



CAPCOG

Addressing Guidelines

Capital Area Council of Governments

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Bastrop

Blanco

Burnet

Caldwell

Fayette

Hays

Lee

Llano

Travis

Williamson

Counties

CAPCOG Addressing Guidelines
10-28-09

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Updated 5-2-11 by Ilyanna Kadich:

- Added TR (Toll Road) as a ROC (road classification). See page 8 & 10
- Added TRN (turnaround) as STS (street type). See page 60
- Added FR (frontage road) as STS (street type). See page 55
- Added SVRD (service road) as STS (street type). See page 59

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Section I. Title, Purpose, Authority, and Jurisdiction

101 Title

This guideline is entitled “Capital Area Council of Governments (CAPCOG) Addressing Guidelines” and will be referred to herein as “these guidelines”. “CAPCOG” consists of ten counties, including Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis and Williamson and will be referred to herein as “the region”.

102 Purpose

The purpose of these guidelines is to utilize a uniform road naming and property address numbering system to the incorporated municipalities and unincorporated areas of the region in order to:

- Enhance and ensure the easy and rapid location of properties for public safety and emergency services response;
- Expedite postal and package delivery;
- Facilitate public utilities and business services;
- Aid urban and rural planning

103 Authority

County agrees to comply with all applicable law and policy in carrying out these guidelines. Applicable law and policy include but are not limited to the State Administration of Emergency Communications Act, chapter 771, Texas Health and Safety Code; rules implementing the Act contained in title I, part 12, Texas Administrative Code; the current *Uniform Grant Management Standards* (Governor's Office of Budget and Planning); Texas Commission on State Emergency Communications, *9-1-1 PROGRAMS Policies and Procedures* and *Program Policy Statements*; and CAPCOG's *9-1-1 Policies and Procedures Manual* and *ENS Policies & Procedures*.

104 Jurisdiction

These guidelines are limited to the incorporated municipalities and unincorporated areas embraced by the boundaries of CAPCOG.

The address coordinator as appointed by each jurisdiction shall:

- A. Assign numbers for all properties and buildings within their jurisdiction
- B. Maintain address records for each property assigned a street address
- C. Change existing addresses when necessary for conformance with these guidelines
- D. Assist the public in complying with these guidelines
- E. Coordinate 9-1-1 Geographic Information Systems (GIS) activities within the county and municipalities in the county
- F. Notify property owners of address assignments or reassignment

Section II. Definitions

201 Definitions

For the purposes of these guidelines, the following terms, phrases, words and their derivations shall have the meaning ascribed herein, unless the context clearly indicates otherwise:

address coordinator – The local entity, division, or department of a local entity, authorized and delegated to assign and re-assign street addresses for and by a county or municipality. May also be referred to as database coordinator or GIS coordinator.

alias road name – A word or phrase, other than the official name or designation, by which a road is otherwise called or known.

automatic location indicator (ALI) – The physical address associated with a telephone number. The ALI information is stored at the database provider for the region.

automatic number indicator (ANI) – The phone number associated with a subscriber which is provided by a provider, local exchange carrier or competitive local exchange carrier.

beginning point – The unique origin of a road, usually established as being nearest or most readily accessible from the centroid or center of grid, used to determine the dominant cardinal direction of a road and the starting point for property addressing.

building – Any structure or enclosure intended or used as a habitation or for commercial or public purpose which fronts upon or has access to a road.

Capital Area Council of Governments (CAPCOG) – A voluntary association of cities, counties and special governmental districts encompassing the 10-county State Planning Region 12 which spans 8,480 square miles. Includes Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis and Williamson counties. CAPCOG's basic activities are to:

- Plan for the development of the area
- Assist member local governments in the provision of certain services
- Provide technical services to member local governments and
- Review and comment on applications for federal or state financial assistance.

centroid – The center point of a specified geographic area.

city style addressing – (versus rural style addressing) The USPS described addressing convention using the property number and street name format. (e.g., 456 CENTER ST).

continuous road – A street that has no permanent gaps, impassable interruptions or intersecting road centerline offsets throughout its entire course; or, a previously continuous road that has become segmented by road construction or improvement resulting with intersecting road centerline offsets of less than 100 feet.

datum – A mathematical surface on which a mapping and coordinate system is based. Data shall be submitted to CAPCOG in NAD 83 feet, Texas Central.

duplicate road name – A street as compared to that of another street or street section with the same or similar name, in spelling or pronunciation, regardless of the application, or lack of, directionals and/or suffixes.

Emergency Service Number (ESN) – A number that is designated in the MSAG based on physical address. 9-1-1 Call Centers receive a display of the ESN information which shows which police, fire and rescue agency serves the telephone number calling 9-1-1.

Emergency Service Zones (ESZ) – Unique combination of emergency service providers (law, fire, EMS) that respond to a particular geographic area. Also known as Emergency Service Number (ESN).

frontage interval addressing – Addressing schema based on the measurement of the intervals between the beginning of a road and the structures along the road.

Geographic Information Systems (GIS) – An integration of hardware, software, and data for capturing, managing, analyzing and displaying all forms of geographically referenced information.

grid – An addressing schema based on two axes, North/South axis and East/West axis, which intersect at the center or centroid of a specific geographic area. Address ranges extend outwardly based on the grid.

highway – A permanent way designed for vehicular travel, maintained by Federal or State public transportation authorities, open to public travel.

highway name – Those official terms assigned by a public transportation authority designating, identifying and describing a highway.

intersection points – Unambiguous points of reference for locating where data from different sources connect to one another, and where features cross selected boundaries.

jurisdiction – The territory within which power can be exercised; The right and power to apply the law; the territorial range of legal authority or control.

lot – An undivided parcel of land abutting a road, usually within a subdivision, which may now or in the future be used, developed or built upon.

Master Street Address Guide (MSAG) – A database of street names and address ranges defining emergency service zones for 9-1-1 purposes. Maintained by county address coordinators via the database provider's portal.

National Emergency Number Association (NENA) – A not-for-profit professional organization established in 1982 for the planning, implementation, management, training and administration of emergency number systems. NENA's Mission is to foster the technological advancement, availability and implementation of a universal emergency telephone number system (9-1-1). In carrying out its mission, NENA promotes research, planning, training and education. The protection of human life, the preservation of property, and the maintenance of general community security are among NENA's objectives.

person – An individual, firm, association, corporation, professional organization, professional society, or a government entity.

post directional – Limited to a two-character maximum and describes travel direction (i.e., NB, EB, SB, WB)

prefix directional – Limited to a two-character maximum and shall be one of the eight NENA approved abbreviated directional indicators (i.e., N, E, W, S, NW, SW, NE, and SE).

property – The terms "building", "lot" and "tract" as used herein.

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public transportation authority – A Federal, State, county, municipal or other local government or instrumentality with authority to finance, build, operate or maintain transportation facilities and ways.

road – An established permanent way, other than a highway, designed and/or maintained for vehicular travel, excluding temporary ways, unimproved easements, alleys, driveways and the ways of parking facilities, categorized according to status as:

- **public access road** – Any street, irrespective of ownership and maintenance authority, over which public right-of-way or an easement has been granted or established by law.
- **private restricted road** – A privately owned and privately maintained street used only by the owner or persons with the owner's express or implied permission, and to which the general public is denied access.

road name – Official terms assigned by a local public transportation authority or address coordinator in designating, identifying and describing a street.

roadway classification (ROC) – General description of the type of road based on number of lanes, amount of traffic, speed limit, and connectivity in overall road network. Street centerline ROC field shall be coded as follows for cartographic representation purposes:

- IH – Interstate, toll road
- US – US highways
- SH – State highways
- FM – Farm to Market, Ranch Road, Ranch to Market
- LS – City Street, County Road, Park Road, Private, Recreational, Ramp, Frontage Road
- DW – Driveway
- TR – Toll Road

rural style addressing – (versus city style addressing) An obsolete no longer utilized address convention previously implemented by the USPS to provide consistent delivery points (e.g., RR 3 BOX 256 or HC 1 BOX 789). May not be geographically adjacent to property, therefore not useful in 9-1-1 response.

street address – Official numbers and terms identifying the unique location of a property along a highway or road (e.g., 234 SMITH RD, 324 SH 60).

street suffix - term placed after the primary street name used to further describe the street. CAPCOG utilizes USPS Publication 28 Appendix C: Street Suffix Abbreviations (see Appendix J).

unit – A component of a building, or building complex, such as an apartment, room, suite, floor or department.

United States Postal Service (USPS) – The only USPS guideline that CAPCOG utilizes is Publication 28 Appendix C: Street Suffix Abbreviations (see Appendix J).

Section III. Objectives

301 In General

Establish road naming and property addressing guidelines that are:

- Easy to implement
- Adaptable
- Easily maintained
- Compliant with NENA standards

302 Road Names

The general principles of road naming are:

- Avoidance of duplicate, similar sounding or confusing road names
- Continuity with existing road names
- Elimination of alias road names
- Standardization in the use of road name elements
- Recognition or establishment of one official name for each entire road

303 Property Addressing

The general principles of assigning addresses are:

- Numbering should be uniform, consecutive, and expandable
- Numbers should be assigned in standard intervals along road frontage
- Even numbers should always be on one side of the road and odd numbers on the other
- Numbering should be comparable on parallel streets
- The numbering system should accommodate existing addressing schemes

Section IV. Official GIS, MSAG and Street Names

401 Official GIS Data Files

Each county in the region shall create and submit GIS data files as set forth in the Interlocal agreement with CAPCOG. Additional data exchange may occur with the following entities: appraisal district, USPS, elections, county offices, utility providers, emergency responders, adjacent cities/counties and those entities in which an Interlocal agreement exists. It is recommended that data exchange processes among the above groups be communicated and documented in order to ensure continued flow regardless of staff changes or absences.

At minimum, the following GIS data sets shall be maintained and submitted by the county as set forth in the Interlocal agreement attachments with CAPCOG (see Appendix C and D):

Address Points

All assigned addresses should be represented in an address point layer with a point symbol which represents the general center of the addressed structure or, for a vacant property, the center of the primary driveway entrance where it intersects a named street/road right of way. When an address point needs to be added or moved, and the structure or driveway can be seen on the most current aerial photography, the point can be moved or placed using the aerial imagery as the primary reference. Per the CAPCOG Interlocal Contract for Enhanced 9-1-1 Database Program, addressed structure center point graphics are required to be spatially accurate to within + or – 25 feet of CAPCOG approved aerial photography of the structures/driveways. If, however, the structure or driveway is not visible on the most current aerial photography, alternative methods must be used to update the address point. These methods include using GPS to capture new points, using existing digital plat files, or scanning and georeferencing paper plat files from which to heads-up-digitize new points. The address points added via an alternative method should be reviewed for spatial accuracy as new imagery becomes available. Adherence to the NENA GIS Data Collection and Maintenance Standards - NENA 02-014 is recommended.

