

WALLER COUNTY 911 ADDRESSING REGULATIONS

ARTICLE 1

1. Short Title:

- 1.1 These Regulations shall be further referred to as the "911 Addressing Regulations."

ARTICLE 2

2. Designation of Subdivision Names, Street Names and Numbers:

- 2.1 Streets now being maintained by Waller County and other public agencies within the unincorporated areas of Waller County shall in the future be named and numbered as designated on the Official Map and Official Index of Waller County, as amended by each Implementing Resolution. Every other street within the unincorporated areas of Waller County, as shown on the Official Index, shall be hereafter referred to as designated on the Official Index for Structure Numbering Purposes.

- 2.2 Subdivisions proposed within Waller County shall have their name approved by Waller County 911 Addressing Prior to the General Plan, Development Agreement, or Preliminary Plat submittal.

ARTICLE 3

3. Designation of Structure Numbers:

- 3.1 Structure numbers for dwelling units, places of business, industrial locations, and all other structures shall be assigned by:
- 3.1.1 The Waller County Commissioners Court, in conjunction with the United States Postal Service and the Regional 9-1-1 Emergency Number System, during the implementation stage of the numbering system; and
- 3.1.2 The Waller County 9-1-1 Rural Addressing Department following the implementation phase of the system in the unincorporated areas of Waller County.
- 3.2 The Waller County 9-1-1 Rural Addressing Department shall keep a record of all numbers assigned under these Regulations. Such records may be maintained in data processing storage systems, if practical.

ARTICLE 4

4. Posting of Designated Structure Numbers:

- 4.1 The owner, occupant, or person in charge of any dwelling unit, structure, or use to which a number has been assigned, shall be notified in writing by the implementing agency of the number assigned to the same at any time after the adoption of these Regulations.
- 4.2 Within sixty (60) days after receipt of such written notification, the owner, occupant, or person in charge of any dwelling unit, structure, or use to which a number has been assigned shall cause the number to be posted depending upon the following conditions:
- 4.2.1 If the mailbox is on the same side of the street and adjacent to the driveway or curb cut, then the reflective/approved number shall be affixed to the mailbox on both sides. The numbers shall be no less than four (4) inches in height and of a color contrasting with the background. This section does not preclude an individual from also numbering the front entrance of the structure and/or property if practical.
- 4.2.2 If the mailbox is not on the same side of the street and adjacent to the driveway or curb cut, then the reflective/approved number shall be posted at two (2) locations:
- a. On the mailbox as prescribed by the United States Postal Regulations; and
 - b. Either on the structure front, if visible from the street, or on an above ground sign that is attached to a post or other object at the driveway or curb cut. The numbers shall be no less than four (4) inches in height, reflective and of a color contrasting with the background. This section does not preclude an individual from also numbering the front entrance of a structure and/or property if practical.
- 4.2.3 In the case that a structure is served by two or more driveways or curb cuts, then the number shall be assigned and posted to the front entrance or driveway.
- 4.2.4 It shall be the duty of the owner, occupant, or person in charge of the dwelling unit, structure, or use, upon affixing the number assigned, to remove any different number which might be mistaken for, or confused with, the number assigned to the structure under these Regulations.
- 4.2.5 In such cases where the assigned number cannot be posted as required in Article 4, the owner, occupant, or person in charge shall post the number as prescribed by the Waller County 9-1-1 Rural Addressing Department after consultation with the owner, occupant, or person in charge.
- 4.2.6 During construction of any dwelling unit, structure, or use to which a number has been assigned, the owner, occupant, or person in charge of such property shall cause number signs to be posted in compliance with the requirements of this Article 4.
- 4.2.7 Residential dwellings within a platted subdivision are exempt from the requirement that number signs be reflective. All other requirements under this Article 4.2.1 still apply to such dwellings.

- a. A "platted subdivision" means:
 - a. an area of land that has been platted and subdivided, pursuant to Local Government Code Chapter 212 or Chapter 232, into lots for sale or lease, and
 - b. with setbacks or building lines equal to or less than 100 feet from the right-of-way, and
 - c. with frontages along the right-of-way or road equal to or less than 500 feet on the side of the platted tract, and
 - d. with common entrances and exits not shared by residential dwellings outside the subdivision.

