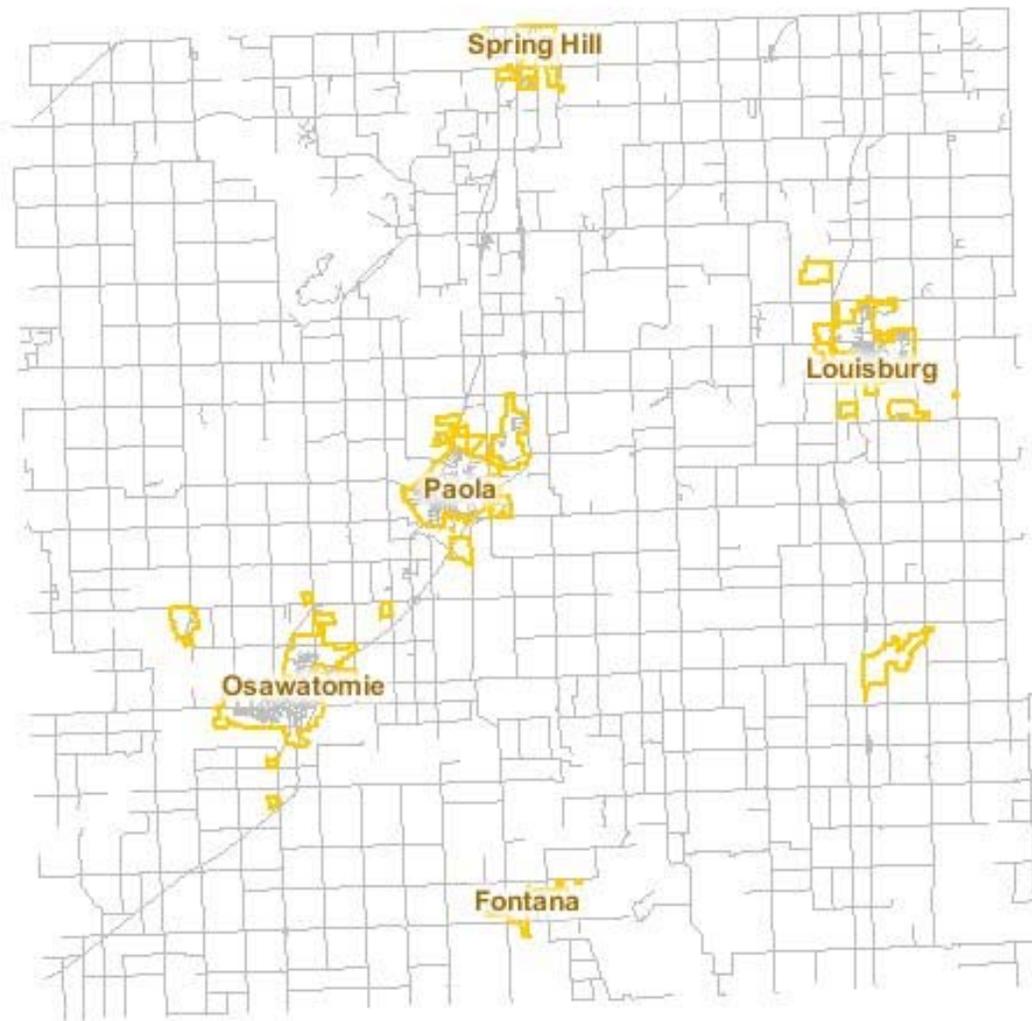


MIAMI COUNTY, KANSAS

UNIFORM ADDRESS STANDARD



0 ————— 35371ft

**MIAMI COUNTY, KANSAS
UNIFORM ADDRESS STANDARD**

INDEX

Section Number	Section Title	Page Number
Section 1	Introduction	1
Section 1.1	Intent	1
Section 2	Grid Street System	2
Figure 2	Example of One Square Mile Street Layout	2
Section 3	Master Street Name Directory	3
Figure 3	Road Name Continuity	3
Section 3.1	Use of Street Names Not In Directory	4
Figure 3.1	Example of Street Name Not Included In Directory	4
Section 3.2	Vanity Street Names — Not Allowed	5
Section 4	Change of Existing Address, Street Names or Numbers	5
Figure 4.1	Example of Road Naming Realignment	5
Figure 4.2	Number of Existing Addresses Affected By Street Renaming	6
Section 5	Address Component Order	7
Section 5.1	Address Component Format	7
Section 5.1.1	Address Number Format	7
Section 5.1.2	Directional Designator Format	7
Table 5.1	Standard Directional Designator Abbreviations	8
Figure 5.1 (1)	Example of Directional Designator as Part of Street Name	8
Figure 5.1 (2)	Example of Directional Designator as Street Type Suffix	9
Section 5.1.3	Street Name or Number Format	9
Section 5.1.4	Street Type Designation	10
Table 5.1.4	Standard Street Type Abbreviations	10
Section 6.1	Address Assignment Administration	10
Section 6.2	Address Sequence	11
Section 6.3	Establishing Address Number	11
Section 6.3.1	Odd and Even Address Numbers	11
Section 6.4	Multi-Unit and Multi-Building Addressing	12
Section 6.5	Posting of Assigned Address	12
Figure 6.1 (1)	Addressing Examples	13
Figure 6.1 (2)	Addressing Streets on Diagonal	14
Section 7	Establishing Street Type Designation	15
Section 7.1	Primary Street Types	15
Section 7.2	Secondary Street Types	15
Section 8	Street Alignment	16
Section 8.1	Location of Street Name / Number Break Points	16
Section 9	Master Address File	16
Section 10	Distribution of Assigned Addresses	16

Appendix A Master Street Name Directory

MIAMI COUNTY, KANSAS UNIFORM ADDRESS STANDARD

Section 1 — Introduction

An address in its most basic form is nothing but a geographic code describing a specific location. Addresses provide a common systematic means by which people, places, and events can be located in a community. In an individual's perspective their address probably follows closely behind only their name and social security number in importance as a unique personal identifier.

