

Property Address Data Standard

City of Fargo

July 19, 2004

Revised 5/20/2010

TABLE OF CONTENTS

I.	Introduction	1
II.	Definitions and Descriptions	1
III.	References	3
IV.	Standard Address Components	3
	A. Address Type	3
	B. Primary Address Number	3
	1. Local Addressing Grid	3
	2. Odd and Even Rule	3
	(a) Exceptions to the Odd and Even Rule	5
	3. General Guidelines for Assigning Address Numbers	5
	4. Assigning Primary Addresses on Residential Property	6
	5. Assigning Primary Addresses on Commercial Property	6
	6. Request for Change of Address	6
	7. Parcels with Multiple Buildings/Suites	7
	8. Unusual Addressing Issues	8
	C. Primary Address Number Suffix	9
	D. Pre-directional Symbol	9
	E. Roadway Name	9
	1. Naming Roadways	9
	2. Regulations for Naming Roadways	9
	3. Private Drives	10
	4. Signage and Posting	10
	a. New Construction	10
	b. Existing Roadways	10
	F. Alias Roadway Name	11
	G. Roadway Name Suffix	11
	H. Post-Directional Suffix	12
	I. Secondary Type Identifier	12
	J. Secondary Type Number	12
V.	Process for Assigning Addresses	12
VI.	Addressing Parcels in the Fargo Extra-Territorial Area	14
VII.	Maintenance and Administration of Addressing Standard	14

Tables

Table #1	Directional Symbols	2
Table #2	Roadway Name Suffixes	11
Table #3	Secondary Type Identifiers	12
Table #4	List of Problematic and Named Streets	21

Diagrams

Diagram #1	Odd and Even Addressing Scheme	4
Diagram #2	Addressing Commercial Property	6
Diagram #3	Addressing Parcels with Stacked Buildings	7

Diagrams, continued

Diagram #4	Addressing Parcels with Multiple Buildings.	8
Diagram #5	Use of Totem Poles for Signage.	10
Diagram #6	Procedure for Assigning Addresses (Flow Chart)	13
Diagram #7	Addressing Blisters	16
Diagram #8	Addressing Circular Streets	17
Diagram #9	Addressing Cul-de-Sacs	18
Diagram #11	Addressing Stacked Parcels	20

Appendices

A. Unusual Addressing Issues (Examples)

1.	Addressing Blisters	16
2.	Addressing Circular Streets	17
3.	Addressing Cul-de-sacs	18
4.	Addressing Stacked Parcels.	20

I. Introduction

Addresses are widely used by many organizations. The increased need for sharing address information among various entities is the purpose for the development this standard format of address structure and content. ***The format for representation of address information contained in this standard will be maintained throughout City of Fargo departments dealing with property address related concerns.***

The Assessment Department, in cooperation with the Inspections, Planning, and Engineering Departments, will create and maintain the address group, or database, of property addresses in the City of Fargo. The Assessment Department will also assume maintenance responsibility for this standard.

The purpose of this standard is to facilitate the sharing of address information by standardizing some commonly used descriptive elements which provide information referring to property location or the delivery of information to owners or interested parties of properties in the City of Fargo. Within this Standard, addresses are regarded as simply an attribute of an individual ownership parcel.

Once adopted by the City Commission, the Addressing Standards Review Committee, the Committee who has established these standards, will be charged with ensuring the integrity of the standard and updating and/or appending as required.

In the concern for public safety, every effort will be made by the City of Fargo to ensure compliance of this Standard in assigning address components. However, because no single standard can encompass every possible situation, there may be exceptions allowed to parts of the standard in certain circumstances.

II. Definitions & Descriptions

There can be up to four address types in the various databases within the City. They include situs, building, establishment and mailing.

Situs Address – Set of information relating to the unique identifier for the permanent physical location of the property relative to local roadway name and numbering schemes or other unique identifying characteristics.

Building Address – Set of information relating to the unique identifier for individual buildings.

Establishment Address – Set of information relating to the unique identifier for individual units located in a building with multiple units. For example, in a mall or apartment building the establishment address will be the building address with the suite or unit number.

Mailing Address – Set of information denoting the basis of forwarding and delivering items to the addressee designated to receive property tax related correspondence concerning the parcel.

The following terms and definitions will be used to refer to the components of addresses in the City of Fargo:

Primary Address Number – The number assigned to a building or land parcel along a roadway to identify location. This can also be known as *House Number* or, sometimes, *Roadway Number*.

Primary Address Number Suffix – The house number designator which may further explain, or denote, the specific site ($\frac{1}{2}$, $\frac{1}{4}$, A, B, etc.).

Pre-directional Symbol – The roadway vector, or direction the roadway has taken from some point (**East Gateway Circle**). NOTE: The general format standard will only use pre-directionals if they are an actual part of the legal roadway name.

Directional Symbols within the City of Fargo are as follows:

**Table #1
Directional Symbols**

DIRECTIONAL	ABBREVIATION
North	N
East	E
South	S
West	W
Northeast	NE

Roadway Name – The name assigned to a street or road. These may be descriptive (Main, River), commemorative (ROGER MARIS), derived from nature (OAK, ELM), or logical (1, 2, etc.).

Alias Roadway Name – The additional name official roadways may be referred to due to historical issues, roadway renaming, or common local nomenclature. (13 ST = UNIVERSITY = OLD HWY 81)

Roadway Suffix – The roadway name designator, or qualifier (Street, Avenue, Drive, Boulevard, etc.) Standard abbreviations shall be required for the roadway suffix.

Post-directional Symbol – The directional symbol that represents the sector of the city where an address is located (32 AVE **NE**). Standard abbreviations shall be required for the post-directional symbol.

Secondary Type Designator – The room, suite, unit, or building identifier. Standard abbreviations shall be required for the secondary unit designator.

Secondary Type Number – The number associated with a secondary type.

Last Line Information – The City, State (two-character code), and ZIP Code. This is referred to as “Last Line” because this is the information required by the US Postal Service as the last line of mailing address on deliverable items.

