

ADDRESS GUIDELINES AND STANDARDS (AGS)

For

Indianapolis-Marion County, Indiana

Metropolitan Development Commission
Resolution Number 93-N-269, 1993

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Table of Contents

Article	page
I Street Name Recognition Process	3
<i>A. Authority / Responsibility</i>	
1. Metropolitan Development Commission	
2. Address Reviewer	
3. Address Advisory Committee	
<i>B. Appeals Process</i>	
<i>C. Review and Change Process for Existing Street Names</i>	
<i>D. Renaming Process</i>	
1. Name Selection	
2. Approval of Street Name	
3. Notification of Change	
4. Notification Contents	
5. Effective Date of Street Name Change	
6. Street Vacation of a Public Right-of-way	
7. Requests for Name Changes	
8. Reserved Street Names	
II Address Assignment Standards	8
<i>A. Primary Address Assignment Elements</i>	
1. Street Name	
2. Number Designation	
III Signage	14
<i>A. Street Name Signs</i>	
<i>B. Address Numbers / Plaques</i>	
IV Enforcement	15
Appendix A Sample Letter for Street Renaming Notification	16
Appendix B Rules for Usage	17
<i>Reserved Words for Street Names / Rules for Usage</i>	
<i>Prefix Direction Codes / Rules for Usage</i>	
<i>Numbered Streets / Rules for Usage</i>	
<i>Street Names Containing Numbers / Rules for Usage</i>	
<i>Exceptions to the above Standards and Rules</i>	
Appendix C Sample Letter for Address Correction Notification	20
Appendix D Amendments To The Address Guidelines Standards	21

ADDRESS GUIDELINES AND STANDARDS (AGS)

For

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PURPOSE

The Metropolitan Development Commission is responsible under Indiana Code for assigning and reassigning addresses and street names within Indianapolis-Marion County. By adopting this Address Guidelines and Standards document, the Commission has adopted standards that will enhance addressing procedures within Indianapolis-Marion County. The objective of these enhanced addressing procedures is to ensure that all citizens receive vital services at their homes and businesses, particularly emergency response as administered through the Emergency 911 Communications System. Finally, in recognition of the tremendous impact addressing has on the ability of various, interdependent organizations to share information, this Address Guidelines and Standards document incorporates elements into the assignment and approval process that will facilitate electronic records integration.

I. Street Name Recognition Process (Public and Private)

This section describes in specific terms, the designation of authority/responsibility for street name recognition, the basis for address system enforcement and processes for street name recognition, change and renaming. A STREET becomes "recognized" when it has met the requirements of this recognition process.

The terms "street" and "road," as used in this document, are interchangeable and refer to both public and private rights-of-way.

Recognition of a street name and/or placement of a street sign does not, in itself, obligate a governmental body to maintain that street.

Public safety considerations and the efficient delivery of mail, goods and services are the primary reasons for development of the AGS.

A. Authority/Responsibility

1. Empowerment of the Metropolitan Development Commission

Indiana Code 36-7-4-405, as amended, makes the Metropolitan Development Commission, (hereinafter referred to as the Commission), responsible for the assignment of street names and street numbers to real estate within Indianapolis-Marion County. Prior to final approval by the Mayor, the Commission will recommend approval of the naming and renaming of street names so that their names are easy to understand and to avoid duplication or conflict with other names. The Commission, by resolution, has adopted these guidelines and will review and approve any refinement or revision.

2. The Address Reviewer

The Department of Metropolitan Development, which is responsible for managing the orderly development of Marion County, shall assign a person to be responsible for evaluating the assignment of street names and addresses for all properties within Indianapolis-Marion County. That person shall be called the "Reviewer" for the remainder of this document.

The Reviewer shall:

- a. Review and approve or reject submitted street names for compliance with

- accepted standards and conformance to the Marion County address grid;
- b. Provide notice to all affected agencies regarding assignment or reassignment of addresses;
 - c. Participate in resolution of street name or address conflicts;
 - d. Serve as advisor to the Plat Committee on street name or address assignments;
 - e. Serve as chairperson of the Address Advisory Committee.

3. The Address Advisory Committee

The Address Advisory Committee represents agencies whose operations, customers, and citizens are directly affected by the quality of addressing in Marion County. This committee has two functions:

To review proposed and existing street names and addresses with respect to public safety, the delivery of commercial and public services, intelligibility, and consistency, and

To provide recommendations to the Metropolitan Development Commission regarding addressing and street naming issues.

The Address Advisory Committee will meet monthly for the following purposes:

- a. To provide the Reviewer with assistance in solving complex or problematic naming, renaming or address assignments. The Reviewer will be responsible for presenting the Committee's recommendations to the Plat Committee.
- b. To periodically review street name and address policies and guidelines and to recommend amendments.
- c. To serve as the first step for any public appeal of decisions of the Address Reviewer that relate to this document.

