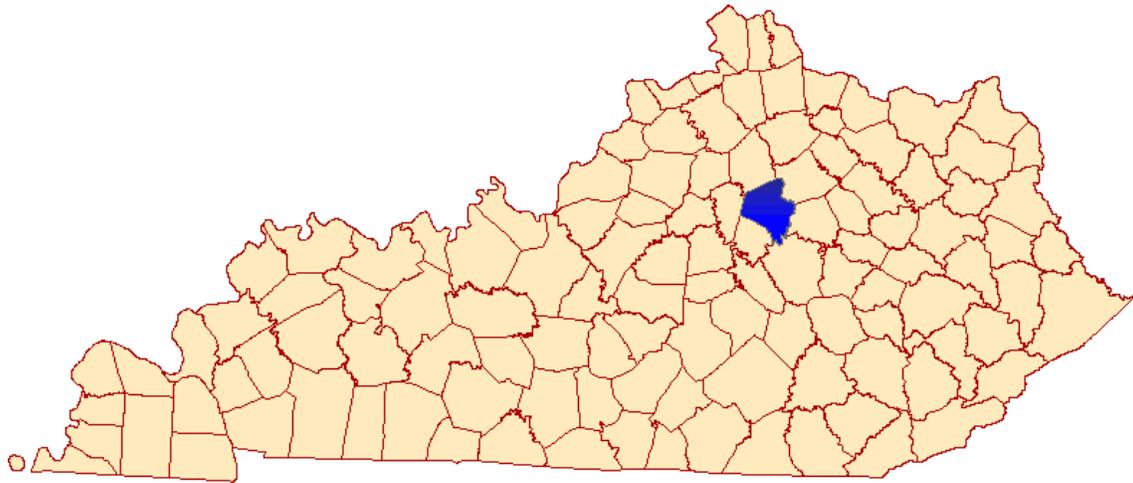


The Addressing Guide
for
Lexington-Fayette Urban County Government



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I. INTRODUCTION

The Addressing Guide is intended to provide a reference to the standards and procedures which are utilized to assign and/or change addresses within Fayette County and is specifically oriented for use by the Public Safety community. The guide is a compilation of existing rules, regulations (reference Ordinance 17-2 through 17-4), and procedures that have been established over many years. It is drawn from numerous Divisions within the Urban County Government as well as external organizations. The common element among all is sharing an inherent interest in being able to reliably and expeditiously identify and locate places where people live and work.

An address should uniquely identify a place in the context of a geographic reference. In a broad sense, a location can be somewhere within the Commonwealth of Kentucky, more precisely, in Fayette County which is located in the Commonwealth of Kentucky. An address can expand on a general location by specifically identifying a place along a roadway or easement which determines access. More refinement is obtained by naming roadways and then logically ordering and consistently numbering individual structures, places or things as the roadway is traversed. In some cases, it may be necessary to further subdivide individual structures by applying individual unit numbers. This guide, therefore, acknowledges a standard for all addresses which consists of a number part, and a street name. Additionally, an address may include a directional indicator, a street type, and/or a unit designation but regardless the address is based on how the structure is accessed and not on frontage.

One measurement of how well emergency services are provided is the efficacy by which a location, be it a place or a structure, can be identified. The ultimate goal of addressing in the Public Safety realm is to establish and maintain an inventory of unique addresses. Addresses are needed for any location where emergency services may need to be dispatched. Additionally, wireless communications require the establishment of more and better addresses because location becomes problematic when the signaling device is mobile.

Figures:

- Fig. 1 Number Origin At Main And Limestone
- Fig. 2 North/South Limestone and East/West Main Street
- Fig. 3 Even and Odd Sides
- Fig. 4 Lyman Numbering Downtown
- Fig. 5 Lyman Numbering Fayette County

Assigned numbering of property records in Fayette County originates from the intersection of East/West Main Street and North/South Limestone in downtown Lexington.

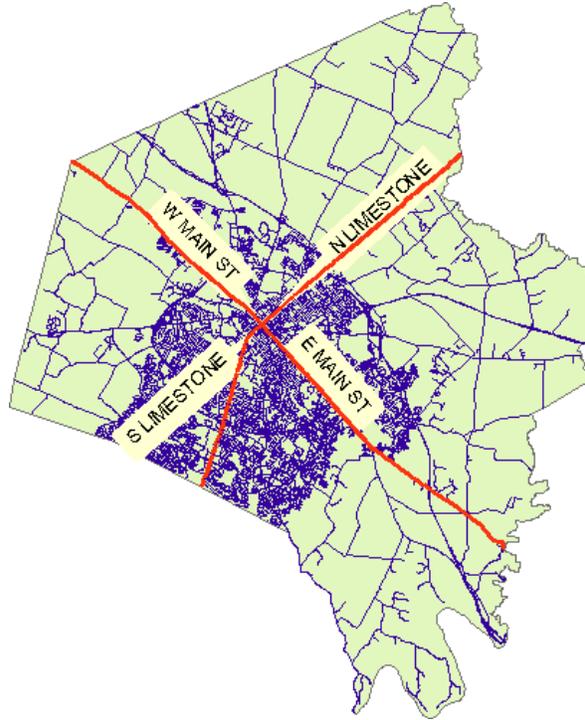


Fig. 1 Number Origin At Main And Limestone

Those properties accessed from Main Street, its extensions, and all thoroughfares which parallel it are numbered east and west respectively from the origin. Similarly, those properties accessed from Limestone, its extensions, and all thoroughfares which parallel it are numbered north and south from the origin.



Fig. 2 North/South Limestone and East/West Main Street

Even numbers are assigned to the south and east sides of the street and odd numbers are assigned to the north and west sides.



Fig. 3 Even and Odd Sides

Number ranges for streets are loosely based on the Lyman Uniform Street Numbering System as illustrated below. Numbers increase with respect to the origin as distance increases and are assigned sequentially leaving sufficient gaps to accommodate changes or additions.

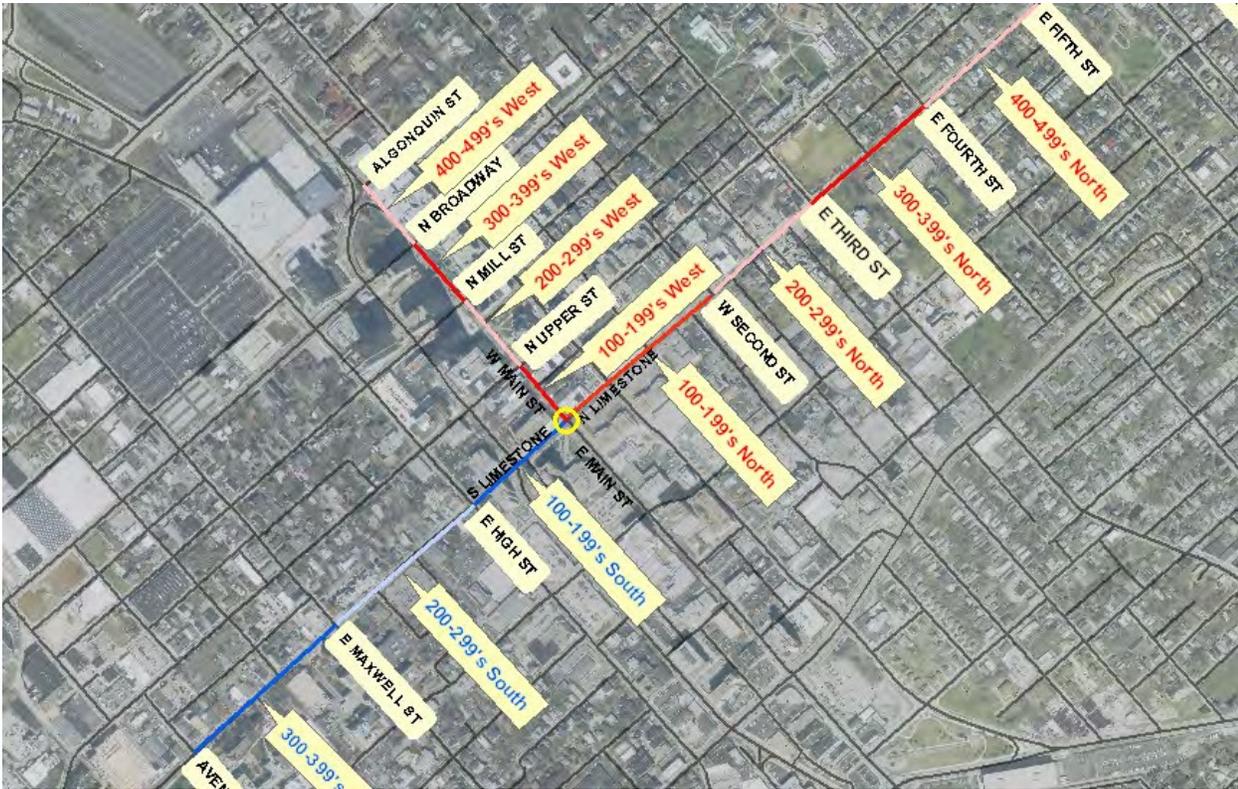


Fig. 4 Lyman Numbering Downtown

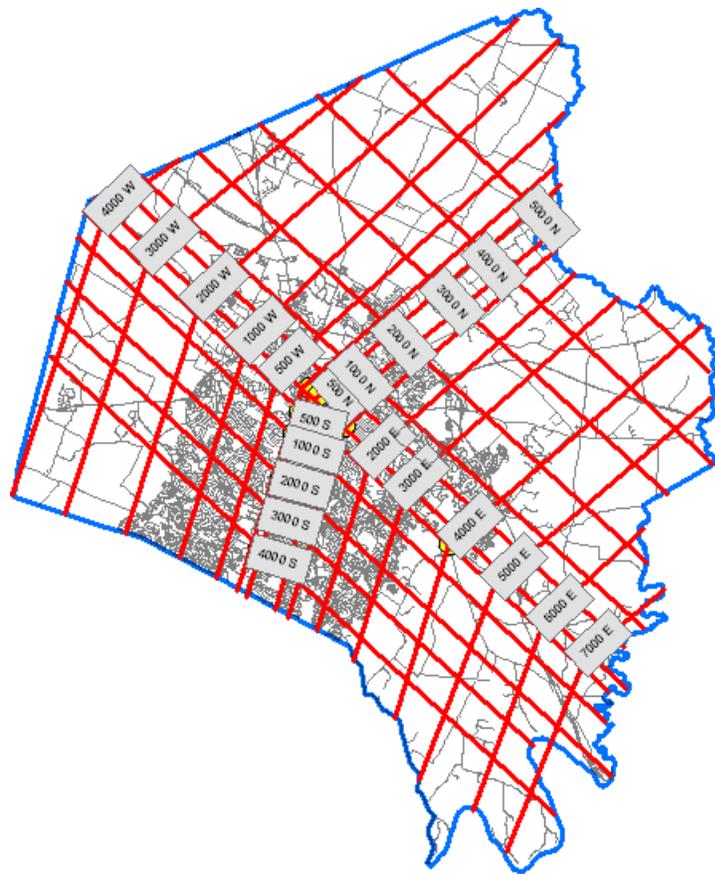


Fig. 5 Lyman Numbering Fayette County

II. TERMS AND DEFINITIONS

Access – Describes how to get to a location which in turn defines how that place or location is addressed.

