

### III. GENERAL GUIDELINES FOR ADDRESSING AND STREET NAMING

#### A. Addressing Systems

##### 1. New Systems Prohibited:

To avoid further confusion, the County shall not permit new addressing systems to be established. The assigning of new street numbers will comply with III.A.2.a or b, depending upon the property's location in the County, III.A.2.c if the property is within Castle Pines Village, or III.A.2.e if the property is within Inverness.

##### 2. County Systems:

- a. **The Douglas County grid** was adopted in 1975 by the Board of County Commissioners. This system uses imaginary lines to divide the County into four quarters, with axis lines between Sections 9 & 10, and 15 & 16, Township 8 South, Range 67 West. The intersection is the zero point for north-south lines and east-west lines using 1000 numbers per mile both north-south and east-west. This system is used county-wide starting with Township 7 South to the west of State Highway 85 and to the east of State Highway 83. *See Map #1.*
- b. **The metro grid** was established by using Broadway as the zero point for east-west, and County Line Road as 8300 south. This system is being used in the area between State Highways 83 and 85 and all of Township 6 South, except Castle Pines North and the Town of Parker, using 800 numbers per mile north-south and 1600 numbers per mile east-west. *See Map #2.*
- c. **The system of using lot numbers as addresses** and lot numbers as addresses with added prefix numbers to avoid duplications (Lot 14 addressed as 814, Lot 15 addressed as 815, etc.) is presently being used in Castle Pines Village and Highlands Ranch Filings 50-A, 54-A and 54-B. *See Maps #3 and #4.* Platting in these areas of Highlands Ranch is complete. This system is restricted to Castle Pines Village and will be discontinued upon the completion of all platting within Castle Pines Village.

- d. **The system of consecutive addressing** 2, 4, 6, 8 on the even side of the street and 3, 5, 7, 9 on the odd side of the street is being used only in Gleneagle Village of Highlands Ranch, Filings 28, and 28A. See *Map #5*. This system is restricted from use for any new subdivision addressing.
- e. **Inverness** is in Arapahoe and Douglas County and has its own addressing system dictated by Arapahoe County. See *Map #6*. This system is restricted to Inverness and will be discontinued upon the completion of all platting within Inverness.
- f. **The system of using one address for an entire filing** and adding lot numbers (8181 Monarch Boulevard #1, 8181 Monarch Boulevard #2, etc.) is being used in one filing of Castle Pines North (R13). See *Map #7*. This system is restricted from use for any new addressing.

**B. Street Naming**

- 1. Street names may be requested by the property owner or developer with the approval of the Planning Analyst-Addressing. The Planning Analyst-Addressing will approve requested street names using the following guidelines: *(Revised December 28, 2004)*
  - a. Street names should be easy to read so the public is able to use the name in an emergency situation regardless of limited reading and pronunciation skills.
  - b. Similar sounding names are considered to be duplications, regardless of spelling, to avoid misinterpretation (Cantrell/Cantril). In an emergency situation, it may be difficult or impossible to determine where a property is located, especially if address numbers are similar. Even a minimal delay in locating an address could lead to loss of life.
  - c. Plats received at the Addressing Office shall not contain directional words (north, south, east, west) with the street names. Directionals shall be added by the Planning Analyst-Addressing as deemed necessary. *(Revised December 28, 2004)*
  - d. Street names may not contain hyphens, slashes, apostrophes, or other special characters, e.g.,

Jordan/Chambers Parkway, Jones-Smith Road, Devil's Head Drive.

- e. Street names may not contain abbreviations, acronyms or initials. *(Revised August 30, 2005)*
- f. Street signs shall match the street name on the recorded plat.
- g. Maintained County roads, e.g., easements and public rights-of-way, may remain unnamed with addresses assigned from the nearest named street using the unnamed right-of-way as an access. *(Revised August 30, 2005)*
- h. Unmaintained County roads, e.g., easements and public rights-of-way, shall not be renamed, improved (graded), or otherwise changed without Douglas County approval.
- i. Where any street names are desired, the names shall be established on the plat or through other County process as either public or private streets, or recorded, named easements/public rights-of-way (with approval of Douglas County Engineering Division). If internal street names are not established on the plat or through other County process, they may not be used for addressing or signage, e.g., private streets/easements within subdivisions, multifamily complexes, commercial areas, etc. *(Revised July 8, 2008)*
- j. Street names shall be limited to 12 letters/character spaces excluding the street type/suffix and directionals (if required by the Planning Analyst-Addressing) per Douglas County Engineering Division's Federally-mandated requirements for signage lettering size. See *current Manual on Uniform Traffic Control Devices [MUTCD], as amended. (Revised December 28, 2004)*
- k. Names similar to those in surrounding jurisdictions within the United Fire Authority area, the Denver Metro area, or surrounding counties/cities (Arbor, Prince, Dry Creek, etc.) shall not be approved within Douglas County to avoid emergency dispatch errors. *(Revised December 28, 2004)*
- l. Proposed street names that are the same as, or similar to, existing subdivision names shall not be approved

