



## **Addressing Standards (GIS)**

January 2, 2022

### Record of Revisions

Version	Title/Modifications	Date Recorded	Effective Date	Approver
1	Original Publication	8/31/2017		Haripriya Madabushi, GIS Manager
2	Added Authority Added Max Name Length Modified Expiration	8/23/2019	9/22/2019	Gary Graham, Director of Engineering
3	Modified Cover & Added PG 1 Added Logo per Sheet Updated "Road Type" to "Street Suffix"	12/3/2021	1/2/2022	Gary Graham, Director of Engineering

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## Section 1. Purpose

The purpose of this document is to provide a standard for naming streets and designating addresses in the City of McKinney, Texas. This serves as a guiding document for developers, contractors, and building occupiers applying for street names and addresses. The intent is to ensure quick and easy location of properties for public safety, postal, and utility services by:

- a. Creating standards for street naming
- b. Creating standards for address numbering and assignment
- c. Providing guidelines on the addressing process
- d. Preventing duplicate street names and allowing only approved street suffixes

## Section 2. Authority

This standard is published under the authority of Sec. 142-130(a) of the City of McKinney Code of Ordinances which authorizes the Director of Engineering to promulgate rules and regulations for streets, right-of-way improvements, traffic control devices, and other public improvements. The Director of Engineering hereby authorizes the Geographic Information Systems (GIS) Department of the Department of Information Technology to administer this standard.

Variances to this standard may only be granted upon consultation with and approval by the GIS Department, Engineering Department, Police Department, and Fire Department. An appeal of any finding under this standard may be made to the City Manager or their designee.

Modifications to this standard shall be published by the Director of Engineering at least 30 days prior to taking effect, in accordance with Sec. 142-130(a) of the City of McKinney Code of Ordinances.

## Section 3. Applying for a New Address

1. All street names and addresses must be approved/assigned through the GIS Department. Developers should understand that any marketing materials distributed by them with street names and addresses before the approval process may be subject to change.
2. Addressing requests can be categorized as follows:
  - a. New Residential Subdivision addressing
  - b. Ad-hoc addressing (e.g., utility meters, grading permits and development permits), stand-alone commercial and residential addresses
3. For New Residential Subdivision addressing:
  - a. The process starts with approval of street names.
  - b. A group comprised of the GIS Department, Police Department (PD), and United States Postal Service (USPS) must review and approve all street names.
  - c. A list of street names must be submitted to the Planning Department by the Developer as part of the development review process. The Planner assigned to the project will coordinate with the GIS Department to have the street names approved.
  - d. Before submitting a list of proposed names, developers can check against a master list of all existing and proposed street names in the City of McKinney using the Street Name Lookup Utility: <https://www.McKinneyTexas.org/StreetNameLookup>.
  - e. Once a proposed list of street names is submitted, the GIS Department and Police Department will check the names based on guidelines provided in this document.

