

911 Addressing Standards

Authorization

 Acting Deputy Chief Information Officer

 Date

 Enterprise Geospatial Services Division Manager

 Date

Revision Log

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City of Austin 911 Addressing Standards

Introduction

911 addresses are assigned by the local addressing authority. Travis County entered into an inter-local agreement to have the City of Austin 911 Addressing Office handle 911 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

911 Addressing 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 letter designators (A, B, C, etc.) will be used for the main buildings (unless the type of building is listed in Appendix A).

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 911 Addressing and is synonymous with "suite", "apartment", etc.

The Building and Unit standard is explained in **Figure 1 and Figure 2** in the *911 Addressing Examples* section of this document. For a list of Building and Unit Types, please refer to Appendix A.

Distance between Structures/Lots and Address Assignment

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.

911 Addressing 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, 911 Addressing 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 the 911 Addressing office. A 911 initiated address change occurs when an address poses an emergency service response delay for the property owner or surrounding neighbors. 911 Addressing 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 911-Initiated address changes are reviewed by the 911 Addressing 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 911 Addressing 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 911 Addressing office can deny a request to change an address for the following reasons:

1. The request conflicts with the City of Austin 911 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 911 Addressing Office 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 is off the service road, the address will be assigned off the service road, based on the structure's location along the street range. If the access is off the freeway or expressway, the address will be assigned off 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 and 1234 SH 71 SVRD

Private Drive/Access Easement Naming Criteria

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

1. Not an apartment complex.
2. Not an office park or complex.
3. A minimum of three primary residential structures.
4. Four or less units per structure.
5. 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 a main address.

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.

911 Addressing will review all requests to name private driveways and access easements. Any named driveway, easement, private street, or dedicated street must adhere to the 911 Addressing *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 addressing 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.

911 Addressing will review all requests to name private driveways and access easements. Any named driveway, easement, private street, or dedicated street must adhere to the 911 Addressing *Austin and Travis County Street Name Standards* (link in Appendix B).

When to name an Access Easement

911 Addressing may suggest, during subdivision and site plan review, that an access easement be named if it meets the Private Driveway Naming Criteria. 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

911 Addressing uses a standard building and unit numbering schema for apartment addressing. See **Figure 2** in the *911 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 911 Addressing personnel.

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 *911 Addressing Examples* section of this document.

See also: Downtown Mixed-use Development, Mixed-use Development, Shopping Mall -Enclosed, Street level Mixed-use, 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 *911 Addressing Examples* section of this document.

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

Condominium Complexes

The addressing schema for Condominium Complexes will be reviewed on a **case by case** basis by a panel of 911 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**.
- An main address is assigned to each structure based on the front door access along the street range.
- Pseudo Subdivision and Private Driveways Naming Criteria for assigning street names to private driveways may be applied. At which time, individual addresses will be assigned based on front door access along the street range.

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, or townhome that has front doors facing different streets, separate addresses will be assigned based off of the street that the front doors face.

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 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 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).

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

Garage apartments will be assigned as a building #2 or #B (alpha or numeric) at the main address of the primary structure.

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.

Addressing schemas that may apply:

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

See **Figure 8** in the *911 Addressing Examples* section for address assignment of Flag Lots.

High Rise – Commercial

911 Addressing uses a standard building and unit numbering schema for high-rise commercial addressing. See **Figure 1** in the *911 Addressing Examples* section of this document for assigning Building and Units to single multi-story buildings on a property.

High-rise – Residential

911 Addressing uses a standard building and unit numbering schema for high-rise residential addressing. See **Figure 1** in the *911 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 911 Addressing 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))

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

Office Building

911 Addressing uses a standard building and unit numbering schema for office building addressing. See **Figure 1** and **Figure 2** in the *911 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 facing a street, the addressing will be assigned on a **case by case** basis.

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 *911 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 *911 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: 911 Addressing will review on a **case by case** basis. Accessory buildings will be addressed based on access.

