

CITY OF WEST PALM BEACH

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# **ADDRESSING POLICY**

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**Prepared By:**

**SUPPORT SERVICES DEPARTMENT**

# Street Naming Procedure

## Section 1. Applicability

These procedures will be used to assign street names to:

- 1) New streets
- 2) Unnamed streets (or private driveways)
- 3) Streets in need to be renamed

## Section 2. Street Name Components

Street names will at a minimum contain a root street name followed by one (1) suffix that indicates the road type AVE, BLVD, PKWY, ST, RD, LN, CT, DR... The root street name will contain no road types, no compass directions, and no derivatives of road types or compass directions.

Examples of unacceptable names: Parkway Blvd or North Avenue

- 2.1 Directional, Pre or Post directionals are not accepted in the City of West Palm Beach (based on the Palm Beach County policy) exceptions are made only for the major roads crossing Southern Blvd.

These street names may contain only one (1) directional or one (1) post directional. Directional will be presented as N, S, E, and W.

Note: pre-directional is the first element of the street name and post-directional is the last element of the street name.

- 2.2 Streets leading to circular roadways shall have a different name or designation, (street, way, lane, etc.) other than the actual circle.
- 2.3 Streets or Avenues that run parallel to each other (U-shaped) shall have unique names.
- 2.4 No special characters (periods, hyphens, slash etc) are allowed in any part of the street name

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**Few examples of the road types that can be used:**

- 1) AVE (Avenue) – roadway used in a densely populated area; the segment of the street must be longer than 5000 LF. Orientation North & South.
- 2) BLVD (Boulevard) – a street with a median reflecting the boulevard type; the segment of the street must be longer than 5000 LF. Orientation East & West
- 3) PKWY (Parkway) – a road with a median reflecting the parkway character.
- 4) ST (Street) – a common roadway used in a more densely area. Orientation East & West.
- 5) RD (Road) – a common roadway used in a less densely populated area.
- 6) LN (Lane) – a minor dead –end street or private lane.
- 7) CT (Court) – a permanently closed street, not exceeding 1000 LF.  
(Example: cul-de-sac)
- 8) DR (Drive) – a curvilinear street.
- 9) CIR (Circle) – a curvilinear street.
- 10) Terr (Terrace) - a roadway used in a less densely populated area

### **Section 3. Street Name Uniqueness and Consistency**

All newly assigned street names will have spellings and pronunciations that are unique within Palm Beach County. Only street names determined to be unique in accordance with the City of West Palm Beach and Palm Beach County will be assigned. Contiguous streets will be named, so that they bear the same street name and suffixes throughout their lengths. Also the street names should use common words that are not homonyms.

- 3.1 Street names shall be unique without any reference to the street type suffixes. For Example Olive Avenue, Olive Street & Olive Circle are no longer allowed.
- 3.2 The use of more than one street type within a street name is not allowed. For example Flagler Place Drive combines two street type suffixes.
- 3.3 Similar street names are allowed, for example Ocean Breeze Way and Ocean View Way.
- 3.4 Street names may not be duplicated by combining two words into one word. For example Maple Crest Drive, Maplecrest Drive.

- 3.5 Street names may not be duplicated by spelling out a number, for example: 6<sup>th</sup> Street, Sixth Street.
- 3.6 Street names which are spelled different yet sound the same shall not be allowed; Cedar Drive, Seeder Drive.

## **Section 4. Street Name Assignment Procedures**

After a street name is suggested to the Support Services Department, the proposed name will be submitted to the Palm Beach County Planning & Zoning Department for approval. Once the proposed name is verified as unique the Support Services Department will assign the name to the street or, if necessary, apply for a street name change.

- 4.1 If a driveway (private road) leads to a more than one structure than it will be required for that private roadway to be named (thru the City approval) and assigned with an address range.
- 4.2 If a driveway (private road) found inside any tract is larger than 150 LF from the main street than this driveway must be named prior of issuing any addresses inside that tract.
- 4.3 Roadways that cross at an intersection shall continue with the same street name. New subdivisions shall have a single street name if it is a continuation of an existing street. To have different street names there must be an obvious offset between roadways.

## **Section 5. Municipal Annexation of Streets**

When the City of West Palm Beach annexes an existing parcel which includes a roadway, and there is a street name conflict, the municipality will change the name of the annexed roadway to comply with the guidelines outlined herein.

## **Section 6. Reserving New street names for new developments**

The Support Services Geographic Information System maintains a database of approved reserved street names for any specific development for up to two years case the names are not being used they will be deleted from the reservation list and they can be used for different projects.