Addresses are the most common element in government record management systems. It is estimated over 80% of government records either relate to or contain addresses. Currently the various offices just within Miami County government maintain over 20 computer databases that utilize addresses for one purpose or another. However, just within these databases that are maintained by Miami County government agencies the methods in which the addresses are formatted vary from one department to the next, and sometimes are formatted differently even in the same database. Simple issues such as whether a period is used after an abbreviation for the direction or street type can cause problems in finding or sharing information. This has caused substantial problems in terms of information and data sharing between county departments as well as locating information for the public.

The absence of a uniform method for naming streets and assigning addresses has created another problem in that each city within Miami County and the County apply different standards for the task. Street names have been duplicated on occasion by two or more cities or one or more of the cities and the county. With the use of 9-1-1 dispatching of emergency services these duplicated street names and sometimes duplicated addresses can cause delays in response time putting the citizens of Miami County at personal risk when time is of the essence.

On October 29, 1999, after over 2 years of work by a committee, the final edition of the Kansas Geospatial Data Addressing Standard was released. The standard established guidelines for local governments to use to establish uniform methods of addressing within their communities and was used as the base model for the preparation of this standard.

The provisions that are contained in this standard provide a set of guidelines to assist in developing uniform addressing standards and data models. The guidelines will adopt a uniform street name directory, provide the basis for creation and maintenance of a Master Address File for Miami County and its cities and describe the procedure for assigning an address to a specific location.

Section 1.1 — Intent

This standard will apply to the naming or numbering of streets and assignment of addresses in the unincorporated areas of Miami County including all community growth areas and to the incorporated areas of cities located in Miami County that choose to adopt the standards as set forth herein.

It is not the intent to retroactively change existing addresses by adoption of this standard unless it is deemed essential to public safety.

It is hoped that this standard would be adopted by the cities within Miami County to truly create a uniform addressing standard for use throughout the county.

The objective of this standard is to:

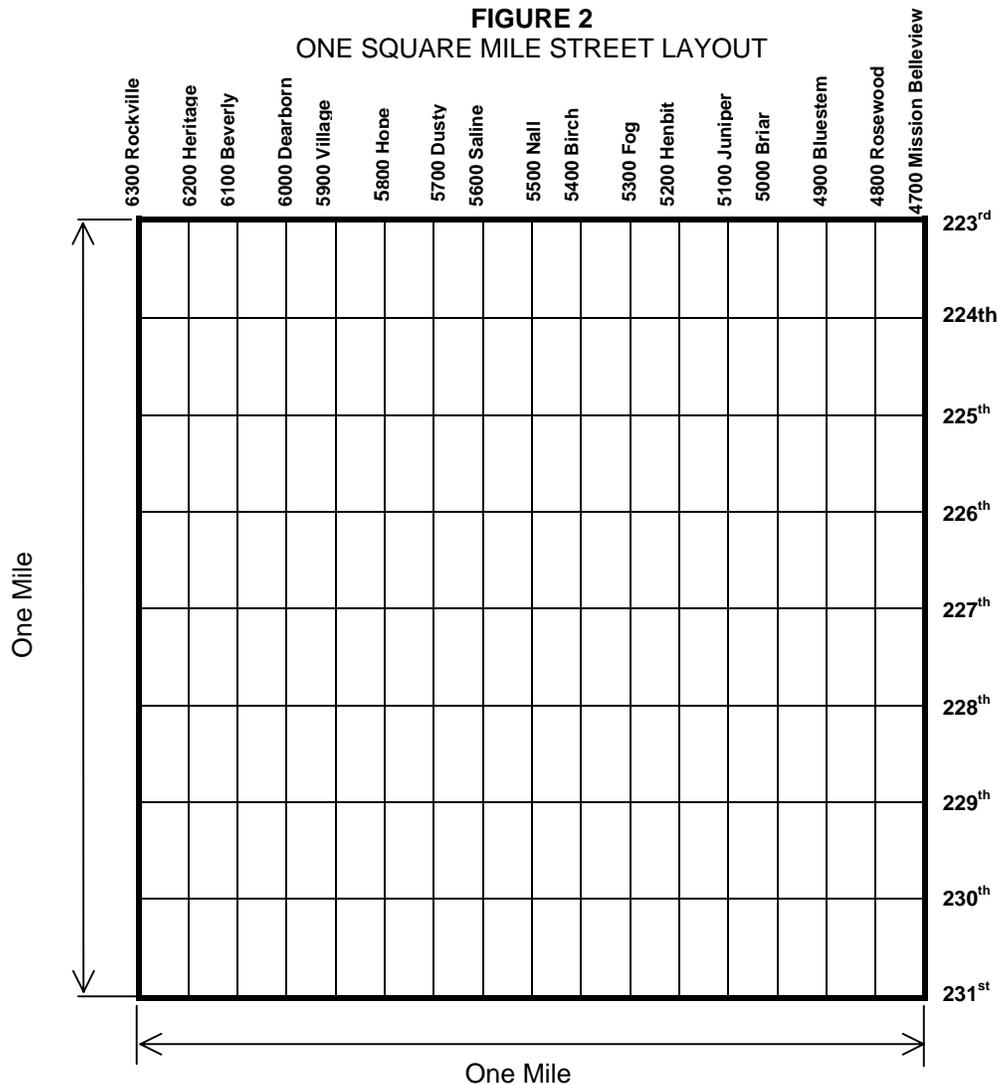
1. Create clear, consistent and accurate addressing and street naming standards that can be used as the guideline for addressing new development throughout Miami County;
2. Coordinate addressing standards between Miami County and the cities of Spring Hill, Louisburg, Paola, and Osawatomie;
3. Create a Master Street Name Directory to name all future public and private roadways that are developed in Miami County;
4. Create a Master Address File that is updated regularly;
5. Improve data quality and accuracy;