<http://www.nena.org/standards/technical/data/gis-data-collection-maintenance>

Street Centerlines

A vector data file represented as a polyline, digitized along the center of a roadway and in the direction of increasing address range that contains road name and address range information, and various other elements to enable address matching and geocoding. Road class field (ROC) shall be utilized for cartographic symbolization purposes as follows:

IH – Interstate, toll road

US – US highways

SH – State highways

FM – Farm to Market, Ranch Road, Ranch to Market

LS – City Street, County Road, Park Road, Private, Recreational, Ramp, Frontage Road

DW – Driveway

TR – Toll Road

City Limits

A vector data file represented as a polygon feature that displays the incorporated area of the specific City that it represents. The city limit boundary in this instance are for 9-1-1

Emergency Service Number (ESN)

A polygonal layer consisting of the intersection of law enforcement, fire district and emergency service and telephone exchange boundaries of the region.

Commonplaces

Common places are places where people gather that are not already part of the address point or street centerline files. These locations can be digitized from aerial photography or, alternatively, a GPS point for the place can be taken. They follow the same methodologies as outlined for address points.

Optional

Additional layers may be displayed at the PSAP in order to assist responders: schools, hydrants, parcels, hospitals, fire stations, flood zones, hydro, topography, utility service providers, cell towers, zip codes, voter precinct.

402 Master Street Address Guide (MSAG)

The MSAG is a database of street characteristics that is used to verify telephone service orders sent to the ALI provider. Only MSAG-valid service orders enter the ALI database. MSAG discrepancies from the ALI provider are sent to the county addressing coordinator for resolution. In addition, 9-1-1 error reports from the PSAPs are sent to the county addressing coordinator. All county addressing coordinators have access to the MSAG via the database provider's web portal. Per the Interlocal agreement with each county, the county addressing coordinators are responsible for maintaining the MSAG for both incorporated and unincorporated areas of their respective counties. CAPCOG suggests that the county addressing coordinator send each city (that assign addresses) a monthly copy of the city's MSAG. If a city assigns an address that is not MSAG-valid, a 9-1-1 call may result in a misroute or no record found (NRF).

403 Jurisdictional Boundaries

Intersection points were created throughout the region at the intersection of street centerlines at county boundaries. As new intersection points are created or moved, it is the responsibility of each county database coordinator to update the official file on the CAPCOG intranet site. In addition to intersection points, jurisdictional polygons may exist where cities straddle two or more counties. These areas will be defined and included in Interlocal agreements with each county.

404 Street Name Master List

Local addressing coordinators may maintain a list of reserved or overused street names. Please consult with adjacent communities on commonly used street names in order to avoid confusion. Also, take phonetic duplicates into consideration (i.e. High St, Hy St, Hi St). This becomes increasingly important with wireless 9-1-1 calls in which telecommunicators rely on caller's verbal location descriptions.

Section V. Highway & Road Names

501 Highway Name Characteristics

- A. Highways under Federal jurisdiction shall maintain the characteristics and designations assigned by Federal public transportation authorities. Highways under State jurisdiction shall maintain the characteristics and designations assigned by State public transportation authorities. The elements of such a highway name, in proper order, are:
1. The *prefix directional* limited to a two-character maximum and shall be one of the eight NENA approved abbreviated prefix directional indicators (i.e., N, E, W, S, NW, SW, NE, and SE). Describes the location of the segment based on the address grid.
 2. The *primary street name* for a highway is a combination of the jurisdiction and the identifier. The jurisdiction indicates the public transportation authority maintaining and controlling the highway, abbreviated per CAPCOG MSAG Standards, is used to distinguish between Federal and State highways bearing the same *classification*. The *jurisdiction* element is omitted for interstate highways and State highways of the Farm-to-Market class. The identifier is usually a number.
 3. The *street suffix* describing the type of roadway (i.e. LOOP, BYP, RAMP, etc.). The *street suffix* should be abbreviated per USPS Publication 28 Appendix C: Street Suffix Abbreviations. (See Appendix F)
 4. The *post directional* limited to a two-character maximum and describes travel direction (i.e., NB, EB, SB, and WB). Only major highways and their service roads have post directionals.
 5. The combination of the *prefix directional*, *primary street name*, *street suffix*, and *post directional* is equivalent to a *full street name*. (e.g. E US 290 HWY WB)

502 Road Name Characteristics

The characteristics of all roads in CAPCOG, including highways, shall not exceed CAPCOG MappedALI GIS Data Requirements. Local jurisdictional database restrictions should be consulted as well. It is recommended the primary street name remain under 30 characters given that long street names increase street sign costs, complicate map annotation and can be difficult to verbalize in an emergency situation. The elements of a road name, in proper logical order, are:

1. The *prefix directional* is limited to a two-character maximum and shall be one of the eight NENA approved abbreviated directional indicators (i.e., N, E, W, S, NW, SW, NE, and SE). Describes the location of the segment based on the address grid.
2. The *primary street name*, an essential element, is the parent name of the road.
3. The *street suffix*, an essential element, which indicates the road type (e.g., ST, DR, AVE, etc.). The *street suffix* should be abbreviated per USPS Publication 28 Appendix C: Street Suffix Abbreviations. (See Appendix F)
4. The *post directional* limited to a two-character maximum and describes travel direction (i.e., NB, EB, SB, and WB). Only major highways and their service roads have post directionals.

5. The combination of the *prefix directional, primary street name, street suffix, and post directional* is equivalent to a full street name. (e.g. E BEN WHITE BLVD WB)

503 Reserved Road Names

It is recommended that road names which are approved on a preliminary plat may be held in reserve for one year from the date of approval. If final platting does not occur within one year from the date of approval of the preliminary plat, approval and reservation of those road names is null and void, unless an extension of time is granted to that particular platting. Consulting neighboring jurisdictions when reserving road names which are located in overlapping postal communities or emergency service areas is recommended. In addition, it is recommended each jurisdiction provide to developers an outline of road naming guidelines and/or a listing of current and reserved road names.

The following should be considered when reviewing street names for reservation:

- Current and reserved street names
- Overused words - words such as Creek or Ranch which may already be a part of many other existing street names in the jurisdiction
- Proximity to a similarly sounding street name
- Street name spelling and/or phonetic duplication
- Existing streets in adjoining plats (street name continuity)
- Streets in adjoining plats not yet recorded (street name continuity)

504 Naming Conventions

- A. Each highway and road shall have only one official name.
- B. For highways under Federal jurisdiction, the official highway name shall be that assigned by Federal public transportation authorities.
- C. For State highways under local jurisdiction, the official highway name shall be that assigned by local public transportation authority; or, if no local name has been assigned, the official highway name shall be that assigned by State public transportation authorities.
- D. The official names of roads shall be those finally approved by local addressing authorities as provided by State law.
- E. A road name should be appropriate with a short primary street name (so that it easy to read and remember in an emergency), and may promote tradition, history, geography and character.
- F. Complicated words or unconventional spellings should not be used for primary street names.
- G. Road names that are obviously offensive, libelous or derogatory in spelling or pronunciation are discouraged.
- H. A highway or road should be essentially continuous, without gaps.
- I. Where practicable, each continual road shall have the same primary street name and street suffix throughout its entire length, regardless of the boundaries of local political subdivisions.

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- J. A proposed or new road that is obviously an extension of an existing named road shall bear the assigned name of the existing road.
- K. Alias road names are not recommended.
- L. Special characters are not permitted in road names (i.e., hyphens, periods, apostrophes, etc.).
- M. A primary street name should not be an USPS street suffix or directional (e.g., COURT ST or NORTH AVE).
- N. The alteration or inversion of the proper, logical order of road name elements (e.g., AVE OF CEDARS or BLVD BLUE) shall not occur.
- O. Roman numerals shall not be used in a road name.
- P. Numeric street names should not be spelled out, but abbreviated. (i.e., 8TH ST instead of EIGHTH ST).
- Q. USPS route numbers shall not be used as road names.
- R. Numbers (spelled out or otherwise) shall not be used in street names that are not a part of an existing sequential order of street names. Examples are:
 Thousand Oaks Drive
 Two Pennies Drive
- S. There shall be no duplication of road names within a service area except in extenuating circumstances; i.e., one short cul-de-sac and/or one short loop that intersect no other street than the parent street, may bear the primary street name of the parent street, but with a different street suffix. Examples of duplicate road names are:
- CATHY LANE compared to KATHY LANE;
 - LAKE VIEW ROAD compared to LAKEVIEW ROAD;
 - JONDO STREET compared to JONDO CROSSING or HONDO STREET;
 - PINE TREE LANE compared to PINE TREES LANE or PINES TREE LANE;
 - MAIN PARKWAY compared to MAIN STREET
- T. Street suffixes and directionals shall not be combined with primary street names for the sole purpose of avoiding road name duplication.
- U. Every road name shall have a corresponding standard street suffix that complies with CAPCOG MSAG Standards (See Appendix G). Some addressing jurisdictions have restrictions on the street suffix used for particular street types. Some examples are: *Cul-de-sacs shall use Court, Cove or Place; Streets that loop or circle around shall use Loop, Circle or Bend.* Local addressing guidelines should be consulted.
- V. The naming or final name approval of a privately maintained road by the County or a City shall not constitute nor imply acceptance of the road for public maintenance.
- W. Jurisdictionally mandated changes or modification to a road name along a continuous road way should occur only at a major intersection or similar demarcation.

505 **Roads Requiring Names**

- A. All publicly maintained roads shall be named and signed.

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- B. A public access road, or a private restricted road exceeding one-quarter mile (1320 feet) in length, providing easement to two or more unique properties, upon which exists, or potentially exists, more than two uniquely owned buildings should be considered for naming and signage.
- C. Any road, regardless of length, that provides easement to more than two properties should be named and signed under the following circumstances:
 - 1. The location or arrangement of the buildings confuses or hinders consistent address assignment from a named road.
 - 2. A named road intersects the road, but due to topography or distance, buildings along the unnamed road are not easily viewed or located from the named intersecting road.
 - 3. Naming of the road is necessary to adequately direct emergency responders to a building(s) or uniquely owned properties.
 - 4. Any road that leads to one or more roads that provide easement to uniquely owned properties or buildings should be named and signed.
- D. A private restricted road may not require naming, and will be treated as a driveway when the road is:
 - 1. the easement to a single property; and,
 - 2. entered from a named road, allowing address assignment at that intersection.
- E. A driveway need not be named even if the driveway serves multiple buildings if the buildings are visible so that they can be addressed from a named road intersecting the driveway.
- F. Road names shall comply with the intent of the standards and conventions of these guidelines.
- G. The naming or final name approval of a privately maintained road by the County or a City shall not constitute nor imply acceptance of the road for public maintenance.
- H. Preplanning Subdivisions: New subdivisions will require road name assignment by developer with approval from the address coordinator prior to final plat certification.
- I. Developments utilizing driveways with street light networks (for example mobile home communities or condominium developments) are recommended to name individual streets.