- 6.1 The street names will become final once they been recorded on the plat (in case of public roads) and depicted on the approved site plans (in case of private streets).
- 6.2 Before the approval of any plat with dedicated ROW or access easements the applicant shall be required to get street name approval letter from the Support Services Department – Geographic Information Systems section. The street names must be depicted on the recorded plat before releasing any site addresses.
- 6.3 If the roadways are private and not included in any plat, such as site plans with interior private streets, the Support Services Department – Geographic Information Systems section will issue an approval letter of proposed street names **before** site plan approval to be included with the file. The street names must be depicted on the approved final site plan before releasing any site addresses.
- 6.4 The street names will become final once they been recorded on the plat in case of public roads and depicted on the approved site plans in case of private streets.
- 6.5 In case of new developments where the main entrance is facing an alley, the alley must be named first (the alley width must be at least 20 Ft in order to qualify for a name) and then site addresses can be assigned using the alley's name.

## Section 7. Renaming Existing Street Names

If an existing street needs to be renamed because of a duplicate name or any other reasons, then the following procedures will be followed:

- 7.1 In the case of two or more conflicting street names the following point system will be used to recommend which street name should be changed.

Point System to resolve street name conflicts:

<i>Condition</i>	<i>Points</i>
Older recognized name	1
The number of addresses	1

Based on this evaluation the Support Services Department Geographic Information Systems section will recommend which street name should be changed. Then a petition with the suggested street name will be send out to the property owners. The property owners will have 30 days from the date of announcement to provide an alternate name or agree with the street name change.

Once the majority of the owner's petitions are returned the City will forward the results to the City Commission for approval. The City will pass then an ordinance adopting the new street name.

The Support Services Department Geographic Information Section will notify all residents of this change.

## **Section 8. Street Signage**

Street name signs shall be installed at all intersections and shall comply in design and installation with the City Of West Palm Beach standards.

Responsibility for street name signs:

8.1 Existing and New Public Roads - The City is responsible for the installation of the street name sign for all city maintained public roads.

8.2 Existing Private Roads

The property owners associations are responsible for installing the street signs at the intersections of all private and public streets.

8.3 New Private Roads

The developer shall responsible for the installation of all street signs at the intersections of all new public and private roads.

### Section 1. Applicability

These procedures will be used to assign primary address numbers to:

1. Unaddressed buildings and properties within the jurisdiction of the City of West Palm Beach
2. Buildings and properties which have been designated for re-numbering by the City Commission.????

### Section 2. Primary Address Number Consistency

#### 2A) Sequential Consistency

Numbers will progress sequentially along a street. If new primary address numbers are to be assigned to an existing street with established primary address numbers, the direction of the established sequence of numbers will be maintained.

#### 2B) Consistent Separation of Odd and Even Numbers

Odd and even numbers will be assigned to opposite sides of the street. Odd numbers will be assigned to the north and west sides, and even numbers will be assigned to the south and east sides. On a previously unnumbered street that runs east and west, the odd numbers will be assigned to the north side of the street, and even numbers will be assigned to the south side of the street. On a previously unnumbered street that runs north and south, the odd addresses will be assigned to the west side of the street, and even numbers will be assigned to the east side of the street. If new primary address numbers are to be assigned to an existing street with established primary address numbers and an established pattern of separation of even and odd numbers, the pattern of separation of even and odd numbers will be maintained.

#### 2C) Annexations into the City

For those lots or parcels located in neighboring local governments (Palm Beach County) that are or will be annexed into the City's jurisdiction, will if possible, be assigned in a manner described above or maintain the existing numbers.

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### Section 3. Addressing

- 3.01 Each structure shall be assigned a number based on the numbered range of the appropriate segment of roadway centerline. The structure number shall be determined by the line perpendicular to the road centerline, which intersects the main access or entrance to the structure. The number of the centerline segment at the point of perpendicular intersection shall be the number of the structure.
- 3.02 Existing structures on corner lots shall be assigned a structure number from the road parallel with the primary face of the building. The primary face of the building will be determined based on the approved site plan submitted at the time of the permit application for the new construction. ~~And based on the Article XIX of the Definitions of the Zoning and Land Regulations for the primary face of the building which can be the front lot line which means the line separating a lot from a street, road or other public or private right-of-way. At all corner lots, the front lot line shall be public street right-of-way line which possesses the narrowest length. The other public street right-of-way shall be considered the corner lot line.~~
- 3.03 If the development on a private access road has multiple structures the private access road shall be named and numbered and structures addressed according to the requirements herein.
- 3.04 One number shall be assigned to each structure where multiple structures share a common building entrance or parking area. Each unit within the structure shall be assigned a unit designator such as "suite". Allowed unit designators include apartment (APT) numbers for apartments, Suite, Bay, Unit (STE, or BAY, or Unit) numbers for commercial buildings. The unit designator shall be numeric and shall not include alpha characters.

