



### **Burleson County Addressing**

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## **Steps to Public Road Naming and Mapping in Burleson County FOR DEVELOPERS**

**Submit proposed road name(s) to Burleson County Addressing:** proposed road names must be reviewed by the Burleson County Addressing Coordinator to determine if the proposed road name follows the Burleson County Addressing Standards and Procedures. Submitting a list of proposed road names prior to submitting the final plat for approval with commissioner's court or city council is advised to prevent delays should the road name(s) need to be changed due to conflicts with County Addressing Standards and Procedures.

- List road names alphabetically, typed or printed, including any suffix
- Road names in Burleson County will be subject to the following:
  - Maximum road name length is limited to 18 characters (including spaces and suffixes as submitted)
  - Length limit for road name components:
    - Prefix Directional – 2 characters
    - Suffix – 4 characters (suffixes should be abbreviated according to Appendix C of USPS pub. 28)
    - Primary Road Name – 13 characters, including spaces, maximum number of words is 3
    - Post Directional – 2 characters
- Proper spelling of the proposed road names is the responsibility of the requestor.
- Duplication of an existing road name is prohibited: use of the same primary road name with a different suffix is considered duplication.

Additional information on road naming can be found in the Burleson County Addressing Standards and Procedures, Section 5.

**Submit final signed plat as accepted by commissioner's court or city council:** A plat including any proposed roads with road names must be submitted to the Addressing Coordinator. If the final plat does not include road names then all proposed road names will need to be presented to commissioner's court or city council for acceptance prior to mapping. Plats may be submitted as a PDF, SHP, or TIFF.

**Submit construction dates:** Include dates the development of the road will begin and estimated date of completion.

**Request mapping:** It is the responsibility of the developer to contact the addressing coordinator once road construction is complete to request mapping of the road. **MAPPING OF ROADS WILL ONLY OCCUR ONCE DEVELOPMENT OF THE ROAD IS COMPLETE.** No construction taking place, no gates.

**ALL PUBLIC AND PRIVATE ROADS IN BURLESON COUNTY MUST BE MAPPED BY THE ADDRESSING COORDINATOR BEFORE ADDRESSES CAN BE ISSUED.**