within Douglas County to avoid emergency dispatch errors.

- m. Street names shall not be duplicated in the County due to life/safety issues. *(Revised March 30, 2004)*

2. Affixes/Suffixes:

- a. Unnecessary affixes are to be avoided, such as terms that may be utilized to indicate direction, i.e., Northcrest, Northridge, etc.
- b. Limit the number of suffixes (street types, e.g., Way, Place, Drive) to three. Streets using the same name with different suffixes shall be adjacent to each other, e.g., Maple Drive with a cul-de-sac named Maple Way extending from it.
- c. The following rules have been recommended by the Denver Regional Council of Governments (DRCOG) when new streets are named. This plan is in keeping with the system generally in existence in Denver and the outlying region.
  - 1) Streets running east/west may take the suffix "Avenue" or "Drive."
  - 2) Streets running north/south may take the suffix "Street."
  - 3) Cul-de-sacs running east/west may take the suffix "Place."
  - 4) Cul-de-sacs running north/south may take the suffix "Court" or "Way."
  - 5) Horseshoe-shaped, or other loop-shaped, streets that have beginning and ending points connecting to the same street may take the suffix "Circle" or "Loop."
  - 6) Arterials running north/south may take the suffix "Boulevard."
  - 7) Arterials running east/west may take the suffix "Parkway."
  - 8) Through streets may take the suffix "Road, "Lane," "Terrace" or "Trail." *(Revised March 30, 2004)*
  - 9) Streets created by a government entity may take the suffix "Highway." *(Revised March 30, 2004)*

10) Cul-de-sacs running in either direction may take the suffix "Point." *(Revised March 30, 2004)*

3. Curved Streets:

A street running in one direction shall have one name only and shall have the same name throughout its entire length. However, if a street jogs sharply for a substantial distance, the portion of the street running in a different direction may be given another name at the discretion of the Planning Analyst-Addressing based on providing logic and order. This determination is made on a case-by-case basis. *(Revised December 28, 2004)*

4. Private Streets:

Any private street within the unincorporated area of Douglas County may be officially named. The County requires street names for private streets to be reviewed by the Planning Analyst-Addressing to avoid duplication. *(Revised December 28, 2004)*

5. Streets Named In Memoriam:

Family members of public servants working within Douglas County, or who have a home of record within Douglas County, and who are killed in the line of duty, may request that a street be named in memoriam of the deceased.

The memorial street name may be applied to an existing street by adding an additional sign, thus allowing the original street name and addresses to continue to apply. The In Memoriam sign may contain unique colors and/or symbols pertaining to the public service of the deceased. Douglas County shall not be responsible for either obtaining or financing the In Memoriam signage.

The memorial street name may be applied to a new street in the process of being approved through plat. If applied to a new street, the name shall be approved in accordance with current street naming requirements. Addresses will be issued using the memorial name, and the street signage shall be in accordance with County signage requirements.

In Memoriam street names shall not be used on US, State, and Interstate highways. *(Revised June 27, 2006)*

### C. Assigning Numbers

1. For curved streets:

Carefully evaluate preliminary plans before assigning addresses. A thoroughfare may have a short segment on one plat going one direction when first constructed, but may change directions for the remaining distance of the street in later developments. See Figure A.