New subdivision with through lots: 911 Addressing will review plat notes or contact the developer for access information prior to address assignment.

Through Lot examples are in **Figure 9** in the *911 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 *911 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. 911 Addressing 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 the 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 *911 Addressing Examples* section of this document.

See also: High-rise Residential, Mix-use Development, 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

A recommended two-digit increase for address or unit for every 10 feet of frontage.

Street Level Mixed-use

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.

See **Figure 7** in the *911 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 building and unit types, 911 Addressing will assign a designator that describes the building/unit type. Some of the more popular types are listed below. For a complete list of building/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.

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.

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.

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.

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.

1/2 Addresses

911 Addressing 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 ½ 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 ½ designation.

Cell Towers

Cell towers will be assigned a ½ 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 ½ designation.

If multiple cell towers exist on one pad site, and the street range allows it, a separate ½ 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 911 Addressing personnel.

Construction Loops

A ½ 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 ½ address will be assigned based on fire hydrant access along the street range. Fire hydrants should not share a ½ address or be listed as a unit or building number at a main address, unless address crowding prevents a new address.

Gates

A ½ address will be assigned based on gate access along the nearest named street's range. 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, 911 Addressing will supply a ½ address for separate park entrances. Comments must be added to the Addressing database.

Temporary Addresses

A ½ 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 ½ 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 "½" address:

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

911 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 # Floor # Unit #
 X* X* or XX XX