Accessory Building – Incidental structures such as garages, storage sheds or similar structures where the primary or major activity on a property does not take place.

Address – A unique identification of a location which may consist of a number, direction, street name, street type, and a unit.

Address Assignment – Refers to the issuance of an address which does not require the involvement of either the Lexington City Council or the PVA Office. Examples include written notification from the Addressing Office, creation via plat and/or development plan, issuance of suites or apartment numbers, etc.

Address Change – Refers to the legal process by which property records, as recorded at the Property Valuation Administrator's Office, are changed to reflect a new or updated address.

Building Number – The number, letter, or other designation assigned to a structure or multiple structures on a parcel or parcels of land. In cases where building numbers are utilized, there may be multiple street addresses and multiple building numbers, however neither will be duplicated.

Development Plan- Written and graphic materials for a development which may include location of structures, intensity of use, density of development, streets, ways, parking facilities, signs, drainage, access, screening, utilities, existing manmade and natural conditions and all other conditions agreed to by the applicant.

Named Easement- An intended thoroughfare for emergency vehicles to access a location.

PVA – Property Valuation Administrator - The PVA office is the State organization which administers property taxes, maintains ownership data, tax maps, and building characteristics.

Plat – a graphic document portraying officially recorded features such as property lines, right of ways, easements, etc.

Principal Building- A structure such as an office building, apartment building, retail structure or other similar structure where the primary or major activity on the property takes place.

Private Access Easement- The private right of a land owner to ingress and egress to his property over the adjoining property of another for the purpose of accessing the public right-of-way.

Property Number – The number or numbers assigned to a parcel of land according to the access from a named easement. This is the number recorded at the PVA office for purposes of tax collection.

Retired Streets – Street names that are unavailable for use because they have been previously used. To avoid confusion, the general policy is to not assign a new address that was previously used as another's address at another location.

Roadname – A concatenation of a street directional, street name, and street type.

Structure Number – The number or numbers assigned to a structure on a parcel of land. Preferably, but not necessarily, the structure number and the property will be the same.

III. ADDRESSES

A. Numbers

General Considerations for Numbers

- * At the minimum, all addresses will require a structure or property number as well as a street name. If only one structure exists on a parcel, then the structure number should be the same as the property number.
- * Only whole numbers can be assigned and the numbers must be greater than 0 (Preferably greater than 100) and less than or equal to 9999. (Address numbers are not to be written in longhand, ex. One Twenty Five)
- * Additional information or designations such as “A” or “B” or “1/4” or “1/2” are not valid parts of an address number. Such designations may be found in legacy addresses as units, but are not consistent with the current addressing standard and should be changed when they become problematic.
- * Odd numbers are generally assigned to those properties or structures which are north or west and even numbers are assigned to the south and east sides of streets (see Fig. 6).
- * Sequence is maintained from side to side and values increase as a function of distance from the origin (see Fig 6). Errors in sequence are inconsistent with the current addressing standards and should be changed as they are encountered.
- * Numbers assigned to properties or structures will coincide with existing ranges that are associated with the named roadway or easement. For example, it would not be permissible to assign 105 Some St to the section of Some St which contains the 2000-2999 address range. Additionally, cases where the range of addresses are incompatible from side to side (100’s on the left side and 300’s on the right) are inconsistent with the current addressing standard and should be changed as encountered.
- * As a precaution, duplication of numbers is not allowed on the East and West sections of New Circle Road. For example, if there is a 126 E New Circle Road, then there cannot be a 126 W New Circle Rd because people often do not know which section of New Circle Road they are on.
- * It is recommended to notify and/or verify addresses located near the county line with the 911 Coordinator of the applicable adjacent county. For example, all newly created numbers on Athens Boonesboro Rd must be verified with Clark County 911. Fayette and Clark County address ranges overlap – a number for Athens Boonesboro Rd within Fayette County may not be duplicated in Clark County.

Property Numbers - PVA

A property number will be assigned according to the property's frontage on a named easement. Where frontage exists on several easements, a number will be assigned to each frontage with a named easement. Corner lots, for example, may be assigned 2 numbers, one for each frontage on a named easement. In those cases where only one structure exists on a parcel and a range of addresses has been assigned to the parcel, the range should be removed and the remaining number shall be assigned to the structure. In those cases where an occupant (either residential or commercial) is using an address other than that assigned by the PVA record, it is acceptable to change the property record (PVA Record) to match what is being used if the address is appropriate.

Structure Numbers

Structure numbers are assigned to a building according to its access from a particular named roadway or easement. Where multiple access points exist, the assigned number will be from the street range tied to the closest named roadway. However, it may not be practical to assign numbers based on the closest named roadway in cases where emergency vehicle access could be limited and, thus, creates a negative impact on response time. Such examples would be numbering off of an alley or numbering off of a property where access is obstructed.

Building Numbers

The preferred method for addressing multiple structures on a single parcel is to assign unique individual addresses to each structure. When insufficient numbers exist or other reasons prohibit it (numbers are not clearly visible from the named easement, for example), it may be necessary to assign unique individual building numbers to each structure maintaining one unique street address. This happens in rural areas where many structures are found on a single parcel of land. Generally, the buildings are numbered sequentially 1, 2,3,4,5, etc, as they are encountered, not necessarily beginning with building number

The starting point should be the structure closest to the access point which defines the parcel address. It may be prudent to skip some numbers or leave space for new structures that do not exist so that there will be a number available for potential future development. If the access is unnamed, then the buildings are to be numbered in the order in which they are encountered.

*Signage requirements apply.

Multi Unit Numbers

If a multi-unit structure possesses a single entry point, then one number is assigned to the building and a unit number is assigned to each unit. If individual addresses are assigned (individual entry points) then one of the units gets the address assigned as the PVA address (property number) and the other unit numbers are increased by 2.

*Signage requirements apply.

Figures - Examples Of How Numbers Are Used:

- Fig. 6 Residential Numbering
Direction
Sequence
Interval
- Fig. 7 One Address Numbered Buildings
Rural Numbering
Order of Numbering
Intervals
- Fig. 8 Private Drive with Addresses
Rural Numbering
Order of Numbering
Intervals
- Fig. 9 Numbering Consistency – Street To Street
Block Ranges
- Fig. 10 Numbering Consistency – County Wide – Lyman Numbering
- Fig. 11 Street Ranges and Addresses
- Fig. 12 Duplicated Street Name

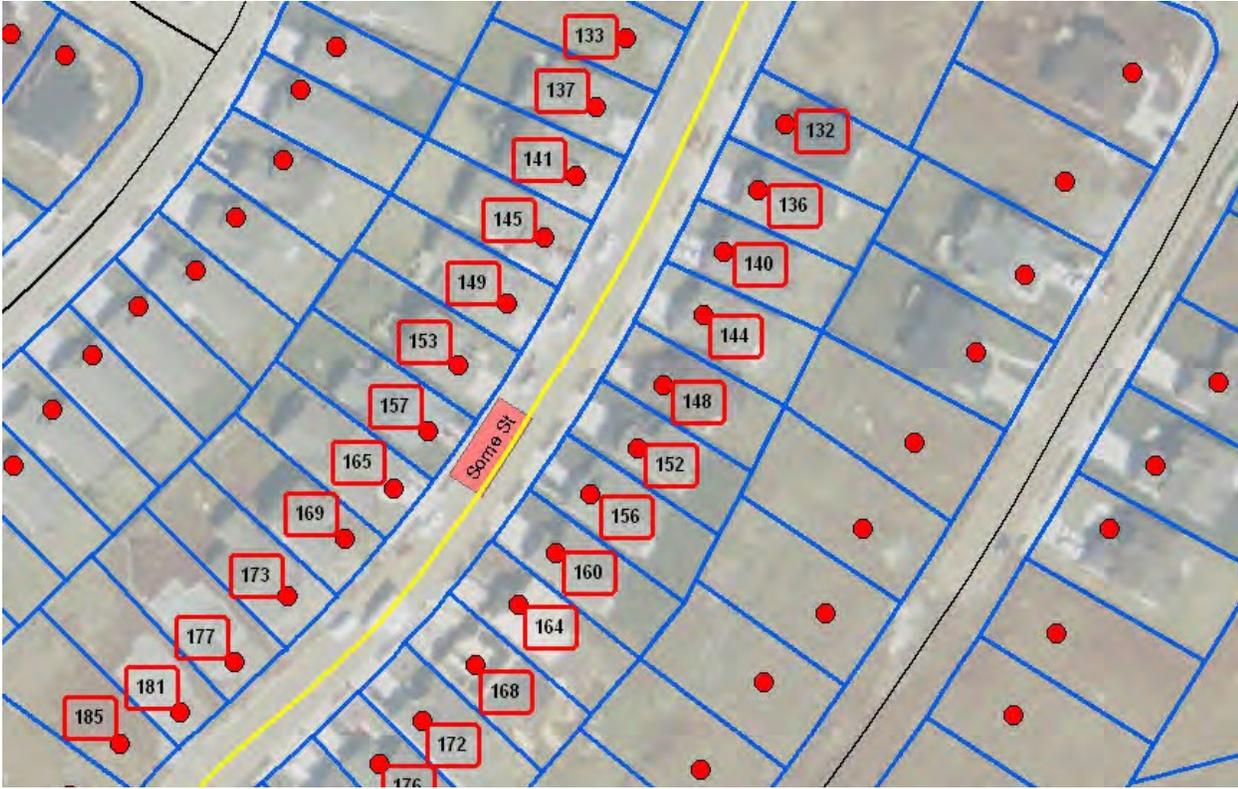


Fig. 6: Some Street

The figure above illustrates several points. Some Street runs north-south and the odd numbers are assigned to the west side and the even numbers are assigned to the east side. Notice that the numbers maintain sequence from north to south and that, generally, the numbers are assigned by 4's (140, 144, 148, etc). Not only is the proper sequence maintained, but the even numbered residences are generally one less than the odd number directly opposite them. This should be the case when lot sizes are fairly equal from side to side and when the street runs fairly straight without significant turns. Notice that the parcels numbered 133 to 149 on the west side are essentially similar in size to parcels numbered 132 to 144 on the east side of Some Street. However, where there are 3 parcels numbered 153, 157, and 165 on the west side, there are 4 parcels numbered 152, 156, 160, and 164 on the east side. To accommodate the difference in lot sizes, instead of assigning 153, 157, 161 and 165, as would usually be the case, it was necessary to skip 161 all together. In this manner, 164 Some Street is located directly opposite 165 Some Street as desired.

