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STATE OF TEXAS
COUNTY OF BURLESON

**BURLESON COUNTY COMMISSIONERS COURT
COUNTY ADDRESSING STANDARDS AND PROCEDURES
UPDATED: May 9, 2022**

WHEREAS, Burleson County desires to continue to improve the emergency service for all residents in the unincorporated area of the county by developing, implementing, and maintaining an Enhanced 9-1-1 emergency system; and

WHEREAS, efficient operation of the automatic location identification feature of the E-9-1-1 system requires a comprehensive method of addressing in Burleson County; and

WHEREAS, maintaining a county-wide addressing system of road names and property numbers in Burleson County may substantially reduce the response time of emergency service providers; and

WHEREAS, on May 9, 2022, Burleson County Commissioners Court formally adopted updated County Addressing Standards and Procedures; and

WHEREAS, on May 8, 2006, Burleson County Commissioners Court formally adopted a county roads map under Chapter 258 of the Texas Transportation Code;

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners Court of Burleson County, in a regular meeting duly convened, and acting in its capacity as the governing body of Burleson County, does hereby

ADOPT the UPDATED Addressing Standards and Procedures attached hereto; and

ORDER the owner or occupants of properties in unincorporated areas of the county to:

- (a) obtain address number signs that comply with the attached standards and specifications; and
- (b) install and maintain those signs at the locations and in the manner required by those standards and specifications.

Copies of the standards and specifications may be obtained at the Burleson County Clerk’s Office. Knowingly failing or refusing to comply with this Order is a Class C Misdemeanor. This Order shall be effective upon its adoption by Commissioners Court and its publication once in a newspaper of general circulation in the county.

ADOPTED by the Commissioners Court of Burleson County, Texas on this 6^h day of July, 2020.

Keith Schroeder, County Judge

Duane Faust, Precinct 1 County Commissioner

Vincent Svec, Precinct 2 County Commissioner

David Hildebrand, Pct 3 County Commissioner

Carol Hill, Precinct 4 County Commissioner

ATTEST:

Anna Schielack, County Clerk

The *Addressing Standards and Procedures* is to establish a uniform addressing system to name roads, determine address ranges of roads, and assign physical address numbers to property located in the unincorporated area of Burleson County and within city limits if requested by city officials. The *Addressing Standards and Procedures* apply to all existing roads and addresses as of this date and any new roads that may be established hereafter.

1. ADMINISTRATIVE PROCEDURE

It shall be the duty of the Addressing Coordinator to maintain the County Addressing Program (CAP). The responsibilities of the Addressing Coordinator include:

- A. Assign physical addresses for new residents.
- B. Maintain the county Master Street Addressing Guide (MSAG).
- C. Submit applications for road names to the Commissioners Court.
- D. Process requests for maps and address information.

Applications for addresses and road names shall be made available to the public by the Addressing Coordinator. A current copy of the MSAG will be filed in the 9-1-1 Addressing Office as a public record.

2. ADDRESSING SYSTEM

Burleson County uses a grid style addressing system. There are several components to this type of address system. The following list provides a definition of each element.

2A. REFERENCE POINT

The center of an imaginary grid placed over the geographical area of a studied territory. Its sole function is to determine the low address of each road's address range.

Burleson County uses an imaginary grid with a Reference Point at the intersection of Highway 36 and Highway 21 in Caldwell, Texas. From this location, the addressing grid extends out to the county line in every direction.

2B. BASE LINES

The two grid lines that intersect the Reference Point. They are perpendicular to one another and extend west-east and north-south. For addressing purposes, the Base Lines are associated with major roadways to assign directionals to long continuous roads.

Burleson County's Base Lines are Highway 21 and Highway 36. They are the line of division between different portions of long continuous roads, such as HWY 36 NORTH and HWY 36 SOUTH or HWY 21 EAST and HWY 21 WEST

2C. GRID LINES

The point where Block Intervals (see below) change to the next higher hundred number.

Burleson County uses a 1 (one) mile Grid Line structure.

2D. BLOCK INTERVAL

The distance between Grid Lines. Block Intervals increase from the Reference Point.

Each Block Interval in Burleson County is divided into ten (10) sub-blocks to accurately assign a Low Address (see Below) to each road. Each one is numbered 1, 2, 3, and so on. A sub-block is approximately 528 (five hundred and twenty-eight) feet long.

