

APPENDIX A

ADDRESSING GUIDELINES AND PROCEDURES

SECTION 1 –OVERVIEW

Knoxville-Knox County Planning (Planning) is mandated by the following ordinances to ensure street names and addresses within Knox County, Tennessee, including the City of Knoxville and Town of Farragut, conform with existing regulations.

The following documents, together with these guidelines, provide the basis for the Planning's addressing guidelines and procedures.

Knox County Ordinance Number O-91-1-102, establishing a Uniform Street Naming and Addressing System within Knox County, approved February 19, 1991 by the Knox County Commission.

City of Knoxville Ordinance Number O-280-90 establishing a Uniform Street Naming and Addressing System within the City of Knoxville, approved September 18, 1990 by the Knoxville City Council.

City of Knoxville Ordinance Number O-458-92 permitting an appropriate degree of flexibility and discretion to City Council with regard to the numbering of residences within the City of Knoxville, approved October 27, 1992 by the Knoxville City Council.

City of Knoxville Ordinance Number O-211-00 decreasing the time for appeal of street names and property addresses from thirty to fifteen days, approved May 30, 2000 by the Knoxville City Council.

Planning staff is responsible for maintaining the official street name and address database, which is used to:

1. Maintain a valid street name database;
2. Assign block ranges to streets; and
3. Assign addresses to all parcels, properties, and structures as needed.

SECTION 2 – ASSIGNING AND ISSUING ADDRESSES

Addresses of tracts, subdivision lots, and structures shall be assigned by Planning and issued to applicants upon the provision of the following:

- A. Property Location Information – the county map/group/parcel number (tax ID number); or the subdivision name, unit/phase, and lot number; or the instrument number assigned by the Register of Deeds. New subdivision plats must be certified for recording before addresses are assigned. A site plan must be provided for large lots, corner lots or multi-tenant buildings.

- B. Site plan – a complete and legible plan showing the name of the street on which the property is located, the location of the building within the tract or lot, and the driveway providing access to the building.
1. If the property contains multiple buildings, the site plan must identify the location of each building and the primary access to each building.
 2. For multi-tenant buildings, floor plans of all suites or residential units within each building are required. Depending on the layout of the tenant spaces, base numbers or subaddress numbers may be assigned.
 3. The location of centralized mailboxes for a subdivision or large development must also be identified, if applicable.

If necessary, Planning staff may consult with outside agencies such as E-911 and the fire department to determine the appropriate address assignment.

SECTION 3 – VERIFICATION OF ADDRESS

All addresses must be certified by Planning before a building permit is issued. Depending upon the information provided by the applicant in Section 2, one of the following certifications will be assigned:

- A. Official Address – An address assigned to a structure based on a current site plan. This address may be changed in the future if access to the building is changed or the site plan is revised or the street name is changed.

Note: Official addresses will not be assigned over the phone unless there are extenuating circumstances.

- B. Temporary Address – Time limited address issued when an official address cannot be assigned at the time a request is made. Examples of when a temporary address may be assigned include:

1. Plans review submittal,
2. Variance request,
3. Shell building,
4. Demolition request,
5. Utility cost estimate,
6. Driveway or grading permit,

7. Temporary construction trailers, display tenants, etc.; or
 8. Other situations as deemed appropriate by staff.
- C. Change of Address – A new official address is assigned when an existing address does not meet current addressing guidelines (See Section 9, 10 and 11) or the property owner/applicant has requested a change.

SECTION 4 – ADDRESSING METHODOLOGY

New address numbers assigned by Planning shall follow the methodology described as follows:

- A. Address Number – A valid address number may consist of two parts: the base number and subaddress number, as shown in the following examples:

	<u>Base Number</u>	<u>Subaddress Number</u>
Example	800	12
Example	3058	201 (2 nd floor)
Example	10008	105 (1 st Floor)

1. Base Number – A unique base number shall be assigned to all occupied structures and shall consist of a numeric value between 100 and 99999. The base number shall be in sequence with surrounding structures and within the block range of the street.

Exception to subsection A.1. The base number assigned on Market Square and Emory Place may consist of a numeric value less than 100.