It will be the developer responsibility to assign unit (designators) addresses to all units inside the structure .The list of addresses must be approved by the Support Services Department in Charge of Addressing prior to release the Certificate of Occupancy.

Examples to assign unit numbers are:

Ground/First Floor: unit numbers from 100 to 199, (100 Main St. # 101, indicates the unit on the first floor)

Second Floor: unit numbers from 200 to 299, (100 Main St. # 201, indicates the first unit on the second floor)

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"n" Floor: unit numbers from "n"00 to " n"99, (100 Main St. # "n"01, indicates the first unit on the "n" floor,).

**Each addition to the main residential building** (ex; cottage, garage) that is converted to a rental structure will have assigned the next sequential number of the main address .For example the main residential house is 100 Main St, the back dwelling will be 102 or 104 Main St.

- 3.05 Unit designators shall be assigned in a logical manner, with increasing unit numbers corresponding to increasing road centerline numbering as much as possible.
  
- 3.06 Mobile homes shall be assigned individual street addresses in accordance with the requirements herein. No unit designator shall be allowed in the address of mobile homes.
  
- 3.07 All **addresses** shall be posted on that portion of the structure fronting or facing upon the street or principal vehicular access to the premises, so as to be readily visible to approaching vehicles. See Sec 78-6 Numbering Standards

This system employs a standard rectangular addressing grid with grid cell being one (1) square mile in size as established by Palm Beach County through their adoption of Resolution No. 74-183. The grid is used to assign new primary address numbers located in the unincorporated area of the County.

The addressing number system currently in use within the corporate limits of the City of West Palm Beach shall be maintained.

The point of origination for addressing and numbering north and south is different for the old section of the City, (up to and including Military Trail), than for the newer areas west of Military Trail. Within the older section of the City, **Clematis Street** separates North and South. For the newer areas of west of Military Trail, the **north-south grid changes to the county system**, with Southern Boulevard being the point of origination.

### **Section 1. Determining the Direction of a Street**

Streets will be determined to run in one and only one direction, north-south or east-west, depending on the general trend of the street. In the case of a diagonal, curvilinear or unusually shaped street, the Support Services Department in Charge of Addressing will determine the street's direction for addressing purposes.

### **Section 2. Determining the Street on which a Property or Structure Lies**

A property or structure that abuts a single street will be determined to lie on that street for addressing purposes.

A property or structure that abuts more than one street will be determined to lie on the street along **which it has the most frontages** ( the main entrance) unless the Support Services Department in Charge of Addressing determines that it is more appropriate to use another street for addressing purposes.

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### Section 3. Calculating the Primary Address Number

If primary address numbers already exist on a street, the sequence of numbers will be maintained although the increments between the numbers may, at the discretion of the Support Services Department in Charge of Addressing be slightly increased or decreased over the course of several miles in order to adjust the progression to fit into the following linear system. If previously established numbers are not of concern, the following linear system will guide the assignment of numbers.

Addressing for a city block will use the full range of figures from 1 to 100, or an address (odd & even) for each 10.56' of new development (county addressing grid).??

Within the city corporate limits, on the north-south streets, even numbers will be assigned to the east side of the street, and odd numbers will be assigned to the west side. The numbers will progress by hundreds as the street crosses successive city blocks and/or where the blocks would normally occur if they do not exist. The number between the block lines will be assigned according to the distance of the property or structure from the lesser of the north or south boundaries of the block lines. The distance between the center of the lot or structure and the lesser of the north or south block lines is divided by five (5) to determine how many increments away from said boundary line the point of address is. An increment is one (1) address number, where an even number will be on the east side of the street and an odd number will be on the west side of the street. [For example, a vacant property located the west side of Georgia St , 4 – 50-foot lots north of 8<sup>th</sup> St, the address would be 841  $\{(4 \times 50)/5\} = 40$ ; on the west side is odd numbers which converts this to 41; add this to the block beginning of 800, hence the address is 841.]

For those addresses located in the unincorporated area of Palm Beach County, the numbers will progress by thousands as the street cross successive grid lines. The number between the grid lines will be assigned according to the distance of the property or structure from the north and south boundaries of its grid cell. [For example, a property that lies exactly halfway between grid lines carrying the numbers 1000 and 2000 will be assigned the number of 1500 or 1501. A property located exactly one-third of the way between grid lines number 9000 and grid line 10000 will be assigned the number 9333 or 9334.]

