

TOWN OF WARWICK
PLANNING BOARD
911 ADDRESSING PROCEDURE

1. Submit proposed road name to Town clerk for verification/approval. Proposed road name should not sound similar to or confusing with an existing road.
2. Submit map to Building Department with lot lines, house and driveway locations.
3. The Building Department will provide address numbering.
4. Submit completed form to Planning Board.

Parent Parcel Section:_____ Block:_____ Lot:_____

Name of Subdivision:_____

Name of Design Professional:_____

Contact Person:_____

Telephone:_____

Email:_____

TOWN APPROVAL

Town Clerk:_____ Approval Date:_____

Road Name Assigned_____

911 Coordinator:_____ Approval Date:_____

ADDITIONAL RULES TO FOLLOW WHEN PROVIDING 911 ADDRESSING

RULE#1: The Frontage interval

Assign numbers every fifty (50) feet as a guide in rural areas. Use local zoning and planning laws to provide numbers for areas of new development.

RULE#2: Odd/Even Number Location

Assign odd numbers the South and West sides. Assign even numbers on the North and East sides.

RULE#3: Beginning Point

Numbering should begin at the West beginning point and proceed eastward or at the South beginning point and proceed northward. This may not be applicable to a city numbering scheme. The existing numbering system will dictate additional numbers along with the direction.

RULE#4: Dead-End-Streets

The numbering of dead-end streets should begin from the intersection toward the end of the dead-end street. Odd numbers should be on the left and even numbers on the right.

RULE#5: Diagonal Streets

Diagonal streets should be treated as either north-south or east-west streets. Choose the primary direction.

RULE#6: Circular Streets

Circular streets and roads begin at the low numbered intersection and are numbered with the even numbers on the right, or inside, of the circle. The inside is then numbered to correspond alternatively with the outside. This may result in fewer numbers on the inside of the circle, possible withy spaces between the numbers.

RULE#7: Cul-de-sacs and Eye-brow Courts

Cul-de-sacs and eye-brow courts may present a special problem. The cul-de-sacs and courts should have a different name than the street they come off. For example, it is confusing to have a Pine Court off Pine Lane since most people would say that they live on Pine. It would be better to say that Pine Court is off Spruce Lane.

Cul-de-sacs often require applying the rules of both dead-end streets and circular streets. The numbering begins from the intersection toward the cul-de-sac. Once in the cul-de-sac, the numbers proceed odd around one side of the circle to the top and even around the other side of the circle to the top.

On rare occasions there may be structures inside the cul-de-sac. In such a case follow the cul-de-sac around to the right. In this case the left side inside the cul-de-sac will be labeled with odd numbers around circle until it meets with the original street segment. The outside will be labeled with even numbers until the point of origination of the cul-de-sac.

RULE#8: Crossing Municipal Lines

Addresses should be assigned with no overlap of address ranges for a street crossing municipal borders. Verification of street addresses with neighboring municipality is necessary to prevent overlap of address ranges. Numbers end at County boundaries.

RULE#9: Private Roads

Private Roads should be given a name, just as a public road. The houses should be numbered using the standard numbering system Keep in mind this is private property and one cannot trespass without owner's permission.

EXAMPLE: Mary Doe
987 Hills Road
Hillside Apartments Building 5Apt 14
Carrytown, NY 12345-0987

The apartment number can be a two 2 (2) digit number with the first digit indicating the floor the apartment is on.

RULE#11: Business (i.e. Shopping Malls and Office Complexes)

Shopping malls and office complexes are treated similarly. Show the Store or Firm's name, Mall name, building number if applicable, and suite number. The suite number may be treated as an apartment number.

EXAMPLE: Mary's Soup Kitchen Supply Inc.
124 Grant Hill Road
Shoppers World Mall, Building 2, Suite 14
Beckerton, NY 12345-8765

Be sure of the proper mail or building name in the address.

RULE#12: Interfacing with Existing Systems

Care should be taken in locating the last assigned number of the existing system. Check with neighboring municipalities, and with the County.

RULE#13: Trailer/Mobile Home Parks

These should be numbered like apartments unless already marked. The difference is that these will be designated as lots or trailer numbers instead of apartments.

If all the mobile homes are accessed from one point off a public road, all the residences in the trailer court would have the same number followed by a lot number.

EXAMPLE: Mary Doe
123 Jones Road
Hillside Mobile Park Trailer #32
Windsville, NY 12345-6789

RULE#14: Limited Access Highways

Limited access highways will likely not have addresses. Address ranges on crossing streets should indicate address ranges to the point of crossing.

Highways with no city numbering system in place or if the city system is to be changed will be numbered from county line to county line, following the direction rules.

RULE#15: Structures

When assigning numbers the middle of the structure should determine the number. Structures should always be numbered according to the road they face not where the driveway enters the road or where the mailbox is. An exception to this is when the house can not be seen from the road, then the driveway should be numbered and addressed on the road from which it departs.

RULE#16: Preplanning Subdivisions

New subdivisions are a great opportunity to do a days work in just a few minutes. Most developers will be happy to have house numbers assigned for the new developments. This can usually be done on a scale drawing using an engineering scale. Normally you will find that the lots have already got numbers.