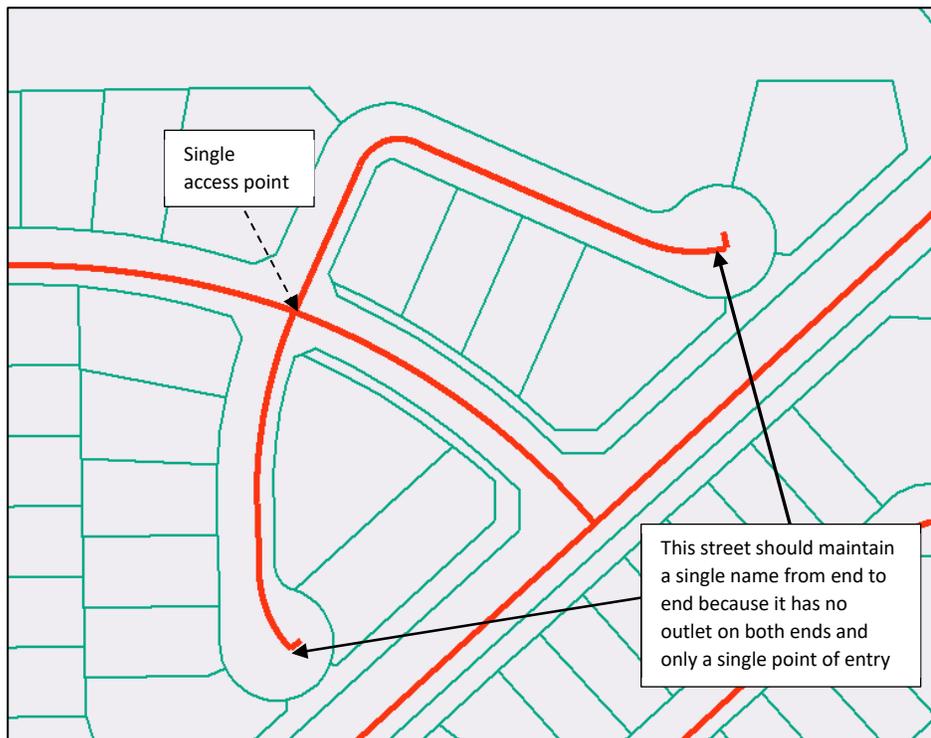
- f. Once reviewed, a list of approved and denied names is sent back to the Planner, who will forward it to the Developer.
  - g. A new set of names must be re-submitted by the Developer to replace the denied street names, until all names are approved.
  - h. Once street names are approved and a stamped plat stating that it is ready for addressing is sent to the GIS Department by the Developer, address assignments are completed, and the addressed plat (plat with situs numbers) is sent back to the Planner and Developer.
  - i. Any changes to the address assignments must be sent to the GIS Department before the final plat is filed. Once the plat is filed, any address changes may only be approved on a case-by-case basis. The Developer must coordinate with the Planning Department and submit either a replat or a Certificate of Correction for changes.
  - j. All streets are entered into the GIS system as “Proposed” and will be changed to “Existing” once the streets have been built, inspected and final acceptance is given for the project. Street name approvals shall be held only as long as an approved preliminary final plat or record plat remains valid for a subdivision. Street names approvals may be released upon expiration or withdrawal of a preliminary final plat or record plat.
  - k. The Engineering Department will notify the GIS Department via email when the streets have been inspected and approved.
4. For Ad-hoc residential and commercial addresses, the request must originate from the Building Inspections, or the Project Expediter from Development Services Department so the validity of the request can be verified. GIS Department will assign the address and notify the respective department.

#### **Section 4. Street Naming Guidelines**

1. A list of proposed street names and/or a plat with all proposed street names must be sent to the GIS Department for review.
2. Any unnamed arterial roadway or unnamed roadway on the Master Thoroughfare Plan will be named by City Council.
3. Fire Lanes will not be named.
4. Alleys are unnamed access routes and will not be assigned a street name.
5. Proposed street names should not conflict with already established street names. Duplicate NAME values will not be allowed (e.g., if there is an existing YOSEMITE PL, then YOSEMITE DR, TRL, LN etc. will not be allowed).
6. A master list of all existing and proposed street names is maintained by the GIS Department and available online at: <https://www.McKinneyTexas.org/StreetNameLookup>.
7. Continuations of existing streets must maintain the existing name and suffix, except in cases approved by the GIS Department and McKinney Police Department.
8. All names shall be simple to pronounce, spelled according to a standard dictionary and use the common spelling for a word.
9. Proposed names should not sound like or approximate the name of an existing street.
10. Names cannot be homonyms or phonetically similar to existing names. (e.g., Marlin - Marlyn)
11. Only accepted street suffixes (see Section 9) will be allowed. Accepted suffixes cannot be used in the NAME. (e.g., YOSEMITE TRAIL RD will not be acceptable)
12. Cardinal directions cannot be used in the name. (e.g., NORTH ROAD)

13. No special characters or punctuations are allowed in street names. Only alphabetical symbols A through Z and blank spaces may be used in street names. (e.g., O'BRIEN LANE is not acceptable; OBRIEN lane is acceptable)
14. Names cannot contain numbers or spelling of numbers. (e.g., THREE LANE)
15. Names cannot begin with articles. (a, an, the, or, of) (e.g., The GRAND PARKWAY)
16. Names cannot contain initials, abbreviations, or single letters. (e.g., TJ LANE)
17. Names cannot exceed 16 characters, including spaces, due to limitations on street name signs. The street suffix does not count against this limit. (e.g., COPPER MOUNTAIN Road is 15 characters; CHIEF SPOTTED TAIL Trail is 18 characters)
18. Any street name requests specifically commemorating living persons are not allowed.
19. Anytime a street makes a directional change of approximately ninety degrees, the street name must change. The only exception is a freestanding street terminating in cul-de-sacs on both ends, with only a single access point (Figure 1).