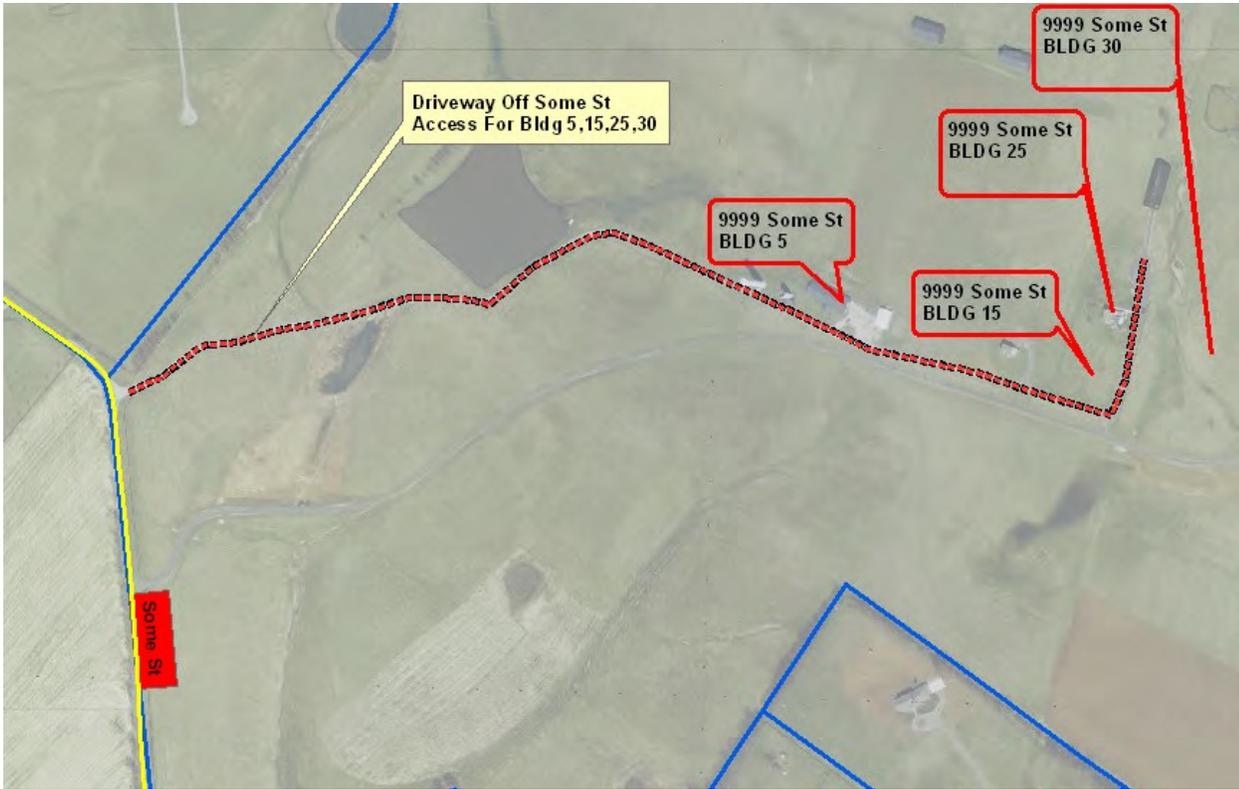


Fig. 7: One Address, Numbered Buildings

The figure above illustrates the use of a single street address, 9999 Some St, and numbering of individual structures common to a single parcel of land. When there is a single access point to the property, the option is given to the owner to either retain a single address or name the drive (private) and assign unique addresses based on the name. With a single street address, the buildings are numbered in the order in which they are encountered, but large gaps may exist in the sequence of the numbers. In this case, it is understood that additional buildings could potentially be erected in the future and that numbers are essentially reserved to accommodate growth. Because this drive is not named and a street sign is not to be installed, it is required that the address be conspicuously posted at the entry point to be clearly visible from the named public street.

*Signage requirements apply.

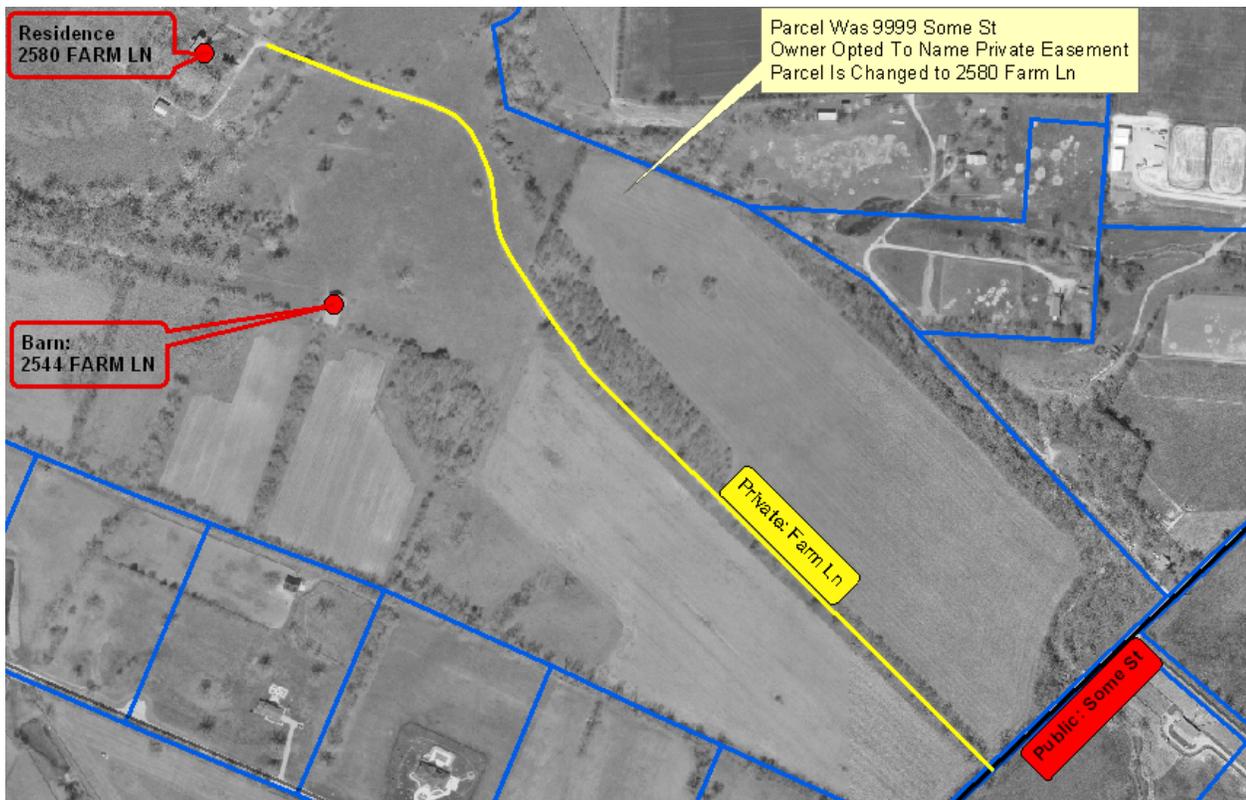


Fig. 8: Private Drive with Addresses

Another option when there is one access point is to name the private drive on the property and assign addresses as required from the named drive. In the example above, the drive is named Farm Lane and structure numbers are assigned to a barn as well as a residence. The assigned numbers are even (structures are considered to be on the south side of the road) and sufficient space is left between the numbers to allow for more structures in the future. The assigned numbers are required to be displayed on the structure and large enough to be clearly visible from the named drive. Alternatively, signage may be installed at the intersection of long driveways or in cases where the structure is not visible (trees, fences, etc.) from the named drive.

*Signage requirements apply.

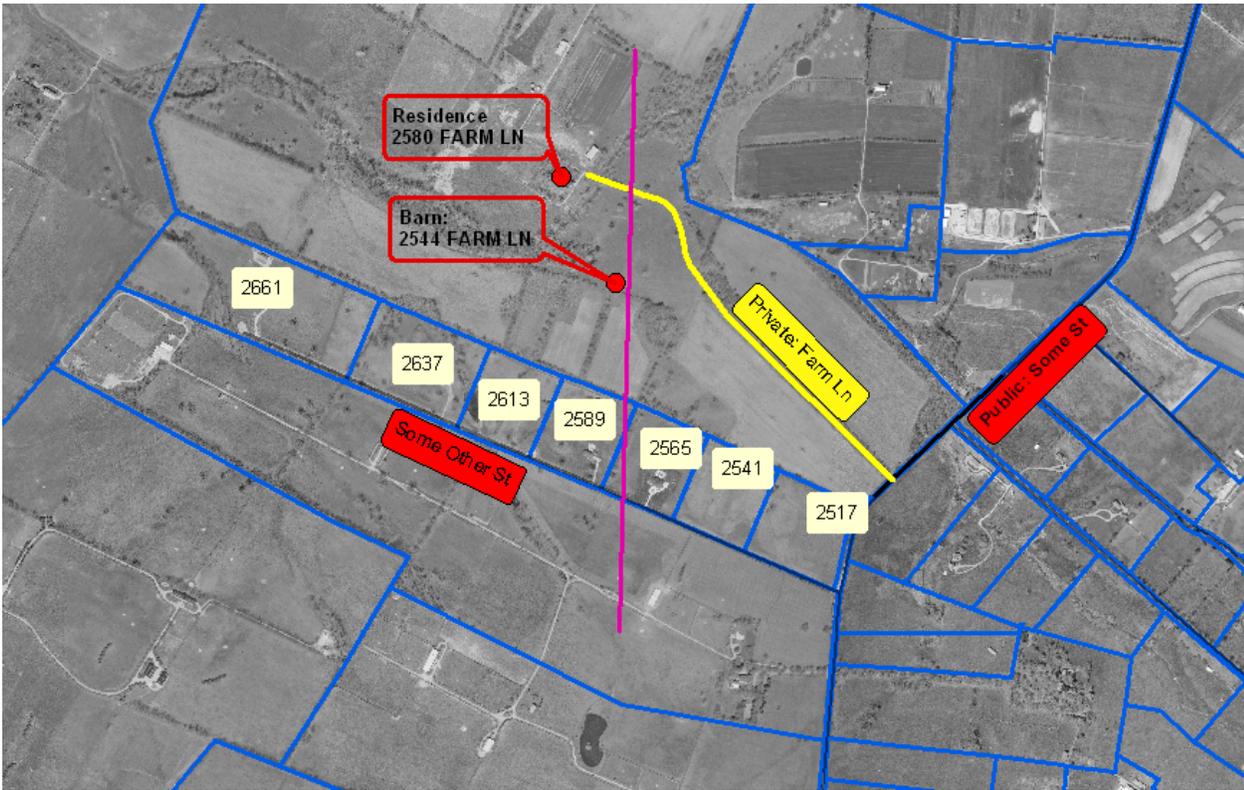


Fig. 9: Numbering Consistency

Note that the numbers assigned to the newly created Farm Lane above are in the same block range as the next closest “Some Other St”. In other words, turning off of “Public: Some Street” will put you in the same address range whether you are on Farm Lane or “Some Other St”.

