crescent**

# STREET NAMING GUIDELINES

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All proposed street names will be reviewed by M-NCPPC for approval in conformance with applicable sections of this manual. Coordination must be established with M-NCPPC to have new street names reviewed before they are issued. Requirements are established by Section 50-26(e) of Chapter 50 of the Montgomery County Code. The following guidelines will be enforced to ensure clarity and public safety:

1. Street names will not:

- (a) Exceed fourteen characters in length, excluding street-type designation, due to sign-space limitations;
- (b) Contain hyphens, apostrophes or other non-letter characters;
- (c) Exceed two words in length, excluding street-type designation;
- (d) Contain directional prefixes or suffixes (i.e., north, south, east, and west)

2. Avoid Duplication M-NCPPC will not approve:

(a) Phonetically similar (sound alike) street names:

**EXAMPLE #1:** Marlin - Marlyn,  
Shadow - Chateau  
Parakeet Court - Park Heat Court

(b) Duplication of an existing or proposed street name in the County, towns or municipalities within the County will be approved. Streets with the same name, but different street-type designation, will be considered duplicates. The following are examples of duplicate names:

**EXAMPLE #1:** Willow Drive - Willow Ct.

(Exceptions are made for intersecting streets) ⇒

**EXAMPLE #2:** Green Haven Road - Greenhaven Terrace



- (e) Duplication of more than one word or within individual words in an existing street name, including street-type designation

**EXAMPLE #1: ACCEPTABLE**

Grey Dove Lane - Grey Goose Lane  
Brick House Court - Farm House Court

**EXAMPLE #2: NOT ACCEPTABLE**

Green Pastures Lane - Green Pastures Drive  
Fox Fox, Way  
Blues Alley, Alley  
District Court, Court

- (f) Near duplications in spelling, confusing spelling or pronunciation (such as alliteration) or names that are phonetically similar will not be approved. The following are examples of the provisions of this subsection:

**EXAMPLE #1: NOT ACCEPTABLE**

Katherine Court - Catherine Court  
Ashburn Parkway - Ashburn Way  
Grade Court - Grate Court

3. Spelling of street names must be simplified.
4. Compass points/ Directional prefixes and suffixes (north, south, east, and west) are not acceptable and will not be used in street names.
5. Only public and private rights of way accessing three or more properties or addressable structures will be named. Addressable structures served by rights of way serving less than three properties or addressable structures, or such single owner private access easements that are not named, will be addressed using the name of the travel way from which the right of way or single-owner private access easement originates.
6. The words "old" and "new" will not be used in street names when they precede a street name which exists in the County or cities or towns adjoining the County. Do not use "Old" in street name assignments. Old should be reserved for situations when a new street segment is added and it bypasses an existing portion. When assigning "Old", care must be taken so that the hundred blocks are not duplicated. M-NCPPC and the Geographic Maintenance Group prefer that "Old" not be used as part of a street name to eliminate ALL possibility of confusion.

The following is an example of this provision:

**EXAMPLE #1: NOT ACCEPTABLE**

Old Elm Lane

Old Old Georgetown Road (also a duplicate name within a name)

7. Street names duplicating facilities or geographic locations will not be approved.

The following is an example of this provision:

**EXAMPLE #1: NOT ACCEPTABLE**

Basketball Court

Bowling Alley

8. Street names that are deemed offensive will not be approved.
9. Whenever possible the continuity of names and hundred blocks should be maintained when streets enter Prince George's County or The District of Columbia.
10. Street name integrity must be maintained for the entire length of the street (when possible). Ideally Jurisdictions with local control over address assignments should maintain street name integrity and numbering sequence of existing streets that enter their jurisdictions.

# STREET NAME CHANGE

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All proposed street name change requests must be reviewed by M-NCPPC staff.

Applicants submitting a request to change the name of an existing street are required to submit the following information:

- (a.) A statement indicating how the public interest will be served by the proposed change.
- (b.) A statement indicating the specific problem or confusion caused by the existing street name.
- (c.) A petition including a listing and signatures from all residences and businesses that would be required to change their address should the request for name change be approved, including those in opposition to the request.

Any property address not accompanied by a signature will be considered opposed to the proposal.

**PLEASE NOTE:** Corner properties are to be included in the petition request regardless of address.

- (d.) Information indicating any historical significance connected to the existing  
As well as proposed street name (optional).
- (e.) Proof of notification of any citizen/civic or homeowner associations affected.

**NOTE:** A list is available from M-NCPPC, Montgomery County Planning Department

# ACCESS EASEMENTS

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## **NAMING ALLEYS**

An alley is a vehicular passageway, usually private, primarily intended to provide access to the rear or side of lots or buildings or to garages and not required to have through vehicular traffic. An alley will not be named unless it: (1) is determined by emergency service agencies (e.g., Co. Fire and Rescue) to be a necessary street for emergency vehicular access to buildings,(2) provides the only street frontage for properties (3) and has at least two access points to a public street.

Alleys will be designated with the street type “Alley or Mews” and will have a centerline. Similar to names of other street types, a proposed name for an alley must be reviewed and approved by M-NCPPC using the same criteria that is applied to naming types of streets. When these situations occur the alley will ideally carry the name of the nearest parallel public street. An approved alley name, with its associated street centerline, will be entered into the GIS data layer for street names and centerlines.

## **PRIVATE DRIVE AND ACCESS EASEMENTS**

Assigned street names and numbers to private roads will not be permitted without documentation that provides uncontested existence of an access easement, right-of-way, or means of ingress/egress. With the required documentation, addresses will be assigned from the public street to which access is permitted. Properties located on a private driveway or unpaved road without the need for an easement will be addressed from the public street closest in geographic distance.

A street name based on an access easement will be assigned in order to increase the ease of location of the property. This principle is very useful in townhouse or apartment projects when the buildings often face parking areas and carry addresses from another street.

Parking Lots will not have addresses assigned and are not given official street names.