506 Road Naming Authority

Except as otherwise set forth in these guidelines, final authority for road names rests with the County Commissioner's Court for roads in the unincorporated areas of the county, and with the Councils of the Cities for roads within their respective jurisdictions.

507 Naming of Roads

- A. The naming of public access roads and private restricted roads usually occurs through the process of approved subdivision platting, or as otherwise provided by State law and local government rules, regulations and guidelines.

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- B. Persons desiring to name a new or previously unnamed public access road or private restricted road shall submit application as follows:
 - Road lies in the County without traversing any City boundary – County Commissioners' Office.
 - Road lies entirely within the boundaries of a City – City Clerk's Office of appropriate City.
 - Road lies within the jurisdiction of the County and any City(s) – a certified copy of the application to each affected jurisdiction.
- C. The proper local address coordinator according to its procedures shall name new and unnamed roads.
- D. Proceedings to name an unnamed existing road may be initiated by the affected address coordinator or by petition of land owners along the road, by application to the proper local authority.
- E. Upon the approval of a new road, the address coordinator will include updated information in the monthly data submission to CAPCOG. Additional submissions may be submitted to CAPCOG as needed.

508 Renaming of Roads

- A. Reasons to rename an existing road are:
 - 1. to eliminate duplication and confusion
 - 2. when a permanent gap occurs in a previous continuous road
 - 3. to change the classification, type or status of a road
 - 4. to correct misspelling
 - 5. to improve or maintain continuity and parity of street numbering
 - 6. to provide a required street suffix or directional
 - 7. to recognize a person or organization
- B. If an existing road requires renaming because of duplication within a service area, because of non-compliance with these guidelines, or for one or more of the other reasons listed in Section 508, paragraph "A", the procedures of Section 509 shall be followed.

509 Road Renaming Procedures

- A. Proceedings to rename an existing road may be initiated by the affected address coordinator or by petition of land owners along the road, or by application to the proper local authority.
- B. The proper address coordinator shall name roads as required. If a road requiring renaming is under the jurisdiction of more than one address coordinator, coordination between the jurisdictions is recommended.
- C. Persons seeking to rename a road shall submit a request to the local address coordinator

510 Road Naming and Renaming Notifications

When a public access road or private restricted road is named or renamed, outside the normal subdivision approval process, it shall be the responsibility of the local public authority naming or renaming the road to notify public agencies and the known property owners and residences along the road of the road naming or renaming.

Section VI. Street Addressing

601 Street Address Characteristics

The logical, grammatical order of street address elements shall follow NENA/USPS standards: *house number, house number suffix, prefix directional, primary street name, suffix, secondary number and post directional.*

- A. The house number is the numeric component of a street address, officially assigned to a property that precedes the road name. (e.g., 100 GRANITE DR).
- B. The house number suffix or secondary number is an alphanumeric component of a street address that describes an apartment, room, suite, or other secondary addressing unit, that is part of the property described by the house number. This information shall be in the ADD_INFO field of the database. (e.g. 256 WARD ST, UNIT A, 256 WARD ST, #A)

602 Street Addressing Conventions

- A. Official house numbers shall proceed from the beginning point or other logical point of origin of the road and shall be in proper numerical sequence in relation to other street numbers on the same road.
- B. Odd numbers shall be assigned to properties on one side of the road and even numbers to properties on the other side of the road. See Appendix A, Figure 2 for illustrations.
- C. Unique house numbers shall be assigned to principal buildings wherever possible, with house number suffixes or secondary numbers assigned to the units of the principal building(s).
- D. House numbers and secondary numbers should not exceed five digits.
- E. Fractional addresses are not permitted for structures, however, are allowed for utility features such as cell towers, meter boxes, fire hydrants, traffic lights, etc. (e.g., 101 1/2 MAIN ST).
- F. Only specific addresses shall be used for street addresses. (e.g., 303 PLAT PKWY). Non-specific addresses, such as corner location addresses (e.g., PITT RD and SIDE ST) may not be used as street addresses.
- G. Hyphenated house numbers or secondary numbers are not permitted (e.g., 13-423 SMITTEN WAY or 741 AERO LN, APT 22-111).
- H. Leading zeros shall not be used in house numbers or secondary numbers (e.g., 0415 LUCKY RDG, APT 0012).
- I. House number continuity and parity shall be maintained across local political subdivision boundaries whenever possible.

603 Street Addressing Methodology

The "Frontage Interval Addressing System", in general application and preferred by NENA and USPS, shall be used. It is based on the measurement of the intervals between the beginning of a road and the structures along the road. The rules of frontage interval addressing follow.

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- A. The Frontage Interval: The prime interval shall be 52.8 feet (16.09344 meters or 1/100th mile). This will yield 200 numbers per mile, 100 odd on one side and 100 even on the other side. The prime interval shall be used to assign street addresses on all new roads, new extensions of existing roads, un-addressed existing roads, and when converting roads with rural style addressing to city style addressing. (See Appendix A, Figure 1) The interval between house numbers should be sufficient to allow house number assignment to future principal buildings/properties between existing principal buildings/properties. An interval of 4 or more is recommended (100, 104, 108, 112, etc.)
- B. Parity: (Odd/Even Number Location): Even and odd numbers should be on opposite sides of the street throughout the address assignment area. If a preexisting opposite parity scheme exists on the road or on the parallel roads of a localized area, and such scheme is otherwise compliant with these guidelines, continue the existing parity scheme, if practicable. (See Appendix A, Figure 2) If a grid system is used for addressing, parity may be decided by making even addresses on the north and west sides of the streets and odd addresses on the south and east sides.
- C. Initial Numbers: Numbering on new and un-addressed roads shall begin with a minimum of three (3) digit numbers, with subsequent numbers increasing incrementally from the beginning three digit number with respect to numbering parity. (See Appendix A, Figure 2). Single digit numbers are not allowed. If a grid system is being used, the initial number will follow the grid.
- D. Continuity: All address numbers assigned or reassigned along a road shall be in logical sequence with relation to the beginning point and other address numbers along the road. (See Appendix A, Figure 3)
- E. Beginning Point: The beginning point of a road usually is the point of the road nearest the centroid, as defined by the addressing entity. Other circumstances, such as the main ingress to a loop being the farthest point from the centroid, may require that logical point of origin being used as the beginning point for that road.
- F. Semi-circular Roads: Crescent shaped roads or semicircular loops that begin and end on the same road should, following parity and continuity, be numbered first and consecutively around the outside of the semi-circle. The inside of the semi-circle is then numbered to match and mix with the outside. This will usually result with fewer numbers on the inside of the semi-circle, and with number spacing differing between the inner and outer numbers. (See Appendix B, Figure 1)
- G. Cul-de-sacs: Number from the street intersection towards the cul-de-sac. Odd and even numbers meet at mid-point or the back of the cul-de-sac. (See Appendix B, Figure 1)
- H. Circles: The beginning point for circles should always be where the circle intersects the main road, never where the circle intersects itself. Special care must be exercised in numbering circles to maintain parity. Always number a circle continuing past the road's self-intersection so as to end the numbering where the road intersects itself. Always number the outside of the circle first. If there are odd numbers facing odd numbers, or even numbers facing even numbers on the stem of the circle, the addressing is incorrect. (See Appendix B, Figure 2)
- I. Crossing County Lines: When crossing county lines, consideration will be given to a compatible existing numbering system in the other county. If no system exists, the numbering will stop at the county line. If a compatible system does exist in that county, those numbers may continue, following these guidelines. If a road name changes at the county line, the numbering can continue, start over or end, as the case may be.

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- J. Stacked Addresses: Single-tenant buildings, sharing a common driveway, and otherwise compliant with these guidelines, shall share a street number, with each building being assigned a house number suffix or secondary number with the house number of the original building. (e.g., 278A KRYING TRL - 278B KRYING TRL, or 278 KRYING TRL, UNIT 1 – 278 KRYING TRL, UNIT 2). (See Appendix B, Figure 3)
- K. Multi-Tenant Buildings: Apartments and other multi-tenant structures shall be numbered with the main building and then assigned a house number suffix or secondary numbers to the individual units of the main building (e.g. 202 MAIN ST, APT 5303). If possible, use apartment numbers to indicate the building and floor location (e.g. APT 5303 is the fifth building, third apartment on the third floor). (See Appendix B, Figure 4)
- L. Business Complexes: Business buildings comprised of individual stores, suites, offices or other units, under one roof, will be addressed just as multi-tenant buildings. Closely spaced units, each under its own roof, may be addressed just as multi-tenant buildings. (e.g., 225 INDUSTRIAL LN, SUITE 33). (See Appendix B, Figure 4)
- M. Mobile Home Communities: Mobile home communities with named internal roads will use city style addressing consisting of house number and fully qualified street name. Mobile home parks that do not have named internal roads shall be numbered just like apartments, with the main house number assigned and secondary numbers assigned to lots and spaces. (e.g., 601 BALLY ST, LOT 17, 601 BALLY ST, UNIT 17).(See Appendix B, Figure 5)
- N. Highways: Highways and their frontage roads, excepting Interstate Highways or similar controlled-access highways, shall be numbered just as roads.
- O. House Numbers: The property's/building's/home's main access point (driveway, private path, parking lot access road, etc.) off of the named street shall be used to determine the house number assigned. (See Appendix B, Figure 6) Corner lots could be addressed off of either street but it is preferred they be addressed off street with front door access.
- P. Vacant Properties: May be assigned a temporary address contingent upon future development
- Q. Rural Complexes and Compounds: In unincorporated portions of the county, single entity owned or operated land areas, such as recreational camps, hunting camps, recreational ranches and similar acreage properties which contain unmarked, unmapped and less-than-permanent road networks, or for which access is denied to the addressing entity for addressing purposes, the address coordinator will assign an address to that property at the major access point of entry on the property on a recognized named road.

In such instances it shall be the property owner's responsibility to provide directional signage or escort in the event of emergency situations requiring entry.

Should the property owner desire and permit access for mapping and naming of internal roads, more specific internal addressing will be assigned to structures and dwellings as appropriate and requested by the property owner.

604 Substantial Compliance

Existing street addresses along a road, or portion of a road, not based on the local addressing standards, but otherwise consistent and compliant with these guidelines, may be deemed to be in compliance with these guidelines.

605 Assignment of Street Addresses

The address coordinator shall assign or re-assign any street address, or street address elements, in accordance with these guidelines and any applicable Interlocal agreements.

606 Reasons to Re-Assign Street Addresses

The following are circumstances requiring the re-assignment of street addresses:

1. Address number(s) out of sequence
2. Odd and even numbers mixed on the same side of the street
3. Relocation of driveway, when driveway used as access point of address
4. Erection or location of new buildings on a property originally addressed for one building
5. Relocation of streets
6. Relocating buildings on property
7. Address number not officially assigned
8. New buildings on a street necessitating naming of the street
9. Change in road name
10. Re-platted subdivisions

607 Notification of Address Assignment

Upon request, the address coordinator shall notify in writing a property owner of a new or changed address. It shall be the responsibility of the property owner to notify tenants and all agencies, including but not limited to all service providers, the telephone company, the city/county tax assessor, appraisal district, USPS and DPS, of new or changed addresses.