The Address Advisory Committee will be comprised of representatives of the following organizations:

- a. Marion County Council
- b. Office of the Mayor
- c. Department of Metropolitan Development
- d. Department of Transportation
- e. Department of Public Works
- f. Metropolitan Emergency Communication Agency (MECA)
- g. Indianapolis Mapping and Geographic Infrastructure System (IMAGIS) Consortium
- h. Citizens Gas & Coke Utility
- i. Indianapolis Water Company
- j. Indianapolis Power and Light Company
- k. Ameritech
- l. U. S. Postal Service
- m. Township Assessors
- n. Voters Registration

B. Appeals Process

If a citizen disagrees with the Recommendations of the Reviewer, he or she may appeal the Reviewer's decision. The purpose of the appeals process is to ensure that the guidelines in this document are followed and that the concerns of those affected by addressing decisions (represented by the Address Advisory Committee) will be addressed. Figure 1 shows the levels of the appeals process and the organizations involved.

The appeal will first be examined by the Reviewer with the help of the Address Advisory Committee. If no agreement can be worked out at this level, then the appeal will be sent to the Metropolitan Development Commission. Disagreements with the Commission affecting street names and address changes may be appealed to the Mayor. The formal recommendations of the Address Advisory Committee may be requested by anyone reviewing an appeal.

Applicable fees must be paid and appropriate forms filed with the Division of Neighborhood and Development Services prior to a hearing being scheduled.

Applicable costs will be determined by the Metropolitan Development Commission.

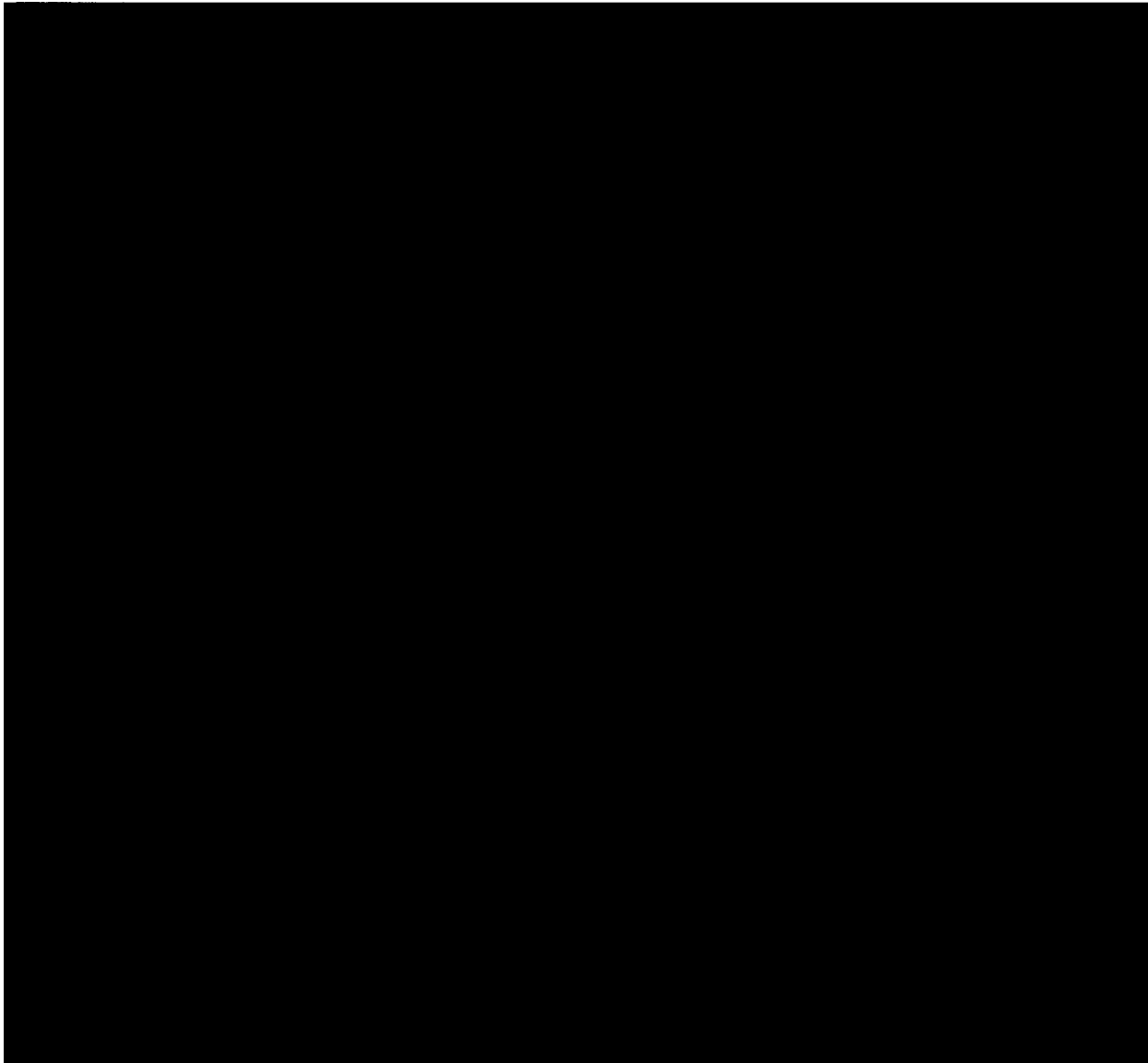


Figure 1: People and Agencies Involved in Street Name Assignment, Changes and Appeals