Private service drives that provide secondary access, usually to the rear of a lot, will not have addresses assigned and will not be assigned official street names. When these situations occur the Private drive will carry the name of the nearest parallel public street.

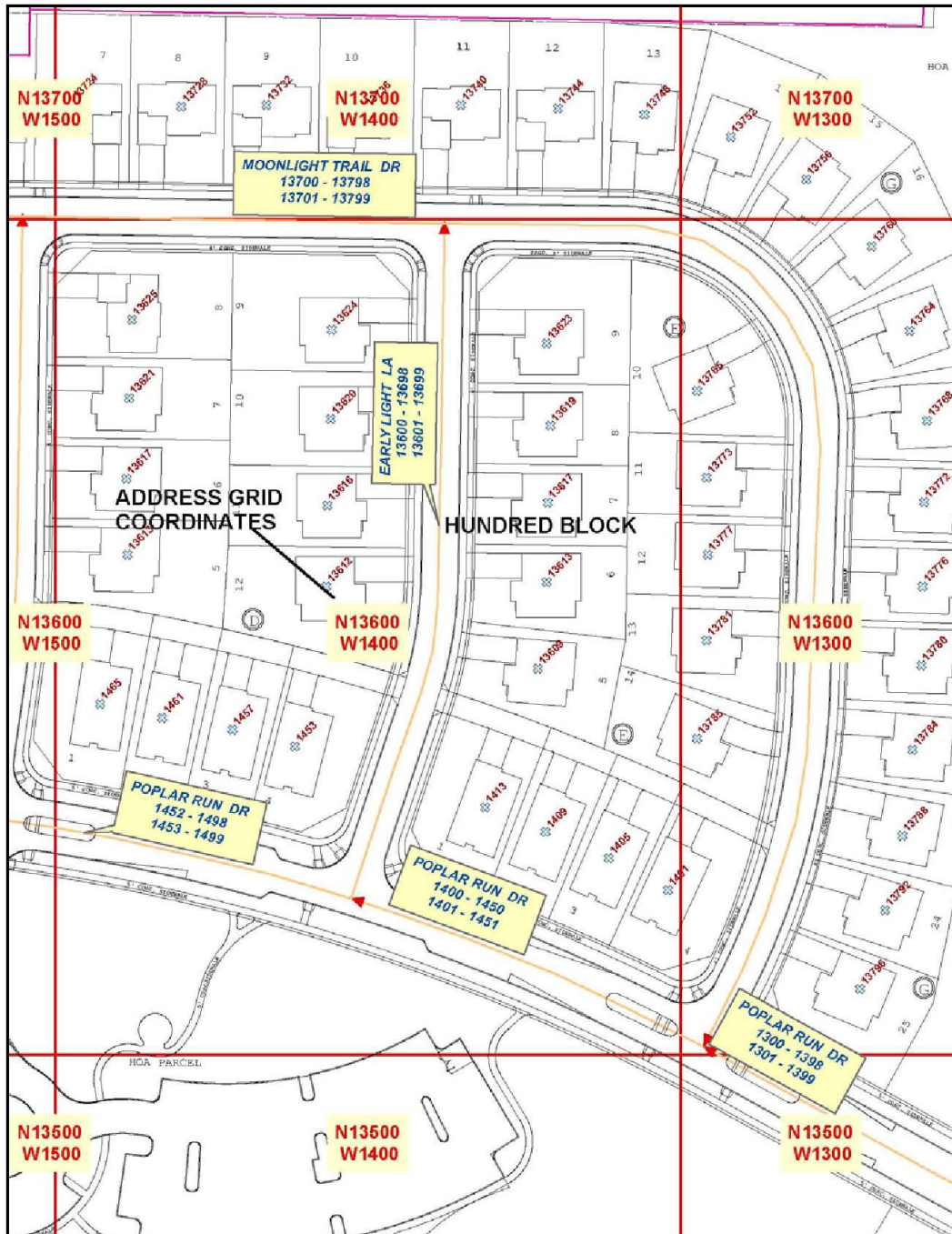
Driveways are not considered streets and will not be assigned street names.

## **LAND LOCKED PROPERTIES**

Landlocked properties are properties that have no direct access to a public road. With documentation that provides uncontested existence of an access easement, right-of-way, or means of ingress/egress, addresses will be assigned from the public street to which access is permitted. The M-NCPPC reserves the right to request title information or other evidence that the rights of use are not in dispute. With the assignment of an address to a land locked property, The M-NCPPC does not create any property interest that does not otherwise exist; nor is such assignment a waiver for any regulatory requirement otherwise necessary under the law to build on the property.

# NUMBERING ASSIGNMENTS

FIGURE 3. EXAMPLE OF ADDRESS GRID AND ADDRESS NUMBER GROUPS FOR STREET BLOCKS





## **DETERMINING THE DIRECTION AND NUMBERING SEQUENCE OF A STREET**

When deciding the direction and numbering sequence to assign, the following factors must be considered:

- a. Direction at the beginning of street;
- b. The general direction of the street;
- c. Numbering sequence and direction of nearby streets;
- d. Proposed subdivision plans that would affect the street network;
- e. The end effect of each numbering sequence;
- f. **All** possibilities for confusion or duplication;
- g. Street names on hundred block duplication;
- h. Discontinuous hundred block assignments; and

Numbers are skipped between buildings in apartment and townhouse projects. In sparsely populated areas, or areas with large lots, several numbers between lots should be skipped, to *allow elasticity in the event of re-subdivision or future development*.

### **SINGLE-FAMILY DETACHED HOME ON A CORNER PROPERTY**

A property located at one corner of a street intersection may have a detached house that faces one street and its driveway connected to the second (intersecting) street in this situation the property must be addressed from the street the structure faces. If a corner property is vacant at the time it is created and recorded in the land records, and the property is not subject to an approved site plan (a Planning Board-approved site plan would determine the footprint of the house, including which street the house will face), two addresses can be assigned, one for each street, at the time of record plat. When building permits are submitted, the final determination for the property's assigned premise address would then be made. M-NCPPC will issue a final address assignment for the property to the property owner and relevant government agencies.