6. Create a uniform format for offices within the county and its cities to utilize to enter addresses into database files;
7. Coordinate and further streamline workflows and communications;
8. Improve lines of communication between all of the agencies involved;

Section 2 — Grid System

Generally the road systems of rural Miami County and its cities are laid out in a north to south and east to west grid pattern. In the rural unincorporated areas of the county the one-mile section line roads are typical with scattered infill roads serving the interior of subdivisions.

In the rural areas of Miami County named roads run north/south and numbered roads run east/west. The current system that is being utilized for address assignment follows a “hundred block” pattern with the hundred block changing every 330 feet on east/west streets and 660 feet on north/south streets. This allows for a named street every 330 feet and a numbered street every 660 feet. See Figure 2 for an example of a 1 square mile street layout utilizing the 100 block street name/number grid system.



Section 3— Master Street Name Directory

One of the most elemental components of an address is the name or number of a street (including both the name itself and also the street type). If the street name causes confusion because there are two or more streets with the same or similar name, then the address is nearly useless. On the other hand, if the street name is part of a clearly understood system, then the address is very helpful even to people who may not be familiar with the specific area in which an address is located.

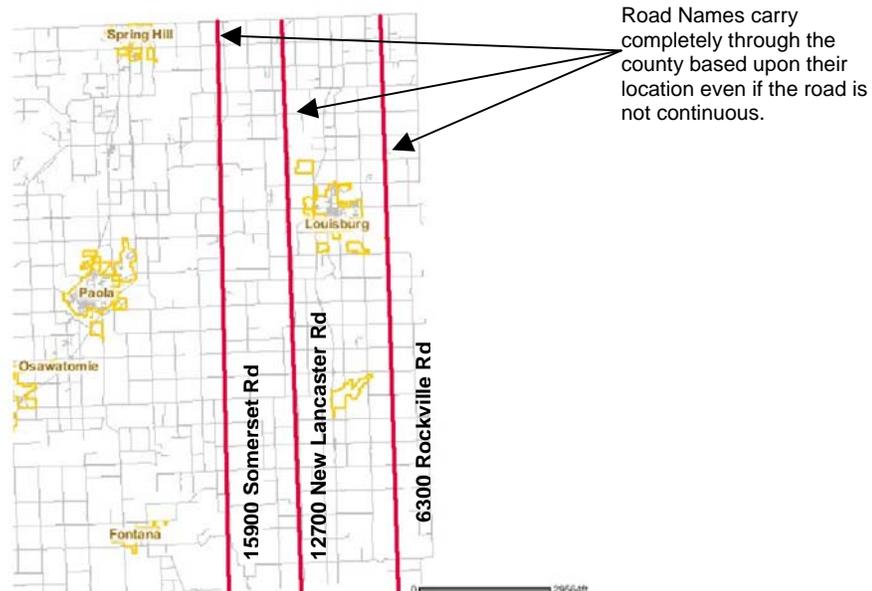
When the current 9-1-1 addressing system was implemented, section line roads located within 3 miles of the Johnson-Miami County Line were named by carrying road names from Johnson County through into Miami County. A geographic correction line occurs 3 miles south of the Johnson-Miami County Line shifting section lines ½ mile to the west. South of this geographic correction line located at 239th Street names indigenous to Miami County were utilized.

Appendix A adopts a North/South Street Name Directory that establishes street names with a “hundred block” system. The basis for the street names contained in Appendix A is to continue utilizing the current names that have been established for the Miami County section line road system and providing for 16 named streets per mile for infill streets as they are developed. This system allows for a named street every 330 feet.

Through adoption of a street name directory it is intended to provide for consistent street naming as the county grows and subdivisions with interior roads are developed. The directory will provide a basis for naming of streets in unincorporated Miami County, including the community growth areas, and in the cities that choose to adopt this standard. This will allow for a addressing system that is easy to understand by the public as well as provide for efficient delivery of services where an individual or service provider knows that a named street is in a specific location in the county whether the location is in the northern or southern parts of the county.

Example: If a service provider is looking for an address on Rockville Road, New Lancaster Road or Somerset Road they would know that Rockville is the West 6300 block, New Lancaster is the 12700 block and Somerset is the 15900 block whether they looking for an address near 223rd Street or 399th Street. See Figure 3 for example.

**FIGURE 3
ROAD NAME CONTINUITY**



Section 3.1 — Use of Street Names Not In Directory

Usage of street names which are not listed in the street name directory shall not be allowed unless authorized by the BOCC. When necessary due to one of the following conditions a street name that is not contained in the Appendix A Directory may be authorized.