C. Review And Change Process For Existing Street Names

Standards within this section will assist the Reviewer and, when necessary, the Address Advisory Committee, in determining which street will retain its existing name and which street will acquire a new name when a conflict is discovered with existing street names. The reviewer will make the final determination for recommended changes.

When two existing streets have STREET NAMES that are exact or phonetic duplicates of each other and also have conflicting (identical or nearly identical) address ranges, the Reviewer may propose that one of the street names be changed. The Reviewer may also request a street name change if emergency services personnel judge two street names to be confusing and thus a danger to the public's health, safety, and welfare. The following criteria may be used to determine which street will retain its name and which will have its name changed:

1. The street with the greater number of residential or commercial structures should retain its name.
2. When streets have equal numbers of mixed residential and/or commercial units, the street with the earlier date of recognition, acceptance, or dedication should retain its name.
3. When the streets have an equal number of dwellings or commercial units, and the mix of commercial/dwelling units is roughly equal, a consideration of how street name changes will affect the delivery of emergency services may override rule number 2.

Decisions made using the above tests may be influenced by the following considerations:

1. Local identification of a street name within an existing subdivision, or geographic feature.
2. Street relationship to the Official Thoroughfare Plan.
3. Actual use of street name with recognized AGS standards addresses versus postal route and box numbers of unapproved addresses.
4. The equitable sharing of the responsibilities of name changes when more than one jurisdiction is involved.

D. Renaming Process

1. Name Selection

Once the Reviewer decides which streets should be renamed, the following steps may be used to select a new street name:

- a. The Reviewer will select three to five proposed alternate street names that comply with the adopted standards.
- b. The Reviewer will submit the proposed alternate names to the owners of abutting property or their designee.
- c. Property owners or designee will select their preference from the list of proposed street names and return to the Reviewer within 10 days.
- d. The Reviewer will consider neighborhood preferences to officially rename the street.

2. Approval of Street Name

The Metropolitan Development Commission shall make a recommendation to the Mayor for the renaming of streets within Indianapolis/Marion County. The recommendation will be provided by a resolution prepared by the Department of Metropolitan Development and

shall be considered at a regularly scheduled Commission hearing in accordance with the Commission's Rules of Procedure. After a recommendation is made by the Metropolitan Development Commission, the Mayor shall have the final decision in the street renaming.

3. Notification of Change

The Reviewer will notify the affected property owners and the agencies, listed below, of the change:

- a. Department of Metropolitan Development
- b. Department of Transportation
- c. Department of Public Works
- d. Metropolitan Emergency Communication Agency (MECA)
- e. Indianapolis Mapping and Geographic Infrastructure System (IMAGIS) Consortium
- f. Citizens Gas & Coke Utility
- g. Indianapolis Water Company
- h. Indianapolis Power and Light Company
- i. Ameritech
- j. U. S. Postal Service
- k. Township Assessors
- l. Voters Registration

4. Notification Contents

The notification of street name change to the property owners shall include:

- a. The justification for the name change;
- b. A diagram or description of the extent of the street being changed,
- c. The name and telephone number of the Reviewer;
- d. A statement that objections to the alternative names should be directed to the Reviewer; and,
- e. The date for selection preferences or objections to the recommended name change to be returned to the Reviewer.

A sample notification is given in Appendix A.

5. Effective Date of Street Name Change

Street names that are changed will become recognized effective 60 days after approval by the Mayor. Mail addressed to previous addresses will be delivered for a period set by the U.S. Postal Service (currently one year). Whenever possible, major changes should be timed to precede closing dates for changes to local telephone directories.

6. Street Vacation of a Public Right-of-Way

The vacation of a portion of a street as a public right-of-way invalidates the use of the previously existing street name and addresses along that vacated segment.

If the vacated right-of-way is changed to a private street, then the street name will be changed to correspond to the name chosen for the private street. Address numbers for the parcel(s) abutting the private street will be changed if appropriate (i.e., if the numbers

were originally out of grid or if the numbers conflict with other address numbers for parcels already abutting the private street).

If the vacated segment becomes something other than a right-of-way, then the street name will be changed to that of the nearest public street and the address numbers of the parcel(s) abutting that vacated segment will be renumbered.

If the entire street is vacated, the name of the vacated street will not normally be released for reuse. After a period of not less than 2 years, petitioners wishing to reuse a previously vacated street name will have to show that:

- a. No references to that street name exist in legal or historical records, and,
- b. Differences in the address range make confusion of the new street and the old street reasonably unlikely.