ARTICLE 5

5. Types of Numbers:

- 5.1 A number will be assigned to each structure and street frontage of each parcel of land, whether or not the parcel is occupied. The number is required to be posted by the owner, occupant, or person in charge, as notified under Article 4 of these Regulations. Other numbers are reserved for future development of the numbered parcels of land, which will be assigned at the time of development.

ARTICLE 6

6. Existing Addresses:

- 6.1 It shall be the policy of the Waller County Commissioners Court to avoid changing existing numbered addresses if the existing system follows a logical and expandable order and can comply with requisites of the United States Postal Service and the Regional 9-1-1 Emergency Number System.

ARTICLE 7

7. Exempt and Excluded Structures:

- 7.1 The intent of this article is to exclude from these Regulations those structures that do not present endangerment to human life if destroyed by fire or other events.
- 7.2 The following structures shall be excluded from the provisions:
 - 7.2.1 Buildings that do not require a separate mailing address, such as a guest/pool house that serve the main house and are not used as a permanent residence, poultry house, outbuilding, equipment storage building, etc.

- 7.2.2 Storage and accessory buildings for the use of the occupant of another structure on the same property.

7.3 Buildings that do not serve the main house used as dwelling units, offices, or the nominal work station of an employee shall not be exempt.

ARTICLE 8

8. New Structures and Lots:

8.1 Structure numbers will be assigned to each new lot, tract, or building site on the original drawings of a final subdivision plat, manufactured home rental community, planned unit development, or any other plan requiring the approval of the Waller County Commissioners Court.

8.2 RV Parks will receive structure numbers for permanent structures within the facility. RV slips will not be issued addresses, but will maintain a visible lot number marking from the road it fronts.

8.3 No development permit, permit to construct a septic system, or access driveway facility for any new, remodeled, or repaired structure will be issued by any department of Waller County following the implementation of these Regulations in the affected area of Waller County until the owner, developer, or builder has procured an official structure number from the Waller County 9-1-1 Rural Addressing Department. Final approval for any certificate of compliance or certificate of occupancy, or for any principal building erected or repaired, or for any use requiring said number, shall be withheld until permanent and appropriate numbers have been displayed in accordance with the standards laid out in these Regulations.

ARTICLE 9

9. Utility Company Compliance:

9.1 Following the implementation of these Regulations in Waller County, all utility services regulated by the Texas Public Utility Commission, or any utility cooperative service organization, may withhold services from any building, as long as it is practical, until the owner, occupant, person in charge, or other requesting party has furnished the utility with a valid structure number issued by the Waller County Rural 9-1-1 Addressing Department.

ARTICLE 10

10. Implementation by Waller County Commissioners Court:

- 10.1 Every department and official under the jurisdiction of the Waller County Commissioners Court shall not render non-emergency services to the owner, occupant, person in charge, or requesting individual until a valid structure number has been provided, as necessary. Non-emergency services include any service provided by the Waller County government except fire, rescue, law enforcement, or emergency medical services.

ARTICLE 11

11. Penalties:

- 11.1 Any person, corporation, or enterprise who does anything prohibited by these Regulations, as it exists or as it may hereafter be amended, or any person, corporation, or enterprise who fails to do anything required by these Regulations, as it exists or as it may hereafter be amended, shall be guilty of a Class C misdemeanor.

ARTICLE 12

12. Applicability:

- 12.1 The naming standards contained herein apply to public roads located wholly or partly in unincorporated areas of Waller County.
- 12.2 The address number and sign standards contained herein apply to property located in unincorporated areas of Waller County.

ARTICLE 13

13. Variances by Waller County Commissioners Court:

- 13.1 The Commissioners Court of Waller County, may by written order passed in court grant variances from these Regulations.
- 13.2 Any person who wishes to receive a variance to the 911 Addressing Standards must apply to the 911 Addressing Coordinator, who shall request it be placed on the agenda of the Court with a recommendation whether the variance should be granted or not.
- 13.3 The decision of the County Commissioners Court to grant or deny a variance is at its sole discretion.

ARTICLE 14

14. Effective Date and Repeals:

- a. These Regulations shall take effect immediately upon adoption.
- b. All previous resolutions or regulations, and parts of previous resolutions or regulations, in conflict with these Regulations are repealed upon enactment of these Regulations.