Assigning more than one possible address to a corner property allows the addresses to be “reserved” for the property until the final design of the house is permitted. However, it delays the assignment of a premise address to the property in the Maryland State Department of Assessments and Taxation (SDAT) database. Such a delay may create a situation where SDAT information for the property is not easily searchable until a specific premise address can be assigned.

For such properties, it is strongly suggested that the property owner or builder determine the orientation of the house structure as soon as possible so that the front of the house, and the associated premise address, can be set as close to the time of record plat approval as possible.

## **TEMPORARY ADDRESSES**

Temporary addresses will be available only for construction mobile trailers, temporary offices for new development, septic percolation tests and sign permits. Anyone desiring a temporary address will be issued a verification letter that will designate the address being provided as a temporary address and that the address is to be used for not more than one year from the date of issuance or in some cases when development is complete. To obtain a temporary address, the applicant will provide a small area map that contains the location of the temporary addressable structure, the nature of the temporary addressable structure and the vehicular path by which one can access the temporary addressable structure from the closest named street.

## **ADDRESS CHANGE**

All number and street names are subject to change from “time to time” M-NCPPC reserves the right to make a change in the address number(s) or name of a specific street. There are several reasons why such changes are done:

1. To correct mistakes (e.g., an address for a property is 1301 Street A, but adjacent properties on the same side of the street have addresses within the 1200 range, such as 1200 Street A and 1204 Street A).
2. To eliminate confusion in locating a property or feature on a property. If a confusing situation due to an existing address or group of addresses is identified by an individual or entity, such as an emergency services agency, citizen, or utility company, M-NCPPC will work with the entity or individual to make necessary changes in addresses to eliminate the confusion.
3. To aid in the implementation of a master plan recommendation for improvement of pedestrian and/or vehicular circulation in a neighborhood (e.g., Colonial Lane has been changed to Dixon Avenue in the Silver Spring CBD to conform with the 2000 Silver Spring CBD Sector Plan).
4. To respond to a request by a property owner, if the requested change in address or street name conforms to address assignment and street naming rules.
5. Reassignments may be necessary in order to maintain proper sequencing when new addresses are issued.

It should be noted that the legal description (e.g., lot, block, and subdivision name; or, parcel id and liber folio references to documents recorded in the land records) of a property is separate and distinct from the property’s assigned address. Thus, a property’s address may be changed without affecting its legal description.

## **COMMERCIAL & INDUSTRIAL**

Commercial and Industrial development with one or more tenants will often carry a single premise address, but may further identify each business, office or bay by a suite or number.

In the case of assigning addresses where construction has not begun and no definite site plan is available, an appropriate premise address will be assigned to the property within the designated address range. Unit numbers (1 through 99) are not assigned to commercial and industrial establishments because of visibility problems.

When an area is leased and the site plan is available addresses are assigned to the actual areas being leased. Several numbers must be skipped between each address to allow for possible expansion or redistribution of the current space, so additional addresses can be created as needed.

If a property has more than one building, each building is assigned a separate address. The premise address is usually, but not required to be, one of the building addresses. If one or more of the buildings is occupied by multiple tenants, each tenant unit or space may either have a separate address or have unit numbers.

## **ENCLOSED SHOPPING MALLS**

Malls with stores entered from the interior of the building most often carry one central number. Larger tenant stores with direct access from the exterior of the building may be issued a separate number.

### Example:

Westfield Montgomery is 7101 Democracy Blvd.

Nordstrom at Westfield Montgomery is 7111 Democracy Blvd.

All of the larger tenants that have access from the exterior of the mall carry separate numbers:

Sears - 7103 Democracy Blvd.

Macy's - 7125 Democracy Blvd.

## **PROPERTY WITH MULTIPLE USES IN ONE BUILDING**

In urban parts of the County, such as Central Business Districts (CBDs) and other transit/smart growth areas, a single property may have multiple uses. Many business, retail, or other commercial entities may occupy the same building, or there may be mixed uses (e.g., retail or other business establishments on the ground floor of a high-rise apartment or residential condominium building). For such a property, many addresses may be assigned.

One address would be designated as the premise address for the property itself. This address would be tied to the specific property and included in a property database such as Maryland's State Department of Assessments and Taxation (SDAT) property database. This address should also be used as the main address for the building. Alternatively, if the

building does not have a main entrance, the premise address may also be assigned to one of the entities or uses that occupy a unit in the building. In addition, other addresses may be assigned to the various uses on the site.

There may be just one address for both the property and the main building. In such a case, each use on the site would be distinguished not by a separate address, but by a unit number (#1 – 100). Unit numbers are not considered to be an official address. They are not entered into the County master address database, and M-NCPPC does not keep records of unit numbers that are used on a property or in a building.

### **PROPERTY WITH MULTIPLE BUILDINGS**

If a property has more than one building, each building is assigned a separate address. Typically, the property has a single premise address for the purpose of helping to identify the property in a database such as SDAT's Real Property Database. If one or more of the buildings is occupied by multiple tenants, each tenant unit or space may either have a separate address or have unit numbers, as discussed in the previous section.

For a property that has the potential for many addresses because of multiple or mixed uses, several numbers are skipped between address numbers to allow for possible expansion.

### **PARKING STRUCTURES**

Parking structure for residential high-rises with private access will share the address of the building it is associated with. If the parking structure is intended for properties with multiple uses in one building, public use or paid parking it will be issued an official address to insure public safety.