Finally, when someone petitions the Reviewer to reuse a vacated street name, the Reviewer will rely on the recommendations of the Address Advisory Committee to determine the impact of the reuse of the street name on public safety.

7. Requests for Name Changes

Figure 1 (on page 5) shows the various agencies and people who may initiate a change to an existing street name or address. These include:

- a. A majority of the owners of abutting property on an affected street
- b. The Address Advisory Committee (or any of its individual members)
- c. Any governmental agency

8. Reserved Street Names

Reserved street names are those which are pending before, or approved by the Reviewer, or allowed by appeal, but are not yet recorded as a part of an approved plat. Street names will be held on the reserve list until one of the following occurs:

1. Use of the street name is no longer requested by the applicant;
2. The Plat Committee rejects a proposed plat;
3. Changes in the roadway pattern during the development process require different street names;
4. The street is recognized and/or recorded; or,
5. A final plat remains unrecorded for a period of 2 years from the date of approval by the Plat Committee, unless extended for good cause.

II. Address Assignment Standards

The two (2) primary categories of information in an AGS address are STREET NAME and NUMBER DESIGNATION. These components comprise the approved address. These characteristics are consistent with the U.S. Department of Commerce, Bureau of Census' TIGER standards for street names used in the 1990 U.S. Census.

Secondary address assignment elements such as zip code, county or subdivision are important and useful, but are not required of the official address. However, zip codes are to be included upon notice to property owners of address changes. See Appendix C for an example of address change notice.

A. Primary Address Assignment Elements

1. Street Name

This category contains two (2) primary elements, a street name plus a directional prefix when required.

a. NAME

i. Sources

Street names may reflect geographic features, locality names, or historic names such as original survey, league, or grant names.

Proper names of individuals will only be approved if they are honorary names submitted by the Office of the Mayor and approved by the Marion County/City of Indianapolis City-County Council.

The use of non-English words in street names shall be limited to those words which are judged by the Reviewer and the Address Advisory Committee to be easily pronounced and spelled and unlikely to cause confusion when heard over the phone by those taking emergency calls. Street names containing non-English words such as "Rue" or "Calle" that designate road types will no longer be approved.

Common sense should be used when selecting street names, avoiding inappropriate, confusing, or generic names such as:

DEAD END	ST
NARROW	LN
PASSING	LN
GRAVEL	RD

Highway designations and abbreviations which may be adopted as the street name include:

Interstate Highway 465	1-465
US Highway 31	US 31
State Highway 67	SR 67

ii. Relationships with Other Street Names, Existing and Proposed

Street names will be assigned in a manner that provides continuity with existing street names and prevents duplicate and/or phonetically similar names.

Proposed street names that duplicate existing street names will be required to change. Phonetically similar street names where the final word differs will also be discouraged.

Example: Moon Court and Moone Circle

Exceptions include a single cul-de-sac intersecting an existing or proposed street which has the same name, or streets in the same complex or subdivision (See Figure 2).

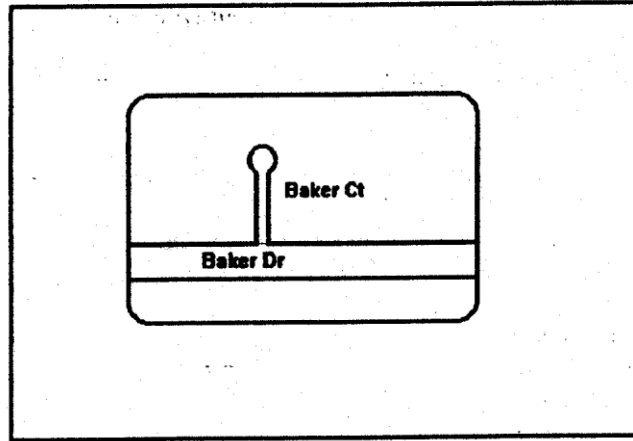
The street name should be carried without change across intersections. However, if a roadway carries across an intersection and ends in a cul-de-sac which has a significantly different orientation after crossing the intersection, the cul-de-sac shall carry a different name. Two (2) cul-de-sac streets directly opposite each

other may have the same name.

Streets which change direction shall change names and addressing direction. An exception may be made if the change of direction does not exceed one block or the change in direction does not occur at an intersection.

The NAME of a street which transects jurisdictional boundaries shall remain unchanged for its entirety.

Figure 2



iii. Name Format

The NAME (not including the Direction Prefix) shall not exceed four (4) words. Example: RUN OF THE OAKS WAY (unacceptable: name exceeds four words)

The Street Name shall be composed of standard letters and arabic numbers; no special characters may be used (i.e., hyphens and apostrophes).

