



Standard Operating Procedure: Addressing CD-001-2023

Objective:

The purpose of this SOP is to provide specific instruction and guidance for addressing. Please note some judgement and decision-making skills will play an important role in addressing.

General Guidelines:

The City of Dallas, Georgia recommends certain Standards when addressing. The information in this document is to be used as a guideline when adding or altering addresses within the City of Dallas, GA. This SOP does not imply that existing addresses or names should be corrected unless there are concerns or problems with that street or address at this time. This document serves as proper standards that should be followed. Any new information or ideas must be approved by the City Manager and adopted by City Council. Varying from this SOP in any task without prior approval may result in disciplinary action.

Step by Step Procedure for the Task or Job Assigned:

Street Names

- Street names should not be duplicated in a municipality or zip code- not even by using a street extension. For example, if Main St exists, do not use Main St EXT, Main Rd or Main Ave.
 - Verification for street duplications should be completed prior to approving a street designation (Paulding County GIS, USPS, etc).
- People's names or company names should not be used for street names.
- There should be no abbreviations in the street names (i.e. Sample Heights should be spelled out instead of Sample Hts). In the 911 database it will be spelled out regardless of what is on the street sign or in the official records.
- Directional names should not be used (i.e. S Ave or S Park Dr or W Liberty Ave). If directional names are used, they will be spelled out in the database (i.e. South Avenue or South Park Drive). These are part of the street name, not the direction of the street.

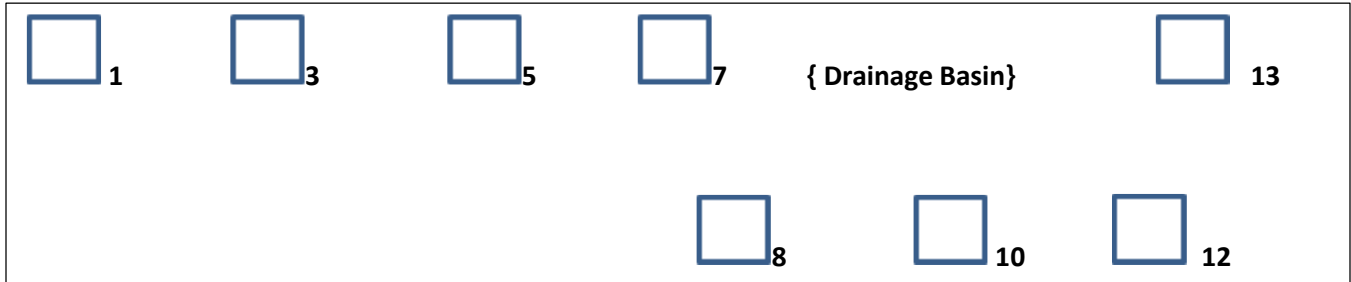
Address Ranges

- Address on a street should follow in a numeric order and only be odd or even on the same side of the street. For example 100, 102, 104, 106, 108 on the right side and 101, 103, 105, 107 on the left side is the correct format.
- Addresses should skip ahead to the next 100 block when a street is passed.

100-105	200-205	300-305

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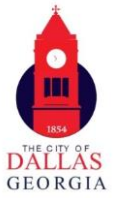
- Space should be left for open spaces when assigning new addresses in a plan and start from the beginning of the street, even if there are no house there. So that addresses across the street from one another remain in comparable numerical order.



- Street names with a direction prefix should not have the same range. For example, North Main Street and South Main Street should not have house with the same number. (i.e. 100 North Main Street and 100 South Main Street).

Address Numbers

- Addresses are assigned by building, not parcel. An assessment parcel can have more than one address.
- Duplicated addresses – two house/buildings on the same street with the same number should not exist.
- Houses should be numbered on the street where the front of the house faces.
- On single parcels containing buildings with one door**, such as a multi-level apartment or office building, or even a two-unit house with one front door, only Ste or Apt should be used as the Sub-address and can be letters (A) or numbers (101). There should only be one main address and then a sub-address for each unit. Multiple buildings must have building numbers and then Apt or Ste numbers. (i.e. 200 Pleasant Way Building A Ste 100)
- On single parcels containing buildings with more than one door** (i.e. a strip mall, townhouse, duplex) each door should have a sub-address that is a number (i.e. 200 Pleasant Way Ste 100). Doors should be addressed left to right and in numerical order. Multiple buildings must have building numbers and then Apt or Ste numbers. (i.e. 200 Pleasant Way Building A Ste 100)
 - The numbers should coincide with floor numbers on multi-level buildings (i.e. First Floor Ste 100, Second Floor Ste 200, etc)
- If a single parcel is split into fee simple parcels, each parcel shall have its own address. In a situation where a parcel is split and there is no room for sequential addresses, the City will determine the best way to address the parcels so that it still coincides with city standards.



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Reviewed by:

Date:

Accepted by:

Date:

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