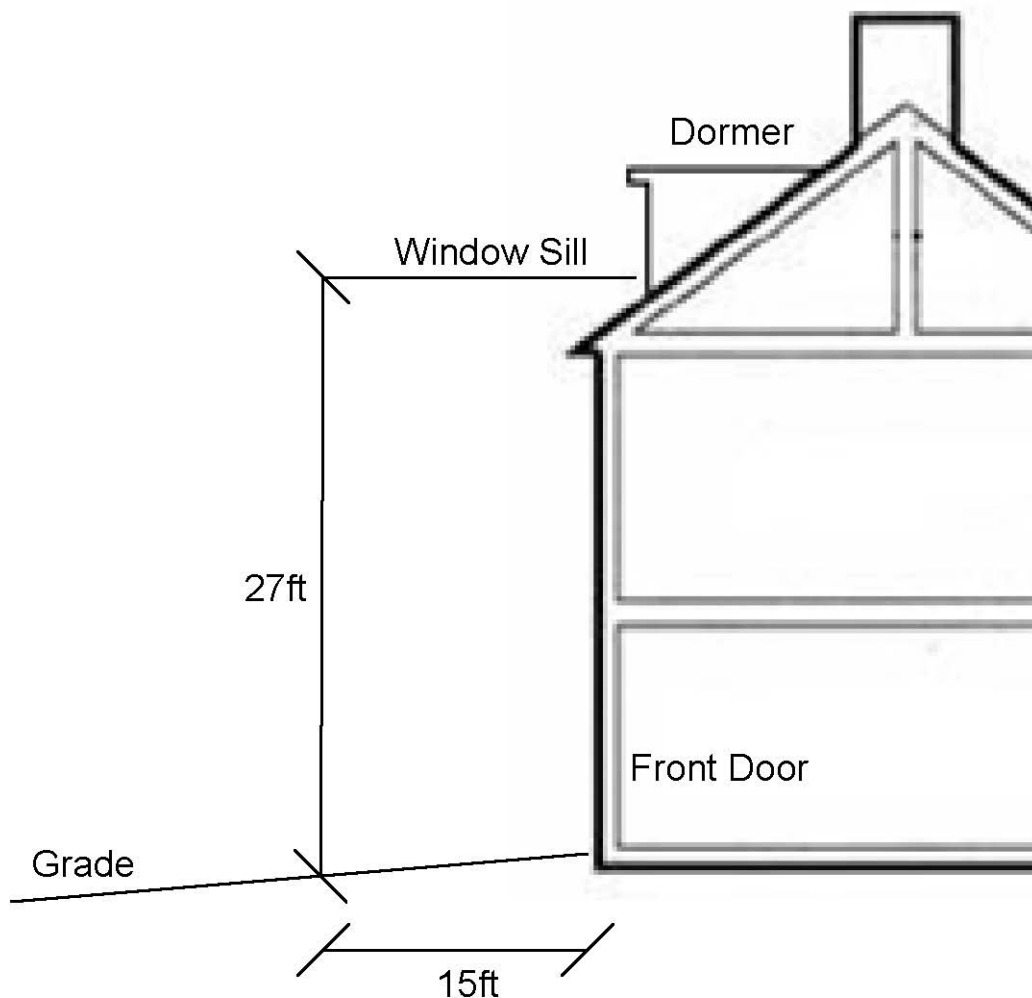
# FIRE CODE REGULATIONS

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**M-NCPPC** request that citizens use the following guidelines to evaluate their addresses, as stated in *Montgomery County Code Chapter 22 – Fire Safety Code and Sec. 22-97*; Montgomery County Executive Regulation 29-08AM.

Section 9 of Montgomery County Executive Regulation 29-08AM, speaks to the rules for distance from main side hinge door (front door of a unit) to emergency vehicular access (Typically EOP; i.e. some point beyond on-street parking). The default standard is 50ft, but that can be extended to 150ft for non-superimposed residential units that are 3 stories or less. Fire and Rescue Services (FRS) define 3 stories as no more than 27ft to the highest window sill (including false dormers) as measured vertically from a point at grade located 15ft away from the access side of the unit.

Applicants are required to schedule a meeting between FRS and M-NCPPC for projects proposing greater than 30 residential units.



House number should be large enough to be easily seen from the street.

House numbers should be set on a contrasting background.

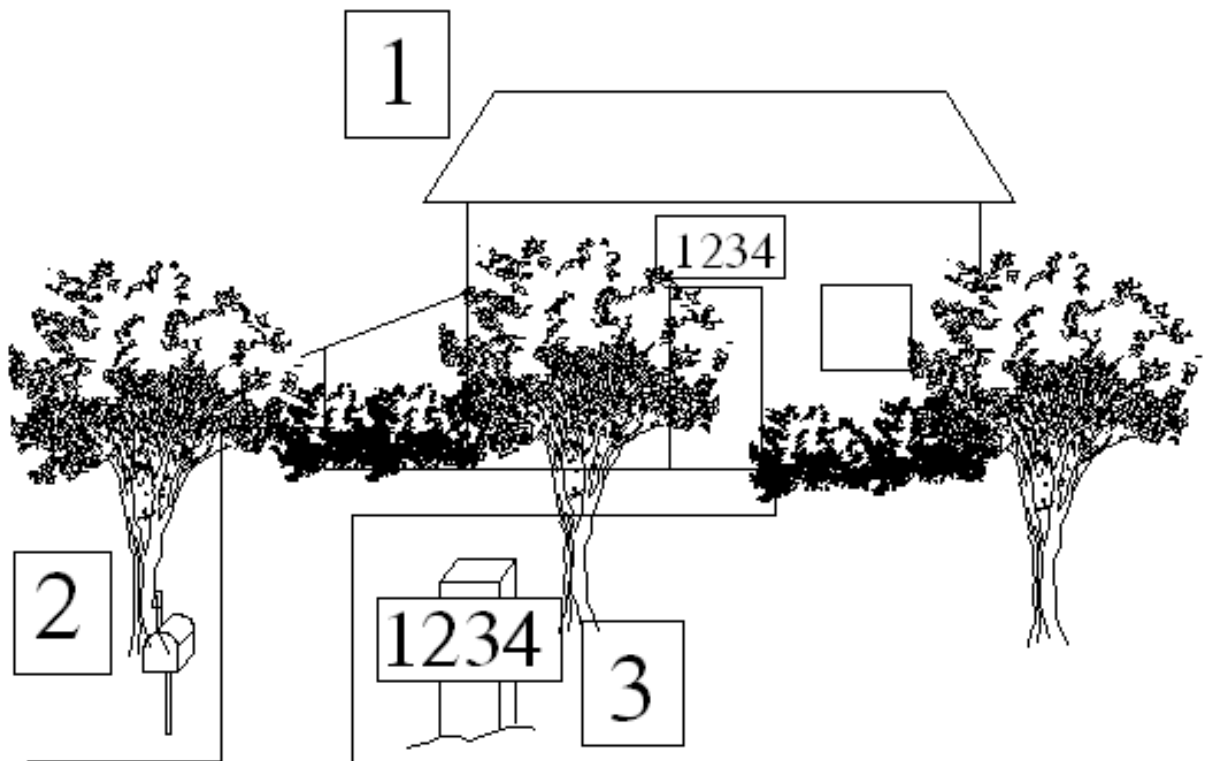
In a rural area the house numbers should be displayed on the mail box and the house.