The Street Name will be no longer the 18 characters, including spaces, after abbreviations have been made. A list of acceptable abbreviations is listed in Appendix B. Only these abbreviations have been approved for use. Their allowed usage depends on whether their position in the street name.

(a) First Word

The fast word of the street name shall not contain any word which is a DIRECTION. For example, the following would not be approved:

SOUTH CROSSING	BLVD
WEST GATE	DR
NORTH LOOP	BLVD

The first word shall not begin with a word from the approved list of Last Words (See section on Last Words).

Only two abbreviations of the first word of the street name shall be allowed.

These are:

DR	(for DOCTOR)
ST	(for SAINT)

For numbered streets, the first word of the street name will consist of the

alphanumeric version of the ordinal number. For example:

1ST ST
10TH ST
5TH AVE

For 1ST through 9TH Streets and 1ST through 9TH Avenues, a leading zero must be used when storing the street name electronically. This practice will insure that addresses along these streets will be sorted properly during data processing jobs.

On all streets other than numbered streets, all numbers must be spelled out.

THOUSAND OAKS (acceptable)
14 TEE (unacceptable)

(b) Last Word

The last word of the street name must be chosen from the following approved list:

Words approved for use as Last Words and their ABBREVIATION

Avenue	AVE
Boulevard	BLVD
Circle	CIR
Court	CT
Drive	DR
Lane	LN
Parkway	PKWY
Road	RD
Place	PL
Street	ST
Way	WAY

The last word should reflect the character or use of the street. For example, Parkway or Boulevard should only be used on streets having more than 50 feet of right-of-way and that serve either as a thoroughfare or as a collector to a thoroughfare. Parkway should only be used on streets at least 1500 feet in length and shall be reserved for streets in which the majority of adjacent land use is for a designated park or open space.

Three last words, Place, Circle, and Court, will, in the future, be reserved for cul-de-sacs. All cul-de-sacs will use these words unless the cul-de-sac is a continuation of a street. In that case, unless there is a significant change of orientation when the street becomes a cul-de-sac, the cul-de-sac will have the same name as the street the cul-de-sac extends. If the orientation of the cul-de-sac is significantly different than that of the street, then the cul-de-sac will have a different name than that of the street it extends.

Words from the approved list for last words shall not be used with other words

from that list.

Any word from the approved list that is not a word reserved for cul-de-sacs may be assigned to circular/loop streets.

NOTE: Circular/Loop Streets are streets that circle an open or common area. Said area cannot be sub-divided, built upon, or addressed.

(c) Words other than the First Word or the Last Word

A direction may be used before the last word to indicate parallel roads that have address numbers in the same address range. When the last word in the street name is Drive, the abbreviation for the direction will be combined with the abbreviation of the last word.

Examples: BAY WEST DRIVE becomes BAY WDR

No more than two streets may be differentiated using a direction before the last word.

Appendix B contains lists of reserved words for street names and their rules for usage with existing and proposed street names together with a list of approved abbreviations.

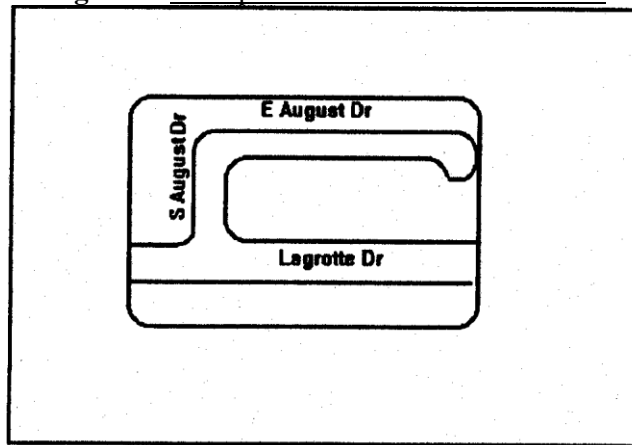
b. DIRECTION PREFIX

Directions shall only be assigned on a continuous street that transects address assignment origin grid lines (i.e., Meridian and Washington Streets) or for existing streets which have addresses assigned in two address grid directions. The directions used shall indicate positioned location of each portion of a road in relation to the address assignment origin grid line that it crosses. Prefix directions may be required where they lend clarity to addressing. For instance, where streets have address ranges in multiple directions within the same quadrant or where streets have similar address ranges in differed quadrants. (See Figure 3)

The acceptable one character abbreviations for direction are:

N (North); S (South); E (East); W (West)

Figure 3: Example: Use of a Directional Prefix



2. Number Designation

a. General Guidelines

The following general principles apply to ADDRESS NUMBERING:

1. Address numbers on parallel streets should be comparable.
2. Property numbers should be uniform, based on street frontage.
3. Numbering should be consecutive, but allow for possible future changes in development.
4. In most instances, even and odd numbers should be on the opposite sides of the street. Even numbers shall be assigned on the north and west sides and odd numbers on the south and east.

