



# Rhea County E-911

Street Naming & Addressing

Policy

Prepared on Behalf of the

Rhea County 911 Board

Prepared by the

Rhea County E-911 Department

Rhea County  
Street Naming & Addressing Policy  
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## **Section One – Introduction and Purpose**

### **1. A. Purpose**

The purpose of this County-Wide Street Naming and Addressing Policy is to establish standards for naming roadways, posting street signs, and assigning address numbers to all homes, businesses, and industrial sites; and to assist emergency service agencies, the United States Postal Service, and the public in the timely and efficient provision of services to residents and businesses of Rhea County.

### **1. B. Goals**

The primary goal of this policy is to provide emergency service agencies with a complete set of addresses, so that emergency victims can be located with the greatest of efficiency.

Secondary goals included:

- 1) To improve the quality of life for residents of Rhea County through easier delivery of mail and services.
- 2) To project a positive and progressive image to residents, prospective residents, and developers, and
- 3) To promote the local tourist industry by making it easier for visitors to locate attractions in Rhea County.

### **1. C. Objectives**

Project objectives include:

1. Ongoing assignment of addresses to new developments
2. Maintaining a countywide street name and address database

### **1. D. Legal Authority**

Legal Authority to name streets and address buildings is granted in

Tennessee Code: Title 7 Consolidated Governments – Governmental and Proprietary Functions: Chapter 86  
Emergency Communications: Part 1 Emergency Communications Districts: 7-86-127. Street Names and Numbers.

## **Section Two – Street Naming Policy**

### **11. A. Streets Requiring Names**

A roadway shall be named if it meets at least one of the following conditions:

1. If two or more dwellings or businesses are located or will be located along the roadway.
2. If a municipality, county, or state maintains the roadway.

### **11. B. Street Name Selection**

The following standards shall be used:

1. A street name should be appropriate and easy to read (so that children can use the name in an emergency situation), and should add to community pride; promoting local heritage, history and traditions and reflecting local geography and character.
2. Names with the same theme (i.e., Flowers, States) are suggested for naming streets in an entire subdivision, as a means of general identification.
3. Historically used road names should be retained where possible.
4. Names having the same or similar pronunciation but with different spellings will not be accepted (i.e. Smith, Smyth or Smythe; Ellis or Alice; Allen or Allan, etc.)
5. Names that may be offensive (Slang, Double Meanings, Etc.) shall not be accepted.
6. Use of frivolous or complicated words, or unconventional spellings will not be accepted
7. Names may not contain punctuation, acronyms, or initials

### **11. C. Suffixes**

The following suffixes are suggested for naming a type of roadway. Other suffixes not listed below may be considered at the discretion of the 911 director providing they meet United States Postal Service guidelines.

- Alley (ALY) – A narrow lane between or behind a row of buildings
- Avenue (AV) – A roadway or thoroughfare in a densely-populated area running North & South
- Circle (CIR) – A Cul-de-sac or looped street that begins and circles back to terminate on the same road
- Court (CT) – A permanently closed street, not exceeding 1,000FT, such as a cul-de-sac
- Cove (CV) – A circular or oval inlet that dead ends
- Drive (DR) – A curvilinear street
- Highway (HWY) – A primary state or federal route, suitable for heavy traffic volume
- Lane (LN) – A minor dead end street or private lane
- Loop (LP) – A cul-de-sac of circular street that begins and circles back to terminate on the same road
- Parkway (PKY) – A road with a media reflecting the parkway character
- Road (RD) – A common roadway, usually in a less densely populated areas
- Street (ST) – A common roadway, usually in more densely populated areas
- Trail (TRL) – A minor dead end street or private lane
- Way (WAY) – A minor roadway

### **11. D. Duplication of Street Names**

When naming new streets, duplication of names shall be avoided. The Rhea County E-911 office shall maintain an updated list of street names in the county, and municipalities, so that new street names will not duplicate existing names. No street names that sound alike will be accepted.

### **11. E. Length of Street Name**

New street names should be restricted to no more than sixteen (16) letters and spaces. This assures reasonable sign length.

### **II. F. Street Name Change**

Any resident of the county may seek to have the name of an existing street changed by following this policy. Any person who seeks to change the name of an existing street shall submit a request to the 911 director. Requests must also include a petition from 100% of property owners that own property that touches any part of the street in question. Requests must include a non-refundable certified check or money order in the amount of One Hundred and Fifty dollars (\$150). Money received will be retained by the county highway department for the cost to replace the sign or may be retained by the 911 district to offset addressing costs.

### **II. G. Private Streets**

Private streets shall be named when two or more homes or businesses are located along the street. Each structure will require its own unique 911 address. Private street signs are to be blue in color and may be purchased from the Rhea County Highway Department.

## **Section III – Street Name Signs**

### **III. A. Introduction**

All public streets and all private streets in Rhea County shall be signed and shall display the proper street name.

### **III. B. Description of Signs**

Street name signs shall be installed at all intersections; and shall comply in design, installation and maintenance, with Requirements set forth by TDOT and Public Works Departments regulations for municipalities and the county's highway department.