608 Request for Address Assignment

When a request is made for a street address, the address coordinator will obtain the approximate location, along with any identifying structures or landmarks, and the legal description of the property.

Section VII. Street Signs and Posting of Address Numbers

701 Street Signs

- A. Public Access Road Standardized signs with complete street name will be erected by local authority.
- B. Private Restricted Road: Property owner is responsible for creating and erecting street signs. Signs are suggested to be a different color than signs for public access road but consistent with local sign standards.

702 Address Numbers

- A. Address numbers for premise identification should be posted on the building and clearly visible from the point of access to the property on the main street. If the building is not visible from the street, the numbers must be clearly posted immediately adjacent to the driveway at a height of 24 to 60 inches above ground level.
- B. If the address contains a suffix or secondary number (building, unit, or suite number) the complete address must be displayed. Multi-occupant buildings must have the entrance to each tenant space identified with the proper suite/unit number.
- C. It shall be the responsibility of the property owner to purchase and display a property number assigned or reassigned by the address coordinator.
- D. It shall be the responsibility of the property owner to notify the address coordinator of any changes to the property that may require additional property numbers or reassignment of property numbers.

APPENDIX A

Figure 1: Frontage Interval



Starting at 0 feet, a new address should be assigned approximately every 50 feet (or 52.8 feet exactly). The interval between house numbers should be sufficient to allow house number assignment to future principal buildings/properties between existing principal buildings/properties. An interval of 4 or more is recommended (100, 104, 108, 112, etc.)

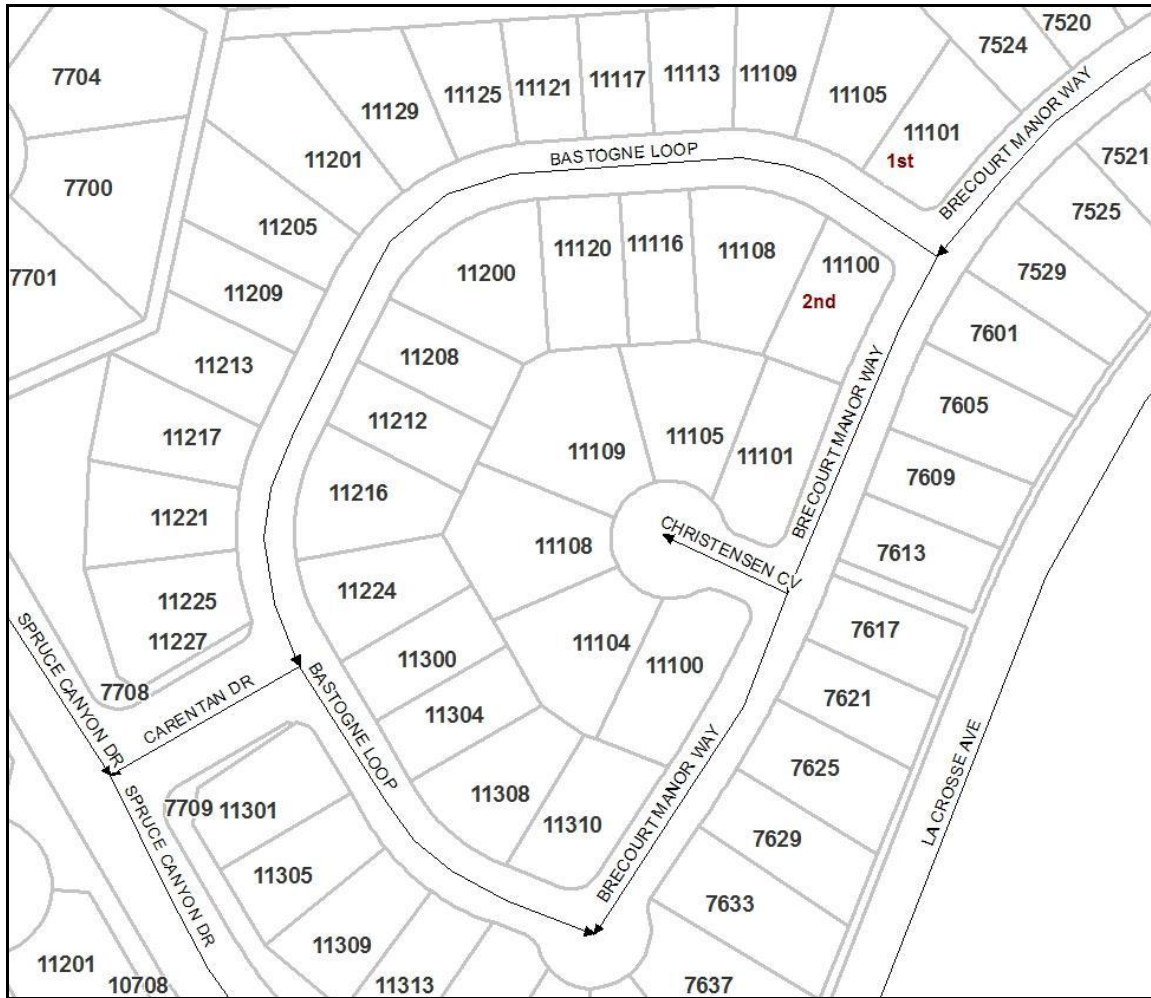
Figure 3: Continuity



All address numbers assigned or reassigned along a road shall be in logical sequence with relation to the beginning point and other address numbers along the road. Lots with a wide frontage may have a greater interval than 4 or even an inconsistent interval; however, the addresses still maintain continuity along the street.

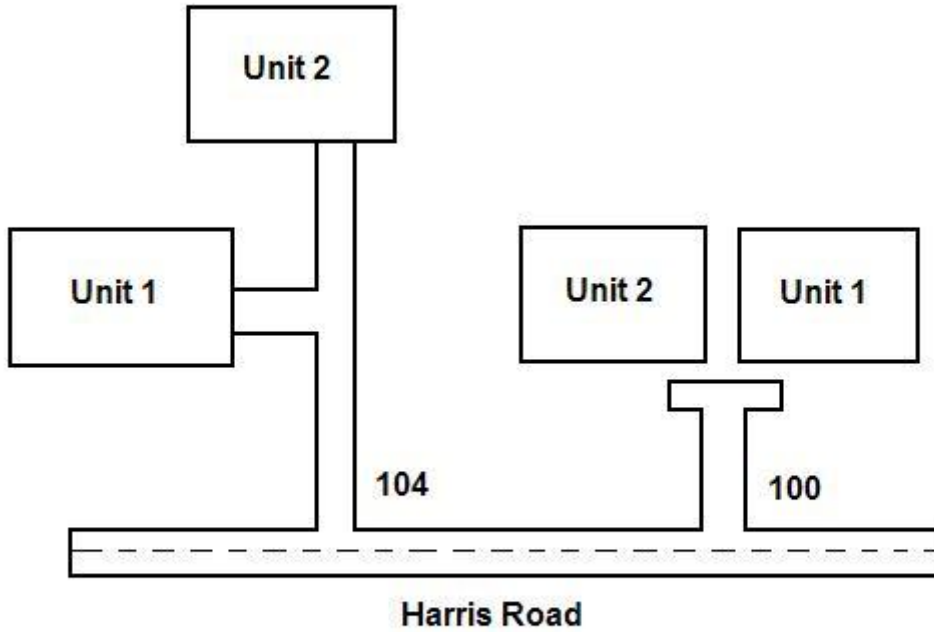
APPENDIX B

Figure 1: Semi-circular Roads and Cul-de-sacs



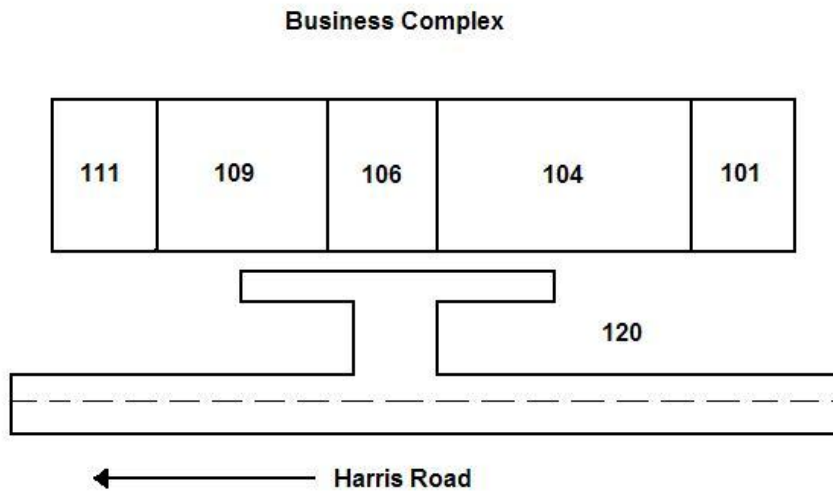
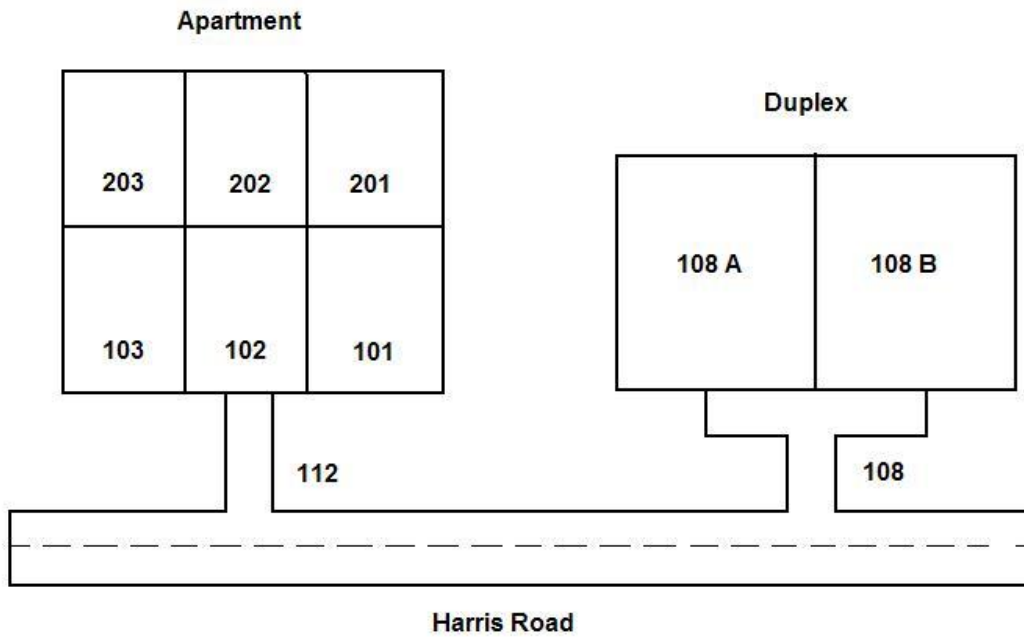
Crescent shaped roads or semicircular loops that begin and end on the same road should, following parity and continuity, be numbered first and consecutively around the outside of the semi-circle. The inside of the semi-circle is then numbered to match and mix with the outside. This will usually result with fewer numbers on the inside of the semi-circle, and with number intervals differing between the inner and outer numbers.