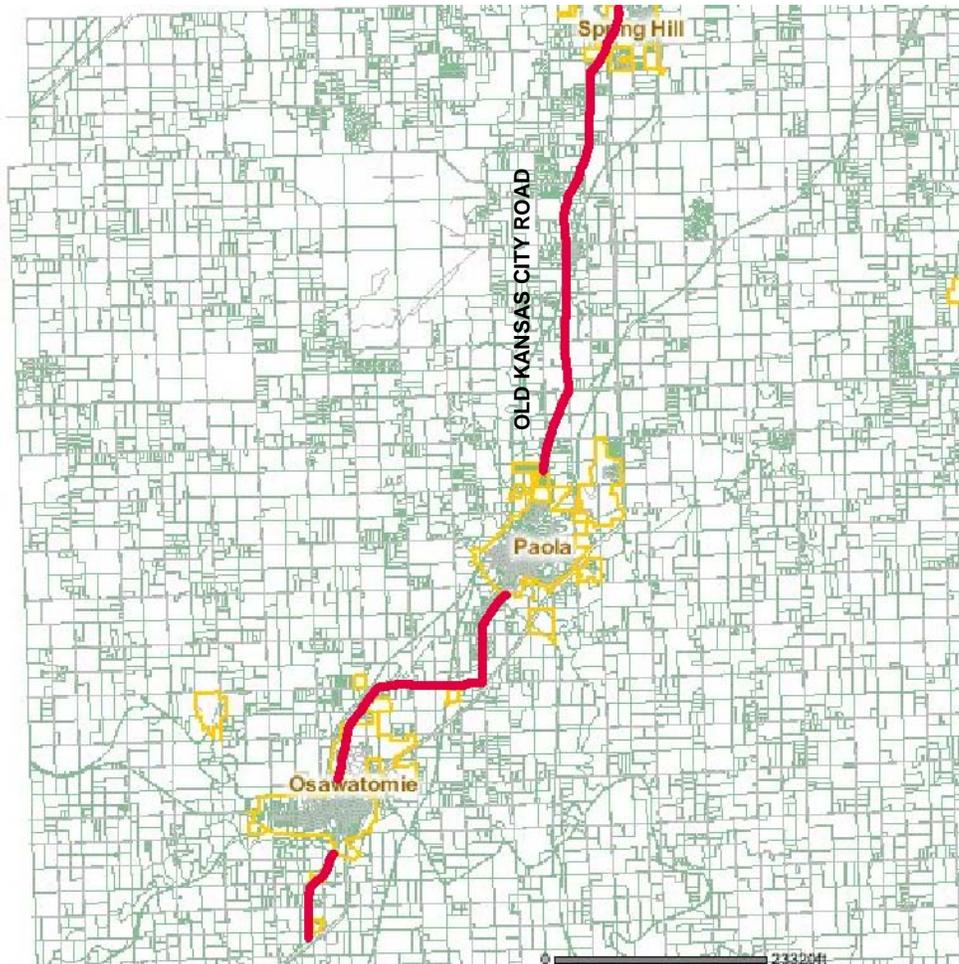
1. A street runs across more than one full section on a diagonal and crosses two or more locations of grid named streets. See Figure 3.1 using Old Kansas City Road for example.
2. All directory names have been used.

Streets that have names which are not contained in the Master Street Name Directory shall be unique to a specific area of Miami County or its cities.

Spelling or pronunciation for new street names that could be confused with an existing street name or a directory street name shall be avoided.

Street names shall contain no more than 26 characters including spaces between words.

**FIGURE 3.1
EXAMPLE OF STREET NAME NOT CONTAINED IN DIRECTORY**



Section 3.2 — Vanity Names Not Allowed

Vanity street names and addresses (i.e., names or addresses that are related to a particular business, developer or property owner) shall not be used in place of a street name as specified in Appendix A.

Section 4 — Change of Existing Addresses, Street Names or Numbers

It is recognized that changing an existing address is a major inconvenience to the resident or occupant of the affected location and changes should only be made if a clear need can be shown that will correct an obvious error which creates the potential for an address being unable to be located, such as where addresses are substantially out of sequence or street names or numbers are substantially out of their designated 100 block grid lines.

The Planning and Development Department staff shall review existing addresses during the platting of a subdivision or during a lot split to ensure that the division of a parcel will not create an addressing problem with the newly created parcels. In the past addressing errors have occurred when parcels are split or platted when an existing address is present and the new lots or parcels were then assigned an address leaving the pre-existing address out of sequence.

It will be necessary to change some existing street names or numbers to fit the hundred block street grid pattern established by this standard. Staff shall review and establish a clear need to change a street name or number prior to making a recommendation to the BOCC for the change. See Figure 4.1 for example of Somerset Road that is offset north of K68 Hwy and will need to be renamed and numbered to comply with this standard.