- a. No half numbers (1/2) are allowed as base numbers.
2. Subaddress Number - A unit, suite or apartment number shall be assigned as needed for multifamily residential dwellings or multi-tenant commercial buildings, lots in a mobile home park or other structures such as power poles, billboards, cellular tower collocations, etc. upon review of a site plan (See Section 2B).
 - a. The subaddress number must be included with the base number, and if assigned, may consist of up to four (4) digits.
 - b. A single- and double-digit number shall be assigned to lower level units when accessed by going down stairs. Ground floor units are assigned a three-digit number ranging from 100 to 199. Second floor units are assigned a three-digit number ranging from 200 to 299. This numbering technique shall continue to the upper-most floors.

Exception to subsection 2.b. Non-repeating subaddress numbers may be assigned upon request for developments with multiple buildings. Unique subaddress numbers representing both the building number and floor may be assigned following the remainder of the addressing guidelines.

- c. No half numbers (1/2) are allowed as subaddress numbers.
 - d. Characters of the alphabet (A, B, C,) may only be assigned to utilities and telecommunications towers. Existing addresses with alpha-characters may be changed before an address is certified for a building permit.
- B. Method of Numbering – Knox County is divided into four quadrants for address numbering purposes as follows:
- 1. North to South – The north-south division line is Heiskell Road, Central Avenue Pike, N Central Street, S Central Street, S Gay Street, E Blount Avenue and Chapman Highway.
 - 2. East to West – The east-west division line is Asheville Highway, Martin Luther King Jr. Avenue, McCalla Avenue, E Jackson Avenue, W Jackson Avenue, Southern Railway and Kingston Pike.

Block numbers within Knox County are assigned beginning at the intersection of N/S Central Streets and E/W Jackson Avenues. The first block beginning at this intersection and proceeding north, south, east, or west, has been designated the 100 block; each succeeding block is numbered consecutively to the county line.

- 1. Block numbers are assigned to street sections that, ideally, extend from one intersection or endpoint to another. A new block range shall be assigned to street segments of approximately 1000 feet in length.
 - 2. Address numbers are assigned approximately every 25 feet and sequentially within the block range.
 - 3. Streets running primarily north and south are assigned even numbers on the east side and odd numbers on the west side.
 - 4. Streets running primarily east and west are assigned even numbers on the south side and odd numbers on the north side.
- C. Posting Address Numbers – Assigned address numbers must be posted on the structure to which they are assigned in accordance with the current building code as adopted by either the City of Knoxville Plans Review and Inspections Department or the Knox County Codes Administration.

SECTION 5 – STREET NAME METHODOLOGY

Planning reviews proposed street names for public streets and private rights-of-way/accesses serving six or more lots, dwellings or multi-tenant buildings. Street names shall be reviewed prior to certification of the final plat.

A. Format of Street Name – A valid street name may consist of up to three parts:

	<u>Prefix</u>	<u>Base Name</u>	<u>Road Type</u>
Example:	N	Weisgarber	Road

1. Prefix – A prefix will be applied to any street name that meets the specifications outlined in Section 3 of the *“Uniform Street Naming and Addressing System Ordinance”*.
2. Base Name – The base name is the primary part of a street name and should be kept simple and logical to foster clarity and efficiency for emergency responders. Use of frivolous or complicated words, or unconventional spellings in base names should be avoided. In all cases, names which might be perceived to be offensive will not be permitted.
3. The following restrictions apply to proposed base names:
 - a. The base name shall be comprised of recognizable words as found in a standard dictionary. References to a number such as “Ten”, “10”, “First”, and “Tenth”, as part of the base name, are prohibited.
 - b. The base name shall not exceed two words and shall not exceed twenty-six (26) characters.
 - c. Base names that are spelling or phonetic duplicates are prohibited (see Section 6).
 - d. Directional designators such as “North”, “East”, “Southwest” as a part of the base name are prohibited.
 - e. Current road types as outlined in Section 4 of the *“Uniform Street Naming and Addressing System Ordinance”* shall not be used as a part of the base name. Previous road types, such as “Bend” or “Place”, are acceptable as part of the base name.
 - f. Abbreviations of words or personal names, such as initials and single alphabetic characters, are prohibited as part of the base name.

Examples: “St Edward Pike”, “V Walker Lane”, “Salem Sch Road”,

Special exceptions may be allowed for names such as “O Malley” where the single letters are due to lack of punctuation.

- g. All forms of punctuation as part of the base name are prohibited.

<u>Prohibited Usage</u>	<u>Acceptable Usage</u>
Martin-Woodson Road	Martin Woodson Road
O’Malley’s Street	O Malleys Street
St. John’s Avenue	Saint Johns Avenue

- h. The word “Private” shall not be used as a part of the base name.