2E. LOW ADDRESS

The lowest assignable physical address on a road. It is determined by first marking the endpoint of a road closest to the Reference Point. Second, using this endpoint, a perpendicular line is drawn to the Base Line running parallel to the length of the road. By identifying the Block Interval and sub-block at this intersection, a Low Address is calculated.

Exceptions to the rule will be made for all roads that cross municipal-to-county and county-to-county jurisdictional lines. For streets that extend into the county from within the geographical jurisdiction of a municipality, the Low Address in the unincorporated area will be above the highest address within the city limits. For roads crossing county lines, every effort will be made to make addresses continuous, even if this requires that the address range begins in the adjacent county and increases as it enters Burluson County.

2F. FRONTAGE INTERVAL

The standard distance used to assign property numbers. The interval should be small enough to accommodate future growth.

In Burluson County, physical addresses will be calculated using a small, equal interval of 10.56 (ten point fifty-sixth hundredths) feet. This means that there is a potential 1,000 (one thousand) address numbers (500 separate numbers on each side of the road) in each Block Interval and 100 in each sub-block (50 on each side of the road.)

2G. EVEN-ODD ASSIGNMENT OF NUMBERS

From the Low Address endpoint to the end of the road, even numbered addresses are located on the right side and the odd numbered addresses are on the left side.

3. ADDRESS FORMAT

All residents and businesses located in the unincorporated area of Burluson County will be assigned a physical address by the Addressing Coordinator.

All residents and businesses located with city limits may be assigned a physical address by the Addressing Coordinator in cooperation with those municipalities.

To ensure compatibility with the United States Postal Service, all addresses assigned by the county comply with the United States Postal Service Postal Addressing Standards, Publication 28 guidelines.

The order of address components is

- (1) primary address number;
- (2) predirectional;
- (3) primary road name;
- (4) suffix;
- (5) postdirectional; and
- (6) secondary address number if any.

4. ROADS

County Roads are those that are continuously open to general public travel and have been accepted by the county into the county road system. However, not all county roads have been accepted into county maintenance.

Private Roads are all roads not designated as public or county roads and not open to general public travel.

Private Roads, Driveways and Alleys: Driveways and private roads are owned and maintained by an individual, business, or other non-county entity and alleys are likely maintained by two adjoining property owners.

5. ADOPTING A ROAD NAME

Authority to approve road names rests with the Commissioners Court. Applications for road names will be submitted to the Commissioners Court by the Addressing Coordinator.

Approval of a road name is necessary if:

1. Construction of a new road that is continuously accessible by the public;
2. Property owners along a private road want to have an official road name;
3. A road name conflicts with one or more of the 11 (eleven) road name guidelines;
4. Request for a road name change is submitted by a Burlison County resident.

Renaming a road should be avoided, unless it is absolutely necessary to change the name.

The addressing guidelines apply equally to public roads, private subdivisions, and other private roads located within the geographical jurisdiction of Burlison County. The intent of the road name approval process is to avoid duplicate or similar road names and to protect the continuity of existing roads. The following addressing guidelines have been developed to assist the county in achieving these objectives.

The County addressing guidelines conform to the addressing guidelines in the United States Postal Service's Postal Addressing Standards, Publication 28. Where applicable, USPS standards are cited under the "Examples/Comments" column to support a corresponding County guideline.

The addressing approval process will proceed in the following order:

- (1) primary road name;
- (2) suffix;
- (3) predirectional;
- (4) postdirectional; and
- (5) secondary address number if any.

A PRIVATE ROAD/DRIVEWAY containing 3 or more residential structures can be recognized by the Commissioners Court as a private road. If a private road with no structures leads to one or more private roads with multiple structures then that private road must be named, too.

Road names must be submitted to the Address Coordinator by the property owner or developer(s). The Commissioners Court will consider a simple majority of the property owners with easement rights on that road as adequate documentation to support the request. The agreement must be expressed in the form of a petition, signed by the property owners. The road name must meet the same addressing guidelines as all public roads. In the case of a dispute, the Commissioners Court reserves the right to not recognize the private drive as a private road. This will mean that the residents on the private drive will be addressed on the connecting public road.

5A. PRIMARY ROAD NAME – RULES, DEFINITIONS, and EXAMPLES:

1. *Duplication of an existing road name is prohibited: use of the same primary road name with a different suffix is considered duplication.*

Duplication is determined by comparing a proposed road name to existing road names listed on the Master Street Addressing Guide (MSAG) as of the application date. If a proposed road name matches an existing one in spelling, it is a duplicate. Or a road name is considered a duplicate if only the suffix is different: Smith LN verses Smith RD or Bullard RD and Bullard ST.