Addressing Standards Review Committee – The Committee comprised of the following City of Fargo employees who has established these standards and will continue to meet on an on-going basis to ensure the integrity of the standard and update and/or append as required: City Assessor; City Engineer; Fire Marshall; GIS Coordinator; Engineering Technician Supervisor; Deputy Inspections Administrator; Deputy Chief of Special Services (Police); Assistant Planner; IS Director; Appraiser/GIS Technician

Technical Subcommittee of the Addressing Standards Review Committee – The subcommittee of the Addressing Standards Review Committee who will meet as required to discuss proposed revisions or additions to the Standard and review potentially problematic or difficult addressing and street naming conventions. The Technical Subcommittee of the Addressing Standards Review Committee is comprised of: City Assessor; Fire Marshall; GIS Coordinator; Deputy Chief of Special Services (Police); Engineering Technician Supervisor and Appraiser/GIS Technician

III. References

United States Thoroughfare, Landmark and Postal Address Data Standard, URISA.org.

Data Standard for Representation of Address Information, Contract No. 68-W1-0055, Prepared for the Environmental Protection Agency, was referenced for general definitions, rules, and content guidelines.

Address Data Content Standard, Subcommittee on Cultural and Demographic Data, was referenced for definitions and content guidelines.

USPS Publication 28, Postal Addressing Standards, was referenced for data format and structure guidelines, directional and suffix abbreviations, and unique circumstance rules.

IV. Standard Address Components

A situs, or site, address is a set of precise and complete data elements that describe the physical location of a parcel of land. The following address elements will be included in the standard for addresses in the City of Fargo. Data sets, whether or not separated into the individual components, should conform to the conventions in this standard utilizing the components in the format and order designated.

In all address data elements, no punctuation will be used and all text will be in capital letters.

A. ADDRESS TYPE

The address database may be comprised of one of four address types: **site** (main parcel address), **building** (address for each building on the parcel), **establishment** (site address with suite number or unit number as in a mall) or **mailing** address.

Site and building addresses will be established by the Assessment Department and will be derived from a table in order to preserve the integrity of the address database.

Establishment and mailing addresses can be created by other departmental users. Establishment addresses will be table driven. Mailing addresses for properties not in the City of Fargo or Fargo ET area will not be table driven.

B. PRIMARY ADDRESS NUMBER

The primary address number is the address assigned to the house, or building, number without hyphens, dashes, punctuation, or spaces.

(1) **Local Addressing Grid**

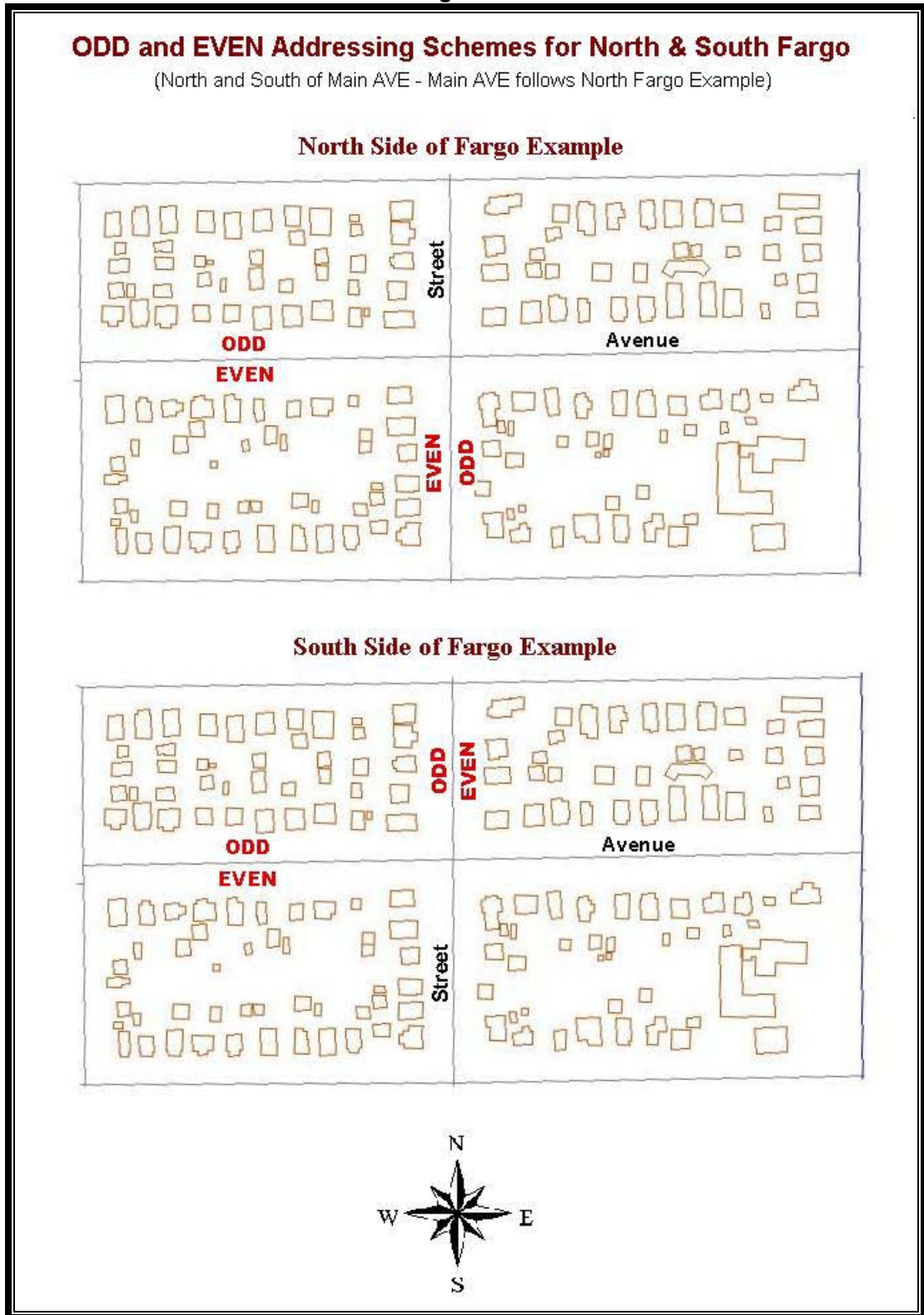
Primary address numbers will be addressed off a typical grid system. In the City of Fargo, the Red River, Main Avenue and Elm Street are the baselines establishing the addressing grid system.

(2) **Odd/Even Rule**

As a general rule, as you traverse away from the established baselines (Red River, Main Avenue, Elm Street) where address numbers increase as you progress, house numbers on

the left are EVEN and house numbers on the right are ODD (refer to addresses scheme on page 4).