**Figure 1**



20. Within the city limits of McKinney, only approved street names will be used. County designated road names will not be used.
21. Other names may be determined unacceptable by the GIS Department, Police Department, USPS, or other city representative on a case-by-case basis.
22. Street name changes are discouraged and will be allowed only on a case-by-case basis. Name changes are generally only allowed when it interferes with the accurate dispatch of emergency vehicles or postal delivery.

## **Section 5. Renaming of Streets**

Changing existing street names that are already platted is strongly discouraged and will only be allowed on a case-by-case basis.

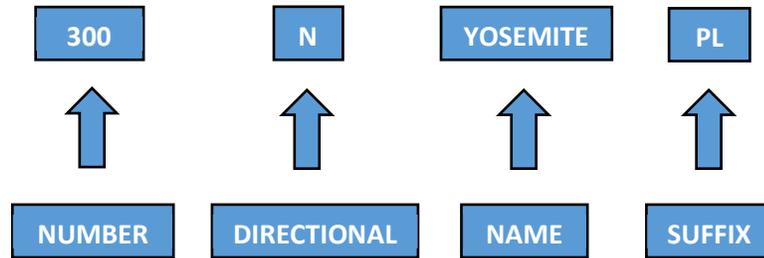
1. If a duplicate name exists, the name assignment will be based on (but not limited to), the following criteria:
  - a. The road originally assigned the name
  - b. The road with the most addresses using the name
  - c. The longest road
  - d. The most heavily travelled road
2. Any street name changes must be coordinated with the Engineering Department, GIS Department, Police Department and USPS.
3. Any platted street name change is subject to approval by City Council. All street name changes approved by City Council must be issued in a City Ordinance.
4. If the Developer initiates a street name change, it is the Developer's responsibility to inform all affected parties of the change so there are no issues receiving mail. Parties include but are not limited to; existing homeowners, property owners, and the USPS. If the City initiates the change, it is the GIS Department's responsibility to inform all affected parties.
5. Any street name change requests in the Extraterritorial jurisdiction (ETJ) must be routed to Collin County. The City does not have jurisdiction over street name changes outside the City limits, with exceptions as noted below.
6. In rare jurisdictional exceptions such as Municipal Utility Districts (MUDs) (e.g., Trinity Falls), the City has authority over street name approval and street name changes. For areas in the ETJ requiring City platting approval, if new street names are required, the authority for street naming may fall with the City of McKinney or with Collin County, to be determined jointly on a case-by-case basis.
7. Texas Department of Transportation (TxDOT) roadway changes must be coordinated with the Engineering Department, GIS Department, Police Department, Collin County, and the Developer.
8. Once the City Council approves a street name change, the Developer must coordinate with the Planning Department and submit either a replat or a Certificate of Correction.
9. Once a street name has been changed by City Ordinance and the replat or certificate of correction issued, the GIS Department will change the street name in the GIS system and notify the following entities - USPS, Collin Central Appraisal District, Collin County GIS Department and, Collin County Elections Department.
10. Street signs must be updated after a street name is changed. The City is responsible for most street sign changes within the city limits; and TXDOT on their roads in the City. The Developer is responsible for some street sign changes; this will be determined by the Engineering Department on a case-by-case basis. Outside the City Limits, Collin County, TxDOT and the Developer must coordinate street sign changes. Rare jurisdictional exceptions such as MUDs (Section 5.6) will be determined on a case-by-case basis.
11. If an arterial or roadway on the Master Thoroughfare Plan is named or changed, the Comprehensive Plan must be updated by coordinating with the Planning department to reflect this change.