The address number to be assigned is determined by the location of the "approval" entrance/access on a recognized existing or proposed street, relative to the address assignment grid.

Landlocked parcels having "legal tract" status will not be addressed without a legally documented access easement or access to an existing public street.

For structures with more than one (1) access, the name, suffix, and direction of a location to be assigned an address is determined by the location of a single "approved" entrance/access that is from a recognized existing or proposed named road. House numbers will be assigned to the front of the structure unless said structure faces a street from which access is prohibited.

b. Building Numbers/Letters

Building numbers/letters will be assigned to each building if there is more than one (1) building on a single location/lot. The Reviewer must approve, and sequentially assign any number/letter designation proposed by the owner/developer. Common driveways of entrances will display addresses of multiple buildings. See Section III - SIGNAGE.

c. Unit Numbers/Letters

Unit numbers/letters (which include floor designation) will be sequentially assigned by the reviewer to identify each individual apartment, trailer, office or suite within a building.

Characteristics of NUMBER DESIGNATION

<u>Primary Element(s)</u>	<u>Characteristics and Length Limitation</u>
Number	Numbers Only 5
Building Designation	Numbers and Characters Only 5
Unit Designation	Numbers and Characters Only 5

III. Signage

This chapter contains general guidelines for STREET NAME signs and ADDRESS NUMBER placement. Public STREET NAME signs are the responsibility of the Department of Transportation or the street departments of each excluded city or town. Address NUMBER placement is the responsibility of the property owner or lessee. Private STREET NAME signs must be approved by the Department of Transportation and are the responsibility of the property owner. All sign materials and placement must conform as a minimum to the Indiana Manual on Uniform Traffic Control Devices, the Indiana Department of Transportation Standard Specifications, and standards adopted by the Department of Transportation.

A. Street Name Signs

1. Content, Size, and Appearance

Street Name signs are to contain the full recognized (legal) street name (or an approved abbreviation) including NAME, SUFFIX and any DIRECTION. (See length limitation notes under STREET NAME section). Block numbers are to be placed on the sign located on designated thoroughfares or subdivision entrances.

Letter/number size, shape, color and background are to be such that signs are legible from any corner of an intersection and in conformance with applicable federal, state and local standards. The sign size should allow for the use of 4" letters for street names and 2" letters for SUFFIX, DIRECTION and block numbers.

The overall appearance of STREET NAME signs shall be consistent throughout the respective project.

2. Location and Placement

STREET NAME signs are to be posted at the point where the street name changes and at each intersection. Signs are to be elevated to a height of seven (7) feet from the bottom edge of the sign to the ground.

As a general guide, STREET NAME signs are to be located on the street corner indicating the direction of increasing block numbers. The preferred sign location is detailed in the Indiana Manual on Uniform Traffic Control Devices. However, other factors such as visibility and slope may take precedence over preferred location. Setbacks for STREET NAME sign will also vary depending on the situation at each intersection.

B. Address Numbers/Plaques

(Ref: City-County General Ordinance, 1989, Sec. 28-302 through 28-307)

1. Single Building and Unit Guidelines

Content, Size and Appearance

Address numbers/plaques are to contain the fully recognized (legal) address number, including the range of UNIT identifiers.

Number/letter size, shape, color and background are such that numbers/letters are legible from the nearest public right-of-way and parking area. A minimum letter height of 3" for a house or apartment building and 4" for a place of business is recommended as a general guide where greater than average distances from public rights-of-way are involved, larger numbers will be sized appropriate to the driveway, parking area, building and/or unit.

The overall appearance of address numbers/plaques are to be consistent wherever placed within single building locations. UNIT number plaques, which include floor designation, are to be consistent in appearance within the building.

Location and Placement

ADDRESS NUMBERS shall be posted, in an appropriate place, directly on a building so as to provide visibility and legibility from the street and driveway providing access to the structure. Where distances and or building location prevent the above, address numbers shall be posted on the curb, mailbox or appropriate post placed in the public right-of-way next to the driveway access to the building.

UNIT identifiers, including necessary floor identifiers are to be posted for each unit of a multiple unit building at a location and size to be visible and legible from common building and floor access entrances and walkways/hallways.

2. Multiple Building and Unit Guidelines

Content Size and Appearance

Content and size guidelines are identical to Single Building and UNIT Guidelines above.

The overall appearance of BUILDING numbers are to be consistent within multiple building developments sharing a common driveway entrance. Similarly, UNIT numbers (which include floor designation) are to be consistent in appearance within each building.

IV. Enforcement

It is the responsibility of the property owner, agent or person in possession of any dwelling or place of business to display in a prominent location on the premises, the designated street number for that property. Any property owner, agent or possessor of property who fails to abide by the provisions of Sections 28-298 through Sections 28-310 of the Code of Indianapolis and Marion County, are subject to all fine provisions as prescribed within the aforementioned Sections or any other applicable relief available to the City of Indianapolis.