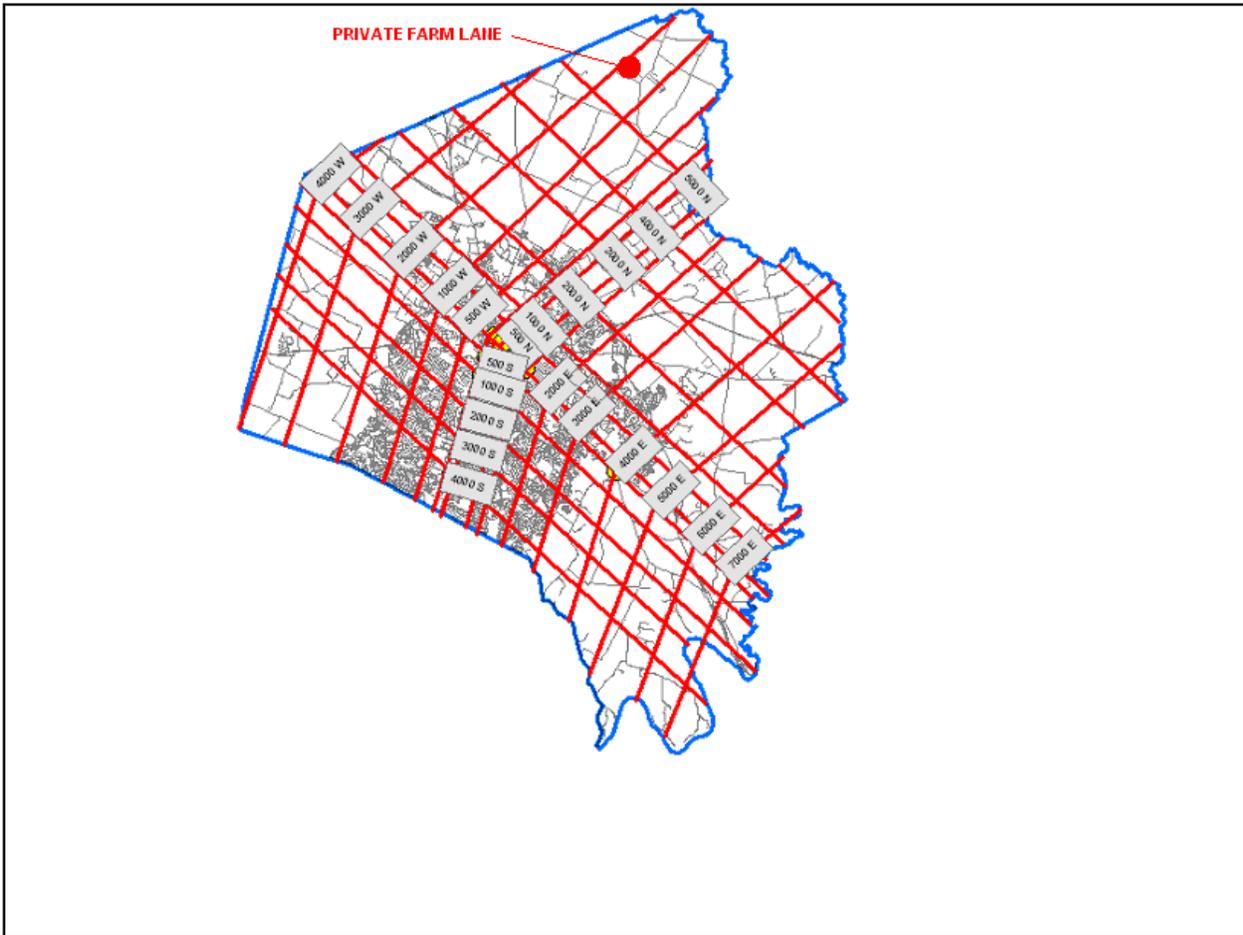


Fig. 10: Lyman Numbering Consistency

A newly created Farm Lane is identified on the Fayette County Lyman Numbering grid. According to this, the addresses created on Farm Lane should be in the 2000 – 3000 block.

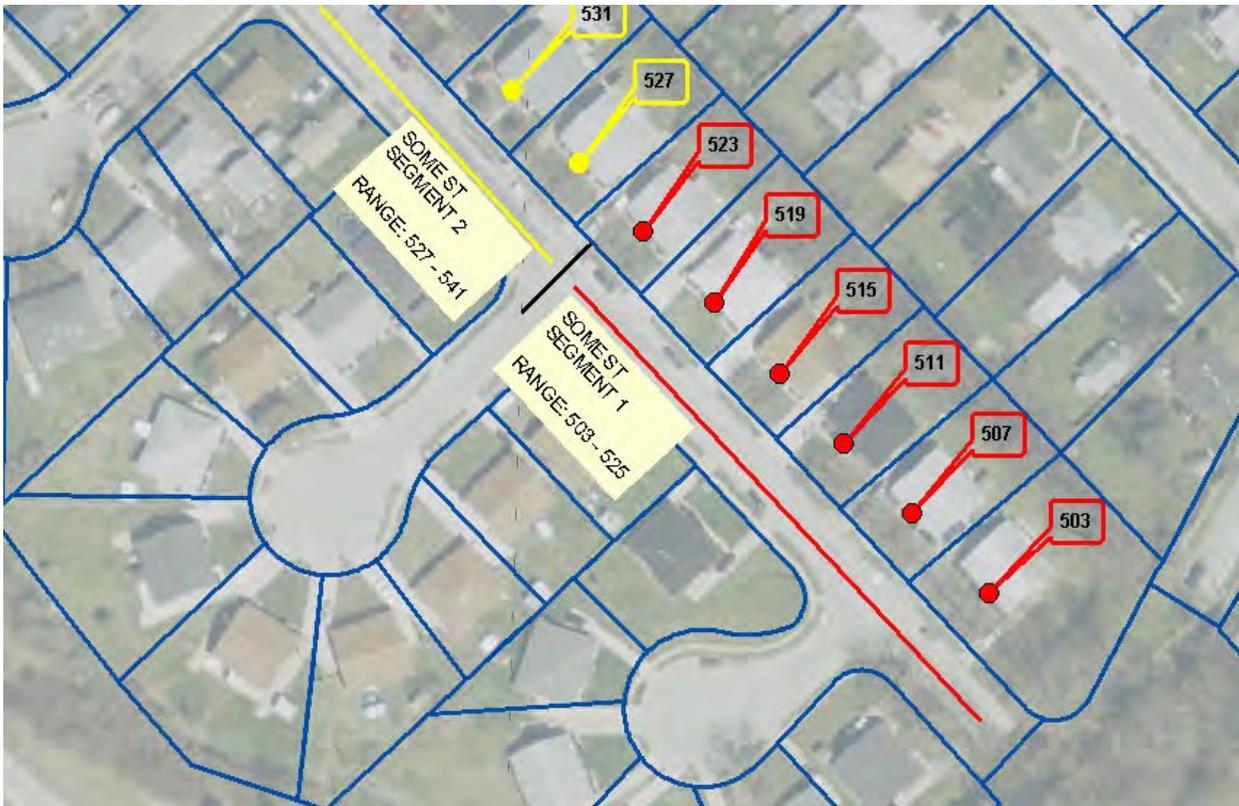


Fig. 11: Street Ranges and Addresses

The figure above illustrates how streets are assigned number (address) ranges for different segments. In this case, Some Street has a logical break at the intersection of Some Street and the Cul-De-Sac, indicated by the solid black line. The section to the right, Segment 1, has been assigned a street range from 503 to 525. The left Section of Some St, Segment 2, has been assigned a range from 527 to 541. Assigning a range of addresses to different segments of the same street allows for geocoding of addresses as well as providing for a method to validate an address. For example, if the structure at 527 were converted to a duplex and an address is to be assigned to the new unit, it would be inappropriate to assign 525 even though the existing addresses are in the 500's range. Although assigning the number 525 to the right side of the duplex would maintain sequence, it would not fit into the existing street range for segment 2 (527-541). In this scenario, the right unit would keep the 527 and the left unit would be assigned 529. Another possibility would be to use 527 Some St and assign unit numbers for the individual apartments.

III. ADDRESS

B. Direction

Directional indicators within a street name may only be used as a prefix to a named roadway or easement and may only be abbreviated as “N”, “S”, “E”, or “W”.

The north directional may only be assigned to streets that intersect and reside on the north side of Leestown Rd, W Main St, E Main St, Richmond Rd, or Athens Boonesboro Rd.

The south directional may only be assigned to streets that intersect and reside on the south side of Leestown Rd, W Main St, E Main St, Richmond Rd, or Athens Boonesboro Rd.

The east directional may only be assigned to streets that intersect and reside on the east side of Paris Pike, Old Paris Rd, N Limestone, S Limestone or Nicholasville Rd.

The west directional may only be assigned to streets that intersect and reside on the west side of Paris Pike, Old Paris Rd, N Limestone, S Limestone or Nicholasville Rd.

III. ADDRESS

C. Street Names

General Considerations for Street Names

- * At the minimum, all addresses require a structure or property number as well as a street name.
- * A street name must be between 2 and 20 characters, which is made up of letters and spaces.
- * Road names, as approved by the LFUCG and recorded on a plat, will not be changed for a period of at least ten (10) years unless there are public safety issues which require a change.
- * A street may be named for the full name (first and last name) of a person only if that person has been deceased for twenty (20) years and the person was culturally, historically, or socially relevant to the geographic area. Names recognizable worldly, nationally, or throughout the state of Kentucky may be acceptable if all other criteria can be met.
- * A street should not intersect itself.
- * A roadway or access easement that is longer than it is wide shall be named.
- * A roadway or access easement should not terminate in a corner nor should a named roadway or access easement (Street A) continue across an intersection if it is necessary to turn onto another named easement (Street B) before reaching the continuation (Street A).

Specifically Prohibited In the Naming Of Streets

1. Punctuation – Only letters A-Z are to be used in the naming of streets. No special punctuation marks such as hyphens, commas, asterisks, etc, are allowed to be used in the naming of streets. In the examples below, the apostrophe (David's), hyphen (Yo-yo), and period (E.) would not be valid.

David's Fork Rd
Yo-yo Dr
Joe E. Smith Blvd

2. Numerical digits or names – Numbers are not to be used as a part of a street name. In the examples below, 7th (Heaven Way), Six (Pack Dr), and Four (Wheel Dr) would not be a valid street name.