House numbers should be illuminated or easily visible at night.

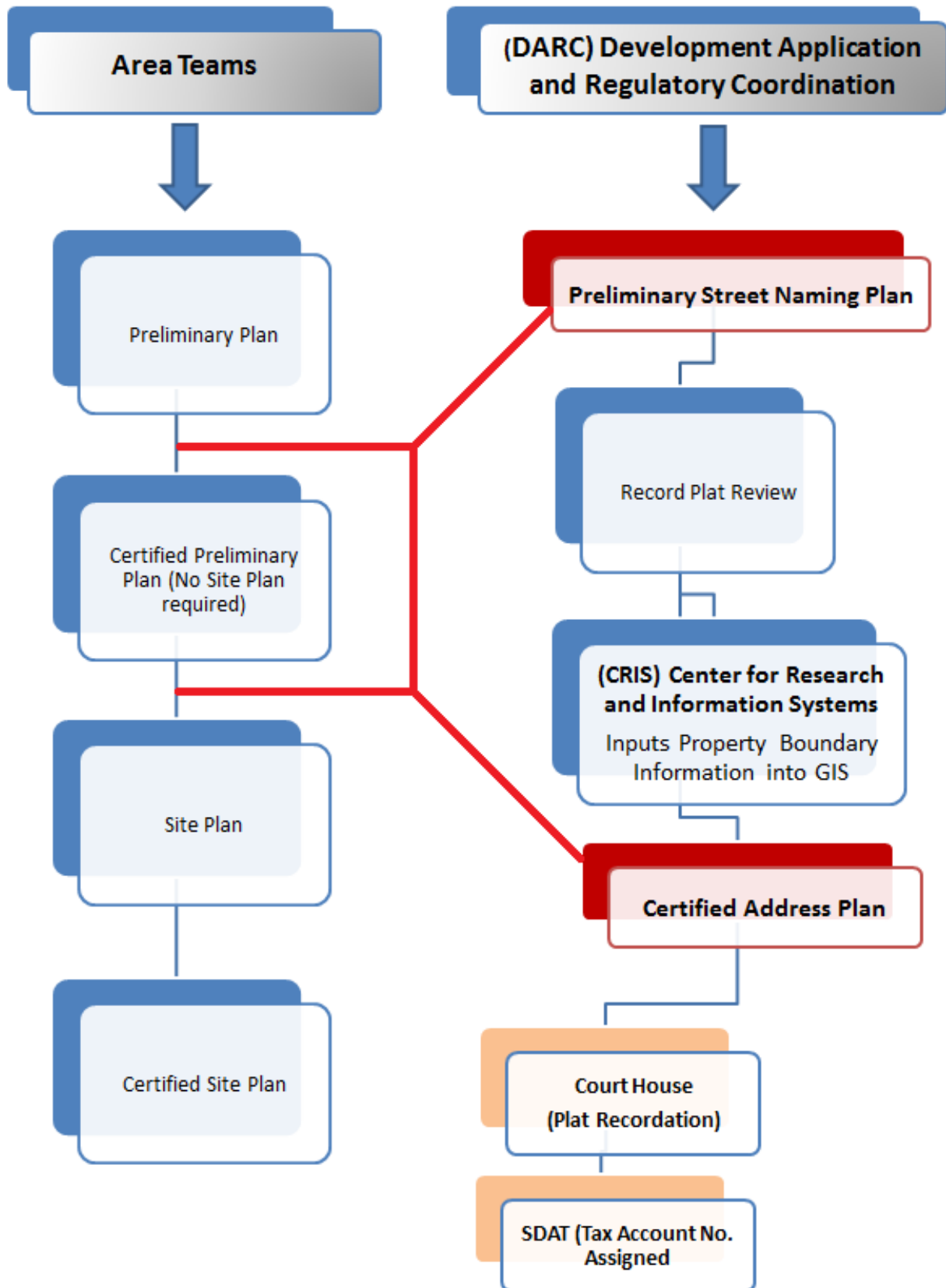
House numbers should be plain block numerals, **NOT** script or written.

On a corner lot, the house number should face the street named in the address.

When the house is some distance from the street, or when the view of the house is blocked by trees or shrubs, house numbers should be on a sign attached to a tree, fence, gate or lawn stake.