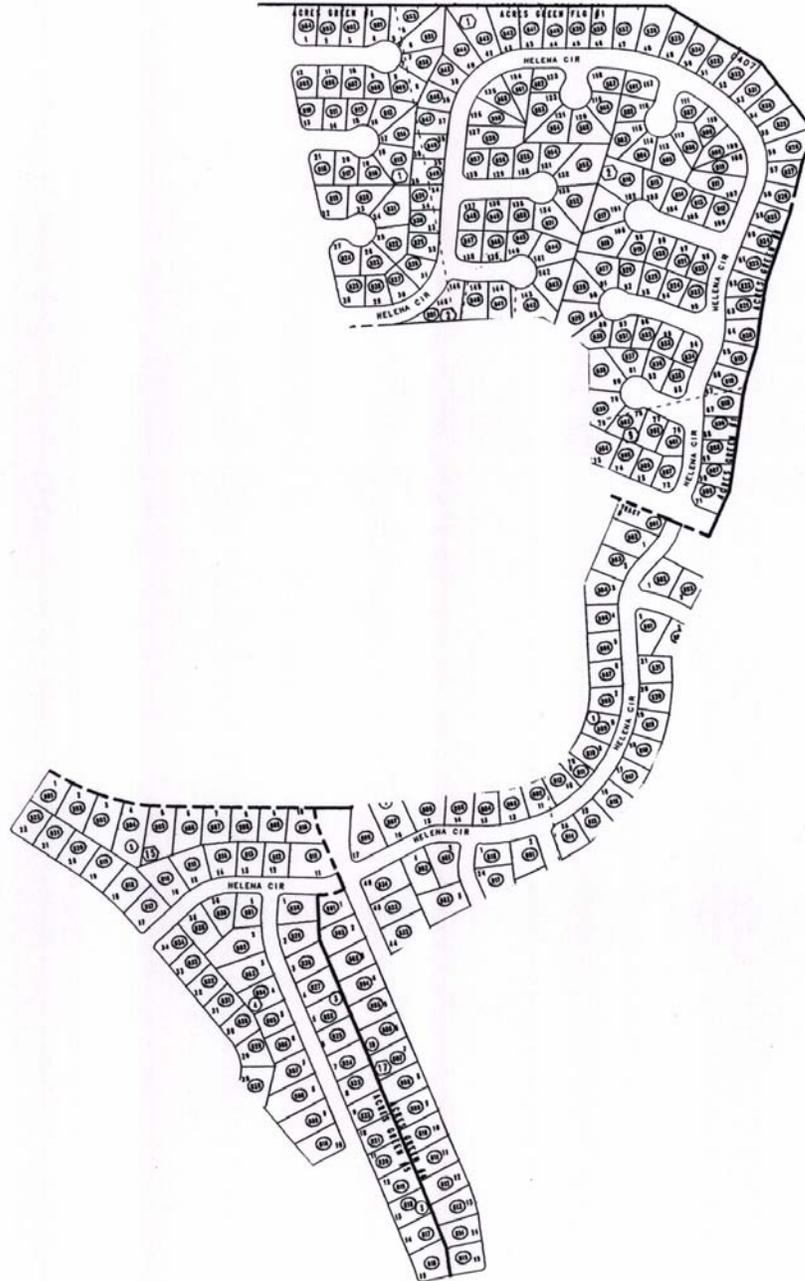


Figure A

Research preliminary plats before assigning property numbers on streets that make complete 180° bends. Keep the even numbers on either the inside or outside of the loop and the odd numbers on the other. This may result in having some addresses on the wrong directional side of the street, but it should be easier to find a location from street level. It is too confusing to have addresses suddenly change from odd to even numbers on one side of a street segment. See Figure B.