Example: Elm Private Drive

- i. Foreign language names can be used in the base name if they are easily pronounced, do not sound like an existing street name, and have been reviewed and approved by Planning and E-911 staff.

<u>Prohibited Usage</u>	<u>Acceptable Usage</u>
Magdos	Casa Grande
Randelli	Belle Capri

- m. Use of names protected by copyright are prohibited, unless approved in writing by the owner of the copyright, subject to the provisions of this section.

Examples: Harley Davidson, Hewlett Packard

- n. The use of business names is discouraged, as the existing business may relocated in the future causing a new business to pursue a street name change.

- 4. Road Type - The road type must conform to the specifications outlined in Section 4 of the “*Uniform Street Naming and Addressing System Ordinance*”. The following guidelines shall apply to road types:

- a. All public streets generally extending easterly/westerly shall be designated Drives or Avenues.
- b. All public streets generally extending northerly/southerly shall be designated Streets or Roads.
- c. Dead-end public streets that cannot be extended shall be designated Lanes.
- d. Private rights-of-way serving six (6) or more lots or dwelling units in residential or non-residential developments must be named and shall be designated Ways. When a private right-of-way serves fewer than six (6) dwelling units or lots and there are no available numbers, the private right-of-way may be named and if named, shall be designated Way.

Note: Naming private rights-of-way for a single address is discouraged, unless necessary for safety reasons.

Exception to subsection 4.d. A base name ending in “Park” is prohibited to eliminate confusion with the name “Parkway”.

- e. Streets designed with a median separating the lanes of traffic or a street that serves as the entrance into a subdivision and has the appearance of a boulevard street, may be designated Boulevard upon request and approval by Planning Commission.
- f. Streets designed to be a closed loop that begin and end at the same intersection or where the looped street closes onto itself and is not intersected by another street, may be designated Circle upon request and approval by Planning Commission.
- g. Existing and proposed streets constructed by the Department of Transportation shall be designated Freeway, Highway, Interstate, or Parkway according to the Tennessee Code.

SECTION 6 – DUPLICATE STREET NAMES OR SUBDIVISION NAMES

Duplication of street or subdivision names within Knox County shall not be permitted. If necessary, Planning staff may consult with E-911 about the proposed name. The following apply to all proposed street and subdivision names submitted to addressing staff for approval:

- A. Duplicate names are prohibited – A proposed street name or subdivision name is considered to be a duplicate when its base name is spelled exactly the same or has a similar word spelling as another existing street or subdivision name.
- B. Phonetic duplications are prohibited – A proposed street name or subdivision name is considered to be a phonetic duplicate when its base name sounds similar to another base name. For example, “Oak Ranch” will be denied if “Oak Branch” is an existing street or has previously been reserved (see Section 7).

Examples of existing phonetic duplicates:

Grayland	Greylan	Lindal	Lynndell
Grayston	Grayson	Maple Trace	Maple Chase
Greeley	Greenley	Mays	Mayes
Hanley	Handley	McClellan	McMillan
Henley	Hensley	Mellen	Mellon
Heiskell	High School	Michael	Michaels
Hellerd	Hillard	Montview	Montvue
Scheel	Shell	Pickel	Pickle
Gem	Jim	Queensboro	Queensbury

- C. Repetition of first word in street name – Proposed street names within the same subdivision shall not repeat the first word of another proposed street name for public safety purposes. For example, if “Wood Lake” is approved for a street in a particular subdivision, “Wood Cave” will be denied for that same subdivision.

SECTION 7 – RESERVING STREET NAMES OR SUBDIVISION NAMES

Names for proposed streets and subdivisions must be submitted in writing for review by Planning. Following review of proposed names by addressing staff, and if necessary E-911, one of the following three designations are assigned:

- A. Denied – The proposed name is an exact or phonetic duplication of an existing name or the name does not conform to the naming conventions of the Addressing Guidelines and Procedures or the “*Uniform Street Naming and Addressing System Ordinance*”; or
- B. Approved and pending – The proposed name was approved by Planning staff but has yet to be reserved. If multiple names were approved, persons requesting the name have ten days to decide which approved street or subdivision name should be reserved; otherwise, the name is placed back into circulation; or
- C. Reserved – The proposed name is reserved for a subdivision, person, or group who requested the use of the name. A subdivision or street name may be reserved for the length of time a concept plan is valid.