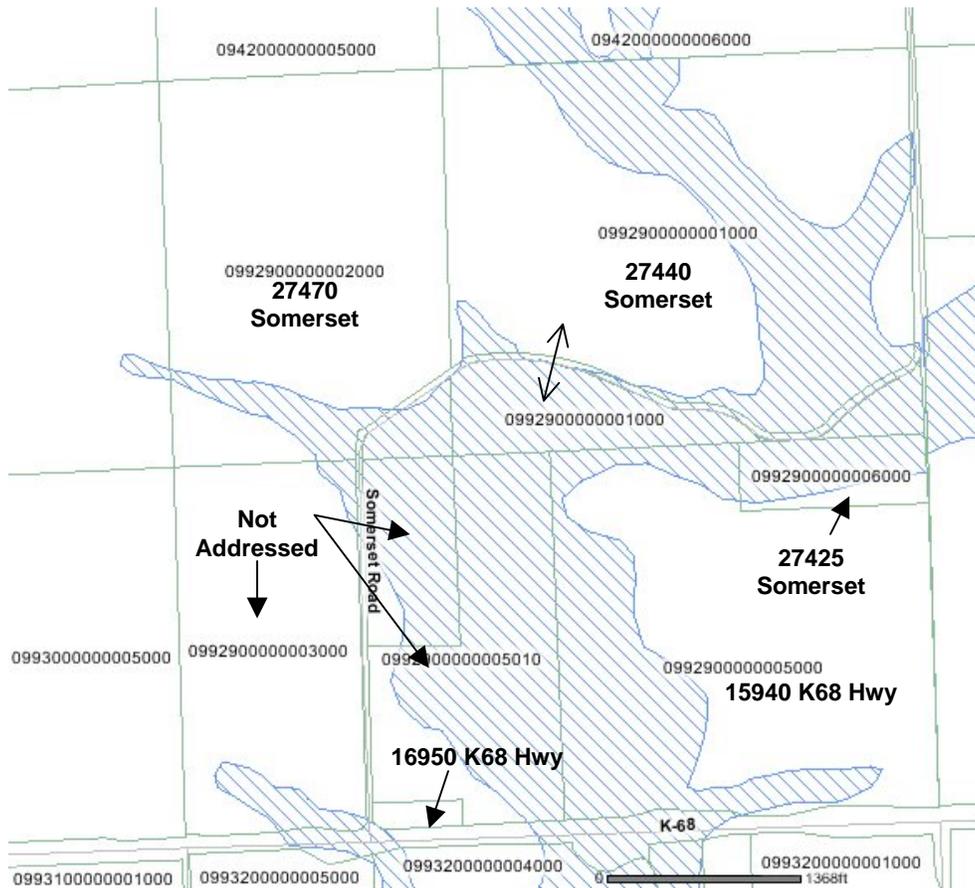
**FIGURE 4.1
EXAMPLE OF ROAD NAMING REALIGNMENT**



One of the primary issues that should be taken into consideration in making a recommendation for a change of a street's name or number is the number of existing addresses that will be affected by the change. Changing existing street names or numbers should only be done to correct a naming or numbering issue that effects a minimal number of citizens.

Using the same example presented in Figure 4.1 the existing addresses that would need to be affected by a change to meet the provisions of this standard would be 27425, 27440 and 27470 Somerset Road. See Figure 4.2 for existing addressing on the affected section of Somerset Road. In order to determine what the new addresses would be the location of the existing driveway entrances will need to be located.

**FIGURE 4.2
NUMBER OF EXISTING ADDRESSES AFFECTED BY STREET RENAMING**



There are several existing named streets that are not included in the directory. These streets are generally local in nature in that they are contained in a subdivision. This standard will not attempt to change existing local street names, however the names will not be extended beyond their current geographic locations.

Examples of existing local street names that are not included in the directory are Masters Drive and Masters Court located in Club Creek Estates, Crestview Drive and Crestview Court located in Walnut Creek Estates and several other similar interior roadways contained within platted subdivisions.

A change of the name or number of a street shall only be made by resolution of the BOCC.

Section 5 — Address Component Order

One of the primary goals of this standard is to provide guidance in the format of data entry in the databases that are maintained by the offices of Miami County Government agencies. In order to accomplish this goal addresses have been broken down into specific components with a description of each component and the format of data entry and use.

Addresses shall be made of the following components:

1. Address Number
2. Directional Designator(if any)
3. Street Name or Number
4. Street Type
5. Directional Suffix (if any)
6. Unit Number

Example: The components of 201 South Pearl Street, Suite 201 would be broken down as follows:

201	S	Pearl	St	Ste 201
Address Number	Directional Designator	Street Name	Street Type	Unit Number

Section 5.1 — Address Component Format

In order that all offices utilize a uniform method of using addresses the following format for each of the separate components of an address shall be used.

Section 5.1.1 — Address Number Format

Address numbers should always consist entirely of numbers. Where that is not possible, an alpha-character added to the end of the address (without any separating space) is preferable to a fraction, however whenever possible the use of a suffix in an address number should be avoided. Characters other than letters and whole numbers should be avoided in all parts of an address (even hyphens should be avoided).

For example: 2456A is preferable to 2456-A or 2456 ½

Section 5.1.2 — Directional Designator Format

The use of a directional designator for the rural areas of Miami County is that east/west streets be provided with a directional designation by use of “west” and north/south streets do not use any directional designation. This pattern shall be followed unless there is a localized pattern establishing other directional designations such as is the practice in some cities. Dual directional designators such as Northwest or Southeast are not currently used in rural unincorporated Miami County and it is recommended that this practice continue.

The directional designator of an address shall be abbreviated as shown in Table 5.1.

Directional designators shall not be followed by a period or comma.

Example: 201 S Pearl St shall be used in lieu of 201 S. Pearl St.

**TABLE 5.1
STANDARD DIRECTIONAL
DESIGNATOR ABBREVIATIONS**

North	N
South	S
West	W
East	E

The use of a directional designator as part of a street name shall not be allowed for future street naming or numbering assignments, i.e., West Turkey Creek Rd and East Turkey Creek Road. See Figure 5.1 (1) for example.

**FIGURE 5.1 (1)
USE OF DIRECTIONAL DESIGNATOR AS PART OF STREET NAME**



Future use of directional designators used as street suffixes is not allowed, i.e., 1007 S 14th St West or 1005 N Second St East. See Figure 5.1 (2) for example.

**FIGURE 5.1 (2)
USE OF DIRECTIONAL DESIGNATOR AS STREET NAME SUFFIX**



Section 5.1.3 — Named and Numbered Street Format

All streets that are proposed with a general north-south orientation shall utilize a street name from the Master Street Name Directory in Appendix A of this standard for the hundred block to which it is most closely aligned. A street name shall change to the next one-hundred block street directory name when the alignment of the street is offset by more than 165 feet either east or west of its general location.

A street will be considered as having a north-south orientation when it's alignment is less than 45° from a north-south configuration.

Numbered streets in the "hundred block" grid pattern allow for a new numbered street every 660 feet as you move south in the county. Numeric streets shall be written with numbers rather than being spelled out.