Diagram #1



(a) Exceptions to Odd/Even Rule

There may be instances where the odd/even rule does not apply (e.g. circular streets, cul-de-sacs, blisters, etc.) A circular street connects back to the same roadway from where it originates. One of the two intersections must be selected as the starting point for the addresses around the circle. This is done by noting the direction of increasing address numbers along the street of origin. Addresses are then assigned along the circular street in a continuous fashion (see Diagram #8 on page 17 for example).

Cul-de sacs are streets which begin at an intersection and run to a dead end. The majority of existing cul-de-sacs in the City of Fargo are named streets. Essentially, the addressing procedure for existing cul-de-sac streets has been the same as those for any other regular roadway. The only noticeable difference is that at the closed end of the street, even and odd address will abut (see Diagram #9 on page 18).

However, for future developments, this addressing standards document eliminates the naming of cul-de-sac streets and states that cul-de-sacs should be addressed and named off the street from which they extend. The cul-de-sac will be an extension off the roadway from which the intersection begins and all properties will be addressed off said roadway according to the odd and even rule. A sign will be placed at the entrance to the cul-de-sac that includes the range of all addresses included within the cul-de-sac. An example of the address scenario for cul-de-sacs as approved by this Standard is depicted in Diagram #10, page 19.

Blisters are roadways that are bumps or extensions off a roadway and are not true cul-de-sacs. Blisters are considered to be part of the original roadway and should be addressed accordingly (refer to Diagram #7, page 16 for example).

The Addressing Standards should be followed as closely as possible when addressing those types of roadways where the odd/even rule may not apply. Addressing schematics for these types of roadways shall be reviewed by the technical subcommittee of the Addressing Standards Review Committee.

(3) General Guidelines for Assigning Primary Address Numbers

Each parcel within the Fargo City limits and the extra-territorial area, including vacant properties, shall be assigned a primary address number. Integration of addressing within the site plan review process is important to the successful assignment of addresses in a new subdivision. The review is also requires as access points may change in commercial developments between the plat review and site review, and the Address Committee must be kept abreast of all proposed changes.

Where possible, address numbers shall consists of numbers. Characters other than letters and whole numbers shall be avoided in all parts of the address number. Hyphens should also be avoided in the address number.

Primary address numbers must be assigned in numerical sequence, and addresses along a roadway should increase consistently in one direction. Existing addresses on or near the property should be reviewed to eliminate duplication.

Addresses across the roadway from one another should be similar. Some variation is to be expected, but it should be followed as closely as possible.

Further, addresses must take into account both current and future development. When assigning situs addresses in new additions, a sufficient interval should be left between address numbers (especially on large sized lots) to allow for future growth.

Addresses that have been issued on vacant lots at the time the addition was platted may need to be reviewed at the time the building permit is issued to ensure compliance with the standard. Building Inspections personnel should contact the Assessment Department to verify addresses prior to issuance of building permits.

(4) Assigning Primary Address Number on Residential Property

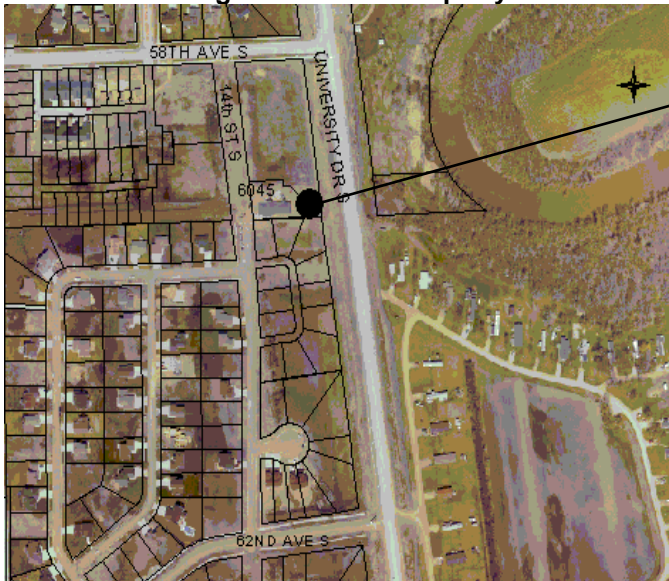
Primary addresses for *residential properties* should be determined by the roadway which the structure faces. The facing of a structure is determined by the location of its front or main entrance.

(5) Assigning Primary Address Number on Commercial Property

Primary addresses for *commercial properties* should, where possible, be determined by the roadway which the structure faces. However, when addressing commercial developments it may be necessary to address the building off the *access route*, the section of roadway used to reach a structure from a public or private right-of-way.

In the example below, commercial development has occurred on an arterial roadway; however, access to the business is provided by a nearby collector street, and the distance and/or barriers from the arterial roadway make it difficult for emergency responders to access the building directly from the arterial roadway. The property should be addressed off 14 Street South rather than University Drive South.

**Diagram #2
Addressing Commercial Property**



The property owner requested a University Drive South address for this commercial development; however, the distance between University Drive and the building would prohibit emergency responders from stopping on University Drive; requiring them to drive south to 62 Avenue South or turn around to 58 Avenue South to access the building. In this instance it is appropriate that the building be addressed off 14 Street South rather than University Drive South.

(6) Processing Requests for Change of Address

For personal or business reasons, the owner of a structure may request a change of address. If the request is deemed reasonable by the Assessment Department, a change of address will be initiated.

Additionally, if it is determined that an existing address on a building does not adhere to this Standard, the Assessment Department, per this standard, will have the authority to initiate a change of address and will work with property owners to revise the address.

If necessary, the change of address will be reviewed by the technical subcommittee of the Addressing Standards Review Committee.

(7) Parcels with Multiple Buildings/Suites

Parcels with single buildings will be assigned a single main property address. If multiple address numbers exist on a parcel due to multiple buildings, a main property address will be assigned to the parcel and each additional building will also be assigned a separate address.

Parcels with stacked buildings will be addressed with the smaller address number beginning at the street from which they are accessed (see Diagram 3 below).