APPENDIX A

Sample Notice of Impending Street Renaming

ADDRESS NOTICE

January 1, 1993

Mr. and Mrs. PropertyOwner
1818 Anystreet Lane
Indianapolis, Indiana 46200

Dear Mr. and Mrs. Property Owner:

The Department of Metropolitan Development is the agency responsible for the assignment of street names and numbers and reassignment of numbers, if necessary. Authority for this function is found in Indiana Code 36-7-4-405, as amended.

Marion County has adopted addressing guidelines and standards which are designed to aid the rapid response of the emergency 911 communication network and to assist the police, fire, and ambulance services in locating your property quickly in case of an emergency. Utility, postal and other services benefit from an accurate addressing assignment system.

Periodically, it is determined that some street names assigned before the adoption of the addressing standards are similar to other street names currently in existence. In the interest of eliminating this confusion, the name of your street will have to be changed.

Listed below are proposed street names which will be considered as the new name for Anystreet Lane.

1. Kellywood Lane
(The Kelly family settled the area during the 1800's)
2. Blue Heron Lane
(The area is noted as a nesting area for Blue Herons)
3. Woodland Drive

Please select your preference for the new name from the three proposed names listed and return by _____ to:

Address Technician
Department of Metropolitan Development
Division of Neighborhood and Development Services
2101 City-County Building, 200 East Washington Street
Indianapolis, Indiana 46204

Your response will be compiled along with neighboring property owners and you will be notified of the new name selected. Please note that a name change will occur whether or not you decide to participate in the selection process.

If you have questions or comments should be directed to _____ at the above address or by telephone at _____ .

Sincerely,

=====

My preference for the new street name is _____

Signature of Property Owner or Designee

Date

APPENDIX B

Reserved Words For Street Names
(CCGC)

Rules For Usage

Words Used In Street Names	First Word Of A Street Name (#)=not allowed for New Streets	Other Than The Street First Word Of A Name	
		Applies To NEW Streets	Applies To Existing Streets
Access	(not allowed)	ACSS	ACSS
Avenue	(not allowed)	AVE	AVE
Boulevard	BOULEVARD (#)	BLVD	BLVD
By-Pass	(not allowed)	BY-PASS	BY-PASS
Center	CENTER	CTR	CTR
Circle	CIRCLE (#)	CIR	CIR
Club	CLUB	CLB	CLB
Court	COURT (#) (1)	CT	CT
Crossing	CROSSING	XING	XING
Doctor	DR	(not allowed)	(not allowed)
Drive	(not allowed)	DR	DR
Drive East	(not allowed)	(not allowed)	DR E
Drive North	(not allowed)	(not allowed)	DR N
Drive South	(not allowed)	(not allowed)	DR S
Drive West	(not allowed)	(not allowed)	DR W
East	EAST (#)	E	E
East Drive	(not allowed)	EDR	EDR
Lane	(not allowed)	LN	LN
Landing	LANDING	LANDNG	LANDNG
Middle	MIDDLE (#)	MID	MID
MOUNT	MOUNT	MOUNT	MOUNT
North	NORTH (#)	N	N
North Drive	(not allowed)	NDR	NDR
Parkway	PARKWAY (#)	PKWY	PKWY
Place	(not allowed)	PL	PL
Ridge	RIDGE	RDG	RDG
Road	(not allowed)	RD	RD
Run	(not allowed)	RN	RN
Saint	ST	(not allowed)	(not allowed)
Sainte	(not allowed)	STE	STE
South	SOUTH (#)	S	S
South Drive	(not allowed)	SDR	SDR
Spring	SPRING	SPRNG	SPRNG
Springs	SPRINGS	SPRNGS	SPRNGS
Street	(not allowed)	ST	ST
Terrace	TERRACE	TER	TER
Trail	TRAIL	TRL	TRL
Trails	TRAILS	TRLS	TRLS
Way	(not allowed)	WAY	WAY
West	WEST (#)	W	W
West Drive	(not allowed)	WDR	WDR

Not allowed for NEW STREET NAMES

Prefix - Direction Codes

Rules For Usage

DIRECTION	USAGE
EAST	E
NORTH	N
SOUTH	S
WEST	W

Numbered Streets

Rules For Usage

Direction Code	Street Number	Usage
(Required)	1ST	01ST
(Required)	2ND	02ND
(Required)	3RD	03RD
(Required)	4TH	04TH
(Required)	5TH	05TH
(Required)	6TH	06TH
(Required)	7TH	07TH
(Required)	8TH	08TH
(Required)	9TH	09TH
(Required)	10TH	10TH
	continues through	
(Required)	99TH	99TH

Subject to usage the leading 0 may be a blank; however, for the electronic data standard, the leading 0 must be used to ensure proper list sorting.

Street Names Containing Numbers (Other than numbered streets)

Rules For Usage

Other than numbered streets, the number must be spelled out.