Example: “1st St” shall be utilized in lieu of “First St”.

Numeric streets shall include the suffixes “th”, “rd”, “st” or “nd” characters as part of the street number.

Examples: 1st , 2nd, 3rd and 4th .

There shall be no space between the last digit of a street number and the number suffix.

Example: 311th St shall be used instead of 311 th St or 311 St.

When a directional designator is part of a street name the directional designator shall be spelled out as part of the street name or number, i.e., West Turkey Creek Rd and East Turkey Creek Road.

Section 5.1.4 — Street Type Designation

Every street shall be assigned only one street type. Each street name or number shall have a street type that is used consistently or have a street type that is based on a logical pattern of street types.

Example: 311th Street, 311th Terrace or Somerset Road

Section 5.1.4.1 —Street Type Abbreviations

Standard U.S. Postal Service abbreviations for street type shall be utilized when entering data into a computer file. Standard abbreviations for street types are designated in Table 5.2.

Street type abbreviations shall not be followed by a period or comma.

Example: 311th St shall be used instead of 311th St.

**TABLE 5.2
STANDARD STREET TYPE ABBREVIATIONS**

Street Type	Abbreviation	Street Type	Abbreviation
Avenue	Ave	Lane	Ln
Boulevard	Blvd	Parkway	Pkwy
Circle	Cir	Place	Pl
Court	Ct	Road	Rd
Drive	Dr	Street	St
Highway	Hwy	Terrace	Ter

Section 6 — Address Assignment

Section 6.1 — Administration

The responsibility for assignment of addresses shall be assigned to a department or individual by the county administrator.

Unless a clear need can be shown only one address shall be assigned per parcel. An example for a clear need would be an apartment complex or a strip shopping center where multiple buildings with separate tenants are present. See Section 6.3 multiple-unit structure addressing.

The general policy shall be to assign new address numbers to each habitable structure, i.e., a residence, apartment building, business or other substantial facility. Generally vacant property will not be assigned an address.

Insubstantial buildings, including agricultural buildings or buildings that would normally be accessory to a primary use, will not be assigned an address unless an application for an address is made to the authority responsible for assigning addresses. Application shall be made in writing on a form provided by Miami County. Applications of for assignment of an address for an insubstantial building shall include documentation, including a copy of the legal deed to the property, an accurate site plan, a statement of use, and any other information as is deemed necessary to establish an accurate address. Assignment of an address for such insubstantial buildings is subject to the approval of the Director of Planning and Development and the Chief Code Official. An address assigned to an insubstantial building is subject to change if a building that would be considered a primary use is established and the location of the driveway access to a public or private road is moved to a location other than that used to establish the address for the insubstantial structure.

Section 6.2 — Address Sequence

Address numbers shall be in sequence.

Address numbers shall increase progressively.

East to west addresses shall begin with 1900 at State Line Rd on the eastern boundary of Miami County and increase to the western county line.

North to South addresses shall begin with 21500 at the Johnson-Miami County Line on the northern boundary of Miami County and increase progressively until reaching the southern county line.

Section 6.3 — Establishing Address Number

Address numbers in the unincorporated areas of Miami County shall be established by the location where the primary driveway serving a parcel is taken off of a state, county or private street.

The steps required to establish an address number are:

1. The location of the driveway shall be determined
2. The distance in feet from the center line of the driveway back to the centerline of the last hundred block grid street shall be determined.
3. The distance shall be divided by 3.3 on an east west street or divided by 6.6 on a north south street.
4. The result of the division should be added to the one hundred block street number and be rounded to the nearest odd or even number depending on the side of a street that is being addressed (see section 6.3.1) to arrive at the assigned address number.

Formula:

$D / (3.3 \text{ on an east/west street}) \text{ or } (6.6 \text{ on a north south street}) + 100 \text{ Block Number} = \text{approximate address number.}$

The approximate address number is then rounded to the nearest odd or even whole number depending on side of road that parcel is located. See Section 6.3.1 for odd and even address numbers.

D = Distance from centerline of driveway entrance to the centerline of the closest one hundred block to the east of the driveway.

See Figure 6.1(1) and 6.1 (2) for address assignment examples.

Section 6.3.1 — Odd and Even Address Numbers

Even address numbers shall be assigned to the north side of an east west street and on the west side of a north south street.

Odd address numbers shall be assigned to the south side of an east west street and on the east side of a north south street.