## Section 6. Address Numbering Guidelines

### 1. Address Structure

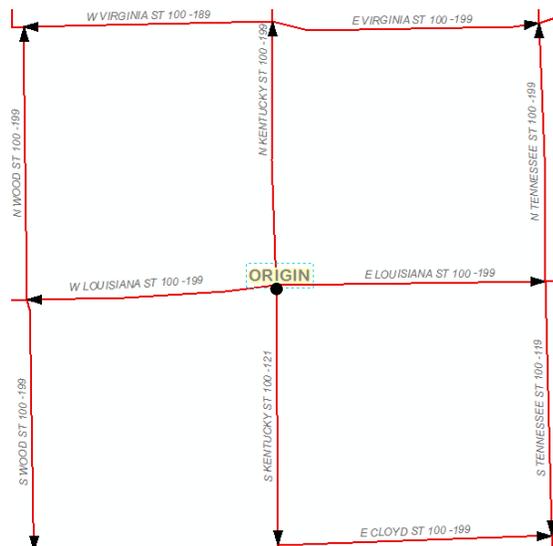
- a. Addresses have four main component parts: address number, the directional, primary name, and suffix (Figure 2). The street address should always be presented in the following order: address number, directional prefix (if any), street name, street suffix, and apartment or suite number (if any).

**Figure 2**



- b. Building and Unit/Suite numbers must be numeric. Building designations may be used when there are multiple structures on a parcel lot or site. Unit/Suite designations are used when there are multiple addressable spaces within a building.
- c. Street addresses are assigned by the GIS Department.
- d. Addresses are only provided on roads that have an approved street name.
- e. Addresses are assigned off the public road or street from which driveway access is located. For dual frontage lots the address will be assigned off the public street where the mailbox is located.
- f. The point of origin for all addresses in McKinney is the intersection of Louisiana and Kentucky Streets. As shown in Figure 3.

**Figure 3**



- g. From this point of origin, addresses will increase either to the north, south, east, or west depending on the predominant direction a street travels, starting at 100 or 101.
  - h. The direction a street travels determines odd and even addresses – addresses on the left are odd while addresses on the right are even.
  - i. If a street runs predominantly East - West and crosses Kentucky St. the segments west of Kentucky will be denoted with a directional prefix of W and addresses will start at 100/101 and increase going west. The segments east of Kentucky will be denoted with a directional prefix of E and addresses will start at 100/101 and increase going east.
  - j. If a street runs predominately North - South and crosses Louisiana/Virginia, the segments north of the intersection will be denoted with a directional prefix of N and addresses will start at 100/101 and increase going north. The segments south of the intersection will be denoted with a directional prefix of S and addresses will start at 100/101 and increase going south.
  - k. Address numbers for lots generally start with a '00' or '01' at the beginning of an address range and maintain a standard interval of 4 integers.
  - l. Addresses on opposite sides of a street must be sequential and follow a consistent numbering pattern.
  - m. Block ranges for streets will change at street intersections. Occasional exceptions may occur in order to accommodate legacy addressing issues or keep numbering ranges consistent with nearby streets.
  - n. Block ranges may also change in the middle of a street to keep street numbering ranges consistent with nearby streets.
2. Fractional, Alphanumeric, and Hyphenated Addresses
    - a. Fractional addressing exists as legacy addresses in older parts of McKinney.
    - b. However, fractional, alphanumeric, and hyphenated address numbers (e.g., 101 ½, 101B, 101-5) must be avoided and will only be allowed on a case-by-case basis. (See Duplex/Triplex Residences for exceptions).
3. Circular Streets
    - a. A circular street that begins and ends at intersections with the same street is not allowed. The street must be split into two or more named streets for emergency response purposes.
4. Cul-De-Sacs
    - a. A cul-de-sac or court is a street that has only one access point and terminates with no outlet.
    - b. A cul-de-sac must follow the addressing guidelines for odd and even address numbers
    - c. A street that intersects only one access point and terminates in cul-de-sacs on both ends should maintain a single street name from end to end (See Section 4.19 & Figure 1).
5. Corner Lots
    - a. Address assignment is made based on driveway access to the front of a structure.
    - b. If driveway access cannot be determined, then an address will be assigned from the “short” side of the lot.