Figure 3: Stacked Addresses



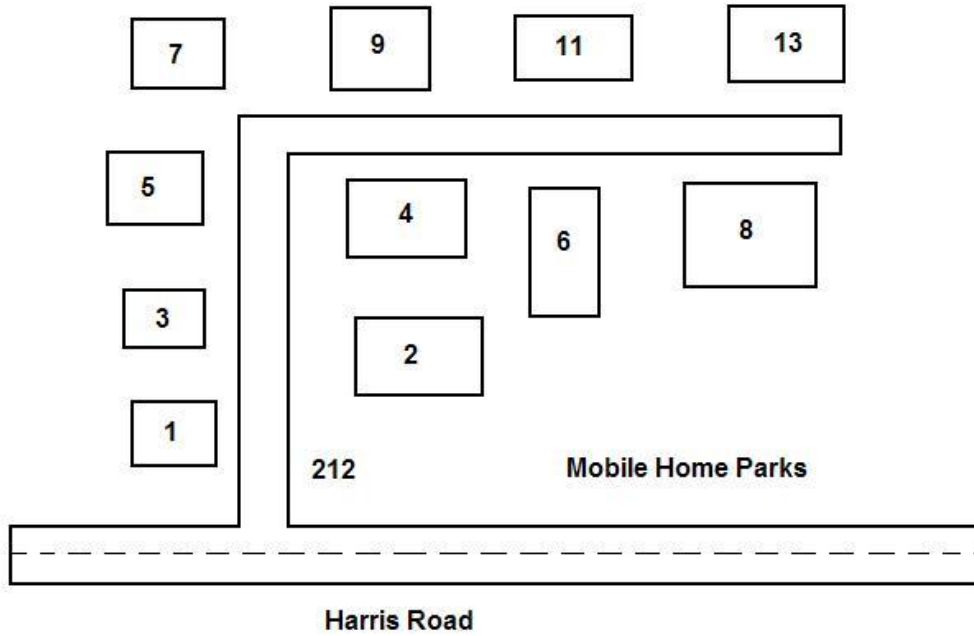
Single-tenant buildings, sharing a common driveway, and otherwise compliant with these guidelines, shall share a street number, with each building being assigned a house number suffix or secondary number with the house number of the original building.

Figure 4: Multi-tenant Buildings



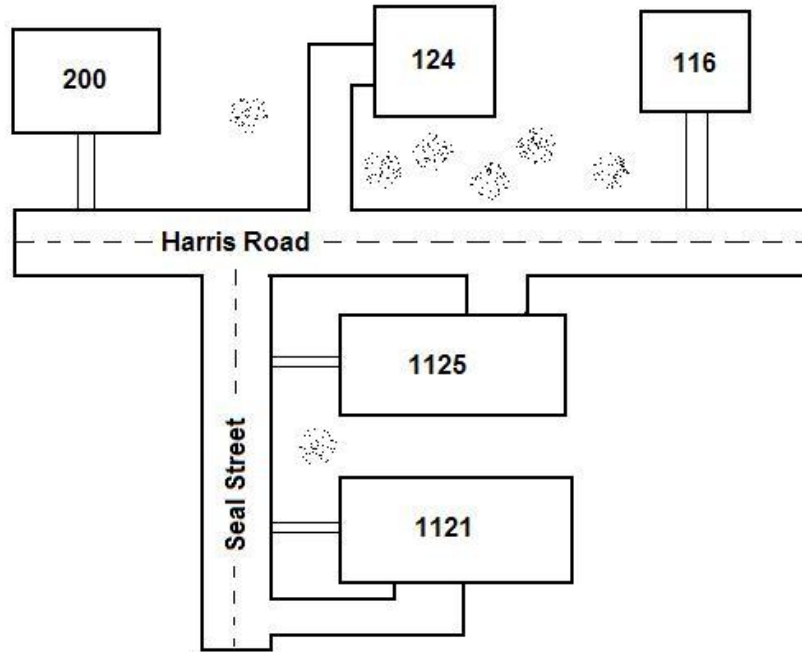
Apartments and other multi-tenant structures shall be numbered with the main building and then assigned a house number suffix or secondary numbers to the individual units of the main building. If possible, use apartment numbers to indicate the floor location. (Example: All suites beginning with 1 are on the first floor. All suites beginning with 2 are on the second floor).

Figure 5: Mobile Home Parks



Mobile home parks that do not have named internal roads shall be numbered just like apartments, with the main house number assigned and secondary numbers assigned to lots and spaces.

Figure 6: House Numbering



The property's/building's/home's main access point (driveway, private path, parking lot access road, etc.) off of the named street shall be used to determine the house number assigned. Corner lots could be addressed off of either street but it is preferred they be addressed off street with front door access.

APPENDIX C CAPCOG MappedALI GIS Database Requirements Version 3.2

Summary

The following five data layers, and corresponding attribution specifications, are required to be regularly maintained by each county for MappedALI. Incomplete datasets will be returned to the county and not pushed to the PSAPs. Each field in a specific layer must be kept in the same format (such as the “LESN” field being a 5 character long Text) as outlined below. Remember to keep the field names in your database the same as those listed, and in the same order of occurrence, and that all entries for every field must be in UPPER CASE.

Street Centerlines

This line layer represents road networks in the Capital Area. This layer includes the Street names and Address ranges used to assign an address.

Graphic Edits

Each named street needs to be represented in the GIS graphically and include attribution for all database fields listed below. All unnamed streets included in the street centerline layer are only required to have the designation “DRVW” entered in the ‘street name’ field. When a street centerline needs to be added, and it can be seen on the current aerial photography provided by CAPCOG, the centerline can be drawn in using the imagery as a reference. If, however, the street centerline is not visible on the most current aerial photography, alternative methods will have to be used to update the street centerline dataset. These methods include using a GPS unit to capture new street centerlines, or using georeferenced paper plats or digital CAD files to heads-up digitize street centerlines. In all cases each new street centerline will need to be broken, or checked for breaks, at each jurisdiction and ESN line/boundary intersection. In addition street segment directionals must be correct as well.

Database Format

<u>Field Name</u>	<u>Type</u>	<u>Width</u>	<u>Description</u>
STREET	Text	72	The Entire Street Name
PRD	Text	2	Prefix Directional
STN	Text	60	Street Name
STS	Text	4	Street Suffix
POD	Text	2	Post Directional
ROC	Text	3	Street Type
FROMLEFT	Long Integer	10	Left Low Address
TOLEFT	Long Integer	10	Left High Address
FROMRIGHT	Long Integer	10	Right Low Address
TORIGHT	Long Integer	10	Right High Address
DLU	Date	8	Date Last Updated
LESN	Text	5	Street Segment's Left ESN
RESN	Text	5	Street Segment's Right ESN
LCITY	Text	32	Left POSTAL COMMUNITY
RCITY	Text	32	Right POSTAL COMMUNITY
STATUS	Short Integer	1	Status of Segment
ONW (optional)	Text	1	One-way Street
COL	Text	5	County ID Left (FIPS Code)
COR	Text	5	County ID Right (FIPS Code)

ROC Codes ('Street Type' Designation)

IH – Interstate, toll road
US – US highways
SH – State highways
FM – Farm to Market, Ranch Road, Ranch to Market
LS – City Street, County Road, Park Road, Private, Recreational, Ramp,
Frontage Road
DW - Driveway

Address Points

This point layer represents addressable structures that exist within the Capital Area.

Graphic Edits

All addressed structures must be represented in the address point layer with a symbol which represents the general center of the structure. When an address point needs to be added or moved, and the structure can be seen on the most current aerial photography provided by CAPCOG, the point can be moved or placed using the imagery as the primary reference. If, however, the structure is not visible on the most current aerial photography, alternative methods must be used to update the address point dataset. These methods include using GPS to capture new points, using existing digital plat files, or scanning and georeferencing paper plat files from which to heads-up-digitize new points.

Database Format

<u>Field Name</u>	<u>Type</u>	<u>Width</u>	<u>Description</u>
NEWADDRESS	Text	82	Entire street address
SAN	Text	10	Site Address Number
PRD	Text	2	Prefix Directional
STN	Text	60	Street Name
STS	Text	4	Street Suffix
POD	Text	2	Post Directional
ADDINFO	Text	20	Additional Location Information
ESN	Text	5	ESN Number
CITY	Text	32	Postal Community
DLU	Date	8	Date Last Updated

Emergency Service Numbers (ESNs)

This polygonal layer consists of the intersection of law enforcement, fire district emergency medical service and telephone exchange boundaries in the Capital Area.

Graphic Edits

These are area files that need to accurately reflect the boundaries of each geographically unique combination of fire, law and EMS responders. This layer is created and maintained by overlaying it on the street centerline file and determining where the boundaries fall based on the jurisdictions responder's service areas. As new responders are added to or change in an area this boundary file will need to be modified accordingly. Communications must be regularly maintained with all fire, law, and emergency medical responders to obtain information required to keep the ESN boundaries updated with no gaps or overlaps among or between ESN and city limits

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Database Format

<u>Field Name</u>	<u>Type</u>	<u>Width</u>	<u>Description</u>
ESN	Text	5	ESN Number
LAW	Text	35	Law Responder Name
FIRE	Text	35	Fire Responder Name
MEDICAL	Text	35	Medical Responder name
DLU	Date	8	Date Last Updated

City Limits

This polygonal layer represents municipal boundaries in the Capital Area.

Graphic Edits

When city limits change due to annexations, metes and bounds descriptions for the new city boundaries description must be acquired and the city limits lines updated with them. Coordinate geometry (COGO) descriptions should be used to input the metes and bounds into the GIS.

Database Format

<u>Field Name</u>	<u>Type</u>	<u>Width</u>	<u>Description</u>
CITY	Text	32	Incorporated Community Name
DLU	Date	8	Date Last Updated

Common Places

This point layer represents common places in the Capital Area.

Graphic Edits

Common places are places where people gather that are not already part of the address point or street centerline files. These locations can be digitized from aerial photography or, alternatively, a GPS point for the place can be taken. Both of these follow the same methodologies as outlined for address points.