Section 6.4 — Multi-Unit Structure and Multi-Building Addressing

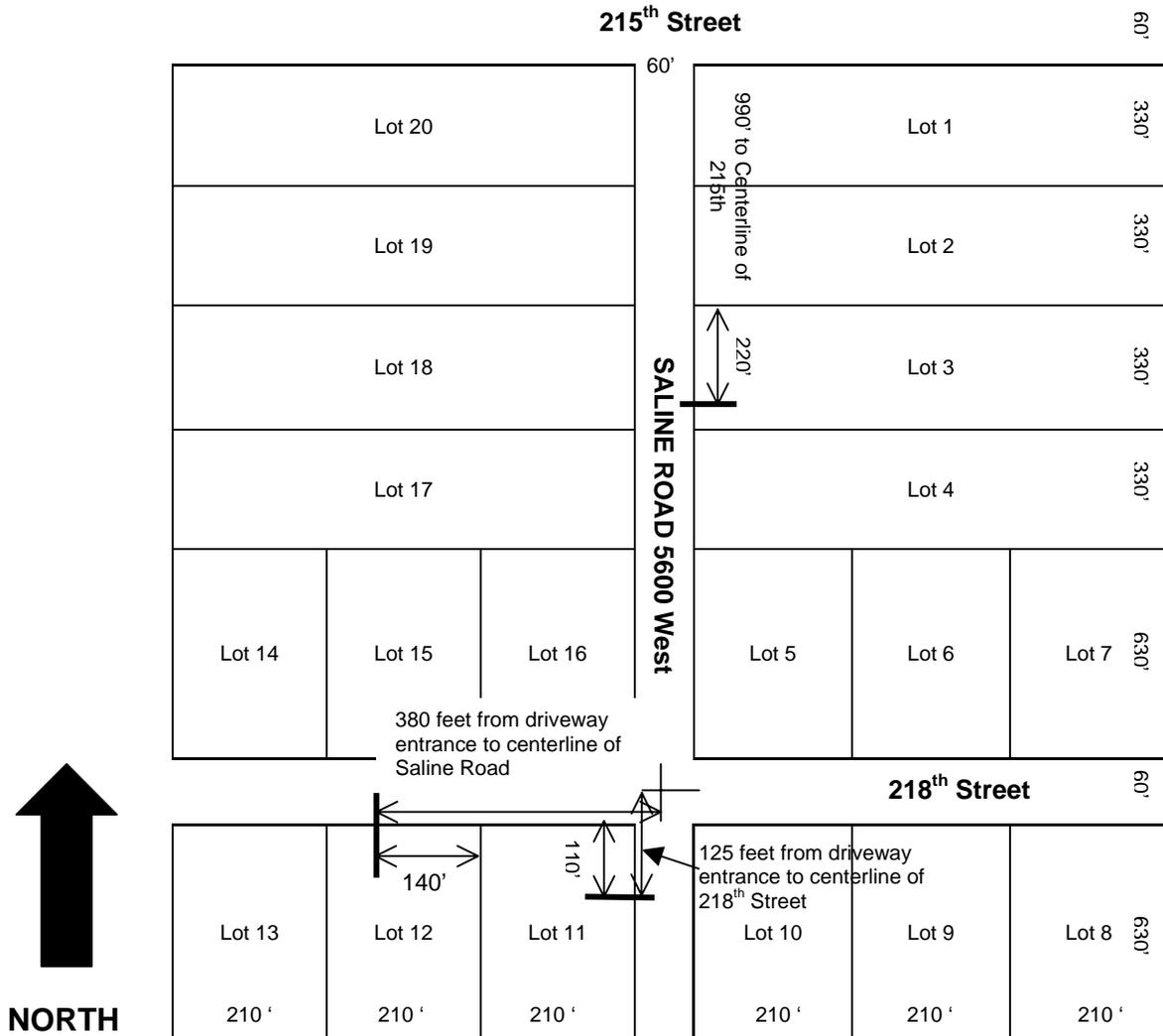
Where a single building has multiple exterior entrances for separate tenant spaces or separate residential units, a separate address shall be assigned to each exterior door. Where a single building has multiple doors leading to a shared hallway or lobby, only one address shall be assigned and each interior door or tenant space shall be assigned a suite, apartment or tenant space number.

Where multiple buildings are located on a single parcel a single address may be assigned to the parcel and each building can be assigned an individual building number or alpha character. When any building of a multiple building complex contains multiple tenant spaces or separate units individual space or unit numbers shall be assigned.

Section 6.5 Posting of Assigned Address

All premises, and new and existing buildings which have been assigned an address shall be identified by having the assigned address posted with approved numbers in accordance with section 505.1 of the International Fire Code. Approved address numbers, building numbers, or building identification shall be placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers or letters shall be a minimum of 4 inches high with a minimum ½ inch stroke width.

**FIGURE 6.1 (1)
ADDRESSING EXAMPLES**



Example Lot 3:

Driveway entrance is located 220 feet south of the north property line or 910 feet south of centerline of 215th Street.

$$910 \text{ feet} / 6.6 = 137.878$$

$$137.878 + 21500 = 21637.878$$

Lot 3 is located on east side of Saline Rd so address would be an odd number

Assigned address is 21637 Saline Road

Example Lot 11:

Driveway entrance is located 110 feet south of the north Property line or 125 feet south of the centerline of 218th Street.

$$125 / 6.6 = 18.940$$

$$18,940 + 21800 = 21818.94$$

Driveway entrance to Lot 3 is located on the west side of Saline Road so the address will be an even number.

Assigned address is 21818 Saline Road.

Example Lot 12:

Driveway entrance is located 140 feet west of the east property line or 380 feet west of the centerline of Saline Road.