ATTACHMENT # I

STANDARDS

Previous regulations for naming roads and assigning structure address numbers adopted with Waller County, Texas, Commissioners Court, including the Resolution dated April 14, 1997, and replaced by Resolution dated September 2, 2020, and replaced by Regulations adopted on June 7, 2023, are replaced by these Regulations adopted on January ##, 2025.

ASSIGNING STREET NAMES

The following objectives should be considered in proposing and assigning street/roadway names: (1) duplicate names will be prohibited, based on the definition of a duplicate name given in these Regulations /Attachment; and (2) a simplistic approach to naming will be followed to ensure continuity with existing types of names.

A master street list will be maintained by the Waller County 9-1-1 Rural Addressing Department and the Waller County Commissioners Court. All street names must be presented to these agencies for review and approval prior to official acceptance of the proposed naming.

STREET TYPE OR THOROUGHFARE DESIGNATIONS

The use of thoroughfare designations as a locational device is a simple method providing a uniform designation of streets of different types in the same jurisdiction. Street type, or thoroughfare designation is not required, but if it is used it must conform to the definitions that follow.

BOULEVARD - A street divided by a landscaped center island. A street with a median reflecting the boulevard character implied in the name.

COURT - Permanently closed street such as a cul-de-sac. A minor street less than five hundred (500) feet in length, ending in a turnaround.

DRIVE- Winding thoroughfares. Roads that meander about and continue through to other rights-of-way.

HIGHWAY - Designated state or federal highway. United States Routes are designated as highways.

INTERSTATE- Roads of the highest order, characterized by limited access, wide right-of-way, prohibited adjacent to development, and with through-traffic preference.

LANE - Secondary roads connecting with each other. Reduced right-of-way branching from courts, places, or ways.

LOOP and CIRCLE - Circles are short streets that return to themselves. Circular or semicircular roads. Loops could be short drives that begin and end in the same street.

PARKWAY - A special scenic route or park drive, generally designated by a name.

PATH-A minor local street running in a diagonal direction.

PIKE - State primary-numbered roads.

PLACE- A cul-de-sac or permanent dead-end road. May indicate the direction and to some extent the location of minor or dead-end streets lying between thoroughfares.

ROAD - Limited thoroughfares that are frequently used, have heavy traffic volume, and run in any direction.

STREET and AVENUE - A basic principle is that streets and avenues run in different directions. Streets run north and south, and avenues run east and west, but this may be reversed as long as a uniform designation is followed within the same jurisdiction.

TRAIL - Any curvilinear street. A diagonal local street serving as a collector for one or more local thoroughfares.

WAY - Diagonal streets less than 1,000 feet in length. A minor street that changes direction or begins and ends on the same thoroughfare.

The use of thoroughfare designations alone to facilitate locational access will be inadequate in all but the smallest of communities. But the use of designations within these standardized applications will be beneficial.

USE OF ABBREVIATIONS For Street Type or Thoroughfare Designations

The United States Postal Service standard abbreviations will be followed. Refer to: Publication 28, USPS May 1990, "Postal Addressing Standards."

PRIMARY NAME LIMITATIONS

Multiple names with the same primary name are limited to six (6) occurrences (i.e.: Oak Way, Oak View, Oak Tree, Oak Hill, etc.)

PRIVATE ROADS

All private roads with five (5) or more multiple family/business structures must be named and have specific addresses assigned to each structure. If the private road has only a single structure, and the entrance to the private road is from a named road, then the private road will be treated as a driveway, and an address assigned at the drive with the street name being that of the named road. If a private road with no structures leads to one or more private roads with multiple structures, then the private road must be named.

DUPLICATE STREET DEFINITION

Duplicate streets will not be allowed as defined in the following examples because a duplicate street name can cause confusion as to the correct location of an emergency and significantly delay response time. The United States Postal Service Guidelines for Street Name Request and Verification for Duplications (see Attachment 2) will also be adhered to. A duplicate name can prohibit proper routing of calls.

