



# ADDRESSING STANDARDS

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## Addressing Standards

This document should serve as a guide to the standard procedure of addressing within the City of Dayton.

### Section 1. Purpose

The purpose of this document is to provide a standard for naming streets and designating addresses in the City of Dayton, Texas. This serves as a guideline 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:

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

### Section 2. 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 or Non-residential Subdivision addressing,
  - b. Standalone residential or non-residential addresses; and,
  - c. Ad-hoc addressing (e.g., utility meters, grading permits, and development permits).
3. For New Residential Subdivision addressing:
  - a. The process starts with the approval of street names.
  - b. The Developer, as part of the development review process, must submit a list of street names to the Planning Department (acceptable formats are PDF, Excel, or shapefile). The Planner assigned to the project will coordinate with the Geographic Information Systems (GIS) Project Manager to have the street names approved.
  - c. Once a proposed list of street names is submitted, the GIS Project Manager will check the names based on the guidelines provided in this document.
  - d. Once reviewed, a list of approved and denied names will be sent back to the Planner, who will forward it to the Developer.
  - e. A new set of names must be re-submitted by the Developer to replace any of the denied street names until all names have been approved.
  - f. Once street names are approved and a stamped plat stating that it is “Ready for Addressing” is sent to the GIS Project Manager by the Planner assigned to the project, address assignments are completed, and the addressed plat is sent back to the Planner and Developer.
  - g. Any changes to the address assignments must be sent to the GIS Project Manager 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 GIS Project Manager for changes.
  - h. 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 name approvals may be released upon expiration or withdrawal of a preliminary final plat or record plat.
  - i. The Public Works Department will notify the GIS Project Manager via email when the streets have been inspected and approved.

4. For Ad-hoc residential and commercial addresses, the request must be accompanied by a photo, map, or set of coordinates showing the location for the requested address as well as the intended use for the address.

### Section 3. 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 the City Council.
3. Fire Lanes will not be named. Alleys are unnamed access routes and will not be assigned a street name.
4. Private driveways will not be named.
5. Private roads will be named by the GIS Department.
6. 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).
7. All names shall be simple to pronounce, spelled according to a standard dictionary, and use the common spelling for a word.
8. Proposed names should not sound like or approximate the name of an existing street. Names cannot be homonyms or phonetically similar to existing names. (e.g., Marlin - Marlyn)
9. 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)
10. Cardinal directions cannot be used in the name. (e.g., NORTH ROAD)
11. 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)
12. Names cannot contain numbers or spelling of numbers. (e.g., THREE LANE)
13. Names cannot begin with articles. (a, an, the, or, of) (e.g., The GRAND PARKWAY)
14. Names cannot contain initials, abbreviations, or single letters. (e.g., TJ LANE)
15. Names **cannot exceed 15 characters, including spaces**. The street suffix does **not** count against this limit.
16. **A street should only have one name and should have the same name throughout its entire length, only changing at a cross-street intersection.** If a street jogs sharply, avoid giving another name to the portion of the street running in the different direction.
17. If the street is not a through street, but is broken by intervening land uses and is laid out in substantially the same location at a more distant point, the same name should be used on all of the "links."
18. Two named streets per intersection is desirable. The maximum number of street names at one intersection shall be three (3). Street names shall be assigned such that no two (2) intersections would have the exact same combination of street names. The exception shall be a "Circle" type street designation which by definition begins and ends at intersections with the same street
19. Within the city limits of Dayton, only approved street names will be used, the county designated road names will not be used.
20. The GIS Department, USPS, or other city representatives on a case-by-case basis may determine other names unacceptable.
21. Street name changes are discouraged and will be allowed only on a case-by-case basis. Name changes are generally only allowed when they interfere with the accurate dispatch of emergency vehicles or postal delivery.