Database Format

<u>Field Name</u>	<u>Type</u>	<u>Width</u>	<u>Description</u>
NAME	Text	80	Site Name
SAN	Long Integer	10	Site Address Number
PRD	Text	2	Prefix Directional
STN	Text	60	Street Name
STS	Text	4	Street Suffix
POD	Text	2	Post Directional
ESN	Long Integer	5	ESN Number
CITY	Text	32	Postal Community
DLU	Date	8	Date Last Updated

APPENDIX D Texas 9-1-1 Geodatabase Design Specifications Version 1.1

Summary

Based on the *NCTCOG Coordinated Statewide Geodatabase Design Specification*, the *Texas 9-1-1 Geodatabase Design Specification Version 1.0* is presented as an alternative format to the *CAPCOG MappedALI GIS Database Requirements Version 3.1*. The *Texas 9-1-1 Geodatabase Design Specifications* were developed in coordination with the following organizations:

- Alamo Area COG
- Ark-Tex COG
- Capital Area COG
- Central Texas Council of Governments MPO
- Concho Valley COG
- Deep East Texas COG
- East Texas COG
- Greater Harris CO 9-1-1
- Houston-Galveston Area COG
- Lower Rio Grande Valley Development Council
- North Central Texas COG
- Permian Basin Reg Planning Comm 9-1-1
- South East Texas Regional Planning Commission
- Sherman-Denison MPO
- Texoma COG
- Texas Natural Resources Information System

The *Texas 9-1-1 Geodatabase Design Specifications* were specifically developed to support MappedALI. The layers listed below include only those layers relevant to CAPCOG MappedALI. Please refer to the *NCTCOG Coordinated Statewide Geodatabase Design Specification* for the complete database design document.

Street Centerlines

This line layer represents road networks in the Capital Area. This layer includes the Street names and Address ranges used to assign an address.

Graphic Edits

Each named street needs to be represented in the GIS graphically and include attribution for all database fields listed below. All unnamed streets included in the street centerline layer are only required to have the designation "DRVW" entered in the 'RD_TYPE' field. When a street centerline needs to be added, and it can be seen on the current aerial photography provided by CAPCOG, the centerline can be drawn in using the imagery as a reference. If, however, the street centerline is not visible on the most current aerial photography, alternative methods will have to be used to update the street centerline dataset. These methods include using a GPS unit to capture new street centerlines, or using georeferenced paper plats or digital CAD files to heads-up digitize street centerlines. In all cases each new street centerline will need to be broken, or checked for breaks, at each jurisdiction and ESN line/boundary intersection. In addition street segment directionals must be correct as well.

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Database Format

Name: ROADS
Dataset Type: Feature Class
Feature Type: Simple
Geometry: Line
Coordinate System: NAD 83 State Plane, Texas Central Zone
Units: Feet

MappedALI	FIELD	DESCRIPTION	TYPE	WIDTH	SOURCE	NOTES
	ROAD_ID	Unique Identifier populated by the COGs	S	35		
✓	LF_ADDR	Left "From" Address	N	10	CSEC Best Practices	Low Address Range (Left "From")
✓	LT_ADDR	Left "To" Address	N	10	CSEC Best Practices	High Address Range (Left "To")
✓	RF_ADDR	Right "From" Address	N	10	CSEC Best Practices	Low Address Range (Right "From")
✓	RT_ADDR	Right "To" Address	N	10	CSEC Best Practices	High Address Range (Right "To")
	ADD_LOW	Low Address	N	10		Lowest address in the range
	ADD_HIGH	High Address	N	10		Highest address in the range
✓	RD_PRE	Street Prefix (N,S,E,W)	S	2	CSEC Best Practices	"Street Directional" in CSEC-BESTP
✓	RD_NAME	Street Name	S	60	CSEC Best Practices	Street Name
✓	RD_TYPE	Street Type (Dr, St, Ave...)	S	4	CSEC Best Practices	Road Type
✓	RD_SUF	Street Suffix (N,S,E,W)	S	2	CSEC Best Practices	Street Suffix
✓	FULL_NAME	Option of Prefix, Street Name, Type & Suffix	S	75		
	MSAG_NAME	MSAG Name	S	75		
✓	ONE_WAY	One way designation – 1-YES, 0-NO	BOOL	1	NENA	
✓	ROAD_CLASS	CAPCOG Address Guidelines	N	5	CAPCOG Address Guidelines	
✓	ESN_L	Left ESN Boundary	N	5	CSEC Best Practices	ESN (Left & Right)
✓	ESN_R	Right ESN Boundary	N	5	CSEC Best Practices	ESN (Left & Right)
	CITY_L	City Left	S	35	CSEC Best Practices	City (If Applicable)
	CITY_R	City Right	S	35	CSEC Best Practices	City (If Applicable)
✓	COUNTY_L	County Left	S	35	CSEC Best	County/FIPs Code

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					Practices	
✓	COUNTY_R	County Right	S	35	CSEC Best Practices	County/FIPs Code
	STATE_L	State Left	S	15	CSEC Best Practices	State
	STATE_R	State Right	S	15	CSEC Best Practices	State
✓	MSAG_COMM_L	MSAG Community Left	S	35	CSEC Best Practices	MSAG Community
✓	MSAG_COMM_R	MSAG Community Right	S	35	CSEC Best Practices	MSAG Community
	POSTAL_L	Postal Community	S	35		
	POSTAL_R	Postal Community	S	35		
	ZIP_R	5-Digit ZIP Code	N	5	CSEC Best Practices	Zip Code
	ZIP_L	5-Digit ZIP Code	N	5		
	EXCHANGE_L	Left Exchange Boundary	S	5	CSEC Best Practices	Exchange
	EXCHANGE_R	Right Exchange Boundary	S	5	CSEC Best Practices	Exchange
	MAINT_AUTHORITY	Maintenance Authority	S	35		
	COLLECTION_METHOD	Collection Method	S	35		
	SOURCE	Source of Existing Data	S	35		
	USER_ID	ID of User Editing Line	S	35		
✓	DATE_MOD	Date Last Updated	D	10	CSEC Best Practices	Date Last Updated

Address Points

This point layer represents addressable structures that exist within the Capital Area.

Graphic Edits

All addressed structures must be represented in the address point layer with a symbol which represents the general center of the structure. When an address point needs to be added or moved, and the structure can be seen on the most current aerial photography provided by CAPCOG, the point can be moved or placed using the imagery as the primary reference. If, however, the structure is not visible on the most current aerial photography, alternative methods must be used to update the address point dataset. These methods include using GPS to capture new points, using existing digital plat files, or scanning and georeferencing paper plat files from which to heads-up-digitize new points.

Please note that the Common Places layer present in *CAPCOG MappedALI GIS Database Requirements Version 3.1* is included in the Address Points (ADDRESS_LOCATION) layer of the *Texas 9-1-1 Geodatabase Design Specifications Version 1.0*. For example, the common name for an addressed structure should be entered into the COMM_NAME field (e.g. "Prime Outlets at San Marcos" for 3939 S IH-35 #300).

Database Format

CAPCOG Addressing Guidelines
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Name: ADDRESS_LOCATION
Dataset Type: Feature Class
Feature Type: Simple
Geometry: Point
Coordinate System: NAD 83 State Plane, Texas Central Zone
Units: Feet

MappedALI	FIELD	DESCRIPTION	TYPE	WIDTH	SOURCE	NOTES
	ADDRESS_ID	Address ID field for holding unique code generated by the COGs	S	35		Pseudo replacement for the GUID for COGs to use if they want.
✓	ADD_NUMBER	Address number of structure	N	10	CSEC Best Practices	Address Number
✓	ADD_PRE	Street Prefix (N,S,E,W)	S	2	CSEC Best Practices	Street Directional
✓	ADD_NAME	Street Name	S	60	CSEC Best Practices	Street Name
✓	ADD_TYPE	Street Type	S	4	CSEC Best Practices	Road Type
✓	ADD_SUF	Street Suffix (N,S,E,W)	S	2	CSEC Best Practices	Street Suffix
✓	ADD_FULLNAME	Street Name, Type & Suffix	S	75		
	ADD_UNIT		S	12		
	ADD_HIST_ADD	Historical Address	S	75		
	RR_ADD		S	35		
	ALIAS_ADD	Alias Address	S	75		
	ADDRESS_CLASS	General Class – Residential, Comm...	N	5	CSEC Best Practices	
✓	SUPP_INFO	Supplemental Information (Ex. Bldg.#5, Suite #2...)	S	35	CSEC Best Practices	Supplemental Information
	STRUCT_TYPE	Structure Type	S	2	CSEC Best Practices	Structure Type
	STRUCT_NOTES1	Whatever you want	S	125		
	STRUCT_NOTES2	Whatever you want	S	125		
	STRUCT_PHONE1		S	15		
	STRUCT_PHONE2		S	15		
	OWNER_LN	Owner Last Name	S	15		
	OWNER_FN	Owner First Name	S	15		
	RES_LN	Resident Last Name	S	15		
	RES_FN	Resident First Name	S	15		
	ZIP5	5-Digit Zip Code	N	5	CSEC Best Practices	Zip Code
	EXCHANGE	Exchange Boundary	S	35	CSEC Best	Exchange

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					Practices	
✓	MSAG_COMM		S	35		
✓	ESN	ESN	N	5		Emergency Service Number
	COMM_NAME	Common Name	S	35	CSEC Best Practices	Common Name
	POSTAL_COM		S	35		
	COLLECT_METHOD		S	35		
	GEOCODE_LEVEL	Geocode accuracy	S	35		
	PID	Parcel ID	S	35		
	SOURCE	Source of Existing Data	S	35		
	USER_ID	ID of User Editing Line	S	35		
	DATE_CREATE	Date Created	Date_Mod	10		
	DATE_MOD	Date Last Updated	DATE	10	CSEC Best Practices	Date Last Updated

Emergency Service Numbers (ESNs)

This polygonal layer consists of the intersection of law enforcement, fire district emergency medical service and telephone exchange boundaries in the Capital Area.

Graphic Edits

These are area files that need to accurately reflect the boundaries of each geographically unique combination of fire, law and EMS responders. This layer is created and maintained by overlaying it on the street centerline file and determining where the boundaries fall based on the jurisdictions responder's service areas. As new responders are added to or change in an area this boundary file will need to be modified accordingly. Communications must be regularly maintained with all fire, law, and emergency medical responders to obtain information required to keep the ESN boundaries updated.

Database Format

Name: ESN
Dataset Type: Feature Class
Feature Type: Simple
Geometry: Polygon
Coordinate System: NAD 83 State Plane, Texas Central Zone
Units: Feet

MappedALI	FIELD	DESCRIPTION	TYPE	WIDTH	SOURCE	NOTES
✓	ESN_NUM	ESN Number	N	5		
	ESN_CITY	City Name	S	35	CSEC Best Practices	City (If Applicable)
	ESN_COUNTY	County Name	S	35	CSEC Best Practices	County
	ESN_STATE	State Name	S	15	CSEC Best Practices	State
✓	ESN_LAW	Law Responder	S	35	CSEC Best Practices	Law Responder
✓	ESN_FIRE	Fire Responder	S	35	CSEC Best	Fire Responder

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					Practices	
✓	ESN_EMS	Medical Responder	S	35	CSEC Best Practices	Medical Responder
	SOURCE	Source of Existing Data	S	35		
	USER_ID	ID of User Editing Line	S	35		
✓	DATE_MOD	Date Last Updated	DATE	10	CSEC Best Practices	Date Last Updated

City Limits

This polygonal layer represents municipal boundaries in the Capital Area.