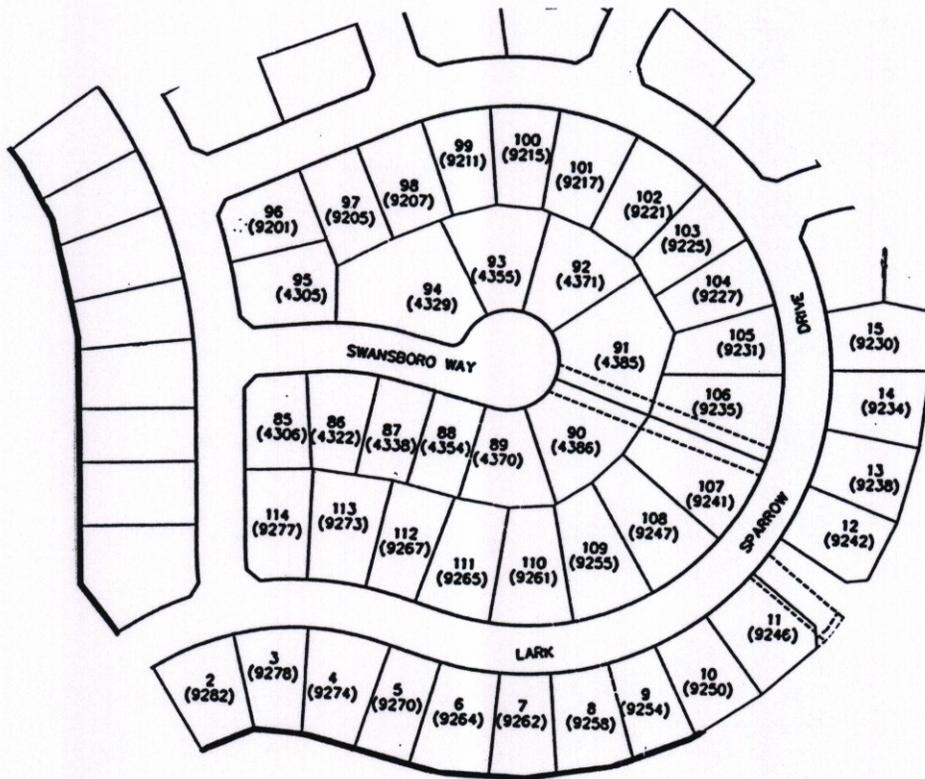


Figure B

Address curved streets depending on the direction of the street, using 60% of the street length as a guideline. Do not change address grids when a street changes direction whenever the street has the same name. When assigning address numbers on a curved street, think of the street as a piece of wire and straighten it to determine the grid line and address numbers. See Figure C.

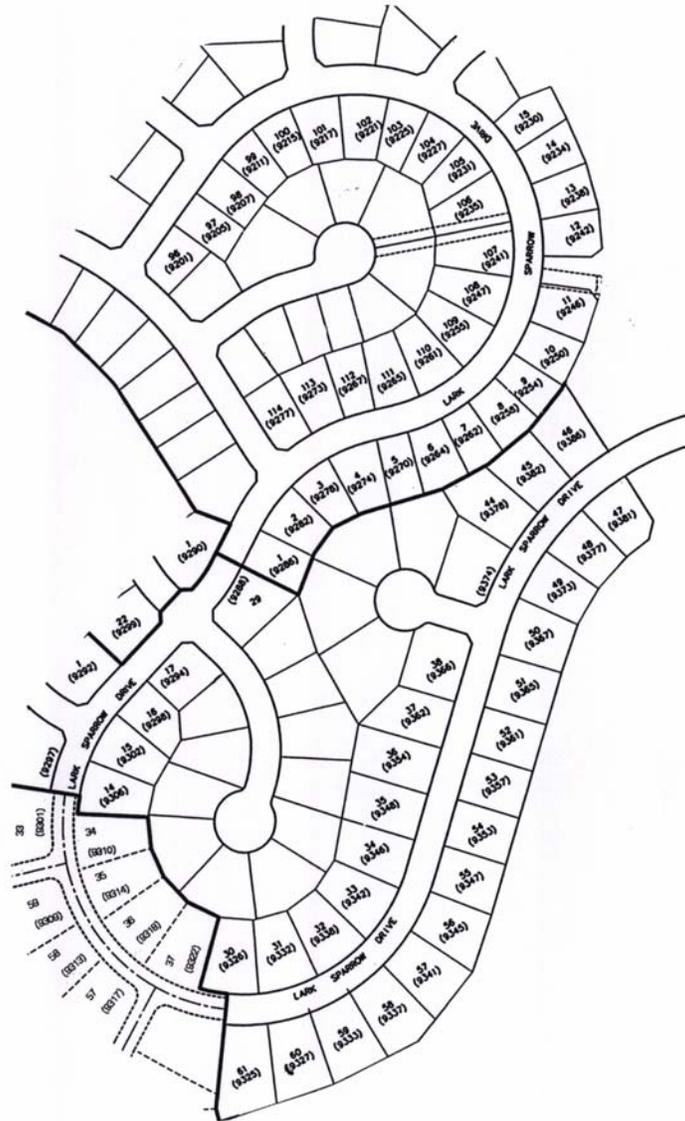


Figure C

2. Diagonal Streets:

The general principle to apply when addressing diagonal streets is to treat the street as either a north/south or an east/west street using 60% of the street length as a guideline to determine the direction.