# PROPERTY ADDRESSING PROCESS



## RESERVING STREET NAMES

Street names for all commercial and multi-family address assignment requests for new construction must be submitted for review with the **submittal of the Preliminary Plan Application** for review and approval by a member of the DARC staff. The applicant will provide staff with a series of proposed street names prior to Record Plat submittal in order to avoid any unnecessary delays and subsequent changes to the plats or plans. The Planning Commission staff has the authority to deny street names based on the existing list of street names, duplications, phonetics, and similar base or root names. A copy of the current Street Guide can be requested by the applicant to avoid requesting existing names. Requirements are established by Section 50-26(e) of Chapter 50 of the Montgomery County Code. Street-type designations (court, road, etc.) will be assigned by MNCPPC and will not be incorporated in street name requests. Street-type designations which appear on the plats or plans prior to assignment may be voided or changed. Street names may be reserved for a particular development or a reserved party for a maximum period of three (3) years. This is to insure that the reserved names are available for future development. On the expiration date, the submitted names will be returned to the list of available street names for others to use. Street name reservations will be added to the database as follows

FIELD NAME	DESCRIPTION
RESERVED_ST_KEY	Identifies the reserved street record
STREET_NAME	Street name
ORG_ST_NAME	If street name revised saves the previous street name.
RESERVED_PARTY	Firm name
SUBDIVISION	Subdivision name where street is located
DATE_RESERVED	Date street was reserved
CREATED_BY	Who reserved the street
DATE_ACTIVATED	Date street was made active
ACTIVATED_BY	Who converted the street to active status
DATE-MODIFIED	Date street name, party, sub name was modified
MODIFIED_BY	Who made the changes
DATA_SOURCE	Application where source data was entered
COMMENTS	Why changes, revisions, additions were made

Reserved Street History

Select by Street Names  
 Select by Reserving Party  
 Select by Subdivision Name

Select a Subdivision from the list: Garnkirk Farms Subdivision    Sort By: Subdivision    View Selection

Street Name	Reserving Party	Date Reserved	Subdivision
GARNKIRK FARMS	CPJ Associates	10/8/2013	Garnkirk Farms Subdivision
GARNKIRK FOREST	CPJ Associates	10/8/2013	Garnkirk Farms Subdivision
GARNKIRK WOODS	CPJ Associates	10/8/2013	Garnkirk Farms Subdivision
SHORT OAK	CPJ Associates	10/8/2013	Garnkirk Farms Subdivision
WEALD	CPJ Associates	10/8/2013	Garnkirk Farms Subdivision
AGED WOOD	CPJ Associates	10/8/2013	Garnkirk Farms Subdivision
WOODED HILL	CPJ Associates	10/8/2013	Garnkirk Farms Subdivision
GREEN SYCAMORE	CPJ Associates	10/8/2013	Garnkirk Farms Subdivision
GREEN POPLAR	CPJ Associates	10/8/2013	Garnkirk Farms Subdivision
VERDANT OAK	CPJ Associates	10/8/2013	Garnkirk Farms Subdivision
VERDANT WOODS	CPJ Associates	10/8/2013	Garnkirk Farms Subdivision
OLD GROWTH	CPJ Associates	10/8/2013	Garnkirk Farms Subdivision

Street Name: GARNKIRK FARMS    12 Reserved Streets Listed

Original Street Name: -  
 Reserving Party: CPJ Associates  
 Subdivision Name: Garnkirk Farms Subdivision  
 Date Reserved: 10/8/2013  
 Reserved by: Keiona.Clark  
 Date Activated: -  
 Activated by: -  
 Date Modified: 10/8/2013  
 Modified by: Keiona.Clark  
 Data Source: ADDRESS\_APPLICATION  
 Comments: -