Graphic Edits

When city limits change due to annexations, metes and bounds descriptions for the new city boundaries description must be acquired and the city limits lines updated with them. Coordinate geometry (COGO) descriptions should be used to input the metes and bounds into the GIS.

Database Format

Name: CITY
Dataset Type: Feature Class
Feature Type: Simple
Geometry: Polygon
Coordinate System: NAD 83 State Plane, Texas Central Zone
Units: Feet

MappedALI	FIELD	DESCRIPTION	TYPE	WIDTH	SOURCE	NOTES
✓	CITY_NAME	City Name	S	35	CSEC Best Practices	
	CITY_FIPS	City FIPS Code	S	5		
	SOURCE	Source of Existing Data	S	35		
	USER_ID	ID of User Editing Geometry	S	35		
✓	DATE_MOD	Date Last Updated/Modified	D	10	CSEC Best Practices	

APPENDIX E USPS Pub 28 Appendix C Street Abbreviations

C1 Street Suffix Abbreviations

The following table lists examples of suffix forms that are primary street suffix names, common street suffixes or suffix abbreviations, and recommended official Postal Service standard suffix abbreviations.

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
ALLEY	ALLEE	ALY
	ALLEY	
	ALLY	
	ALY	
ANNEX	ANEX	ANX
	ANNEX	
	ANNX	
	ANX	
ARCADE	ARC	ARC
	ARCADE	
AVENUE	AV	AVE
	AVE	
	AVEN	
	AVENU	
	AVENUE	
	AVN	
	AVNUE	
BAYOU	BAYOO	BYU
	BAYOU	
BEACH	BCH	BCH
	BEACH	
BEND	BEND	BND
	BND	
BLUFF	BLF	BLF
	BLUF	
	BLUFF	
BLUFFS	BLUFFS	BLFS
BOTTOM	BOT	BTM
	BTM	
	BOT™	
	BOTTOM	
BOULEVARD	BLVD	BLVD
	BOUL	
	BOULEVARD	

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	BOULV	
BRANCH	BR	BR
	BRNCH	
	BRANCH	
BRIDGE	BRDGE	BRG
	BRG	
	BRIDGE	
BROOK	BRK	BRK
	BROOK	
BROOKS	BROOKS	BRKS
BURG	BURG	BG
BURGS	BURGS	BGS
BYPASS	BYP	BYP
	BYPA	
	BYPAS	
	BYPASS	
	BYPS	
CAMP	CAMP	CP
	CP	
	CMP	
CANYON	CANYN	CYN
	CANYON	
	CNYN	
CAPE	CAPE	CPE
	CPE	
CAUSEWAY	CAUSEWAY	CSWY
	CAUSWAY	
	CSWY	
CENTER	CEN	CTR
	CENT	
	CENTER	
	CENTR	
	CENTRE	
	CNTER	
	CNTR	
	CTR	
CENTERS	CENTERS	CTRS
CIRCLE	CIR	CIR
	CIRC	
	CIRCL	
	CIRCLE	
	CRCL	
	CRCLE	
CIRCLES	CIRCLES	CIRS
CLIFF	CLF	CLF

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	CLIFF	
CLIFFS	CLFS	CLFS
	CLIFFS	
CLUB	CLB	CLB
	CLUB	
COMMON	COMMON	CMN
COMMONS	COMMONS	CMNS
CORNER	COR	COR
	CORNER	
CORNERS	CORNERS	CORS
	CORS	
COURSE	COURSE	CRSE
	CRSE	
COURT	COURT	CT
	CT	
COURTS	COURTS	CTS
	CTS	
COVE	COVE	CV
	CV	
COVES	COVES	CVS
CREEK	CREEK	CRK
	CRK	
CRESCENT	CRESCENT	CRES
	CRES	
	CRSENT	
	CRSNT	
CREST	CREST	CRST
CROSSING	CROSSING	XING
	CRSSNG	
	XING	
CROSSROAD	CROSSROAD	XRD
CROSSROADS	CROSSROADS	XRDS
CURVE	CURVE	CURV
DALE	DALE	DL
	DL	
DAM	DAM	DM
	DM	
DIVIDE	DIV	DV
	DIVIDE	
	DV	
	DVD	
DRIVE	DR	DR
	DRIV	
	DRIVE	
	DRV	

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DRIVES	DRIVES	DRS
ESTATE	EST	EST
	ESTATE	
ESTATES	ESTATES	ESTS
	ESTS	
EXPRESSWAY	EXP	EXPY
	EXPR	
	EXPRESS	
	EXPRESSWAY	
	EXPW	
	EXPY	
EXTENSION	EXT	EXT
	EXTENSION	
	EXTN	
	EXTNSN	
EXTENSIONS	EXTS	EXTS
FALL	FALL	FALL
FALLS	FALLS	FLS
	FLS	
FERRY	FERRY	FRY
	FRRY	
	FRY	
FIELD	FIELD	FLD
	FLD	
FIELDS	FIELDS	FLDS
	FLDS	
FLAT	FLAT	FLT
	FLT	
FLATS	FLATS	FLTS
	FLTS	
FORD	FORD	FRD
	FRD	
FORDS	FORDS	FRDS
FOREST	FOREST	FRST
	FORESTS	
	FRST	
FORGE	FORG	FRG
	FORGE	
	FRG	
FORGES	FORGES	FRGS
FORK	FORK	FRK
	FRK	
FORKS	FORKS	FRKS
	FRKS	
FORT	FORT	FT

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	FRT	
	FT	
FREEWAY	FREEWAY	FWY
	FREEWY	
	FRWAY	
	FRWY	
	FWY	
GARDEN	GARDEN	GDN
	GARDN	
	GRDEN	
	GRDN	
GARDENS	GARDENS	GDNS
	GDNS	
	GRDNS	
GATEWAY	GATEWAY	GTWY
	GATEWY	
	GATWAY	
	GTWAY	
	GTWY	
GLEN	GLEN	GLN
	GLN	
GLENS	GLENS	GLNS
GREEN	GREEN	GRN
	GRN	
GREENS	GREENS	GRNS
GROVE	GROV	GRV
	GROVE	
	GRV	
GROVES	GROVES	GRVS
HARBOR	HARB	HBR
	HARBOR	
	HARBR	
	HBR	
	HRBOR	
HARBORS	HARBORS	HBRNS
HAVEN	HAVEN	HVN
	HVN	
HEIGHTS	HT	HTS
	HTS	
HIGHWAY	HIGHWAY	HWY
	HIGHWY	
	HIWAY	
	HIWY	
	HWAY	
	HWY	

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HILL	HILL	HL
	HL	
HILLS	HILLS	HLS
	HLS	
HOLLOW	HLLW	HOLW
	HOLLOW	
	HOLLOWS	
	HOLW	
	HOLWS	
INLET	INLT	INLT
ISLAND	IS	IS
	ISLAND	
	ISLND	
ISLANDS	ISLANDS	ISS
	ISLNDS	
	ISS	
ISLE	ISLE	ISLE
	ISLES	
JUNCTION	JCT	JCT
	JCTION	
	JCTN	
	JUNCTION	
	JUNCTN	
	JUNCTON	
JUNCTIONS	JCTNS	JCTS
	JCTS	
	JUNCTIONS	
KEY	KEY	KY
	KY	
KEYS	KEYS	KYS
	KYS	
KNOLL	KNL	KNL
	KNOL	
	KNOLL	
KNOLLS	KNLS	KNLS
	KNOLLS	
LAKE	LK	LK
	LAKE	
LAKES	LKS	LKS
	LAKES	
LAND	LAND	LAND
LANDING	LANDING	LNDG
	LNDG	
	LNDNG	
LANE	LANE	LN

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	LN	
LIGHT	LGT	LGT
	LIGHT	
LIGHTS	LIGHTS	LGTS
LOAF	LF	LF
	LOAF	
LOCK	LCK	LCK
	LOCK	
LOCKS	LCKS	LCKS
	LOCKS	
LODGE	LDG	LDG
	LDGE	
	LODG	
	LODGE	
LOOP	LOOP	LOOP
	LOOPS	
MALL	MALL	MALL
MANOR	MNR	MNR
	MANOR	
MANORS	MANORS	MNRS
	MNRS	
MEADOW	MEADOW	MDW
MEADOWS	MDW	MDWS
	MDWS	
	MEADOWS	
	MEDOWS	
MEWS	MEWS	MEWS
MILL	MILL	ML
MILLS	MILLS	MLS
MISSION	MISSN	MSN
	MSSN	
MOTORWAY	MOTORWAY	MTWY
MOUNT	MNT	MT
	MT	
	MOUNT	
MOUNTAIN	MNTAIN	MTN
	MNTN	
	MOUNTAIN	
	MOUNTIN	
	MTIN	
	MTN	
MOUNTAINS	MNTNS	MTNS
	MOUNTAINS	
NECK	NCK	NCK
	NECK	

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ORCHARD	ORCH	ORCH
	ORCHARD	
	ORCHRD	
OVAL	OVAL	OVAL
	OVL	
OVERPASS	OVERPASS	OPAS
PARK	PARK	PARK
	PRK	
PARKS	PARKS	PARK
PARKWAY	PARKWAY	PKWY
	PARKWY	
	PKWAY	
	PKWY	
	PKY	
PARKWAYS	PARKWAYS	PKWY
	PKWYS	
PASS	PASS	PASS
PASSAGE	PASSAGE	PSGE
PATH	PATH	PATH
	PATHS	
PIKE	PIKE	PIKE
	PIKES	
PINE	PINE	PNE
PINES	PINES	PNES
	PNES	
PLACE	PL	PL
PLAIN	PLAIN	PLN
	PLN	
PLAINS	PLAINS	PLNS
	PLNS	
PLAZA	PLAZA	PLZ
	PLZ	
	PLZA	
POINT	POINT	PT
	PT	
POINTS	POINTS	PTS
	PTS	
PORT	PORT	PRT
	PRT	
PORTS	PORTS	PRTS
	PRTS	
PRAIRIE	PR	PR
	PRAIRIE	
	PRR	
RADIAL	RAD	RADL