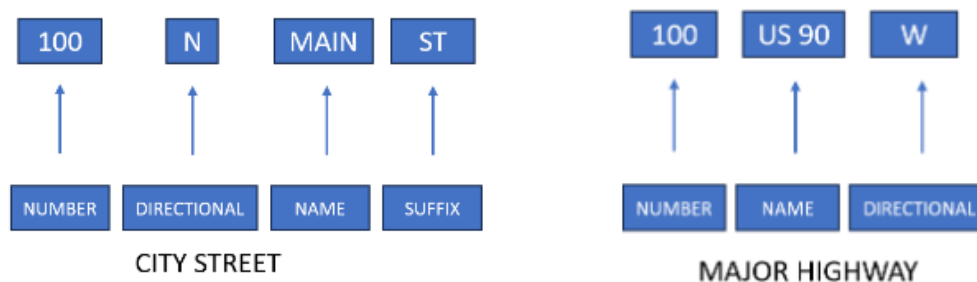
### Section 4. Renaming of Streets

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

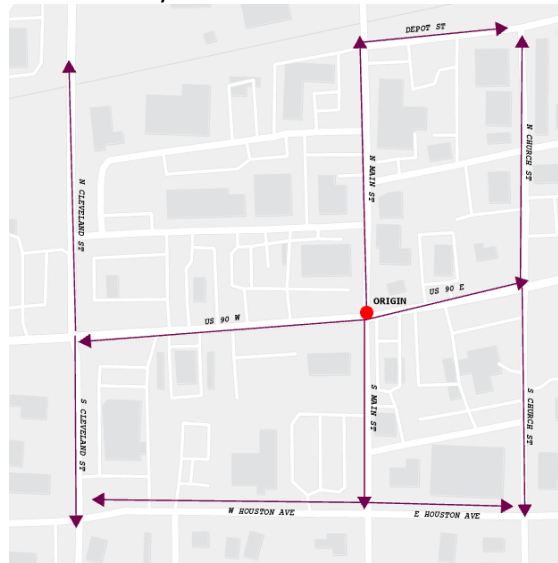
1. If a duplicate name exists, the name assignment will be based on (but not limited to), the following criteria:
  - a. The road originally assigned the name
  - b. The road with the most addresses using the name
  - c. The longest road
  - d. The most heavily traveled road
2. Any street name changes must be coordinated with the GIS Department and USPS.
3. Any platted street name change is subject to approval by the City Council. All street name changes approved by the City Council must be issued in a City Ordinance.
4. Any street name change requests in the Extraterritorial jurisdiction (ETJ) must be routed to Liberty County. The City does not have jurisdiction over street name changes outside the City limits, with exceptions as noted below.
5. In rare jurisdictional exceptions such as Municipal Utility Districts (MUDs), 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 Dayton or with Liberty County, to be determined jointly on a case-by-case basis.
6. Texas Department of Transportation (TX DOT) roadway changes must be coordinated with the Planning and Development Department, GIS Department, Police Department, Liberty County, and the Developer.
7. Once the City Council approves a street name change, the Developer must coordinate with the Planning Department and submit either a replat.
8. Once a street name has been changed by City Ordinance and the replat issued, the GIS Department will change the street name in the GIS system and notify the following entities - USPS, Liberty County Central Appraisal District, and 911 Coordinator.
9. 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 Planning and Development Department and Public Works Department on a case-by-case basis. Outside the City Limits, Liberty County, TX DOT, and the Developer must coordinate street sign changes. Rare jurisdictional exceptions such as MUDs (Section 5.5) will be determined on a case-by-case basis.
10. 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 5. Address Numbering Guidelines

1. Address Structure
  - a. Addresses have four main component parts: address number, the directional, primary name, and suffix. For city street addresses, they should be presented in the following order: address number, directional prefix (if any), street name, street suffix, and apartment or suite number (if any). For addresses that fall along the major highways, they should be presented in the following order: address number, name, and directional suffix.



- b. Each separate building or unit on a parcel lot or site will have its own address. Unit/Suite designations are used when there are multiple addressable spaces within a building. (See Section 6.8-6.17 for more information)
- 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 addresses in Dayton is the intersection of US 90 and Main Street.



- 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 Main St. the segments west of Main will be denoted with a directional prefix of W and addresses will start at 100/101 and increase going west. The segments east of Main 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 US 90, 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. A typical address range follows either a zero, hundred, or thousandths range (i.e. 10 Street Rd, 110 Street Rd, 1010 Street Rd). When able, assigning in the thousandths is the best choice.
  - 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 Dayton.

- 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
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 are prohibited.
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. (i.e. 2203A N. Winfree Str)
  - 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 entryway and increase in a counterclockwise direction.
  - g. Unit numbers should represent the building, floor, and unit. For example:
    - i. Building Number #1, Floor 2: 1201, 1202, 1203
    - ii. 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 home 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 on 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
    - v. Switch leads
- 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 a guard station exists on a property with an existing primary address, then the guardhouse 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 6. Notification of Addresses**

- 1. When new addresses are assigned, the GIS Department notifies the 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. Liberty County Central Appraisal District
  - c. City of Dayton Utility Billing Department
  - d. Entergy
  - e. Centerpoint

**Section 7. 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:

- a. USPS
- b. Liberty County Central Appraisal District

- c. City of Dayton Utility Billing Department
- d. Entergy
- e. Centerpoint

### Section 8. Approved Street Suffixes

STREET SUFFIX	USPS ABBREVIATION	GUIDELINES
AVENUE	AVE	A street not limited to a single Subdivision and aligned in a east-west direction conforming to the appropriate address gridline
BOULEVARD	BLVD	A street with a landscaped median dividing the road
CIRCLE	CIR	Discouraged; A roadway containing a closed loop beginning and ending at intersections with the same street, or where the looped street closes onto itself, that is not interrupted by a through roadway
COURT	CT	A cul-de-sac of eight (8) lots or less that is not interrupted by a through roadway
COVE	CV	Streets designated with "COVE" as the suffix
DRIVE	DR	A curvilinear roadway of more than one thousand feet (1,000') in length
EXPRESSWAY	EXPY	
HILL	HL	Streets have "HILL" as the suffix
LANDING	LNDG	
LANE	LN	A cul-de-sac of nine or more lots that is not interrupted by a through roadway
LOOP	LOOP	
PARKWAY	PKWY	A special scenic route or park drive abutting a park, green way, or conservation area where zoning or topography would prohibit development on at least one side of the roadway.
PASS	PASS	
PLACE	PL	A short curvilinear or diagonal roadway less than one thousand feet (1,000) in length.
POINT	PT	
RAMP	RAMP	
RIDGE	RDG	
ROAD	RD	Typically an arterial; diagonal roadway more than one thousand feet (1,000') in length.
RUN	RUN	
SQUARE	SQ	Discouraged; usually reserved for non-motorized areas and paths
STREET	ST	A street not limited to a single subdivision and aligned in an north-south direction conforming to the appropriate address gridline.
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	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.