A DUPLICATE STREET is a street that can be defined as a street that has the same name as another street and matches the description in one or more of the following cases:

CASE 1: Street name sounds alike, yet, is spelled differently and is in an area served by the same Law Enforcement, Fire, and EMS agencies, or ZIP Code, or Telephone Exchange. (e.g.: KATHY LANE-vs- CATHY LANE; WILD WOOD DRIVE-vs- WILDWOOD DRIVE)

CASE 2: Street name is plural. (e.g.: GREEN PASTURE ROAD -vs- GREEN PASTURES ROAD)

CASE 3: Street has the same primary name, yet is has #1, #2, #3, A, B, C, etc., as a suffix. (e.g.: COUNTY ROAD 214 -vs- COUNTY ROAD 214A)

CASE 4: Street is within the same Postal Delivery Office and may span numerous zip codes and has the same primary name with a no-distinguishable suffix, or has a suffix omitted. (e.g.: LAKEVIEW ROAD -vs- LAKEVIEW DRIVE; MAIN -vs- MAIN STREET)

CASE 5: Street is within a different Postal Delivery Office from the potential duplicate street, however, both streets are serviced by the same Law Enforcement, Fire, and EMS agencies.

CASE 6: Street is not contiguous, or does not connect and make a continuous street. (e.g.: SMITH ROAD is intersected by Interstate 10, however, there is no underpass or overpass connecting the two segments of road)

CASE 7: Street has a directional. These are often confusing if the direction is omitted in request for service, and can result in emergency services being dispatched to the wrong location. (e.g.: 420 NORTH MAIN-vs-420 SOUTH MAIN)

STREET NAME CHANGES

Proceedings should be initiated by either a petition of the directly affected property owners or a public official of the jurisdiction in which the street is located. The following reasons should be adopted for which a request for change will be considered:

Technical: To establish continuity; eliminate duplications; correct misspelling; enhance ease of location; improve coherence of street numbering system; or provide a needed roadway designation such as 'circle' or 'loop'.

Neighborhood Enhancement/Recognition: To recognize a person or organization; to favor neighborhood association with its location, history, or area characteristics.

ASSIGNING STREET/STRUCTURE NUMBERS

General Principles of Numbering:

Principle 1: The building numbers on parallel streets should be comparable. This implies that numbers on any one street should progress in the same direction as numbers on parallel streets.

Principle 2: Property numbering should be uniform, based on street frontage.

Principle 3: Numbering should be consecutive.

Principle 4: Even numbers will always be on one side of the street and odd numbers on the opposite.

Principle 5: The numbering system allows for expansion to accommodate future growth in the area.

U.S. POSTAL CONSIDERATIONS

The requirements and policies of the U.S. Postal Services will be considered, but Waller County Regulations (which add to but do not take away from) will be adhered to in street naming and house numbering. Reference Attachment #2.

NUMBERING SYSTEM

The method of assigning numbers is based on the measurement of mileage distance along the road. The first step is to determine the point of origin for each road and consistently number in equal increments from that point of origin. This numbering system is based on relatively small, equal intervals and provides the capability to assign numbers as needed regardless of the lot size of the existing properties. Unimproved, vacant property is not to be assigned a number until there is something constructed upon it.

BLOCK LENGTH

The principal concerns are consistency, to the extent possible, and the ability to assign numbers in a flexible range of intervals, such as 8' to 25' lengths on block frontage. Existing addressing or road layouts may require adaption to a different block length in part of the area to be addressed. The recommended standard is ten (10) blocks per mile, or approximately 500 feet for a practical block length.

FRONTAGE INTERVAL

Assuming approximately 500-foot blocks, 100 address numbers per block (50 separate numbers for each side) there is a potential for assigning a number every ten (10) foot.

EVEN AND ODD ASSIGNMENT OF ADDRESS NUMBERS

Even numbers are assigned to buildings on one side of the street and odd numbers to those on the opposite side of the street. If the project is extending on an existing road, follow the same numbering system on each side of the road. This should follow a pattern of even on the right and odd on the left. As you increment up, even numbers should always be on the right, and odd numbers should always be on the left.

CONFLICTING STREET NUMBERS

Any old, or previously assigned, number in conflict with the number given by the agency specified by the Court to maintain this system shall be removed and any person refusing or neglecting to remove the same shall be guilty of an offense.