3. Straight Streets:

Use odd numbers on the north and west side of streets, and even numbers on the east and south side of the streets.

4. Residential:

a. Single Family

The general rule when assigning an address number is to issue the address as determined by the driveway entrance. Driveway entrances may need to be approved by the Building Department through the inspection process.

Corner Lots: The general rule when assigning an address number on corner lots is to issue the address as determined by the driveway entrance. *See Douglas County Roadway Design and Construction Standards requirements necessitating the driveway for a corner lot to be located on the street of lesser travel category.* If it is later determined that the front door of the building faces the opposite street, a new number may be assigned, if requested. Corner lots shall have only one point of access, unless otherwise permitted by the Chief Building Official or designee for which the applicant must demonstrate good cause. In the event multiple access points are permitted, the Planning Analyst-Addressing shall determine from which street the address will be derived based on logic and order. Only one address per lot is permitted. *(Revised December 28, 2004)*

b. Apartments

Each apartment building shall be given one street address. Each individual dwelling unit shall be assigned letters and/or numbers by the owner as determined by the emergency service providers' preferences and as approved by the Planning Analyst-Addressing. *(Revised December 28, 2004)*

## Townhomes/Condominiums

Buildings with two, three, and four units (duplexes, triplexes, and four-plexes) shall generally be assigned street addresses for each unit.

Buildings with five or more units shall be given one street address. Each individual dwelling unit shall be assigned letters and/or numbers by the owner as determined by the emergency service providers' preferences and as approved by the Planning Analyst-Addressing. *(Revised December 28, 2004)*

All buildings within the same complex shall be addressed using one of the two above methods if there is a mix of number of units per building. The Planning Analyst-Addressing will assign addresses based on logic and order. *(Revised December 28, 2004)*

### 5. Commercial/Industrial Sites:

#### a. Shopping Centers

Addresses assigned to all buildings in a shopping center grouping shall be addressed with the same street name.

Each building shall be assigned a single street address regardless of the number of internal suites/units. The owner of each building shall assign suite letters or numbers to each tenant/owner space as determined by the emergency service providers' preferences and as approved by the Planning Analyst-Addressing based on logic and order. *See Figure D. (Revised December 28, 2004)*