- c. The Developer should determine the orientation of a structure and driveway for corner lots as early as possible in the planning process so that a correct address can be assigned.
  - d. Lot access for corner lots or other ambiguous lot locations should be clearly indicated on plat maps, including subdivision plats, so that accurate addresses can be assigned.
6. Private Driveways
- a. Lots along a private driveway may be addressed off an existing adjoining road when it serves no more than two (2) lots.
  - b. A sign which clearly indicates all address numbers assigned should be located at the entry point of the private driveway.
  - c. Private driveways that serve more than two (2) lots will be addressed off the private driveway.
7. Single Family Residences
- a. Each house will be assigned an individual address.
  - b. Single Family Residences must follow the addressing guidelines for odd and even address numbers.
8. Duplex/Triplex Residences
- a. New residential duplex and triplex structures will use one primary building address with each individual unit identified by the primary address followed by a letter in alphabetical order. The letter unit designator will not be part of the address number but a suffix to the number.
  - b. Duplex/Triplex Residences must follow the addressing guidelines for odd and even address numbers.
9. Apartment Residences
- a. For most apartment complexes, one main building (generally the administrative office or community center), will be assigned a primary address based on entrance access along the public right of way.
  - b. Fire Lanes will not be named.
  - c. Apartment buildings with multiple entrances may require separate addresses if primary access is from different streets; this will be determined on a case-by-case basis.
  - d. Each apartment building will be assigned building numbers as secondary location indicators by the GIS Department or the Developer.
  - e. Building numbers should be numeric and should use a standard numbering schema.
  - f. Building numbers should follow the spatial pattern of the buildings in a logical manner, although the exact numbering pattern is up to the Developer. A common pattern is to start on the right at the entry way and increase in a counterclockwise direction.
  - g. Unit numbers should represent the building, floor, and unit. For example:

Building Number #1, Floor 2: 1201, 1202, 1203

Building Number #12, Floor 3: 12301, 12302, 12303

- h. Public safety requires that building numbers be prominently displayed on each building and easily readable from the street or main driveway. First responders highly recommend

signs or a “map” of the complex which can direct them quickly to the correct location in an emergency.

#### 10. Mobile Home Parks/Manufactured Home Communities

- a. Each mobile home will be assigned an individual address if all homes in the mobile home park have primary driveway access from a public street. In this case, mobile homes. residences must follow the addressing guidelines for odd and even address numbers
- b. If individual mobile homes do not have driveway access from a public street, then one primary address will be assigned for the entire community based on entrance access along the public right of way, followed by lot numbers for each individual home.
- c. Lot numbers should follow the spatial pattern of the buildings in a logical manner.

#### 11. Townhomes

- a. Each individually owned townhome will be assigned a primary address.
- b. Townhome Residences must follow the addressing guidelines for odd and even address numbers.

#### 12. Condominiums

- a. Individual/primary addresses will be assigned to each unit.
- b. Condominium Residences must follow the addressing guidelines for odd and even address numbers.

#### 13. Office Buildings

- a. For an office site with one building a single address based on entrance access along the public right of way will be assigned.
- b. For a site with multiple buildings, each office building will be assigned an individual address based on the entrance access along the street range. Address numbers will follow the spatial pattern of the buildings in a logical manner.
- c. If multiple offices exist in each building, individual offices will be assigned suite numbers as secondary location indicators by the GIS Department. Suite numbers must be numeric
- d. The suite number assigned must indicate the floor location. (e.g., 201 = first office on the second floor)

#### 14. Commercial Buildings

- a. Individual commercial buildings are assigned an address based on entrance access along the public right of way.
- b. For a commercial site with multiple buildings, each building will be assigned an individual address based on the entrance access along the street range. Numbers should follow the spatial pattern of the buildings in a logical manner.
- c. A building housing more than one business will be assigned suite numbers as secondary location indicators by the GIS Department. Suite numbers must be numeric.
- d. A superstore that houses one main retail business with additional smaller retail spaces within (e.g., Walmart or Target with bank, hair salon etc.) shall be assigned one address for the use of all businesses located within the main store.

15. Strip Commercial Buildings

- a. Individual commercial buildings are assigned one address based on entrance access along the public right of way.
- b. A building housing more than one business will be assigned suite numbers as secondary location indicators by the GIS Department.