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	RADIAL	
	RADIEL	
	RADL	
RAMP	RAMP	RAMP
RANCH	RANCH	RNCH
	RANCHES	
	RNCH	
	RNCHS	
RAPID	RAPID	RPD
	RPD	
RAPIDS	RAPIDS	RPDS
	RPDS	
REST	REST	RST
	RST	
RIDGE	RDG	RDG
	RDGE	
	RIDGE	
RIDGES	RDGS	RDGS
	RIDGES	
RIVER	RIV	RIV
	RIVER	
	RVR	
	RIVR	
ROAD	RD	RD
	ROAD	
ROADS	ROADS	RDS
	RDS	
ROUTE	ROUTE	RTE
ROW	ROW	ROW
RUE	RUE	RUE
RUN	RUN	RUN
SHOAL	SHL	SHL
	SHOAL	
SHOALS	SHLS	SHLS
	SHOALS	
SHORE	SHOAR	SHR
	SHORE	
	SHR	
SHORES	SHOARS	SHRS
	SHORES	
	SHRS	
SKYWAY	SKYWAY	SKWY
SPRING	SPG	SPG
	SPNG	
	SPRING	

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	SPRNG	
SPRINGS	SPGS	SPGS
	SPNGS	
	SPRINGS	
	SPRNGS	
SPUR	SPUR	SPUR
SPURS	SPURS	SPUR
SQUARE	SQ	SQ
	SQR	
	SQRE	
	SQU	
	SQUARE	
SQUARES	SQRS	SQS
	SQUARES	
STATION	STA	STA
	STATION	
	STATN	
	STN	
STRAVENUE	STRA	STRA
	STRAV	
	STRAVEN	
	STRAVENUE	
	STRAVN	
	STRVN	
	STRVNUE	
STREAM	STREAM	STRM
	STREME	
	STRM	
STREET	STREET	ST
	STRT	
	ST	
	STR	
STREETS	STREETS	STS
SUMMIT	SMT	SMT
	SUMIT	
	SUMITT	
	SUMMIT	
TERRACE	TER	TER
	TERR	
	TERRACE	
THROUGHWAY	THROUGHWAY	TRWY
TRACE	TRACE	TRCE
	TRACES	
	TRCE	
TRACK	TRACK	TRAK

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	TRACKS	
	TRAK	
	TRK	
	TRKS	
TRAFFICWAY	TRAFFICWAY	TRFY
TRAIL	TRAIL	TRL
	TRAILS	
	TRL	
	TRLS	
TRAILER	TRAILER	TRLR
	TRLR	
	TRLRS	
TUNNEL	TUNEL	TUNL
	TUNL	
	TUNLS	
	TUNNEL	
	TUNNELS	
	TUNNL	
TURNPIKE	TRNPK	TPKE
	TURNPIKE	
	TURNPK	
UNDERPASS	UNDERPASS	UPAS
UNION	UN	UN
	UNION	
UNIONS	UNIONS	UNS
VALLEY	VALLEY	VLY
	VALLY	
	VLLY	
	VLY	
VALLEYS	VALLEYS	VLYS
	VLYS	
VIADUCT	VDCT	VIA
	VIA	
	VIADCT	
	VIADUCT	
VIEW	VIEW	VW
	VW	
VIEWS	VIEWS	VWS
	VWS	
VILLAGE	VILL	VLG
	VILLAG	
	VILLAGE	
	VILLG	
	VILLIAGE	
	VLG	

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VILLAGES	VILLAGES	VLGS
	VLGS	
VILLE	VILLE	VL
	VL	
VISTA	VIS	VIS
	VIST	
	VISTA	
	VST	
	VSTA	
WALK	WALK	WALK
WALKS	WALKS	WALK
WALL	WALL	WALL
WAY	WY	WAY
	WAY	
WAYS	WAYS	WAYS
WELL	WELL	WL
WELLS	WELLS	WLS
	WLS	

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APPENDIX F CAPCO MSAG Standards

Road Types and Suffixes	Suffix Standard	Road Type Standard
Airport Highway 100		Airport Hwy 100
Alley	ALY	
Annex	ANX	
Arcade	ARC	
Avenue	AVE	
Avenue		AVENUE 100
Bayou	BYU	
Beach	BCH	
Bend	BND	
Bluff	BLF	
Bluffs	BLFS	
Bottom	BTM	
Boulevard	BLVD	
Branch	BR	
Bridge	BRG	
Brook	BRK	
Brooks	BRKS	
Burg	BG	
Burgs	BGS	
Business Interstate Highway 100		IH 100 BUS
Business State Highway 100		SH 100 BUS
Business US Highway 100		US 100 BUS
Bypass	BYP	
Camp	CP	
Canyon	CYN	
Cape	CPE	
Causeway	CSWY	
Center	CTR	
Centers	CTRS	

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Road Types and Suffixes	Suffix Standard	Road Type Standard
Circle	CIR	
Circles	CIRS	
Cliff	CLF	
Cliffs	CLFS	
Club	CLB	
Common	CMN	
Commons	CMNS	
Corner	COR	
Corners	CORS	
County Highway 100		no example
County Road 100		CR 100
Course	CRSE	
Court	CT	
Court	CTS	
Cove	CV	
Coves	CVS	
Creek	CRK	
Cresent	CRES	
Crest	CRST	
Crossing	XING	
Crossroad	XRD	
Crossroads	XRDS	
Curve	CURV	
Dale	DL	
Dam	DM	
Divide	DV	
Drive	DR	
Drives	DRS	
Estate	EST	
Estate	ESTS	

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Road Types and Suffixes	Suffix Standard	Road Type Standard
Expressway	EXPY	
Expressway 100		Expressway 100
Extension	EXT	
Extensions	EXTS	
Fall	FALL	
Falls	FALLS	
Farm ro Market Road 100		FM 100
Farm to Market Road Business Route 100		FM 100 BUS
Farm to Market Road Spur 100		FM 100 Spur
Ferry	FRY	
Field	FLD	
Fields	FLDS	
Flat	FLT	
Flats	FLTS	
Ford	FRD	
Fords	FRDS	
Forest	FRST	
Forrest Service Road 100		no example
Forges	FRGS	
Fork	FRK	
Forks	FRKS	
Fort	FT	
Freeway	FWY	
Frontage Road	FR	
Garden	GDN	
Gardens	GDNS	
Gateway	GTWY	
Glen	GLN	
Glens	GLNS	
Green	GRN	

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Greens	GRNS	
Road Types and Suffixes	Suffix Standard	Road Type Standard
Grove	GRV	
Groves	GRVS	
Harbor	HBR	
Harbors	HBRN	
Haven	HVN	
Heights	HTS	
Highway	HWY	
Hills	HL	
Hills	HLS	
Hollow	HOLW	
Hwy 100 Bypass		no example
Hwy 100 Bypass Road		no example
Hwy 100 Frontage Road		no example
Inlet	INLT	
Island	IS	
Islands	ISS	
Isle	ISLE	
Interstate Business Route 100		IH 100 BUS
Interstate 100 Bypass		IH 100 BYP
Interstate 100 Bypass Road		IH 100 BYP
Interstate 100 Frontage Road		IH 100 FR
Interstate Highway 100		IH 100
Junction	JCT	
Junctions	JCTS	
Key	KY	
Keys	KYS	
Knoll	KNL	
Knolls	KNLS	
Lake	LK	

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Lakes	LKS	
Road Types and Suffixes	Suffix Standard	Road Type Standard
Land	LAND	
Landing	LNDG	
Lane	LN	
Light	LGT	
Lights	LGTS	
Loaf	LF	
Lock	LCK	
Locks	LCKS	
Lodge	LDG	
Loop	LOOP	
Loop 100		Loop 100
Mall	MALL	
Manor	MNR	
Manors	MNRS	
Meadow	MDW	
Meadows	MDWS	
Mews	MEWS	
Mill	ML	
Mills	MLS	
Mission	MSN	
Motorway	MTWY	
Mount	MT	
Mountian	MTN	
Mountians	MTNS	
Neck	NCK	
Old Highway 100		Old Hwy 100
Orchard	ORCH	
Oval	OVAL	
Overpass	OPAS	

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Park	PARK	
Road Types and Suffixes	Suffix Standard	Road Type Standard
Parks	PARK	
Park Road 100		PR 100
Parkway	PKWY	
Parkways	PKWY	
Pass	PASS	
Passage	PSGE	
Path	PATH	
Pike	PIKE	
Pine	PNE	
Pines	PNES	
Place	PL	
Plain	PLN	
Plains	PLNS	
Plaza	PLZ	
Point	PT	
Points	PTS	
Port	PRT	
Ports	PRTS	
Prairie	PR	
Principal Arterial Street System 100 (PASS)		PA 100
Private Road 100		PVT RD 100
Radial	RADL	
Ramp	RAMP	
Ranch	RNCH	
Ranch to Market Road 100		RM 100
Ranch to Market Road Spur 100		RM 100 Spur
Ranch Road 100		RR 100
Ranch Road Spur 100		RR 100 Spur
Rapid	RPD	

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Rapids	RPDS	
Road Types and Suffixes	Suffix Standard	Road Type Standard
Recreational Road 100		RE 100
Recreational Road Spur 100		RE 100 Spur
Rest	RST	
Ridge	RDG	
Ridges	RDGS	
River	RIV	
Road	RD	
Raods	RDS	
Road 100		no example
Route	RTE	
Route 100		RTE 100
Row	ROW	
Rue	RUE	
Run	RUN	
Service Road	SVRD	
Shoal	SHL	
Shoals	SHLS	
Shore	SHR	
Shores	SHRS	
Skyway	SKWY	
Spring	SPG	
Springs	SPGS	
Spur	SPUR	
Spurs	SPUR	
Square	SQ	
Squares	SQS	
State Highway 100		SH 100
State Highway Alternate 100		SH 100 ALT
State Highway Business Route 100		SH 100 BUS

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State Highway Loop 100		SH 100 Loop
State Highway Spur 100		SH 100 Spur
Road Types and Suffixes	Suffix Standard	Road Type Standard
State Road 100		no example
State Route 100		no example
Station	STA	
Stravenue	STRA	
Stream	STRM	
Street	ST	
Streets	STS	
Summit	SMT	
Terrace	TER	
Timber Road		no example
Throughway	TRWY	
Trace	TRCE	
Track	TRAK	
Trafficway	TRFY	
Trail	TRL	
Trailer	TRLR	
Tunnel	TUNL	
Turnaround	TRN	
Turnpike	TPKE	
Underpass	UPASS	
Union	UN	
Unions	UNS	
US Alternate 100		US 100 ALT
US Highway 100		US 100
US Highway Business Route 100		US 100 BUS
US Highway Spur 100		US 100 Spur
Valley	VLY	
Valleys	VLYS	

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Viaduct	VIA	
View	VW	
Views	VWS	
Road Types and Suffixes	Suffix Standard	Road Type Standard
Village	VLG	
Villages	VLGS	
Ville	VL	
Vista	VIS	
Walk	WALK	
Walks	WALK	
Wall	WALL	
Way	WAY	
Ways	WAYS	
Well	WL	
Wells	WLS	

* Some road types are listed as no example due to the fact that we can not find any county in the CAPCO region using this road type.

* Suffixes are from NENA and road types are a combination of TxDot and CAPCO.