**Diagram #3
Addressing Parcels with Stacked Buildings**



Section 505 of the Fire Code states, “New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property.” In that respect, where apartment complexes or office complexes have multiple buildings on one lot, the developer/owner must place a sign in front of the complex indicating the addresses of all buildings on the lot to assist motorists and emergency responders in locating the address. It is permissible to include the range of addresses for all buildings on the lots (in the example above, the range would be 4901 to 5051 44 Avenue South). If there are multiple entrances or driveways to the buildings, the sign must clearly depict which entrance would provide the most direct access to the property.

Buildings with multiple dwelling units that have separate **street level** entrances will be assigned a main property address for the parcel and separate building numbers for each exterior door. This will occur only in cases where the street level entrance configuration will not change and may not work in situations such as strip malls. Where a single building has multiple doors leading to a shared hallway or lobby, only one address shall be assigned. Each door may be distinguished by a unit number. Addressing these types of developments

will be reviewed as necessary by the technical subcommittee of the Addressing Standards Review Committee.

Buildings with multiple units or leased spaces will be assigned one main property address and each unit in the building will be assigned a separate Unit (residential properties) or Suite (commercial properties) number (e.g. 404 8 Street South Unit 101).

There are also developments (Planned Unit Developments) with multiple buildings similar to the development illustrated in Diagram #3 on page 7 where the buildings are developed with private access roadways constructed within (see Diagram #4 below). Assigning addresses in these layouts will as closely as possible follow the guidelines established in the Standard. If there are any questions regarding addressing these types of developments, the Technical Subcommittee of the Addressing Standards Committee shall be consulted.

Diagram #4
Addressing Parcels with Multiple Buildings



(8) Unusual Addressing Issues

Unusual addressing issues may arise that will require review. Those addressing issues will be reviewed by a technical subcommittee of the Addressing Standards Review Committee.

Examples of guidelines that will assist with addressing on unique roadway layouts are included as Appendix A to the Standard.

C. PRIMARY ADDRESS NUMBER SUFFIX

The Primary Address Number Suffix is the additional descriptor along with the *Primary Address Number* that may further describe the site location (½, ¼, A, B, etc.) The use of primary address number suffixes will be prohibited.

D. PRE-DIRECTIONAL SYMBOL

A pre-directional symbol is the use of North, South, East, West, or Northeast *before* the actual street name. **The Directional symbols will NOT be used before the Roadway Name. Only** in cases where a roadway was specifically named using a directional designator will the designator appear after the *Primary Address Number*. In these cases, the directional designator is considered part of the *Roadway Name* and will be spelled out entirely and not abbreviated. (1624 EAST GATEWAY CIR, 1518 NORTH RIVER RD)

Fixed field databases where the address components are separated should allow for a field for the *Pre-Directional Symbol* in the event shared data from other systems may employ the direction before the *Roadway Name*.

E. ROADWAY NAME

The roadway name is the full name assigned to a street or road.

(1) Naming Roadways

All streets and avenues will be numbered in the proper ascending order. Names will be applied where necessary to prevent duplicate street and/or avenue numbers and also to prevent the use of one-half (1/2) numbered streets and avenues.

Where the name of the roadway is descriptive or text based, the entire name will be spelled out and no punctuation or abbreviation will be used. (OAK, ELM, SOUTHGATE).

Where the name of the roadway is numeric, the numeric digits will be used rather than spelling out the numbered roadway name.

Offset of a street name or number from a major collector with a similar street name is permissible. Additionally, looping the major collector street name or number is acceptable provided the street dead-ends into a loop.

All applications for plats received from developers must include narrative that accurately describes the street naming convention.

A list of named streets is included in Appendix B.

(2) Regulations for Naming Roadways

The following designators ***WILL NOT*** be used along with numeric roadway names to format the address: "ST", "ND", "RD", "TH". (910 19 ST S, 3920 31 ST NW).

When naming roadways, names will no longer include two roadway name suffixes. (**CIRCLE AVE S, COURT AVE S, STREET CIRCLE S**).

When naming roadways, duplicate names where two streets have the same name but different suffixes will not be used. (**9 AVENUE** and **9 AVENUE CIR, SUNDANCE DR AND SUNDANCE SQ**).

When naming roadways, do not use names that include directions. (**SOUTHWIND, WESTRIDGE**).

Street and avenue names for new additions and revisions to existing names will be reviewed by the Addressing Standards Committee to prevent duplication and ensure adherence to the Standard.

(3) Private Streets

Addresses on private streets will be recognized in the city under certain circumstances. In order for addresses to be assigned from a private drive, the exact location of the street must either be delineated, including the supporting distances and bearings on the original plat map of the subdivision or a separate and complete survey document must be created, a copy of which shall be provided to the City of Fargo.

Private streets will have a separate roadway suffix to signify to users that it is not a standard, City-owned and maintained street. The designator for a private street will be, "access."

Names of the private street must be clearly depicted on the legal survey, along with the words, Private Drive, in order to eliminate any confusion of property owners purchasing property abutting the private drive over whether City services will be provided. Roadway signs must be posted at the proper locations of the private drives in the same manner and format as other city roadways.

If a subdivision must include private drives, the subdivision shall incorporate an over-all theme and shall not duplicate another similar theme (i.e. fall color trees and tree names). Vanity names for private drives (i.e. names of businesses within the subdivision is prohibited).

The naming of private drives must be reviewed by the Addressing Standards Committee to prevent duplication and ensure adherence to the Standard.

(4) Signage and Posting

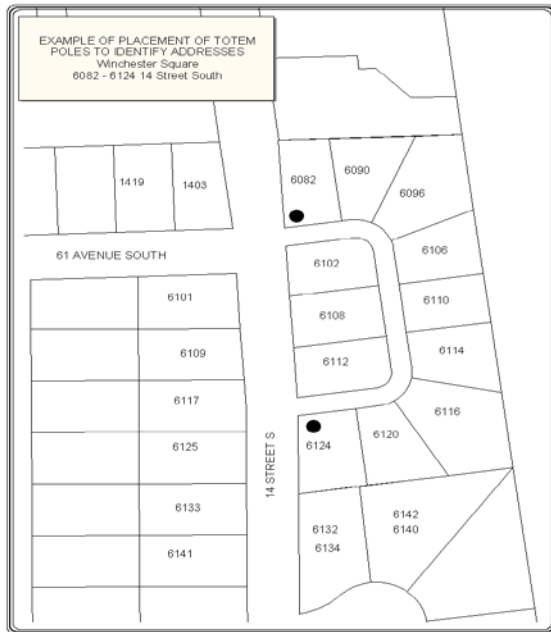
(a) New Construction

Roadway signage will be included as a bid item with engineering construction projects and will adhere to the roadway naming abbreviations and guidelines detailed within this Standard.