2. *Avoid sound-alike and confusing names.*

A sound-alike road name is defined as any road name that is different in spelling but sounds-like an existing road name. Examples of sound-alike names are Main ST vs Maine ST, Robbin LN vs Robin DR, or Beach RD vs Beech RD.

Confusing words are generic words that may call to question whether they are actually a road name or a description of a road. Examples of confusing names: Nameless RD, Dirt LN, Circle LP, Crossroad RD, Short ST, or Gravel ST.

3. The duplication of a word as the first word of a combined or compound road names shall be limited to four occurrences.

The fifth occurrence of a word as the first word of a combined or compound road name will be rejected as illustrated here: Sundown LN, Sun Valley DR, Sunnyvale ST, Sunfish CT, and ~~Sunflower LP~~. Or Oakview LN, Oak Tree DR, Oak Hill ST, Oaklawn CT, and ~~Oak Way LP~~.

4. Maximum character length shall not exceed 13 characters, including blank spaces.

Length limit for road name components:

- Prefix Directional – 2 characters
- Suffix – 4 characters
- Primary Road Name – 13 characters
- Post Directional – 2 characters

5. Maximum number of words is three.

Road names can consist of one, two, or three words – no more:

- Martin L. King ST
- ~~Run Of The Oaks LN~~

6. Words indicating road types or directionals are not acceptable.

Directional: South End RD, Northside LN, or West Loop ST.

Road Type: Lane BLVD, Court LP, or Avenue of Pine ST

7. Use of hyphens, apostrophes, periods or dashes are not allowed.

Special characters required for the correct spelling of any word, including foreign words translated into English, are to be omitted, USPS Pub 28, Appendix D, Section D5. Prefixes and suffixes, including directionals, shall not include special characters; Pub 38, Appendix C, sections C1-C2.

8. Use of a family or individual’s name is discouraged.

Where a family or individual’s name is proposed, the applicant must show a majority of support from land owners and residents along the road, i.e. a petition. **If this is not attained, the family or individual’s name will be withdrawn. The Addressing Coordinator will select an alternative road name.**

9. A continuous road shall have one road name.

A road name should not change at a curve, intersection, or some other point along a continuous road. This rule applies to new roads that are continuous with existing roads. A road which transects jurisdictional boundaries shall retain the same road name when possible; municipal-to-county and county-to-county.

10. Titular words are not permitted.

Tendency to abbreviate titular words makes unsuitable for use as road names. Examples of inappropriate titular names: Doctor DR – DR DR, Mister LN – MR LN, General RD – GEN RD, or Saint ST, ST ST.

11. Avoid names that are offensive or derogatory in spelling or pronunciation.

Community morals and values should be used to determine what is and is not appropriate for a road name.

5B. SUFFIX

All primary road names must be assigned a descriptive suffix. The characteristics of a roadway determine its appropriate suffix. For consistency reasons, the road name approval includes the designation of an appropriate road name suffix.

The following list describes some of the more commonly used suffixes. It is not meant to be an exhaustive resource of suffixes. For a more detailed listing, refer to the USPS's standardized suffix abbreviations (see USPS Pub 28, Appendix C, sections C1-C2.)

Private roads names will be limited to certain suffixes. Approved suffixes for private road names include LN, WAY, TRL, RD, and CIR. Any suffix not listed will be denied for use when naming a private road.