7th Heaven Way
Six Pack Dr
Four Wheel Dr

3. Leading single letter phrases – Single letters are not to be used as part of a street name. In these examples, A (Star Is Born Blvd) and U (And Me Dr) would not be valid for street names.

A Star Is Born Blvd
U And Me Dr

4. Using a directional or closely related term – Using directionals or terms similar to directionals are not permitted in the naming of streets. Northern (Lights Blvd) may be mistakenly interpreted to be N Lights Blvd. Northpark Dr could be heard as N Park Dr, which may or may not exist, and could inadvertently provide incorrect direction.

Northern Lights Blvd
Westerly Way
Northpark Dr

5. Confusing, obscene, or irregularly spelled words – The intent of street naming guidelines is to minimize the potential for confusion especially in regard to providing for emergency services. Street names which are difficult or confusing to spell should not be allowed under any circumstance. Similarly, obscene, profane or suggestive names are not allowed.

Yawayaway Way
Duke Sucks Dr

6. Duplicated, similar in sound or spelling – Street names which could easily be confused with a similar sounding street name should not be used.

Leadstown Rd (sounds like Leestown Rd, spelled similar)
Rosey St (sounds like Rose St)

7. Abbreviations – Abbreviations are prohibited with the following exceptions:

Fort shall be abbreviated as FT FT SPRINGS PINCKARD RD
Mount shall be abbreviated as MT MT HOREB PIKE
Saint shall be abbreviated as ST ST IVES CIR

8. Use of a street type as part of a street name.

Tennis Court Way Court, Service, and Way are valid street types and cannot be incorporated
Southland Service Dr into the street name
My Way Blvd



Fig. 12: Duplicated Street Name

The figure above illustrates that the name (street name) portion of a road may be duplicated, however, the entire roadname may not. A duplicated street name may exist only if it intersects another street(s) with the same street name. When duplication of street names does exist, distinctive address ranges should be assigned to each roadname such that no parcel or structure on a particular roadname would share the same number and street name as another parcel or structure on the other roadname. If a unique address range cannot be assigned to each, then a different street name must be assigned.

The “Two of Three Rule” For Naming Streets
(Mixing and Matching Parts Of A Roadname)

Duplicated roadnames are not allowed, however, some parts of one roadname may be used in the naming of another road with limitations. For a roadname composed of three words, two of those three words may not be the same as two words of another existing roadname.

If an existing roadname is Burning Tree Lane

Then Burning Bush Lane

Would NOT be allowed

If an existing roadname is Burning Tree Lane

Then Burning Bush Way

Would BE allowed.

If an existing roadname is High Water Lane

Then Black Water Lane

Would NOT be allowed.

If an existing roadname is High Water Lane

Then Blackwater Lane

Would NOT be allowed.

Changing An Existing Street Name

1. The petitioner is responsible for providing the details of the proposed change, including:

- Date
- Name
- Address
- Phone Number
- Existing and proposed street name(s)
- Public Safety need for the proposed change (ref #2)

2. Addressing Committee evaluates name and the Public Safety need for the proposed change.

Would the proposed change make the naming compatible with existing requirements?

- Is existing name less than 2 or more than 20 characters in length?
- Does the existing name contain punctuation?
- Does the existing name contain numerical digits or numerical names?
- Does the existing name contain single letter phrase(s) or articles?
- Does the existing name start with a directional term?
- Is the existing name confusing, obscene or irregularly spelled?
- Is the existing name duplicated or closely approximate an existing street?
- Does the existing name contain abbreviations other than FT, MT, or ST?
- Does the existing name contain “service”, “street”, “drive”, “avenue”, or “court”?
- Does the existing name contain a duplication of a street type?
- Is the existing street detached from a street of the same name and different type?
- Is the existing street disconnected from a street of the same name?
- Does the existing street (name) not provide for structure access?
- Is the existing street type invalid?

Would the proposed change be consistent with the Addressing Guide?

- Has the existing name been recorded for at least 10 years?
- If the proposal is to honor a person, has that person been deceased for 20 years?
- Does the existing street intersect itself?
- Does the existing street terminate in a curve or other awkward location?
- Does the existing name violate the “two of three rule”?
- Does the proposed change provide more benefit than confusion caused by the change?

3. If no Public Safety issue exists or the proposed name is not accepted then the Addressing Office will notify:

- the petitioner
- the district Council representative
- the At-Large Council members

that no public safety issue was identified which supports the proposed name change and therefore the Addressing Committee would not be in favor of the proposed name change.

4. If a Public Safety issue exists and the proposed street name is accepted

If the request originated from a property owner

Addressing Office will provide a list of owner names and addresses to the petitioner.
Petitioner polls the property owners to determine support for the proposed name change required.
Petitioner is responsible for contacting owners and obtaining yes/no vote – 1 vote per property.
51% of the property owners on the list provided must vote “yes” to continue the process.
30 calendar days are allowed for completion of the petitioner survey.

If 51% support the proposed name change then Addressing Office sends ballots by certified mail.
80% of property owners are required to vote in favor of the proposed change to proceed.
30 calendar days are allowed for return of ballots.

If the request originated from the Addressing Committee

Addressing Office notifies district Council representative and At-Large members of proposed change.
15 calendar days are allowed for comments.

Addressing Office notifies property owners of proposed change and may solicit proposed name(s)
Addressing Office notifies tenants of proposed change.
(Standard proposed change letter is mailed)
Addressing Office notifies recognized Neighborhood Association of proposed change.

Appeals process as needed
Proposal becomes part of quarterly batch of changes.

III. ADDRESS

D. Street Types

General Considerations for Street Types

* The street type, “service road” (SRD), is reserved for service road designation and shall only be assigned to streets by the Urban County Government. The street type, “service road” (SRD) is not used as any part of an address.

* An address or road name shall not contain a duplication of the street type within its name (e.g. James Street Street). When an address or road name contains the names of two types of streets, the first type becomes part of the street name and the second type will be the street type and shall be abbreviated (e.g. Fifth Street Ct).

* Name and number sequence continuation across intersecting roadways shall also result in continuation of the type of street.

* An address or street name may contain one of the following street types. The abbreviation for each type is listed below.

Alley	ALY	Pass	PASS
Avenue	AVE	Path	PATH
Bayou	BYU	Pike	PIKE
Bluff	BLF	Place	PL
Bottom	BTM	Plaza	PLZ
Boulevard	BLVD	Point	PT
Canyon	CYN	Rest	RST
Causeway	CSWY	Road	RD
Circle	CIR	Row	ROW
Court	CT	Service Road	SRD
Cove	CV	Spur	SPUR
Drive	DR	Square	SQ
Flat	FLT	Street	ST
Fork	FRK	Terrace	TER
Gateway	GTWY	Trace	TRCE
Lane	LN	Trail	TRL
Loop	LOOP	Viaduct	VIA
Oval	OVAL	Walk	WALK
Park	PARK	Way	WAY
Parkway	PKWY		

III. ADDRESS

E. Units

General Considerations for Units

- * All unit designations must be numbers and no more than 5 characters (99999) may be used for any unit designation. No unit designation will contain partial numbers, letters, or punctuation.
- * Unit numbers will be assigned to residential, commercial, and agricultural structures when unique entities within them must be identified. It is not necessary to assign additional unit numbers to those entities which are already contained within an existing, identified unit. For example, retail supercenters may be identified by a unique street address or as part of a strip mall (unique street address and a unit number) and often contain multiple tenants (some of which are considered a part of the retail operation, others are totally independent). Typically these entities are all accessed from a single point, which is the major point of egress for the supercenter. Additionally, these entities typically are not self-contained (does not exist in a space identified by a separate entry point or even contained by walls). Finally, these entities generally all operate at the same time over the course of a day.
- * Unit numbers will serve as apartment (Apt), suite (Ste), trailer (Trlr), building (Bldg), or barn numbers.
- * Units are to be assigned to all potential spaces (preserving unit numbers for future use) even in cases where a single tenant will occupy multiple spaces, although it is understood that only one unit number will be utilized per tenant.
- * Unit designations assigned to spaces with external access are required to be posted as ‘Ste_###’ (ex. Ste 150).
- * Unit designations assigned within a building do not require the posting of “Ste” preceding the unit number.
- * Unit designations assigned to residential structures, such as building numbers, are required to be posted as ‘Bldg#’ (ex. Bldg 5).

How Units Are Assigned

Unit numbers are assigned in ascending order from left to right and from front to back when looking at the front of the structure or main access point to the structure. Typically, unit numbers at the low and high end of the range are not used in order to reserve numbers for expansion and the inevitable need to assign new units within the appropriate range.

Unit numbers from 1 to 99 are reserved for spaces below grade and are intended to convey that these units would be found in a basement or at least a lower level than at grade. As previously discussed in the Numbers section, numbers from 1 to 99 may also indicate unique buildings (see Building Numbers).

Unit numbers from 100 to 199 are reserved for spaces at grade and are intended to convey that these units would be found on the first floor of a structure.

Unit numbers from 200 to 299 are reserved for spaces above grade and are intended to convey that these units would be found on the second floor of a structure. Similarly, unit numbers from 300 to 399 are reserved for third floor units, and so on.

Unit numbers between 1 and 99 may also be used to assign as building numbers. The building number will serve as the unit number, even if multiple entities within the building do not exist. Building numbers should be assigned when multiple buildings exist on one parcel of land and unique addresses can not be assigned to each building.