(b) Existing Roadways

Existing roadway signs will be replaced as warranted. As roadway signs in are replaced, new signage will adhere to the guidelines outlined within this Standard by removing the post-directional "NW" and "SW" from addresses west of 25 Street and replacing the post-directional with N and S as appropriate. As new signs are made, the street department must obtain the street names from the list of street names in Appendix B of this document or check with the GIS Coordinator for the correct name and spelling of streets.

Diagram #5 – Totem Poles for Signage



There are instances where it is appropriate to provide enhanced signage to assist in locating a property. The map below illustrates Winchester Square which is located off of 14 Street in Marten’s Way Addition.

The roadway is an extension of 14 Street and is also named 14 Street; therefore the buildings are addressed off 14 Street. In order to help motorists locate address 6082 through 6124 14 Street South, totem poles should be placed at both ends of the roadway. The totem poles will include house numbers of all buildings on that portion of the roadway.

“Totem poles” will be added with new construction projects, but may also be requested by staff, emergency responders, or the public to assist in locating hard to find addresses. Such requests will be reviewed by the Addressing Standards Committee and Transportation Engineer.

F. ALIAS ROADWAY NAME

The alias roadway name is the full *ROADWAY NAME* that, due to historical issues, renaming, local custom, or other issues, an officially used roadway may also be referred to. (UNIVERSITY is known as 13 ST, UNIV DR, and OLD HWY 81; NORTHERN PACIFIC AVE is known as NP AVE). A separate column will be maintained in the address database to include alias roadway names.

G. ROADWAY NAME SUFFIX

Roadway name suffixes will be abbreviated according to the table of standard suffix abbreviations. (910 19 **ST S**, 2806 WHEATLAND **DR**, 1819 2 **AVE S**).

Where an address contains two words after the *Roadway Name* that appear in the suffix abbreviations table, the first of the two words is considered part of the Roadway Name. The first of the two words will be spelled out and the second will be abbreviated. (3824 **CIRCLE AVE S**, 3212 35 **COURT AVE S**, 5656 20 **STREET SOUTH CIR**). Abbreviations for roadway name suffixes are listed in Table 2 below.

**Table #2
Roadway Name Suffixes**

SUFFIX NAME	ABBREVIATION	SUFFIX NAME	ABBREVIATION
AVENUE	AVE	PARKS	PARK
BOULEVARD	BLVD	PARKWAY	PKWY
CENTER	CTR	PARKWAYS	PKWY
CIRCLE	CIR	PLACE	PL
CIRCLES	CIRS	PLAZA	PLZ
CORNER	COR	POINT	PT
CORNERS	CORS	POINTS	PTS
COURT	CT	PRAIRIE	PR
COURTS	CTS	RIVER	RIV
COVE	CV	ROAD	RD

COVES	CVS	ROADS	RDS
CURVE	CURV	ROUTE	RTE
DRIVE	DR	ROW	ROW
DRIVES	DRS	SQUARE	SQ
ESTATE	EST	SQUARES	SQS
ESTATES	ESTS	STATION	STA
EXPRESSWAY	EXPY	STREET	ST
FIELD	FLD	STREETS	STS
FIELDS	FLDS	VALLEY	VLV
FREEWAY	FWY	VALLEYS	VLYS
GATEWAY	GTWY	VIEW	VW
HIGHWAY	HWY	VIEWS	VWS
JUNCTION	JCT	VILLAGE	VLG
LANE	LN	VILLAGES	VLGS
MALL	MALL	WALK	WALK
MEADOW	MDW	WALKS	WALK
MEADOWS	MDWS	WAY	WAY
ORCHARD	ORCH	WAYS	WAYS
PARK	PARK	CROSSING	XING
TERRACE	TER		

H. POST-DIRECTIONAL SUFFIX

Post-directional designators will be used on all numbered roadways and those named roadways that do not already include a post-directional suffix in the roadway name. Post-directional suffixes will be abbreviated according to the table of standard directional abbreviations. (**COLLEGE ST** will become **COLLEGE ST N**; **SUNDANCE DR** will become **SUNDANCE DR S**).

MAIN AVE will be the separator between north side addresses and south side addresses.

Numbered streets and avenues east of *ELM ST*, on the north side of Fargo, will be assigned the **NE** post-directional designator abbreviation.

Numbered streets and avenues west of 25 Street will ***no longer carry the NW and SW post-directional designator or abbreviation***, and will be assigned N or S as appropriate.

I. SECONDARY TYPE IDENTIFIER

Secondary address unit designators will be used and will be abbreviated according to the standard table of secondary address unit designators (**UNIT, STE, APT, DEPT, SKY, PARK, BKWY, etc.**). Abbreviations for secondary type identifiers are listed in Table 3.

**Table 3
Secondary Type Identifiers**

APARTMENT	APT	REAR	REAR
BUILDING	BLDG	SPACE	SPC
DEPARTMENT	DEPT	SUITE	STE
FRONT	FRNT	UNIT	UNIT
HANGAR	HNGR	SKYWAY	SKY
PATH	PATH	BIKEWAY	BKWY
WALKWAY	WKWY	LAKE ACCESS	LKAC