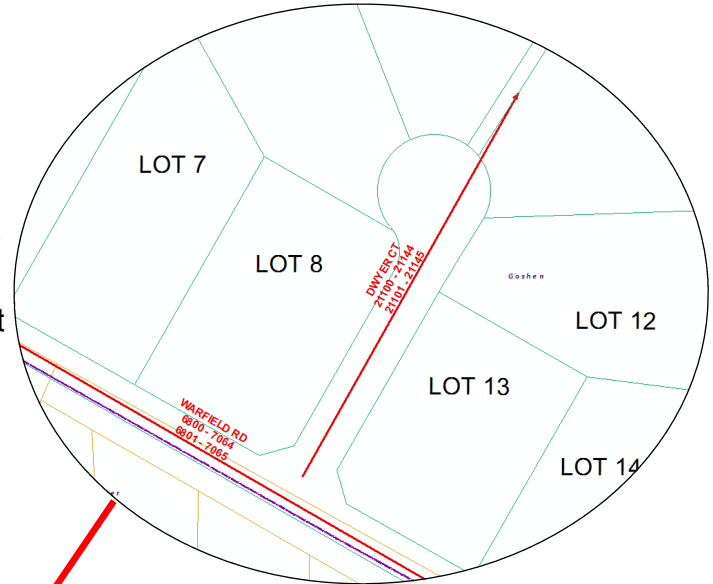
Export To Textfile    Exit



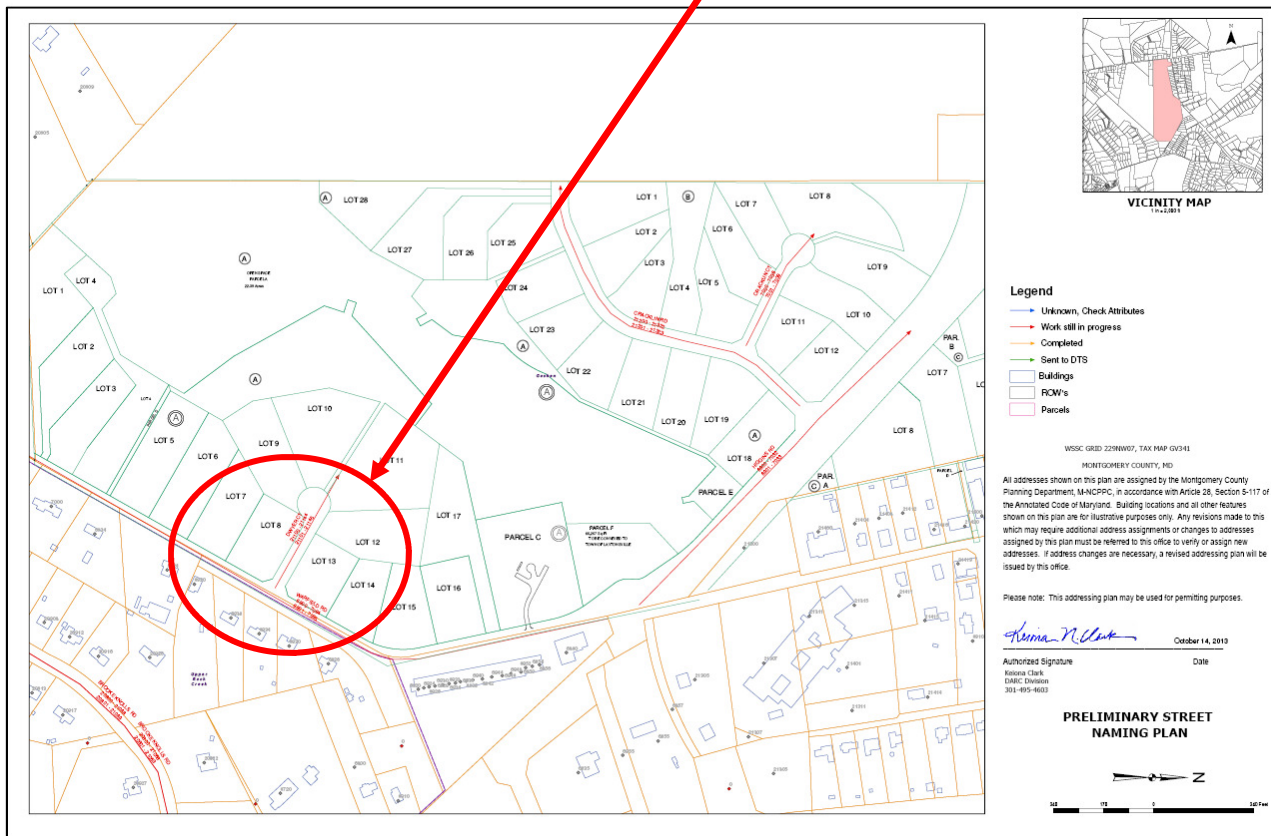
## PRELIMINARY STREET NAMING PLAN

A Preliminary Street Naming Plan is created by M-NCPPC staff with information provided by the developer. A new subdivision, which creates new properties and streets must include A Preliminary Street Naming Plan. The plan will be submitted for proposed Subdivisions for review and approval by M-NCPPC staff. A final plan, signed and dated by M-NCPPC, will be used in the review of the submitted record plat, in order to review the street names for address number compatibility and road name designation. This process assist in minimizing misunderstandings of what is considered a namable street and appropriate assignment of designations according to road alignment and/or site layout. It will also solidify the street name reserved under the project. A centerline will be created and the street name status will change from reserved to assigned.

The developer must submit to M-NCPPC staff a CAD file of the preliminary layout. An example of a Preliminary Street Naming and the requirements of the elements that make up the CAD file are found in **Figures 10 and 11**.