Example: FIRST LADY BLVD
ONE WDR
THOUSAND OAKS DR
TWELVE OAKS

EXCEPTIONS TO THE ABOVE STANDARDS AND RULES

The following exceptions are required to deal with existing street names which exceed 20 characters, have special characters or have been defined consensus and common usage:

40 & 8 AVE
ACCESS RD #2
ACCESS RD #4
ALLEN'S LN
AMANDA'S WAY
DR A J BROWN AVE
DR M L KING JR ST
HILLCREST CTRYCLB RD for (HILLCREST COUNTRY CLUB RD)

I-465
I-65
I-65-70
I-69
I-70
I-74
O'HARA CT
O'HARA LN
P G A DR
PARK 65 DR
QUAIL'S NEST DR
SCOTT-IAN CT
SCOTT-IAN LN
SR 135
SR 37
SR 431
SR 67
STOP 10 RD
STOP 11 RD
STOP 12 RD
STOP 13 RD
VAL-DEL CT
US 31

NOTE: The special characters exceptions above are for existing street names. Special characters such as pound sign, hyphen, apostrophe, & are not allowed for use in new street names

APPENDIX C

ADDRESS NOTICE

Mr. and Mrs. Michael Jones
203 Anystreet Lane
Indianapolis, Indiana 46200

Dear Mr. and Mrs. Jones:

The Department of Metropolitan Development is the agency responsible for the assignment of street names and numbers and reassignment of numbers, if necessary. Authority for this function is found in Indiana Code 36-7-4-405, as amended.

Marion County utilizes a grid system to assign addresses which is designed to aid the rapid response of the emergency 911 communication network and to assist the police, fire, and ambulance services in locating your property quickly in case of an emergency. Utility, Postal, and other services benefit from an accurate addressing assignment system.

Periodically, it is determined that some street names assigned before the adoption of the grid system are inconsistent with proper sequencing. Your existing address is inconsistent with the county addressing system and must be corrected as follows:

New Address: 209 Anystreet Lane
Indianapolis, Indiana 46200

Effective Date: _____

It is your responsibility to post your new number where it can easily be seen from the street. We appreciate your cooperation in accomplishing this immediately after the effective date of change.

For your convenience, we are enclosing the postal form needed to effectively process your mail. Please complete and send the appropriate form to your postal branch. Postal authorities have assured us that after receipt of the appropriate forms, they will guarantee to forward your mail as currently addressed to your new address for a period of one (1) year.

To assist you in the change, the U.S. Postal Service, utility companies, township assessor, Voters Registration, Department of Public Works, Department of Transportation, and Metropolitan Emergency Communications Agency (911) will receive this notification.

If you have questions concerning this change, please call _____ within the Division of Neighborhood and Development Services at _____.

Sincerely,

cc: U. S. Postal Service
Voters Registration
Township Assessor
Department of Public Works
Department of Transportation
IMAGIS Consortium
Metropolitan Emergency Management Communications Agency (MECA)
Ameritech
Indianapolis Power & Light Company
Citizen's Gas & Coke Utility Company
Indianapolis Water Company

Enclosure

APPENDIX D

AMENDMENTS TO THE ADDRESS GUIDELINES STANDARDS (AGS)

(AS APPROVED BY THE ADDRESS ADVISORY COMMITTEE)

1. No vanity address will be approved or assigned (i.e., 1 Technology Way). All assigned addresses must be within the Marion County address grid. This will be enforced in order to assure prompt, emergency management (911) response time.
2. No address changes will be approved other than for emergency management (911) purposes. Addresses will not be changed due to a dislike of numbers or superstitious reasons (666, 13, etc.).
3. Addresses will not be assigned with a "hundred" number (i.e., 500 N. Meridian Street). These will not be approved due to the fact that "hundred" numbers represent a block range and not a specific address. In addition, a "hundred" number indicates that the building/structure takes up the complete block range and is located in the center of the street. This is a rule that has always been in place but was left out of the original standards. This will not affect any of the addresses that already exist.
4. There will be no street names approved in the future beginning with the word Eagle. This is due to an over saturation of this name. There are currently 45 streets that begin with Eagle.
5. All retail buildings with multiple tenants (i.e., strip malls) will be addressed with only one address followed by a suite number. Example: 8487 Union Chapel Road, Suite 100. This is implemented due to the fact that strip mall changes are frequent; not only in tenants, but also wall space, thus eliminating whatever address(es) that may have been assigned.
6. Apartments will be addressed with the minimum amount of addresses possible, one in most instances. If one address is not feasible, the apartment project will be reviewed on an individual basis, by the addressing staff. If more than one address per building is decided upon, the addresses will be based on the entryways to the building.
7. Whenever possible, condominiums will be given individual addresses. Due to the fact that condominiums are individually owned, not leased, and are assigned parcel numbers by the Township Assessor's office, they will be treated as any other single-family residence. Exceptions to this rule will be when condominiums are fit into areas where there are not enough numbers available to accommodate individual addresses.