J. SECONDARY TYPE NUMBER

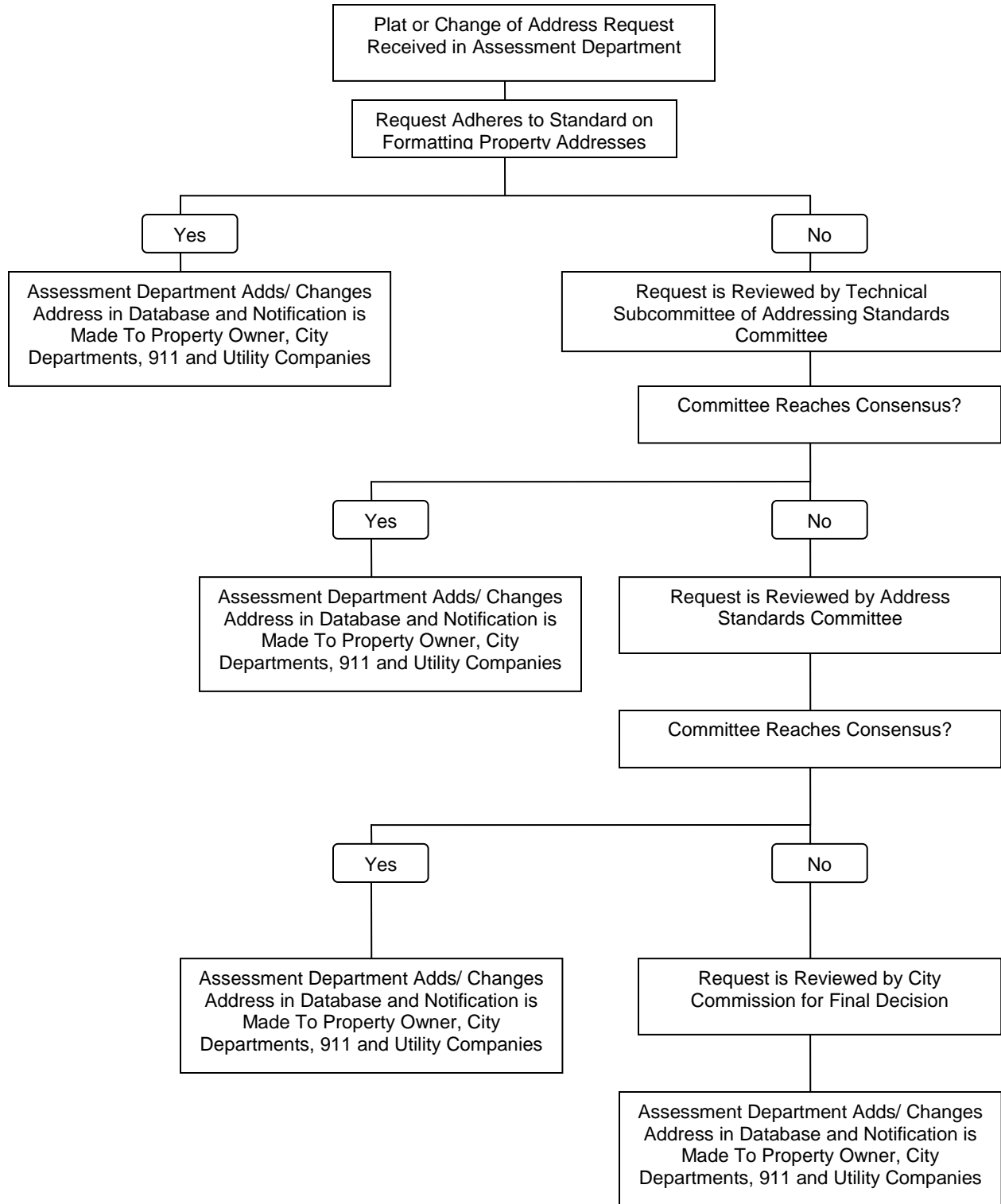
If the correct *Secondary Type Identifier* is known, such as UNIT or STE, the pound (#) sign is not used in the *Secondary Type Number* (1101 22 ST S UNIT **C12**).

V. Process for Assigning Addresses

This standard has been developed as a tool to assist staff in establishing addresses for properties within the City limits as well as in the extraterritorial area. This standard is also a method of establishing standards to facilitate the automation, integration and sharing of departmental databases within the City of Fargo, as well as publicly available address databases.

The flow chart in Diagram 6 on page 13 establishes the procedure to be followed as new plats and/or requests for address changes are received or initiated.

Diagram #6
Procedure for Assigning Addresses



VI. Addressing Parcels in Fargo's Extra-Territorial Area

Effective July 2004, the City of Fargo will assume responsibility for addressing parcels in the Fargo extra-territorial (ET) area. The responsibility of providing these addresses has been under the jurisdiction of Cass County engineering.

When the transition is made, City staff has requested a transfer of property information data from Cass County to include all records in the Fargo ET area for which the City is assuming addressing responsibility. This will allow City staff to directly access existing address data, and in turn will automate the transfer of updated address information back to Cass County.

When assigning addresses to the parcels in the ET area, the regulations established in this standard should take precedence. Because the majority of the parcels in the ET area are rural, some additional addressing requirements are necessary. The details are outlined below.

1. Addresses should be assigned off the nearest roadway and per the City of Fargo numbered street and avenue grid system.
2. There is a major named street or avenue adjacent to each quarter section within the extra-territorial area, the majority of which appear to be avenues. When addressing the extra-territorial area, major roadways will take precedence; therefore, the parcels that abut major roadways including 25 Street, 45 Street, 57 Street, etc. will be addressed off the major roadway. All remaining parcels should be named off the nearest abutting avenue.
3. On larger-sized tracts, addresses should be assigned based on the mid-point of the parcel.
4. Because the existing addresses have been assigned based on the County's addressing system and before neighboring development may have occurred, it may be necessary to revise or re-address buildings or parcels as they are annexed into the City of Fargo. This document provides the basis and authority for assigning new addresses as well as the authority to revise addresses as needed.
5. All other addressing requirements detailed within this document must be adhered to when assigning addresses in the Fargo ET area.

VII. Maintenance and Administration of Standard on Formatting Property Addresses

While the Standard as approved is comprehensive, it will be necessary to revise the Standard as new development occurs. Revisions to the Standard will be recommended by the Technical Subcommittee and adopted by the Address Standard Committee in its entirety. Any procedural or potential legal issues relating to the Standard will be brought forward to the City Commission at the discretion of the Address Standards Committee.

For the most part, the Standard will be enforced on new and revised addresses. Existing areas of the City may contain some address components that are not 100 percent compliant with the standard. In these areas, changes may be initiated by the City of Fargo where there is a potential public safety concern. Additionally, existing roadway signs needing changes as a result of the Standard will be replaced as normal turnover would occur unless an immediate replacement is required for public safety needs.