	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

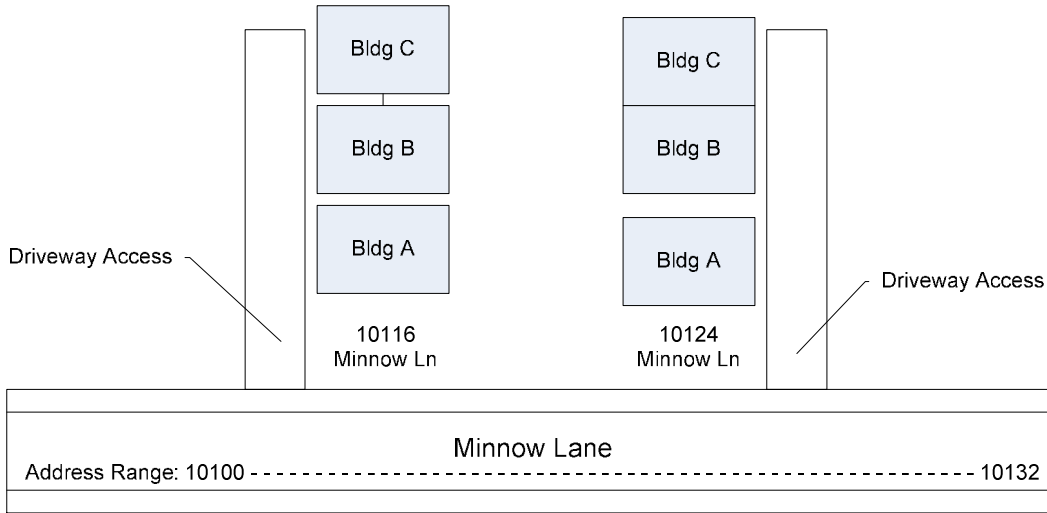


Figure 4: Townhomes and Single Family Attached

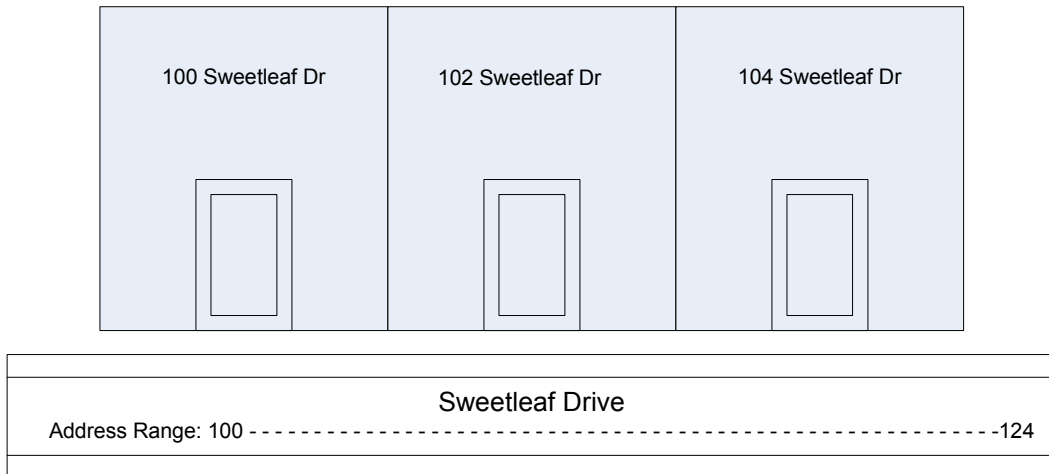


Figure 5: Downtown Mixed-use Development