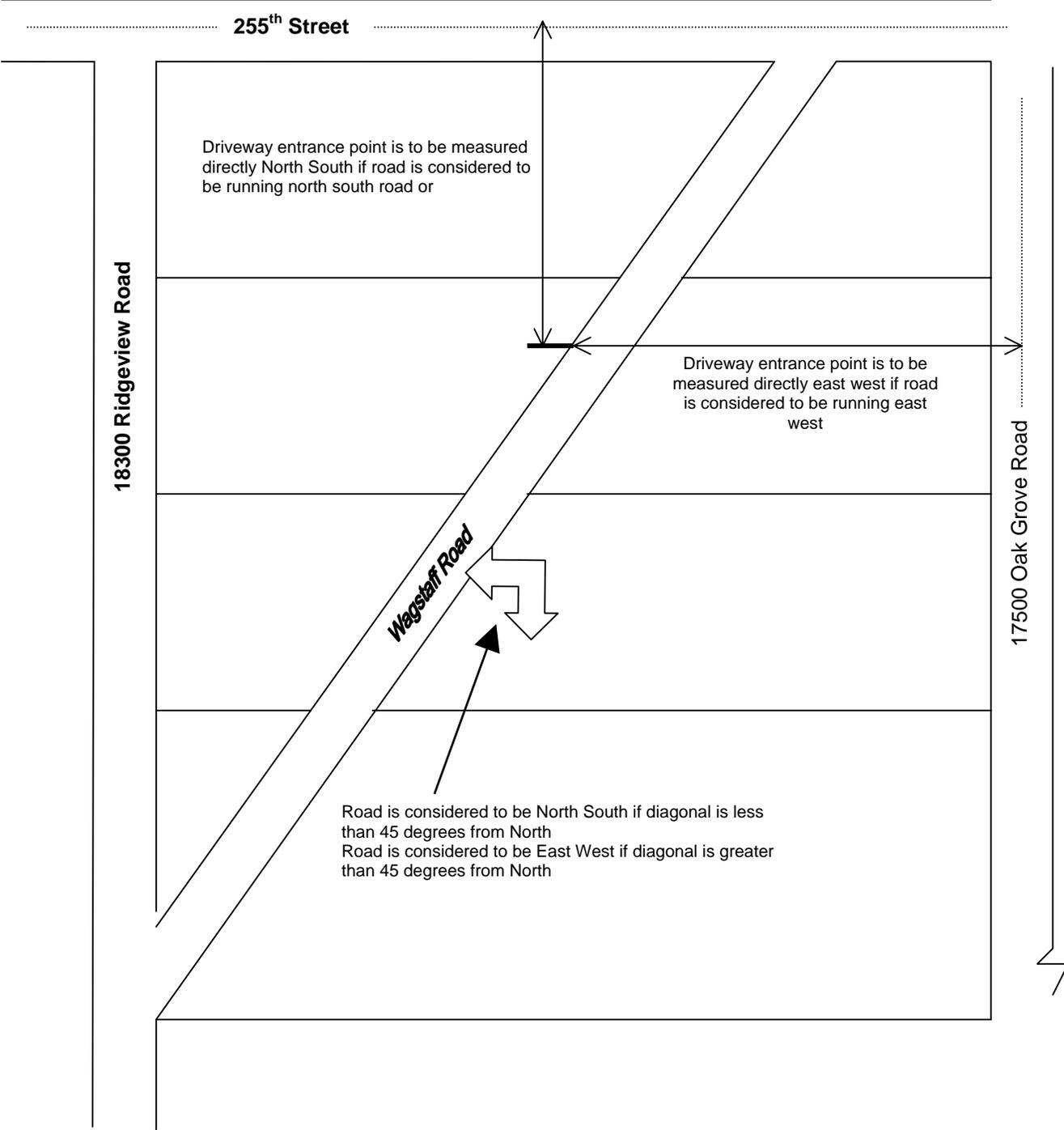
$$380 / 3.3 = 115.15$$

$$115.15 + 5600 = 5715.15$$

The property is located on the south side of 218th street so the address will be an odd number.

The assigned address is 5715 W 218th Street

**FIGURE 6.1 (2)
ADDRESSING STREETS ON DIAGONAL**



Section 7 — Establishing Street Type Designation

Every street shall be assigned only one street type suffix. Each street name or number shall have a street type that is used consistently or have a street type that is based on a logical pattern of street types.

Section 7.1 — Primary Street Types:

Streets that fall within the hundred block grid pattern established by this standard shall have a street type assigned as follows:

Named north south Streets types shall be designated as a Road.

Exception: Existing north south roads with an assigned street type other Road will not be changed. Examples of this rule are Hedge Lane and Hospital Drive.

Numbered East/West Streets types shall be designated as a Street

Section 7.2 — Secondary Street Types.

Secondary streets are those that are not located in line with the one hundred block grid. Secondary street types and the order in which they are to be designated are as follows:

Terrace – Secondary east west street types shall be designated as Terrace when located between 85 and 245 feet south of a primary numbered street. Terrace shall not be used to designate a secondary north south street type.

Drive – Secondary east west street types shall be designated as Drive when located between 245 and 415 feet south of a primary numbered street. Drive shall not be used to designate a secondary north south street type.

Cul-De-Sac and Short Segment Street Types

Cul-De-Sac streets with 7 or fewer lots along their length shall be designated with a street type as follows:

Circle
Place
Court

Other cul-de-sac or short street segments that are not intended to extend beyond the borders of a subdivision shall be designated with a street type as follows:

Lane
Avenue

Boulevard and Parkway Street Type Designators

Use of Boulevard or Parkway as a street type designator is reserved for four (4) lane primary arterial roadways that are divided by a grass median and shall only be designated as a Boulevard or Parkway through a resolution by the Board of County Commissioners or a city's governing body.

Highway

The use of Highway as a street type designator shall be reserved for state or federal highways.

Section 8 — Street Alignment

Street names or numbers shall change to fit the established hundred block grid when the alignment of the street changes in excess of 165 feet for a north south street or 330 feet for a east west street.

Section 8.1 — Location of Street Name/Number Break Points

The name or number of a continuous street shall change because of a change in the streets east west to north south alignment. Such change of a street name or number shall occur at an intersection or at a point on the curve where the street orientation changes from primarily north-south to east-west. Street name signs shall be used at every street name break to clarify the change.

Section 9 — Master Address File

The appraiser's CAMA file is adopted as the master address depository. All address corrections and assignment of new addresses shall be reported to the appraisers office for inclusion in the master address file.

Section 10 — Distribution of Assigned Addresses

The following entities shall be notified when new addresses are assigned or when it is necessary to change an existing address:

- 9-1-1 Coordinator
- Appraiser
- Building Inspection
- County Clerk
- Emergency Medical Services
- Environmental Health
- LIMO
- Planning and Development
- Post Master
- Register of Deeds
- Road and Bridge
- Treasurer