### **III. C. Responsibility of Street Name Signs**

#### **C. 1. Existing Public Streets**

Rhea County highway department and city municipalities are responsible for fabricating and installing street name signs at the intersections of all existing public streets, within respective municipal boundaries, in compliance with TDOT regulations.

#### **C. 2. New Public Streets**

The Rhea County highway department shall be responsible for fabricating and installing street name signs at the intersections of all new public streets, in compliance with TDOT and the county highway department's regulations. Municipalities shall be responsible for installation of all new public streets located inside their municipal boundaries.

#### **C. 3. New Private Streets**

The developer or owner shall be responsible for installing and maintaining private (Blue) street signs when such street intersects with another private street. If the new private street intersects with a public street, the county highway department or municipal department shall install and maintain the new private (Blue) street sign.

## Section IV – Addressing Policy

### IV. A. Addressing Agency

The Rhea County E-911 shall establish and assign street address numbers in accordance with the guidelines set forth herein. All buildings used for residential, commercial, and/or industrial purposes shall be provided with an address in order to identify the structure.

### IV. B. Addressing Methodology

#### B. 1. Frontage Interval Addressing System

The Frontage Interval Addressing System is based on the measurement of the intervals between the beginning of a road and the structures along the road. The frontage interval system will follow an interval guideline of measurement increments, which will yield approximately 1000 possible address numbers per mile. The beginning of each street shall start with one hundred (100). Example: If you are assigned an address of 500 Example St., then you are one half of a mile from the beginning of this street. If you are assigned an address of 1000 Example St., then you are one mile from the start of this street, etc.

#### B. 2. The Frontage Interval

The Frontage Interval Addressing System assigns numbers every 5.28'. This will yield approximately 1000 numbers per mile, 500 even on one side and 500 odd on the other side.

#### B. 3. Odd and Even Numbers

Odd numbers will be assigned on the left side of the street and even numbers will be assigned to the right side of the street.

#### B. 4. Fractional, Alphanumeric, Hyphenated Addresses

There should be no use of fractional addresses, alphanumeric address numbers, or hyphenated address numbers.  
Example: 125 ½ Example St, 125A Example St, 125-4 Example St

#### B. 5. Corner Lots

When assigning numbers to corner lots, the front door of the structure will be used. When the front door is obscured or if the structure is best reached for emergency purposes by the driveway, the property number will be assigned based on where the driveway intersects with the street. Emergency personnel prefer the address to be the front door of the structure due to attempting to locate the structure. **Addresses for corner lots will not be given until the 911 director or designee verifies the location of the front door or the best reached location for emergency purposes.**

#### B. 5. Apartment Complexes

Apartments and other multi-tenant structures should be numbered with the main building and then assign apartment numbers as secondary location indicators (e.g. 125 Example St Apt. 100 or Apt. 200, apartment 100 being the first floor and apartment 200 being the second floor, etc.)

#### B. 6. Mobile Home Parks

To reduce confusion for emergency service, all mobile homes located inside a mobile home park will be assigned a unique address. Streets will be named and new addresses will be given for each mobile home.  
**(Existing Mobile Home Parks are Exempt from this rule)**

#### **B. 7. Shopping Centers**

Businesses and business districts shall be numbered just as apartments, with the address being given to each building, then having suite numbers assigned to each independent business. (e.g. 125 Industrial Example St. Suite 100, 200, 300, etc. with 100 being the first floor and 200 being the second floor and 300 being the third floor, etc.)

**General rule: If you are standing in front of the businesses, the suites will be assigned starting from the left to right.**

### **IV. C. Exempt Buildings and Vacant Property**

C.1. The following buildings and vacant pieces of property shall be exempt from the addressing system.

- Farm Buildings which are not residential or commercial and have no phone service
- Unoccupied farmland or vacant property having no dwellings or businesses
- Temporary addresses **will not** be given for utility poles, water meters, unoccupied farmland or acreage containing no dwelling or business.

### **IV. D. Changing Address Numbers**

If an address number is changed for any reason, The Rhea County E-911 office shall be responsible for changing the address number. When such a change is made, The Rhea County E-911 office shall notify the owner in order to make the change, along with the United States Post Office, Property Assessor's Office, and any other agency that needs to be notified.

The Rhea County E-911 office will produce a change of address letter and mail to the owner indicating that the address needs to be changed. The owner will also need to notify the United States Post Office, Insurance Company, Etc. that their address is changing. **Address changes will be made if errors are found in the dataset. It is critical that 911 have correct data in order to properly respond to emergencies.**

### **IV E. Responsibility for Display of Address Numbers**

It shall be the responsibility of each and every property owner, trustee, lessee, agent and occupant of each residence, apartment building, business, and industry to purchase, post, and maintain address numbers on each home or building.

- Address numbers should be posted on each structure to assure that emergency personnel can find you in the event of an emergency.
- Address numbers should be made up of numbers and/or letters which are no less than four inches (4") in height, contrasting in color with the background on which they are affixed, as near the front entrance as possible and practical, so that the number is legible from a distance day or night.
- If addresses are to be placed on mailboxes, numbers should be displayed on each side of mailbox in order for emergency responders to locate address quickly.