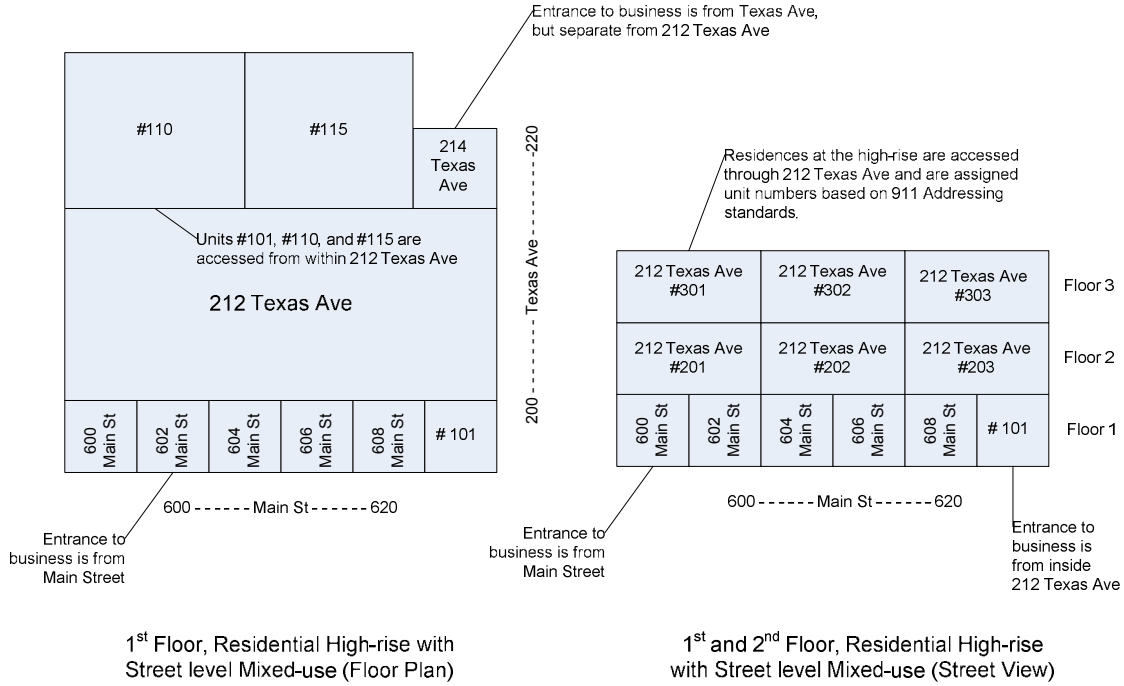


Figure 6: Shopping Center, Shopping Plaza, Strip Malls

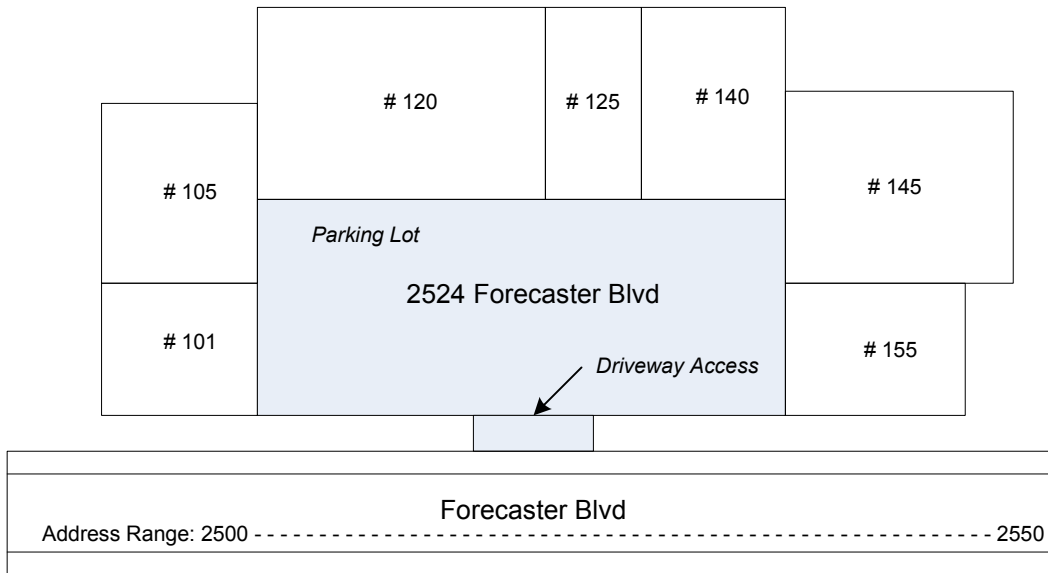


Figure 7: Street Level Mixed-use Development

- 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.”