**FIGURE 10.** Example of a Preliminary Street Naming Site Plan

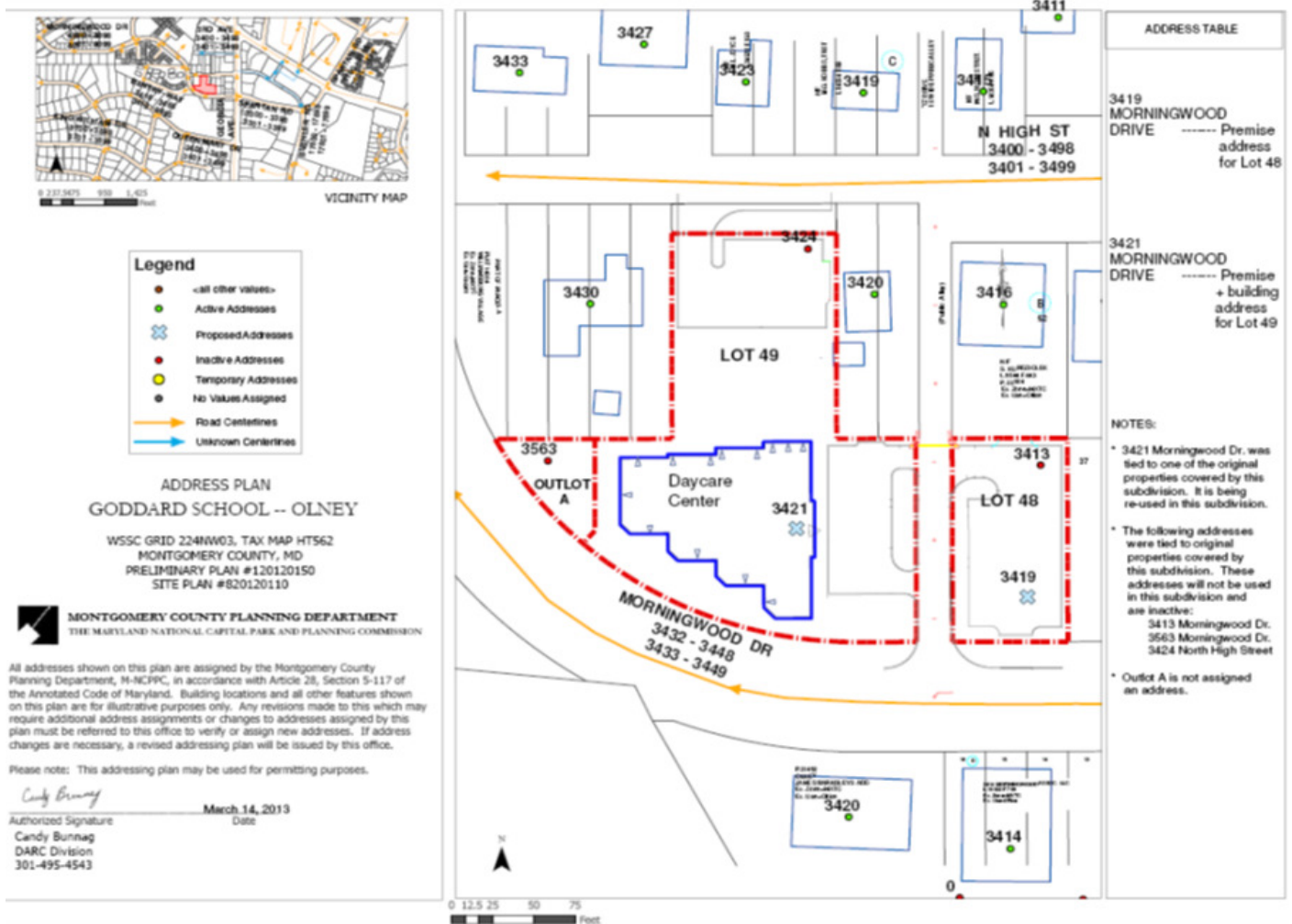


## CERTIFIED ADDRESS PLAN

The address plan is created by M-NCPPC staff with information provided by the developer. The developer must submit to M-NCPPC staff a CAD file of the approved preliminary or site plan. An example of an address plan and the requirements of the elements that make up the CAD file are found in **Figures 10 and 11**.

An address plan is required at the time a record plat for an approved subdivision is submitted to M-NCPPC for review and approval. An address plan, signed and dated by M-NCPPC, should be used in the review of the submitted record plat.

**FIGURE 11. Example of an Address Plan for a Project with a Preliminary Subdivision and Site Plan**



Address Plan Applications are required for all commercial and multi-family address assignment requests for new construction. Persons submitting a request for an addressing assignment plan are required to submit the following information:

A letter of explanation (If applicable)

An application

An overall sketch of the property in Adobe PDF format through email or CD

A CAD or DXF file of the property with the following layers:

- Property lines
- House locations
- Street Names
- Parcel/ Lot numbers
- R/W
- Parking lots
- Side walks
- Curb

**M-NCPPC** staff will notify the applicant(s) in writing indicating whether the application is complete and the requirements for submittal have been satisfactorily met. If the request is deficient, reasons for denial will be provided to applicant(s) in writing within **30 days**. Within **14 days** of staff's decision, the applicant may appeal the staff decision to the Chief of DARC.

If the requested change is denied by the Chief, the applicant may request a public hearing before the Montgomery County Planning Board. The Board's decision will be final unless reserved by Court action.

### **DENIED REQUESTS**

If the application is not able to be approved, the applicant will be notified, in writing, with an explanation of the decision.

### **GRADING ESTABLISHMENT PLANS**

A Grading Permit is required before any roadway construction can start in the public right-of-way. It ensures that roadway grades are appropriate for the safe and efficient movement of vehicular traffic and that roadway sub-grades are sufficient for load-bearing and pavement longevity. The Grade Establishment Plan is not considered approved until all signatures of DPS and M-NCPPC are obtained. The Grade Establishment Plan Submittal Process and the Preliminary Street Naming Plan Submittal Process DO NOT coincide, nor do they relate. It is up to the developer/ applicant to coordinate with M-NCPPC staff to ensure that the Grade Establishment Plan is consistent with the approved Preliminary Street Naming Plan. The Certified Address Plan will not be modified to reflect any submittals within the Commission or other county agencies, except for situations related to Final Platting.

# REVIEW PROCESS

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All address change/assignment request are reviewed by the DARC Division of MCPPC.

Requests may be approved if the request falls within the guidelines of the MNCPPC Maryland Code, Article 28 [§ 5-117](#)-Street Names and House Numbers, § 7-111-County Planning Boards, Montgomery County Code, Chapter 50 § 50-26- Street Names, and Montgomery County Code Chapter 22 – Fire Safety Code and Sec. 22-97. Address numbers. The review process may take up to thirty (30) days.

## PERMITS

All addressing plans may be used for permitting purposes, as the official house number as assigned by the Commission.

## VERIFICATIONS

Address Verifications are often a process required by various county agencies in order to check the validity of an address and verify that the premise address was assigned by the Commission. Verifications are often times required when the address does not exist and/or does not replicate SDAT (State Department of Assessments and Taxation) Data. Address Verifications are most commonly required by WSSC and DPS for permitting processing purposes only and do not determine weather a property is buildable.

## APPROVED REQUESTS

Upon completion of the address change review, the applicant will be notified, in writing, by email or by fax, of the new address that has been assigned.

## AGENCIES NOTIFIED

The following agencies will be notified by Development Application and Regulatory Coordination of the new address:

Neighboring Municipalities (City of Rockville, Poolesville, City of Gaithersburg, etc.)  
Montgomery County Government DTS-GIS  
Fire Code Enforcement  
ECC 911 Coordinator MC Police Department  
M-NCPPC Information and Publications  
Planning and Code Administration  
M-NCPPC Research and Technology  
Montgomery County State Assessments Office  
Department of Permitting Services  
WSSC WERI

## **OWNER/ DEVELOPERS RESPONSIBILITIES**

It is the responsibility of the Owner/ Developer to notify other agencies.

### **EXAMPLE:**

Driver's licenses/Registration  
Schools  
Voter registration-Call Board of Elections at 217-6450  
Tax assessment-Call Revenue Office at 217-2920  
Utility companies-Water, electric, gas and telephone  
Bank accounts/Printed checks  
Social Security and pension records  
Insurance policies-Home, auto, life, health, etc.  
Credit cards/Charge accounts  
Mortgage or leasing company  
Subscriptions  
Employer  
Business/Personal stationary  
Personal friends/Family members  
Memberships  
Doctors/Dentist  
Cable T.V.

The property owner is responsible for changing the address display per Montgomery County Code Chapter 22 – Fire Safety Code and Sec. 22-97. Address numbers.