<u>SUFFIX</u>	<u>ABBREVIATION</u>	<u>DESCRIPTION</u>	<u>OPTIONS</u>
AVENUE (see note)	AV	Reflects a street at least 1500 feet in length and generally runs north - south.	PARKWAY
BEND	BD	Indicates a roadway that winds, meanders, or twists. It can be used on a circular or looping road, too.	CIRCLE or LOOP
BOULEVARD	BLVD	Designate a street with a minimum 90 feet of right-of-way width. It is typically divided by a landscaped center median.	None
BYPASS	BYP	Characterizes the frontage roadway of an interstate thoroughfare.	FEEDER
CIRCLE	CR	Describes a circular roadway. A Circle must begin and end on the same road. <u>CIRCLE</u> is not appropriate for a cul de sac street.	BEND or LOOP
COURT	CT	Reserved for cul de sac style streets. Typically, COURT streets are less than 500 feet in length.	COVE or PLACE
COVE	CV	Identifies cul de sac style streets. COVE is reserved to describe streets with a circular dead end.	COURT or PLACE
DRIVE	DR	Describes a thoroughfare street that carries a high level of traffic.	ROAD or STREET
FEEDER	FDR	Characterizes the frontage roadway of an interstate thoroughfare.	BYPASS
INTERSTATE	IH	Characterizes a federal highway with limited access, wide right-of-way, prohibited adjacent development and through-traffic preference.	None
HIGHWAY	HWY	Characterizes a state or federal highway. Routes are designated as highways.	None
LANE	LN	Indicates a secondary street connecting to a local thoroughfare. In most cases, it is used on roads with no outlet to indicate a dead end.	DRIVE or ROAD or STREET
LOOP	LP	Reserved for short roads that return to themselves. Also appropriate for circular or semicircular roads. Loops can be short roadways that begin and end on the same road.	CIRCLE or BEND
PARKWAY	PKWY	Reflects a street at least 1500 feet in length. A PARKWAY often is a special scenic route or park drive, generally, designated by a name.	AVENUE (see note)

PATH	PATH	Designates a minor local road running in a diagonal direction.	None.
PLACE	PL	Identifies cul de sac style streets. PLACE is reserved to describe streets with a circular dead end.	COVE or COURT DRIVE or STREET
ROAD (see note)	RD	Describes a local through road.	DRIVE or ROAD
STREET (see note)	ST	Describes a local through road.	
TRAIL	TL	Any curvilinear road. A diagonal local road serving as a collector for one or more local thoroughfares.	None.
WAY	WAY	Diagonal road less than 1,000 feet in length. A minor road that changes direction or begins and ends on the same thoroughfare.	None.

Note: There is a basic principle used in areas where AVENUE is to be used for street suffixes. In short, streets designated by AVENUE should run in a perpendicular direction to streets designated by ROAD or STREET. Therefore, if there is an area in which AVENUE is to be used as the suffix for the north-south oriented streets, ROAD or STREET should be used on the streets running west-east. The directions may be reversed as long as a uniform designation is followed within the same jurisdiction.

5C. ROAD NAME DIRECTIONAL

Directionals shall only be assigned to continuous roads that transect the Base Lines of the county address grid. They should be used only when directional designations will be helpful in identifying the location of addresses along different, but continuous, portions of a road.

Direction may be indicated by either a pre or post directional. Directionals are optional; Different portions of continuous roads transecting Highway 21 and Highway 75 do not have to use directionals. County roads will not use predirectionals. State thoroughfares will use post directionals.

Acceptable abbreviations for either pre or post directionals are:

North	N	South	S
East	E	West	W
Northeast	NE	Northwest	NW
Southeast	SE	Southwest	SW

5D. PHYSICAL ADDRESS DESIGNATION

A physical address designation in Burleson County is a three to five digit sequence of numbers that denotes the location of a property on a road. Using a small, equal interval of 10.56 (ten point fifty-six hundredths) feet, numbering will remain consecutive along roads while allowing for future infill.

PRIMARY STRUCTURES, both residential and business, will receive a physical address based upon the point at which their driveway intersects a named road. For properties with rear dwellings, a separate or subordinate designation can be assigned. If the secondary structure has a separate driveway, it should have a separate physical address from the road.

AGRICULTURAL BUILDINGS may also be assigned a separate physical address, such as a barn, poultry house, outbuilding, or equipment storage building, even if located on an addressed property.

COMMERCIAL and INDUSTRIAL BUILDING sites will be assigned one physical address. Auxiliary buildings where business is transacted would receive a building number or letter.

CONFLICTING ADDRESS NUMBERS – Any previously adopted address which conflicts with the number assigned by the Addressing Coordinator shall be reassigned.

REQUIRING THE CHANGE OF AN EXISTING ADDRESS The Burleson County Addressing Coordinator may require the owner of occupant of a property to change an address for one of, but not limited to, the following reasons:

1. Out of sequence address number(s)
2. Duplicate address number(s)
3. Odd number address on even side of the road or even number address on the odd side of the road.
4. Driveway/access has been relocated
5. Road name changed
6. Naming of a private road

LONG DRIVEWAY or PRIVATE ROADS WITH ONLY ONE OR TWO FAMILY STRUCTURES – The physical address in such situations will be assigned at the juncture of the driveway with the named road.