Examples of How Units Are Used

Fig. 15 Initial Suite Assignments Suites 150, 250 and 350
Single Occupant Per Floor

Fig. 16 Initial Suite Assignments Suites 150, 250 and 350
Variable Configurations Per Floor

Fig. 17 Strip Mall Assignments Suites 110 to 175

Fig. 18 Condominium Suites

Fig. 19-20 Condominium Suites With Tenants

Fig. 21 Combining Building Numbers With Suite Numbers

Appendix B Common Secondary Unit Designators as defined by the US Postal Service

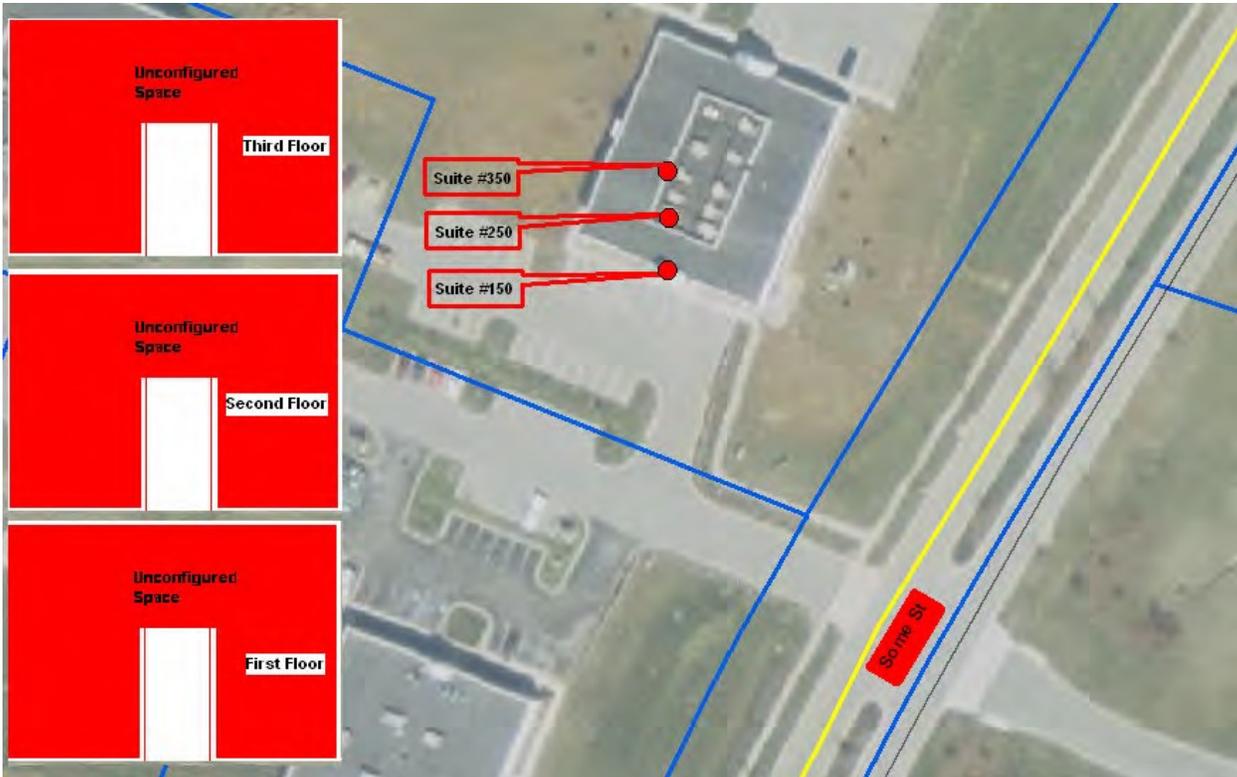


Fig. 15 Initial Suite Assignments Suites 150, 250 and 350

The figure above illustrates initial suite assignments within a multi-tenant space which are made when a building first becomes available for occupancy. In this instance, the floor plan indicates that a single tenant will occupy each of the 3 floors. Based on this information, the suites are assigned as 150 (First Floor), 250 (Second Floor), and 350 (Third Floor). Any subsequent changes, such as adding space or subleasing space, may impact the existing tenants' suite assignment, thus requiring a change.

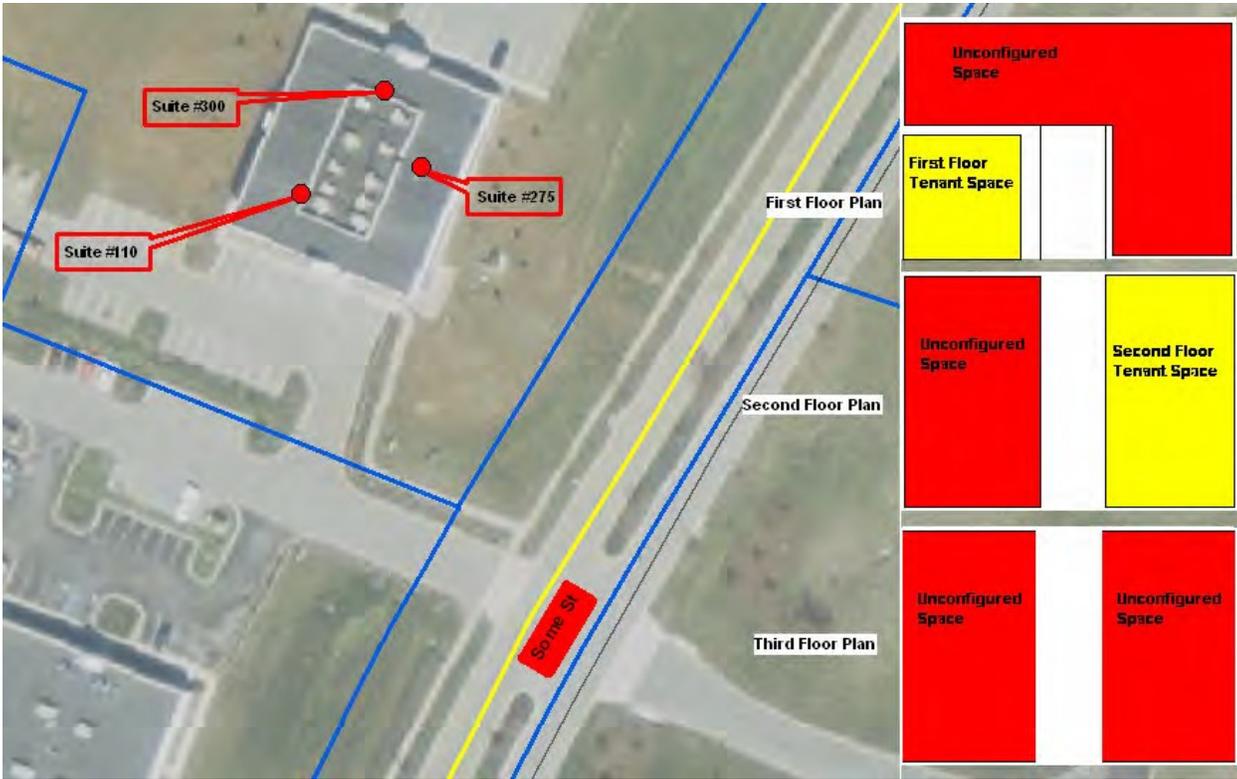


Fig. 16 Initial Suite Assignments

The figure above illustrates initial suite assignments within a multi-tenant space which are made when a building first becomes available for occupancy and the floor plan is flexible enough to allow for varied configurations. Generally, the initial suite numbers will be assigned to the first tenant recognizing that additional fit-ups will be forthcoming. In this instance, an occupant is identified to take the first unit (front left) of the first floor and is assigned a suite number 110. Likewise, an occupant is identified to take the entire right side of the second floor and is assigned suite number 275. Any additions or modifications made to these recorded locations or assignments may impact the ability of emergency personnel to respond efficiently and could therefore result in additional assignments as well as necessitate the re-numbering of existing, previously numbered spaces.



Fig. 17 Suites 110 to 175

The figure above illustrates the assignment of commercial unit numbers in a strip mall where the first unit on the left (facing the front) has been assigned unit 110. In this application, notice that the units are assigned in increments of 5 or 10 which preserves additional unit numbers for future expansion. Potentially, multiple spaces could be created on the building face which has units 150, 160, 170 and thus the larger increment in unit numbers is used. Fewer spaces are likely to be created on the other face of the building and so the smaller increment is used. In this manner, when an exiting tenant requires less space and the building owner creates a new space (on either side of 110), there is sufficient units available and the integrity of the 100 to 199 range is preserved. The same reasoning applies to the last unit in the mall (on the extreme right when facing the mall) which has been assigned unit 175. In this case, it is reasonable to assume that at some point, the building owner will create a new space right of the 175 suite and again, numbers are held in reserve for that time.

*Signage requirements apply.



Fig. 18 Condominium Suites

Recording units for condominium purposes creates an address which includes an assigned unit number for a space which is then recorded as a property record with the PVA. This method allows for the owner to record, sale, transfer, or fit-up of a portion of a structure, identified by its suite number, as a separate piece of property. A single parcel of land may then have a structure, or structures, which may then have multiple owners and may also have multiple tenants.

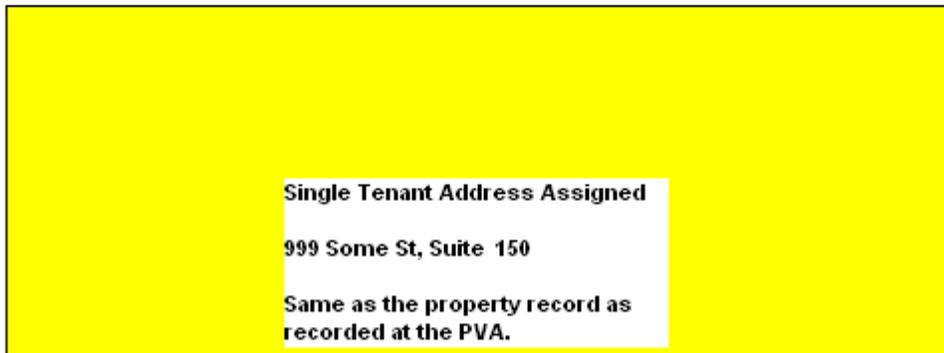


Fig. 19 Condominium Suites With Tenants

The first step above creates a named space, the first floor of the building located at 999 Some Street, which is known as 999 Some St, Suite 150 and will be recorded as a separate property record with the PVA.

The second block above indicates that this entire space is to be utilized by a single tenant. If this is the intention, and it is known beforehand, the preferred method to address this tenant would be to assign the property address as recorded with the PVA. In this example, the tenant would be assigned the address of 999 Some St, Ste 150. It is not essential that the property record and the tenant assignment be identical but for clarification purposes it is desirable. It is the intention that one tenant be assigned the property address or that the property record should be changed to match one of the tenants.

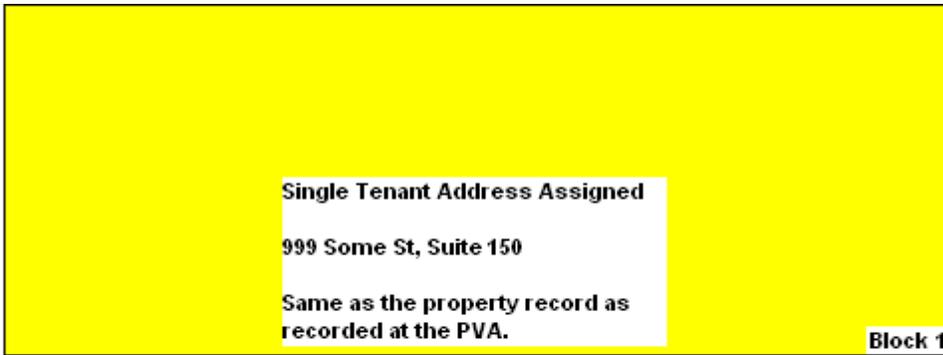


Fig. 20 Condominium Suites With Tenants

Unfortunately, it is impossible to anticipate all of the prospective configurations of a tenant space so, therefore, it is desirable to avoid assigning any suite number that limits the availability of numbers for future use. In block two above, multiple tenant spaces are created in the space identified as suite 150. If this is the intention and is known beforehand, then the assignment of suite 150 would not be the preferred method to address this tenant.