16. Shopping Mall

- a. One main address, with suite numbers designated for each business will be assigned based on entrance access along the public right of way.
- b. If a mall has multiple access points from various streets, one street will be chosen for the main address.

17. Miscellaneous Structures

- a. Outbuildings or accessory buildings that have their own access point to a public road may be assigned different addresses than the main residence. Addresses will be assigned based on entrance access along the public right of way.

18. Water Tower/Wireless Tower

- a. Wireless towers and water towers will be assigned individual addresses based off entrance access along the public right of way.

19. MISC addresses

- a. The GIS Department assigns addresses that are categorized as “MISC” for structures that are typically unstaffed and for unstructured assets such as:
  - i. Electric Meters
  - ii. Irrigation Meters
  - iii. Cable/Communications Boxes
  - iv. Gates

20. Community Pools

- a. If a pool shares the same access point as an amenity center or a park, then the pool will share the same address as the facility.
- b. If pool access is different from the main park access or amenity center, then a separate address will be assigned for the pool based on entrance access along the public right of way.

21. Guard Station

- a. If guard station exists on a property with an existing primary address, then the guard house will share the same primary address.
- b. If the guard station exists as a stand-alone structure with street access, then a separate address will be assigned based on the street range.

### **Section 7. Notification of Addresses**

1. When new addresses are assigned, the GIS Department notifies the Development Services Division and Developer via email.
2. For residential subdivision addressing, the addressed plat (address/situs numbers marked on the submitted plat) will be attached to the notification.
3. Notification of new street names and addresses will be periodically sent to:
  - a. USPS
  - b. Collin Central Appraisal District
  - c. Collin County GIS Department
  - d. Collin County Elections Department

### **Section 8. Renumbering of Addresses**

Changing existing addresses and address numbers that are already in use is discouraged. Legacy addresses, particularly in older sections of the city, may not follow existing standards but will be accommodated for historic reasons. Address changes may be allowed on a case-by-case basis, based on (but not limited to), the following criteria:

1. Safety or emergency response purposes.
2. A street name changed from a County Road (CR), Farm-to-Market (FM), etc. to a standard street name.
3. Correcting an existing address number that is not in sequence with the surrounding address range.
4. If new properties have been built and there is a need to re-number existing addresses to accommodate the new properties.

Once an address number has been changed in the GIS system the GIS Department will notify the following entities - USPS, Collin Central Appraisal District, Collin County GIS Department and, Collin County Elections Department.

### Section 9. Approved Street Suffixes

STREET SUFFIX	USPS ABBREVIATION	GUIDELINES
AVENUE	AVE	A street not limited to a single Subdivision
BOULEVARD	BLVD	A street with a landscaped median dividing the road
CIRCLE	CIR	Discouraged; a looped or circular street having two intersections on the same road is not allowed (Section 5.C)
COURT	CT	Dead-end street terminating in a cul-de-sac with a circle
COVE	CV	McKinney streets designated with "COVE" as the suffix
DRIVE	DR	A curvilinear street or arterial
EXPRESSWAY	EXPY	
HILL	HL	McKinney streets have "HILL" as the suffix
LANDING	LNDG	
LANE	LN	Local street within a subdivision
LOOP	LOOP	
PARKWAY	PKWY	Typically an arterial
PASS	PASS	
PLACE	PL	Dead-end street
POINT	PT	
RAMP	RAMP	
RIDGE	RDG	
ROAD	RD	Typically an arterial
RUN	RUN	
SQUARE	SQ	Discouraged; usually reserved for non-motorized areas and paths
STREET	ST	Thoroughfare not limited to a single subdivision
TERRACE	TER	
TRACE	TRCE	
TRACK	TRAK	
TRAIL	TRL	Discouraged; generally limited to use on non-vehicular trails and recreational trails; an exception would be for historical use
VIEW	VW	McKinney streets designated as "VIEW"
WAY	WAY	A curvilinear street

Most street suffixes with 4 characters or less will not be abbreviated. Street suffixes with more than 4 characters will be abbreviated based on the standards set by USPS.

Any street suffixes not on the list will be reviewed and approved on a case-by-case basis.