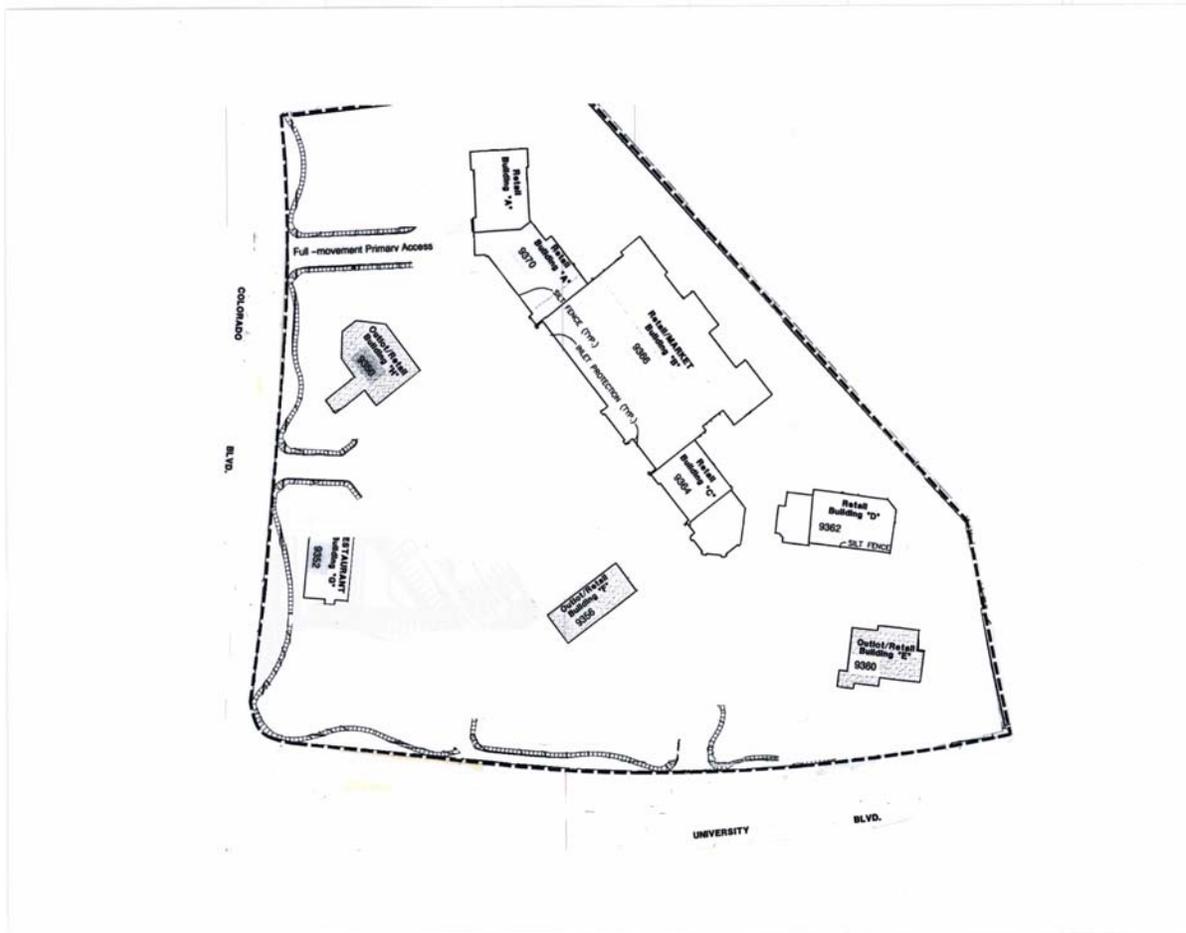


Figure D

Building pads shall be issued one address per building. The owner of each building shall assign suite letters or numbers to each tenant/owner space as determined by the emergency service providers' preferences and as approved by the Planning Analyst-Addressing based on logic and order. *(Revised December 28, 2004)*

The following steps will determine the street used for addressing:

- 1) The first determining factor will be the location of a full-movement, primary access allowing traffic flow into and out of the shopping center in any direction

and in compliance with Douglas County Engineering Division's requirements.

- 2) If there is more than one full-movement, primary access, the street used for addressing will be determined by the future traffic volume from the current Douglas County Transportation Plan or other County traffic information that has been approved by the Douglas County Engineering Division. Addresses shall be assigned on the street that will carry the higher traffic volume.
- 3) If the current Douglas County Transportation Plan, or other approved traffic information, forecasts that the traffic volume will be approximately the same, the building orientations shall be the determining factor as established by the Planning Analyst-Addressing with consultation from emergency service providers. *(Revised December 28, 2004)*
- 4) If addresses cannot be determined using the above steps, the Planning Analyst-Addressing shall make the final determination for the addresses based on logic and order. *(Revised December 28, 2004)*

b. Commercial/Industrial Buildings

Buildings not in shopping centers shall be given an address based on the full-movement, primary access, or as determined by input from the servicing fire district if circumstances warrant.

Buildings with multiple units shall be given one street address. Each individual unit shall be assigned letters and/or numbers by the owner as determined by the emergency service providers' preferences and as approved by the Planning Analyst-Addressing. *(Revised December 28, 2004)*

6. A lot owner may request addresses from a street not selected by staff. A written request shall be made to the Director of Community Development or designee. If the written request is denied, based upon consultation with the fire district and Douglas County Sheriff's Department, the lot owner may make a final appeal to the Board of County Commissioners within 10 days from receipt of denial from the Director of Planning &

Community Development or designee. The Board of County Commissioners' will make a decision within 30 days following receipt of the appeal.