As previously discussed, the assignment of a suite 150 indicates that a single tenant occupies the entire space and it does not preserve suite numbers should the space be split (to create a new space) left of the existing suite 150. Under the scenario, where a new space or spaces are created and an existing tenant retains the suite 150, it becomes necessary to re-address an existing tenant and assign an address for a new tenant. If and when an additional tenant is assigned a suite, any number within 101-149 and 151-199 would still be available. Again, it is the intention that one tenant be assigned the property address or the property record should be changed to match one of the tenants.

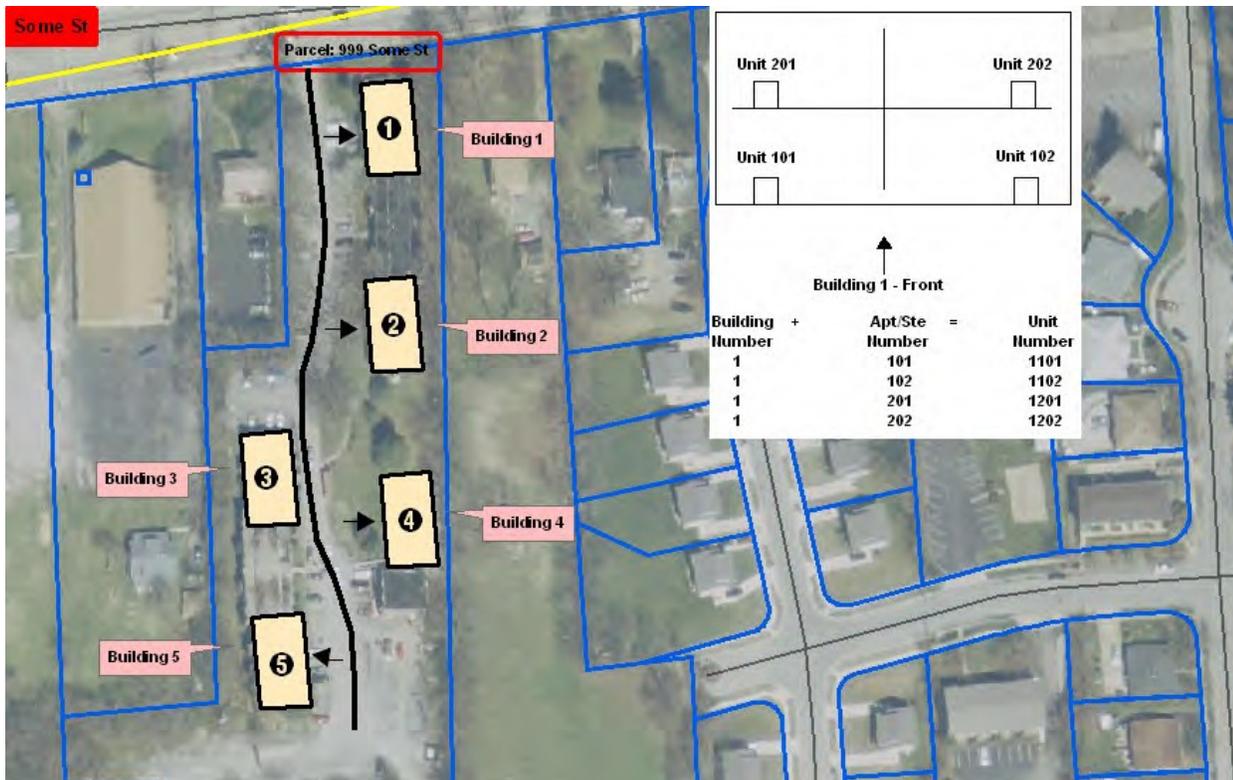


Fig. 21 Combining Building Numbers With Suite Numbers

The figure above illustrates how building numbers are combined with individual unit numbers (apartment or suite numbers) to create a new, unique unit number. In this example, building numbers were assigned (Buildings 1,2,3,4 and 5) for each building located on the parcel identified as 999 Some Street. The buildings are numbered sequentially as they are encountered and in this case it is understood that there is no future construction which could create sequence issues with building numbers.

Each of these buildings contain 4 apartments which are numbered as 101, 102, 201, 202. The units are numbered sequentially, in increments of 1, left to right (facing the building) where the 100's indicate ground (first) floor units and the 200's indicate second floor units. Also note that in a multi-storied structure it is desirable, but not always practical, to maintain vertical consistency in numbering – unit 201 is directly above unit 101 and unit 202 is directly above unit 102. Combining the building number with the apartment number creates a distinct unit number that indicates “which” building and “which” unit. For example, unit 1102 indicates the building as number 1 and the apartment as number 102. This numbering method is advantageous to emergency responders so that they know the building number, the floor level, and that there are multiple units on the first floor in advance of their arrival on the scene.

*Signage requirements apply.

III. ADDRESS

F. Sample Addresses

For the 911 System to function properly, the different components of an address need to be recorded correctly. In emergency situations a caller may be confused or the caller may not know the address of their location. The originating phone number will determine where the call is routed and provide an address to the call taker. In order to respond to the service request, the address must have the appropriate combination of number, direction, street name, type, and unit as depicted below.

Number	Directional	Street Name	Street Type	Unit
200	E	MAIN	ST	718
100		CHEAPSIDE		
110	S	LIMESTONE		201
900		MASON HEADLEY	RD	
157		SOME	ST	

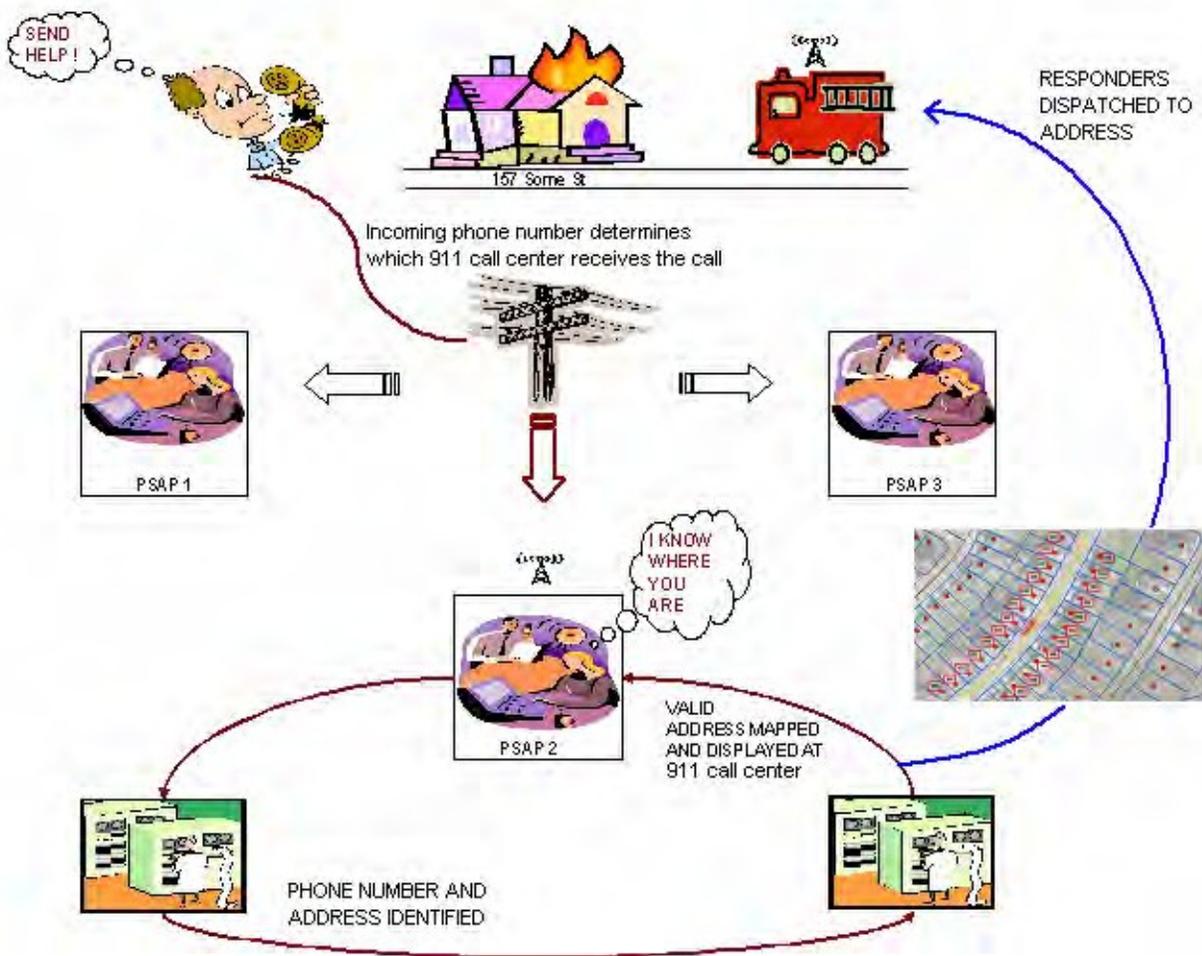


Fig. 22 Valid Address 911 Call

IV. ADDRESS ADMINISTRATION

A. How Addresses are Assigned, Changed, and Communicated

Major Development Plans, record plats, and their subsequent amendments are submitted to the Division of Planning on a monthly basis. Generally, these plans are available for review by Addressing, Building Inspection, Engineering, Traffic Engineering, Fire Prevention, Bike Pedestrian, Greenways, Forestry, Environmental Quality, Waste Management, Water Quality, US Postal Service, Health Department, Columbia Gas, Kentucky Utilities, Kentucky American Water and Windstream. These groups provide assurance that any plans ultimately approved by the Planning Commission are done so in accordance with existing regulations. The Addressing Office, which is a department within the Division of Enhanced 911 reviews, assigns, changes and approves addresses on the aforementioned plans as a part of the plan approval process.

Plans for new construction projects or additions which require a building permit are reviewed by Addressing, Building Inspection, DEM, Traffic Engineering, Engineering, Fire Prevention, Planning and Waste Management on a weekly basis. These groups provide assurance that any construction projects permitted are done so in accordance with existing regulations. The Addressing Office reviews, assigns, changes and approves addresses on these plans as a part of the permit issuance.

Plans for remodeling, renovations or fit-up projects which require a building permit are reviewed by Addressing, Building Inspection, and Fire Prevention on a weekly basis. These groups provide assurance that any projects permitted are done so in accordance with existing regulations. The Addressing Office reviews, assigns, changes and approves addresses on these plans as a part of the permit issuance.

Property records which may need to be changed as a result of an item listed below and cannot be accomplished directly on a record plat or amendment is changed by LFUCG Council action. The Addressing Office submits the list of these changes, approved by the Addressing Committee, (see below) on a quarterly basis.