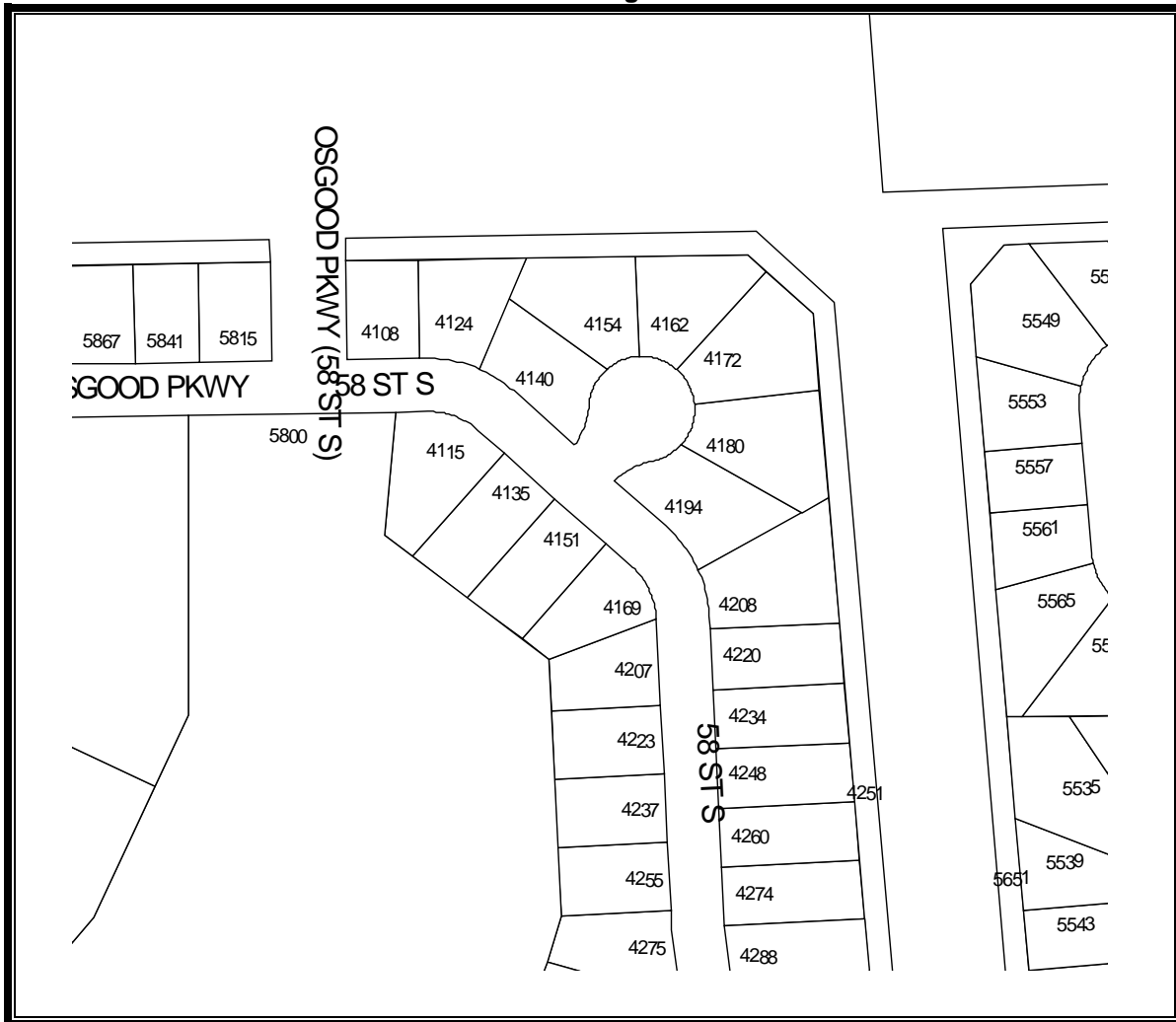
APPENDIX A

EXAMPLES OF UNUSUAL ADDRESSING ISSUES

Addressing Blisters

Blisters are a small extension off the roadway that travel in a circular direction (see diagram). Addressing buildings on blisters will be consistent with addressing on regular roadways; the addresses will be assigned in numerical sequence and increase consistently according to the direction of travel. The addresses will be based off the street that provides access.