SECTION 8 – REQUESTING A STREET NAME OR SUBDIVISION NAME CHANGE

Changes to existing street or subdivision names are permissible with support from affected landowners. Approval by the Planning Commission and Knoxville City Council or Knox County Commission may also be required. To request a name change within Knox County, refer to Article V of the Administrative Rules and Procedures of the Knoxville-Knox County Planning Commission.

Exception: If the recorded subdivision plat contains a misspelling of a street or subdivision name, a corrected plat with the new name must be approved by Planning and recorded with the Knox County Register of Deeds.

SECTION 9 – IDENTIFICATION OF EXISTING PROBLEMS

Planning is notified of existing problems by one of the following:

- A. Public complaint and identification of addressing and/or street naming problems; or
- B. Notification of discrepancies by governmental organizations, such as emergency services, fire departments, or postal service; or
- C. Review by Planning staff of internal documents, imagery, or field checks.

Persons wishing to call attention to addressing problems should contact Planning by telephone, email, or in person. Types of existing problems may include, but are not limited to, the following:

- A. Duplicate street names (see Section 6 of these Guidelines).
- B. Segments of the same physical street with the same base names but different road types (Example: “Sheehan Road” and “Sheehan Lane” both on a single continuous street).
- C. A street name’s official spelling is inconsistent with general public usage (e.g., “Meadowrun Lane” vs. “Meadow Run Lane”).
- D. Incorrect placement of street name parts within the street name, such as “Mall Road S”, where the “S” is placed incorrectly at the end of the name.
- E. An address change due to subdivision of the surrounding property, insufficient address number available, easements requiring a name, and other address discrepancies in disagreement with the “*Uniform Street Naming and Addressing System Ordinances*” or the Addressing Guidelines and Procedures.
- F. Other addressing related concerns brought to the attention of Planning.

SECTION 10 - EVALUATION OF EXISTING PROBLEMS

Each identified problem brought to the attention of Planning staff shall be reviewed and researched; field checks may be conducted. The following factors will be examined to determine how the problem will be resolved:

- A. The problem’s negative impact on the delivery of emergency services,
- B. Public complaints concerning the problem, and
- C. The likelihood the problem will impair other governmental or non-governmental services.

Assuming one of the above three factors has been met, Planning staff will try to resolve the identified problem.

SECTION 11 – RESOLUTION OF EXISTING PROBLEMS

Planning will examine each of the identified problems on a systematic basis. No one, single type of problem or geographic area will be consciously targeted for, or excluded from, resolution. The original submitter(s) of the problem will be notified by Planning of the recommended solution. If Planning staff recognizes the need for a street name change, the original initiator will be asked to submit an official request for a street name change.

Planning will properly notify the residents of necessary street and/or address changes required to resolve the existing problem. Suggestions concerning the problem resolution will be gathered from the residents and other interested organizations/groups. Planning will then summarize the findings (if needed) and present the valid options. A single solution will be acted upon.

Any resolution to existing problems must conform to the specifications of this document and to the City and County “*Uniform Street Naming and Addressing System Ordinances*”. Planning will not recommend approval of any solutions that do not meet these requirements.

SECTION 12 – SPECIAL STREET NAMING RULES AND CONVENTIONS

When development results in the creation, relocation, closure or interruption of streets, existing street names may need to be changed and/or address numbers may need to be reassigned. Planning shall coordinate Federal, State, City, or County agencies.

- A. Use of “Old” in Street Names - The usage of the word “Old” as part of the street name is only allowed in cases where an existing street name problem is being resolved and the previously existing street name contained the word “Old”.

SECTION 13 – NOTIFICATION OF STREET/SUBDIVISION NAME AND/OR ADDRESS CHANGES

Planning maintains contact information for government agencies, utilities and individuals to be notified of changes in street names or addresses. After changes have occurred, Planning will notify all individuals and/or agencies on the most current contact list.

SECTION 14– APPEALS PROCESS

Any actions by Knoxville-Knox County Planning’s staff pertaining to street naming or addressing may be appealed to the Planning Commission or as provided in the appropriate ordinances. Appeals for addresses within the jurisdiction of the City of Knoxville must be filed at the Planning office within 15 days of the date of the decision being appealed. Appeals for addresses within the jurisdiction of Knox County must be filed at the Planning office within 30 days of the date of the decision being appealed.

Any appeals that are granted will remain in effect as long as the original applicant/owner maintains ownership of the property. If the property is sold or transferred the address will be reassigned to one that meets current addressing guidelines at that time.