Monthly address updates for new construction, additions, remodeling, renovations or fit-ups are available via the Addressing website. Addresses which are directly assigned or changed by LFUCG council actions are communicated via the US Postal Service to both property owners and/or tenants.

Additionally, all addresses changes that occur, are posted to the LFUCG Addressing web page and notification is made regularly to the various LFUCG divisions as well as all applicable utility companies, the US Postal Service, and the office of the PVA.

IV. ADDRESS ADMINISTRATION

B. Problems Requiring Correction

Missing Addresses – structure which is not identified by an address



Duplicated Addresses – 2 or more unique structures using the same address



Odd numbered addresses on even side of street or even numbered addresses on the odd side of street



Sequence – Addresses on same side of the street out of order



Sequence – Addresses on opposite sides of the street in different block range



Flips – Odd or even numbered addresses inconsistent for entire street



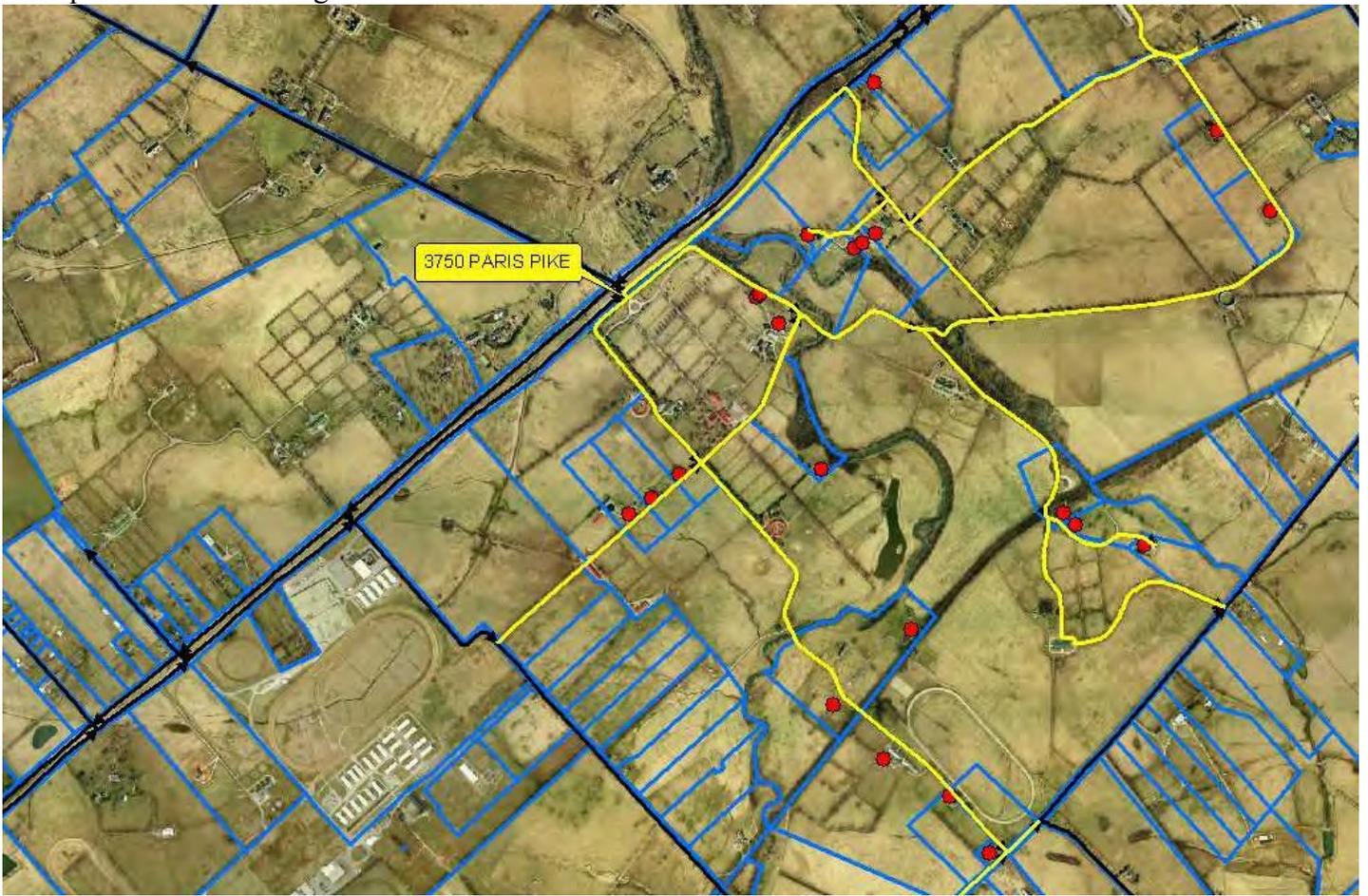
PVA Account address different from address used by occupant



Unit designations like A,B, 1,2, 1/2, D6, etc



Multiple structures sharing a common address



Addresses which misidentify the named access easement



Street segments which are not continuous for the entire length of the street



IV. ADDRESS ADMINISTRATION

C. Addressing Committee consist of

Addressing Office

Fayette County PVA

Enhanced 911

Lexington Fire Department

Lexington Police Department

US Post Office

GIS

Planning

Addressing Office Responsibilities

Review of Plats and Plans and agree by majority opinion of those present:

Identify purpose of plan

Determine how structures are accessed – what is the named easement that allows access to the structures

Check that the street is correctly identified – is in the correct location

Determine whether an easement should be named and if so whether a proposed name is acceptable

Verify that spelling/punctuation for all streets on the plan are correct

Verify that the street range is adequate

Verify that all addresses on the plan are accurate (corner lots numbered twice)

Verify that all commercial suites/residential units are assigned

Verify the number of lots identified and number of addresses are same

Verify sequence on same side of street and opposite side

Verify that addresses on even or odd side are correct

Verify that address pointers exist and continuity exists with existing pointers

Verify address pointers match to the plan and to PVA

Identify all errors on the plan, including the title block and correct

Record results of meeting for each item discussed

Approve the list of changes requiring LFUCG Council action quarterly.

Review and re-evaluate any assignments or changes made as a result of the appeal process

IV. ADDRESS ADMINISTRATION

D. Appeal Process

1. Make a written request for review of the addressing issue to:

Addressing Office
101 E Vine St Ste 556
Lexington KY 40507

Include: Date
Name
Address
Phone Number or E-Mail address

Old and/or New Address
Explanation of nature of the issue and how it is inappropriate in the context of this guide

2. Addressing Committee Review

Agreement by majority of opinion of those present to reverse a previous decision or defer to 911 Hearing Board

3. 911 Hearing Board

Addressing Office presents documentation from meetings and reference relevant sections of the guide
Individual(s) requesting review presents an alternate opinion
911 Board renders a decision

V. APPENDIX

A. Private Street Sign Guidelines

Federal Highway Authority guidelines as defined in the Manual of Uniform Traffic Control Devices.

Lettering

Lettering on ground-mounted Street Name signs should be at least 150 mm (6 in) high in capital letters, or 150 mm (6 in) upper-case letters with 113 mm (4.5 in) lower-case letters.

On multi-lane streets with speed limits greater than 60 km/h (40 mph), the lettering on ground-mounted Street Name signs should be at least 200 mm (8 in) high in capital letters, or 200 mm (8 in) upper-case letters with 150 mm (6 in) lower-case letters.

Option:

For local roads with speed limits of 40 km/h (25 mph) or less, the lettering height may be a minimum of 100 mm (4 in).

Color

Street Name signs should have a white legend on a green background. A border, if used, should be the same color as the legend.

Private Designation (PVT)

If a private designation is used, the height and width of the designation shall not exceed the letter height of the sign. The private designation should be positioned to the left of the street name.

Section 2A.08

Retroreflectivity

The Street Name sign shall be retroreflective or illuminated to show the same shape and similar color both day and night. The legend and background shall be of contrasting colors.

Section 2A.19

Support

Sign posts, foundations, and mountings shall be so constructed as to hold signs in a proper and permanent position, and to resist swaying in the wind or displacement by vandalism.

Section 2A.16

Location

Signs should be located on the right side of the roadway where they are easily recognized and understood by road users.

V. APPENDIX

B. Secondary Unit Designators USPS

Secondary Unit Designator	Approved Abbreviation
APARTMENT	APT
BASEMENT	BSMT **
BUILDING	BLDG
DEPARTMENT	DEPT
FLOOR	FL
FRONT	FRNT **
HANGAR	HNGR
LOBBY	LBBY **
LOT	LOT
LOWER	LOWR **
OFFICE	OFC **
PENTHOUSE	PH **
PIER	PIER
REAR	REAR **
ROOM	RM
SIDE	SIDE **
SLIP	SLIP
SPACE	SPC
STOP	STOP
SUITE	STE
TRAILER	TRLR
UNIT	UNIT
UPPER	UPPR **

** Does not require Secondary Range Number to follow.

Address Office Process Flow

- A Address Committee reviews address situations during monthly meeting. Requests originate from PVA, USPS, utility companies and citizen requests, permitting and development processes, and E911 address maintenance program.

Committee Membership: PVA, USPS, Divisions of Police, Fire, Planning, E911 and representative from GIS

- B Address Committee analyzes and discusses each situation and develops solution based on Ordinance 17.2 – 17.4 and Addressing Guide.

Ordinance:

<http://www.lexingtonky.gov/Modules/ShowDocument.aspx?documentid=8748>

Addressing Guide: <http://www.lexingtonky.gov/Modules/ShowDocument.aspx?documentid=8748>

- C. New street names, addresses and unit assignments approved and assigned. A Final Notification will be sent to property owners and/or tenants. Street signage installation requested. Service provider community notified (USPS, utilities, FedEx, etc.).
- D. Proposed change letter sent to affected property owners and occupants (submitted on a quarterly basis). Discuss changes with individuals whom provide feedback. At the end of the second month in each quarter, an Address Change Notification letter will be mailed to property owner and a combined list, by council district, will be e-mailed to each council member. At the end of each quarter a list will be compiled and sent to Law Dept. for drafting of resolution for bluesheeting.

NOTE: During the third month of each quarter, address changes will be held until the next quarter to ensure adequate time for communication. If final resolution has not been approved by the end of the following quarter, a reminder letter will be mailed to property owners.

- E. No resolution, 1st Appeal for reconsideration by Address Committee
- F. Address Committee does not overturn previous decision. 2nd Appeal available to the Address Administrative Hearing Board composed of appointed citizens.
- G. Address proposals that require changes to property records accumulate and proceed to Council on a quarterly basis via the blue sheet process.
- H. Final notification of address change sent to property owners and/or occupants.
- I. Address posting verification.
- J. Invalid or missing address postings receive “Notice of Violation” with option to appeal or fix within 10 days.
- K. Re-inspection of violations.
- L. Fine and/or Appeal