MULTIPLE UNITS located on a single parcel, such as mobile home parks, apartments, or office buildings, should have the same street number and also be assigned unit, apartment, suite, or other sub-designations for each building. Burleson County will not assign addresses for each “door” of a multi-unit complex. Multi-unit structures, such as townhomes, duplexes, or four-plexes, should use individually addressed primary numbers whenever possible.

FRACTIONAL ADDRESSES are not allowed, such as 108 ½ Parker Lane.

UNIMPROVED, VACANT PROPERTY will not be assigned a number until a driveway is underway, a structure is built, or a structure moved on site. An address can be assigned prior to the completion or start of construction to assist the property owner or resident in receiving basic services.

NEW STRUCTURES will be assigned a physical address according to the original drawings of a final subdivision plat, mobile (manufactured) home park plan, planned unit development or any other plan requiring the approval of the County of Burleson.

PERMIT APPROVAL by the county may be withheld until a physical address has been issued by the Addressing Coordinator of Burleson County following the implementation of this resolution.

6. PROPERTY NUMBERS

DISPLAY OF PROPERTY NUMBERS. It shall be the duty of every owner of a building (residential or commercial) in the unincorporated area of Burleson County to display and maintain the PROPERTY NUMBER of said building in compliance with the Addressing Standards and Procedures at all times.

Display of the assigned Property Number is recommended within sixty (60) days of the date of notification by the 9-1-1 Addressing Office.

ASSIGNMENT OF PROPERTY NUMBERS – The 9-1-1 Addressing Coordinator or a representative of the 9-1-1 Addressing Office shall be responsible for assigning a building a unique Property Number.

Upon request by the owner, buildings constructed after the enactment of the Addressing Standards and Procedures shall be assigned a Property Number after a “Physical Address Request” form is submitted to the 9-1-1 Addressing Office.

ENFORCEMENT. County Commissioners shall retain the ability to identify violators and then shall report such offenders to the Burleson County Sheriff's Office for documentation, investigation, and further action. A person who knowingly fails or refuses to comply with this order commits a Class C Misdemeanor Offense, effective September 1, 2009.

SIZE AND DISPLAY OF PROPERTY NUMBERS:

- A. The figure or figures comprising the *Property Number* to be displayed shall be at least four (4) inches in height. The color of the figures shall be reflective, and in sharp contrast to the color of the background surface or material, which may or may not be reflective.
- B. The *Property Number* shall be placed in a prominent location on the property as to be plainly visible from the point of access to the property and from the center of the road serving the building at all times between sunset and sunrise.
- C. The placement of the *Property Number* shall be free of obstruction by trees, shrubbery, columns or extensions of the building.
- D. If the building that the *Property Number* has been assigned to is more than seventy-five (75) feet from the edge of right-of-way of the road serving the structure, the *Property Number* shall, in addition to the other requirements of this resolution, be displayed on a sign readily visible from the road and in no event further back than twenty-five (25) feet from the road right-of-way.

7. STREET SIGNS

All streets must have a sign constructed according to the following standards:

MATERIAL – Engineer grade reflective sheeting on aluminum or high intensity prismatic or other TxDOT- approved medium.

REFLECTIVE SHEETING COLOR – County Road Signs will consist of white lettering on green background. Private Road Signs will consist of white lettering on blue background. The size of the road sign will be determined by the M.P.H. of the road it will be posted on, according to current MUTCD and/or FHWA laws.

VISIBILITY – The sign should be free of any brush, limbs, etc., which would inhibit the clear view of the sign from the road/street.

PLACEMENT, INSTALLATION, AND REPLACEMENT – Reflective road signs shall be installed in accordance with TxDOT standards whenever possible, under the direction of the County Commissioners of the precinct in which the sign is to be installed. Commissioners shall notify the 9-1-1 Addressing Office when replacement signs are needed for County roads under their jurisdiction. The 9-1-1 Addressing Office staff will create the sign and/or arrange the purchase of the sign(s) and notify the Commissioner when it is ready for installation.

In the case of private subdivisions, signs shall be purchased and installed at the expense of the developer.

Burleson County may charge residents of a Private Road for a replacement road sign, according to current policy approved through Commissioners Court.

Burleson County may offer *Property Number* signs to residents according to current policy approved through Commissioners Court.