WHERE and BY WHOM STREET NUMBERS ARE TO BE AFFIXED

- 13.2.1 To ensure uniformity and regularity in the numbering of structures, it shall be the responsibility of the owner of any structure fronting on a named road to place numbers on the structure in a non-conspicuous manner so that the number may be easily discernible from the opposite side of the street.
- 13.2.2 If any structure shall be located too far back from the street for a number on its front to be easily seen and read from the opposite side of the street, or the front of the structure is hidden, or the view obstructed by trees, plants, shrubbery, or other objects, then the number of such structure and premises shall be placed on a post, plank in a non-conspicuous part of the premises whereon the structure is located.

SIZE and SPECIFICATION FOR STREET NUMBERS

- (A) Each street number shall be of any durable material
- (B) The numbers shall be a minimum of four (4) inches in height.
- (C) Street numbers may be on the driveway approach or curb. If the lot has no front driveway,

the numbers shall be centered on the lot.

OTHER NUMBERING GUIDELINES

Multi-unit structures such as duplex family homes should use individually addressed primary numbers whenever possible (Apartments, Shopping Centers, Warehouses will utilize suite numbers, with one primary address). Avoid primary street numbers longer than five (5) numerical numbers. Fractional addresses should not be allowed (e.g.: 101 ½ Maple). Do not use alphanumeric primary address numbers (e.g.: 103A Centerview). Do not use hyphenated primary, or secondary, address numbers (e.g.: 23-423 Lakeview). Avoid street numbers that are the next sequential even or odd number. (e.g.: 102 Elm, 104 Elm; if the assignment does not allow for division or development or adjacent properly- do not address buildings, address measured ground intervals).

SIGNAGE

A street sign and a residence or structure marker will complete a link between assigned addresses and location of structures. All named roads should have a sign. It is also recommended the following standards be met by all public and private road signs.

MATERIAL: Engineer grade reflective sheeting on aluminum

COLOR: White lettering on green background

SIZE & LETTERING: Shall comply with the standards issued by the Texas Department of Transportation in place at the time the signs are posted or replaced

VISIBILITY: The sign should be free of any bushes, limbs, etc., which would inhibit the clear view of the sign from the street.

PLACEMENT:

- Reflecting street signs shall be installed at all intersections and at other points where appropriate along the street.
- Signs shall be placed on approved metal posts eight (8) feet above the pavement in accordance with the Texas Department of Transportation standards and at the expense of the developer.

Any issue not answered in these standards shall be resolved using the guidelines presented in the "Addressing Handbook for Local Governments," by the Texas Advisory Commission on State Emergency Communications.

ATTACHMENT #2

UNITED STATES POSTAL SERVICE
HOUSTON, TEXAS 77209-9321

GUIDELINES FOR STREET NAME REQUEST AND VERIFICATION FOR
DUPLICATIONS:

1. Submit name of subdivision and a preliminary plat with locator showing street(s). Include with each request the name, address, and telephone number for the contact person.
2. List names of streets alphabetically, preferably typed or printed. (If more than five (5) names are submitted, number each).
3. A maximum for fourteen (14) names per subdivision with the same prefix or suffix may be used.

[EXAMPLE]:

Green Apple -or- Green Tree

Oak Glen -or- Rocky Glen -or- High Glen

4. Specify whether the proposed name will have suffix. [EXAMPLE]: ST, RD, DR, CIR, etc. Suffix must be abbreviated on street signage.
5. Reserved street names must be placed on street signs exactly as they appear in the Master Reserve Street Listing (suffixes will be included).
6. Street names with the same sound in pronunciation, but with different spelling are not acceptable.
7. Street names that are offensive, libelous, or derogatory in spelling or pronunciation will not be permitted.
8. No more than fourteen (14) letters (including spaces) per street name requested will be permitted, including suffixes.
9. Street names will not be abbreviated.
10. Requests for street names will be made by either the government designee OR the developer, but not both.
11. Transfer of a reserved street name from one particular subdivision to another subdivision may be made by either the government designee, or developer by a request to the Address Information Systems Office.
12. All Departments: United States Postal Service, City and County-CPSB will verify all street names against the Master Reserve Street File of the USPS to avoid duplications.
13. Requests for street name verification must be sent to:

United States Postal Service Address
Information Systems
P.O. Box 250001
Houston, Texas 77202-9321

14. Street names placed in reserve will be held for three (3) years from the date of approval.
15. Developers/engineers will be notified of purged street names prior to the names being dropped from the USPS listing.