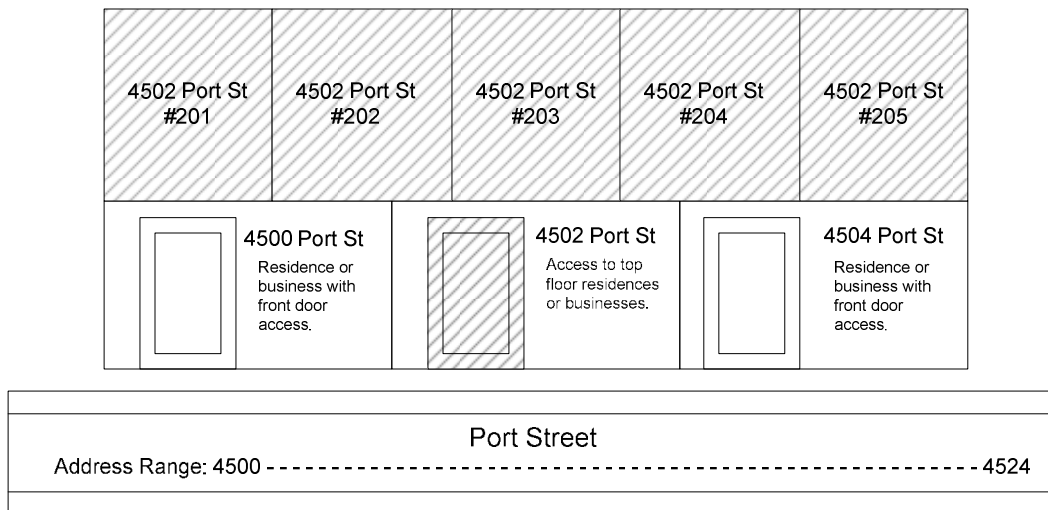


Figure 8: Flag Lots

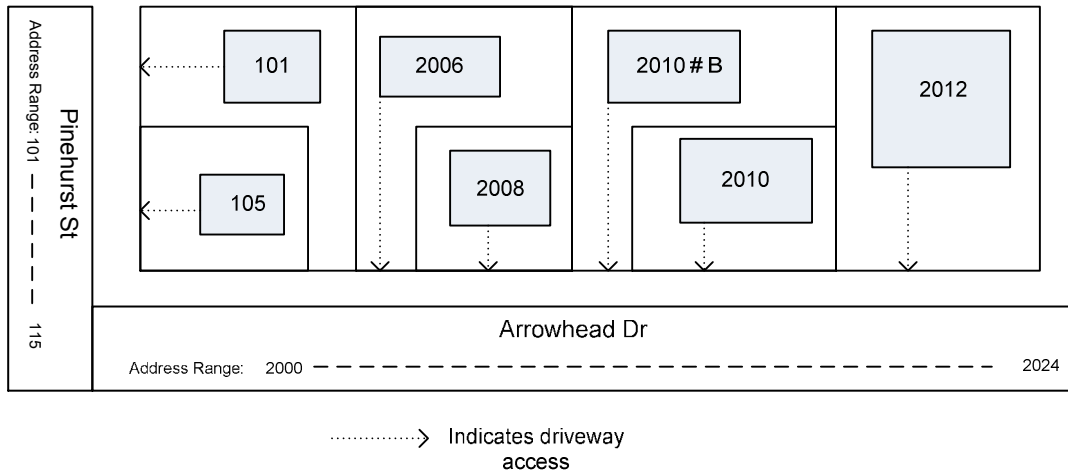
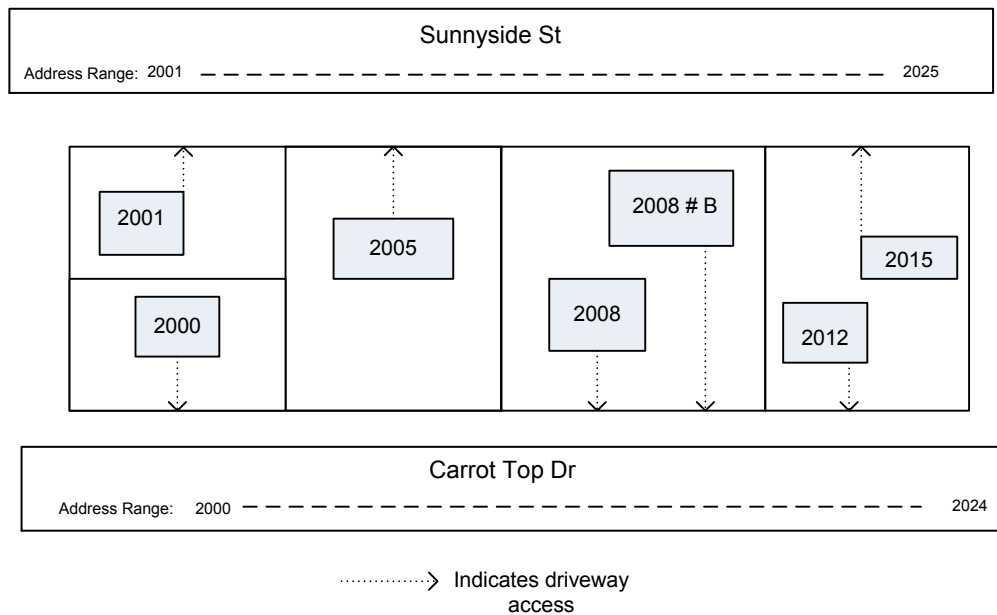


Figure 9: Through Lots



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
FT	food truck	UNIT
FLR	floor	UNIT
GAR	garage	BLDG
GATE	gate	BLDG
GAZEBO	gazebo	BLDG
GRHOUSE	green house	BLDG
GS	guard station	BLDG
GUEST	guest house	BLDG
HP	house panel	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
WELL	well house	BLDG

Appendix B: Helpful Addressing Resources

911 Addressing 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_Naming_Standards.pdf

City of Austin 911 Addressing 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 911 Addressing web site:

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

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