7. Guest houses, caretaker residences, apartments/living quarters internal to single-family residences, barns, sheds, or other outbuildings are not given separate addresses from the residence unless they must be accessed by a separate street. *(Revised July 8, 2008)*
8. Anything requiring an address for either permitting or billing may be given a unique street address, e.g., traffic signals, cable cabinets, cell towers, etc. A unique address may be the street address already assigned to the parcel with an alphabetic suffix for uniqueness (i.e., 5098A Park Avenue, 719B First Street). *(Revised July 8, 2008)*
9. United States Postal Zip Codes and postal place names will be assigned to each address based on zip codes/place names provided by the United States Post Office. *See Map #8. (Revised July 8, 2008)*
  - a. Postal place names may be incorporated city names, unincorporated township names, community names, subdivision names, etc. The use of a postal place name neither establishes nor identifies an address as being within an incorporated jurisdiction for the purposes of taxing, land use, issuance of building permits, etc. *(Revised July 8, 2008)*
10. Numbers to avoid:
  - a. Addressing numbers to be avoided are: 13, 33, 66, 666, etc., as they may be culturally undesirable to some people.
  - b. The Planning Analyst-Addressing shall avoid duplication, (e.g., 7515 Dusk Court, 7515 Dusk Street) whenever possible. *(Revised December 28, 2004)*
11. Hundred blocks:

Extending a hundred block range beyond an intersection should be avoided. The numbers should be within the same hundred block/blocks from one intersection to the next (100-199/200-499/500-699). *See Figure E.*

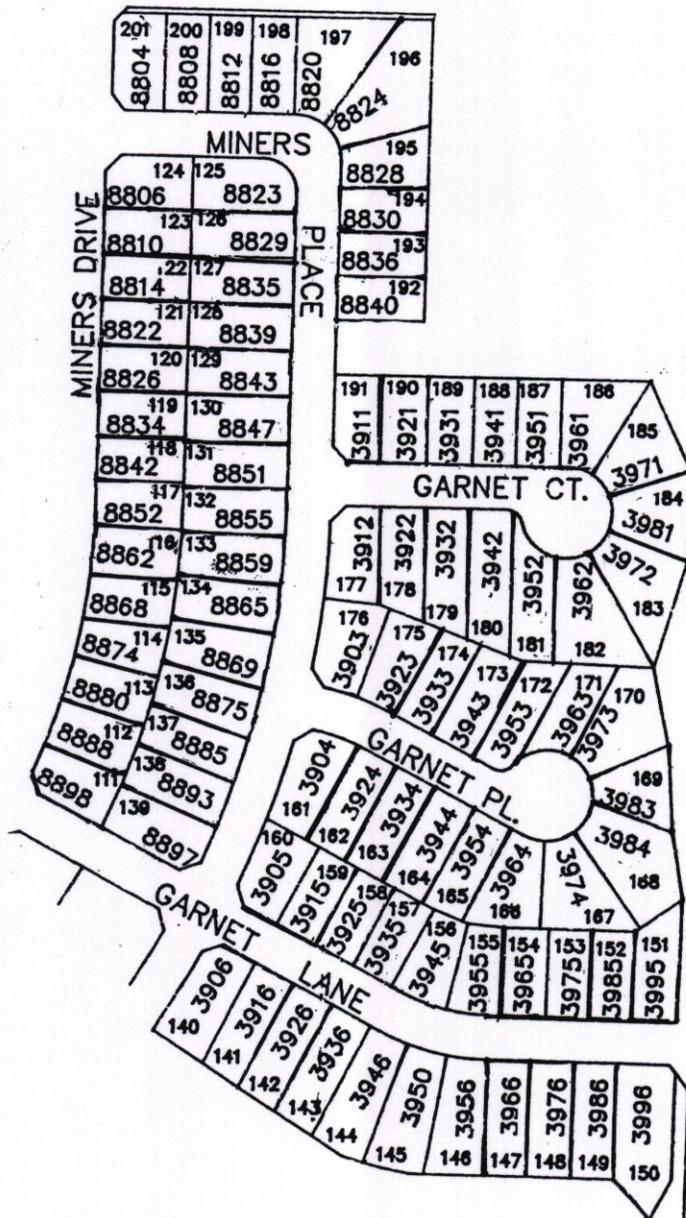


Figure E

**D. Vacant, Unplatted Property**

Vacant, unplatted property, including 35-acre development sites, will not be assigned an address until a driveway location is determined for a structure or a permit is required for electrical service or other purposes.

**E. Temporary Addresses**

A temporary address may be issued if roadway plans have not been approved in an unplatted area, and an address is required to open a site plan. The temporary address will be issued using the street name "Temporary Road #1, Temporary Road #2, etc." This will prevent the use of a temporary address permanently or for marketing purposes when it is apparent a permanent address will need to be created at a later date. *(Revised March 30, 2004)*