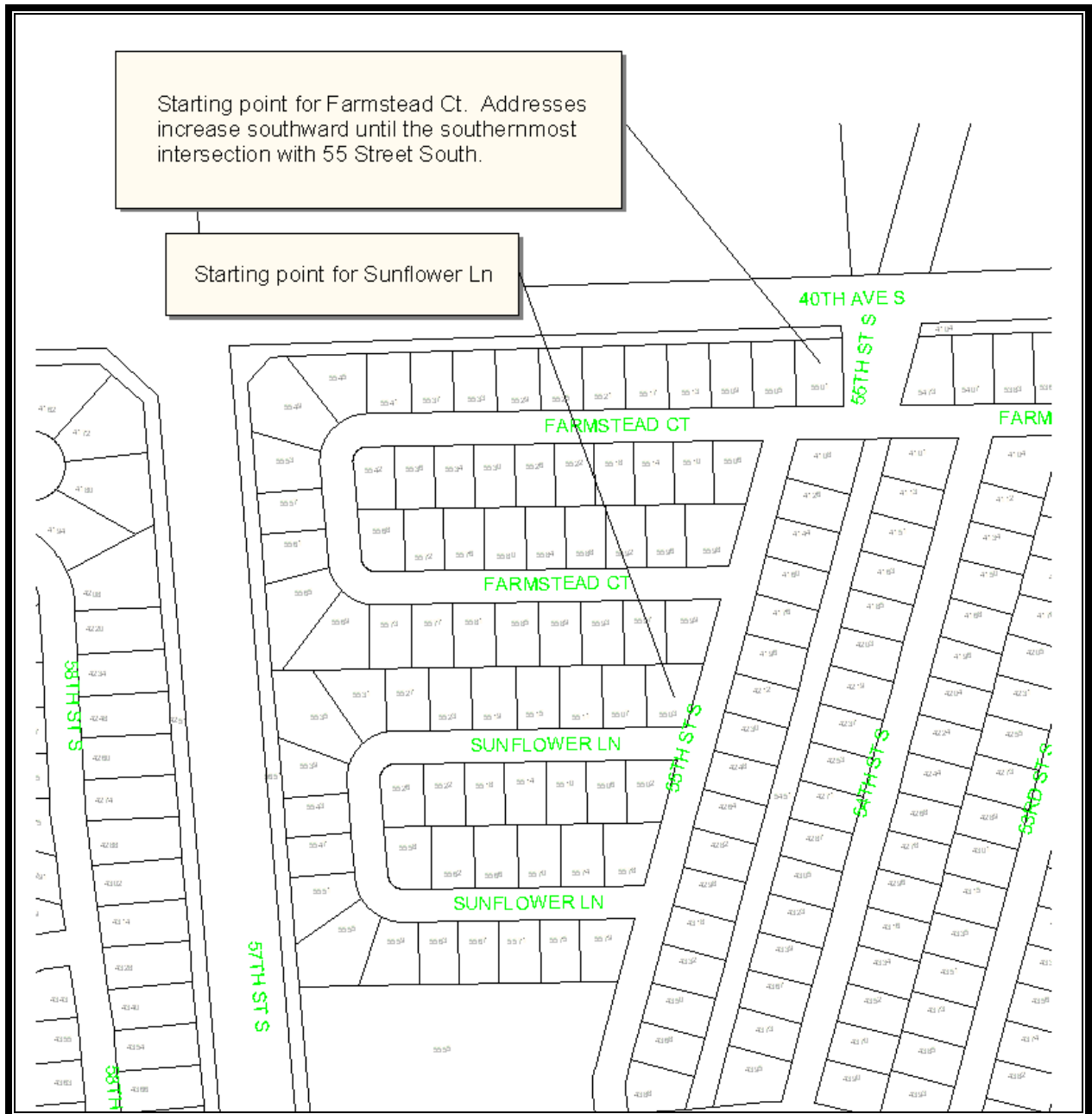
**Diagram #7
Addressing Blisters**



Addressing Circular Streets

A circular street connects back to the same roadway it originates from. One of the two intersections must be selected as the starting point for the addresses along the circle. This is done by noting the direction of increasing address numbers along the street of origin. Addresses are then assigned along the circular street in a continuous fashion (see below).

**Diagram #8
Addressing Circular
Streets**

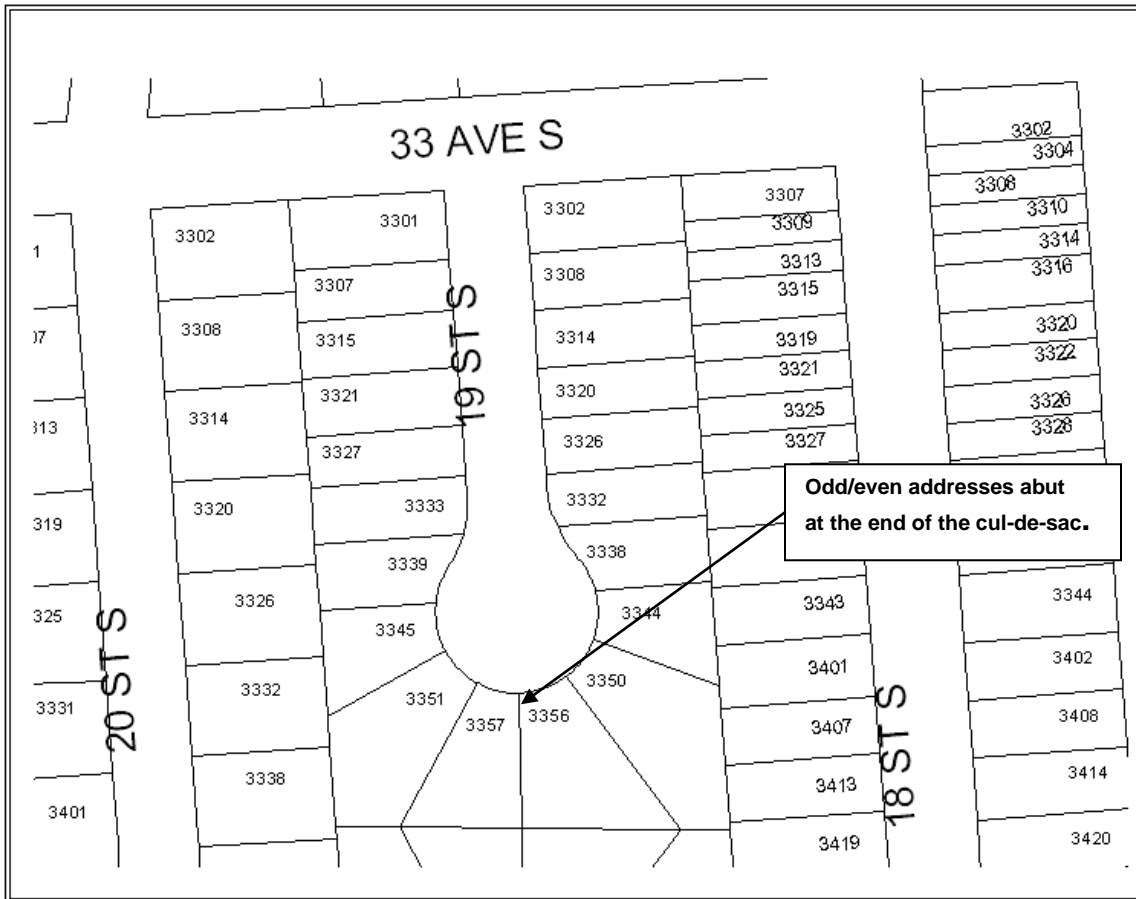


Addressing Cul-de-Sacs

Cul-de sacs are streets which begin at an intersection and run to a dead end. The majority of existing cul-de-sacs in the City of Fargo are named streets. For the purpose of this standard, a cul-de-sac will be comprised of at least six lots and will be greater than 300 feet in length. Wherever possible, cul-de-sacs will be named and addressed off the street that provides access.

Essentially, the addressing procedure for existing cul-de-sac streets has been the same as those for any other regular roadway. The only noticeable difference is that at the closed end of the street, even and odd address will abut (see example below).

**Diagram #9
Addressing Cul-de-Sacs (Existing Roadways)**



Addressing Stacked Lots

Addresses shall always be assigned so they are in numeric sequence. Where two or more buildings are addressed off the same street are located in a “stacked” configuration (one building behind the other), addresses shall be kept in sequence within each building (rather than alternating between buildings) to the greatest degree possible. The stacked building closest to the street shall have a lower address number than a building farther away.

Stacked lots will be addressed off the nearest main roadway which provides access to the lots.

**Diagram #11
Addressing Stacked Parcels**