In situations where structures are clustered in a manner that makes the linear system impractical, a range of numbers will be established by assigning a number to each extreme of the cluster according to the linear system. The difference between these two (2) numbers will be divided by the number of structures in the cluster, and this quotient will be used as the increment between the numbers assigned to the structures.

??In the case of a curvilinear or unusually shaped street, the numbers will progress sequentially and will adhere to the linear system as closely as possible without breaking the numerical progression. Furthermore, the separation of odd and even

numbers shall be maintained in a consistent fashion such that there is an undisturbed progression of even numbers along one side of the street and an undisturbed progression of odd numbers along the opposite side.

?? Circles will be numbered starting to the right, with the numbers increasing as they continue around the circle. The numerical address in a circle will be consistent with the inner lots being either all odd or even and the outer lots being the opposite.

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## 4 New Developments & New Plats & Replats

1. A new subdivision or plat may be split into smaller subdivisions by various developers. A site plan showing the complete street layout (of all phases) will be required to insure that a project is addressed correctly.
2. Once the plat is recorded by the developer at the Clerk of the Court, a copy is submitted to the City - Support Services Department in Charge of Addressing to receive **permanent addresses**.
3. \*The PCNs (property control numbers) for the individual lots will be released by the Property Appraiser's Office.\*

\* To receive a PCN, the P.B. County Property Appraisers Office will assign the first 10 digits of the 17 digit property control number, beginning with municipality, range, township, section and subdivision. On new plats, the block is usually assigned (000) and for the lot there is (000.0), creating a four digit number. Example: Lot # 4 would be (004.0). With a lot split, the lots would be (004.1) and (004.2), etc. Approximately a week after the plat is recorded, the Mapping Department of the Property Appraisers Office will be able to give the PCN to the subdivision number

\* Approximately three months after the initial PCNs are assigned, the County assigns a PCN to all common areas. Golf courses, buffer zones, landscaping, Private roads or water, lakes, etc., all receive their own PCN. This number is assigned to the digits assigned to the block. For example, (007-(G) golf courses), (012-(L) landscaping), (018-(R) private roads) or (023-(W) water-lakes).

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## Change of Address

An address change will occur in these cases:

- 1) The address change is requested by the property owner
- 2) Any changes in the existing layout of the development (any new additions or remodeling of the existing structures) in this case the site address will be verified and if necessary changed based if only one address is used per multiple buildings then new unique addresses will be assigned to each individual building
- 3) Any changes in the status of an existing development such as conversions from rental places to condominium thru the Declaration of Condominium
- 4) Any site addresses discrepancies (incorrect) found by the Fire Department, Code Enforcement and /or Police Department in the field will result in a review of the specific site address and measures to correct it will follow

In some of these cases the following steps are required:

A letter or e-mail from the owner or owner's agent requesting a change of address shall be required. The Support Services Department in Charge of Addressing will review the current address and the property control number before the change will be made. The following items are to be researched:

1. Check to see that the letter is for the correct address and PCN.
2. Verify that this is not a lot split or a second address (tenant address) for the same lot. NOTE: If this is a replat, verify that it has been approved by the Planning and Zoning Department.
3. Check to see what the current grid work is for the lot. The following are research materials: Sanborn maps, old city atlases, old plats in the third floor record retention department, GIS, and the Hill-Donnelly cross- reference dictionary.
4. If the change of address is denied, a letter shall be sent to the applicant explaining the reason this request was denied.

5. If the change of address is approved, the Support Services Department in Charge of Addressing will write (e-mail) a letter confirming the approval and mailing the original. We shall keep a copy on file and send an e-mail with an attachment to all agencies.
6. A copy of the City Code (Sec 78-6 Numbering Standards) that has the numbering standards, including Residential, Commercial, Industrial and Institutional shall accompany all approvals.

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# 6 Minor Subdivision & Unity of Title

A minor subdivision is the splitting of a residential lot that has approval through the Planning & Zoning Department. The permanent site address will be issued at the time when the minor subdivision was approved and a copy of the approval will be received by the Support Services Department in Charge of Addressing. A unity of title is when few parcel are to become one with a unique id, parcel control number. Once the applicant has obtained approval, they are to take the form to the Clerk of the Court to be recorded. A copy of the recorded document is returned to the Support Services Department in Charge of Addressing and a permanent site address will be issued to the applicant.