



Addressing and Street Naming Policy

**City of Raymore, Missouri
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City of Raymore

Addressing and Street Naming Policy

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Introduction

The City of Raymore, Missouri is establishing street naming and addressing guidelines to promote consistency, cooperation, and efficiency in property addressing. These guidelines are for the use of City departments, coordinating agencies, and property developers.

The fundamental objectives of these guidelines are to:

- Enable emergency response personnel and general public to readily locate street addresses
- To create and maintain informative, consistent, and reliable addressing for the citizens of the City
- Increase efficiency of delivery services, including U.S. Mail
- Improve interoperability between city departments and coordinating agencies

The policies outlined in this guidebook are in conformance with Raymore Municipal Code, Missouri Revised Statutes, and Mid-America Regional Council regional addressing standards.

The Raymore Community Development Department would like to thank the following departments and agencies for their cooperation in establishing and reviewing these guidelines:

Raymore Public Works Department
Raymore Water Billing Department
Raymore Police Department
South Metropolitan Fire Protection District
United States Postal Service, Raymore Branch
Cass County 911 Office

Section 1: Addressing Guidelines

1-1. Address Assignment

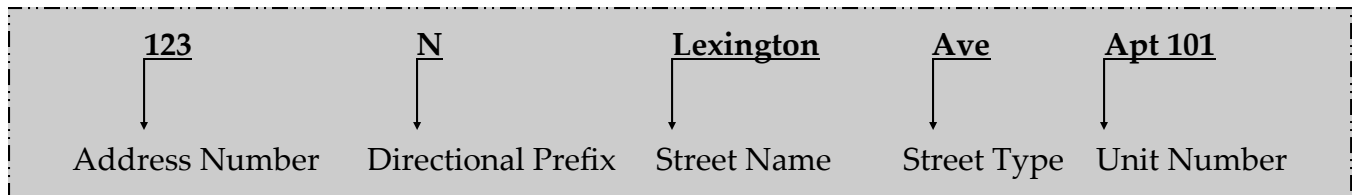
Primary structures are assigned addresses by the Raymore Community Development Department after the development review process is complete.

Secondary structures or locations that require building permits, are served by utilities, or may be required to be located for emergency response are addressed upon request to the City. Secondary structures may include, but are not limited to:

- Habitable accessory buildings
- Detached parking structures
- Signs
- Utility facilities
- Open space tracts
- Community gathering spaces

No entity other than the City of Raymore should assign addresses within Raymore corporate limits. Changes to existing addresses must be approved in accordance with Section 3 *Address and Street Name Changes*.

1-2. Address Order

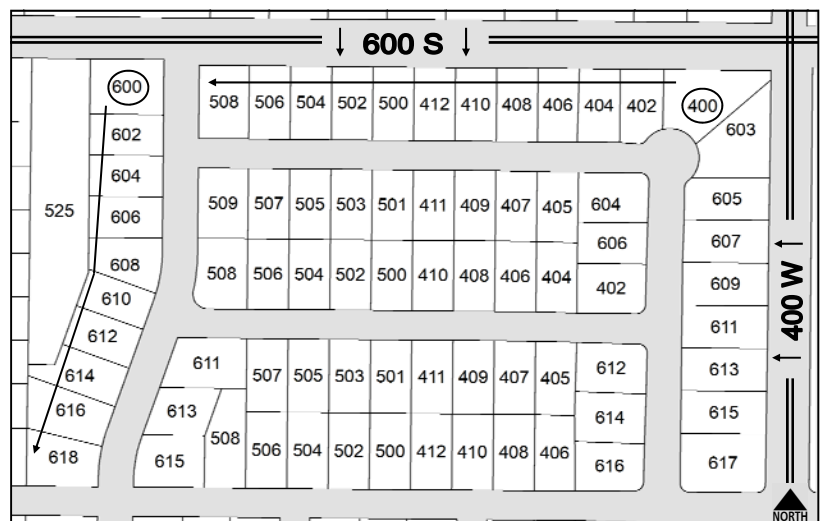


Addresses should be written and assigned in the following order and format:

1-3. Sequence & Range

Addresses should be assigned in numeric sequence.

Address ranges are assigned in relation to the east-west and north-south base lines on the city address grid. Addresses should increase with distance from a base line on the address grid. Furthermore, addresses should be interpolated from the range of values available

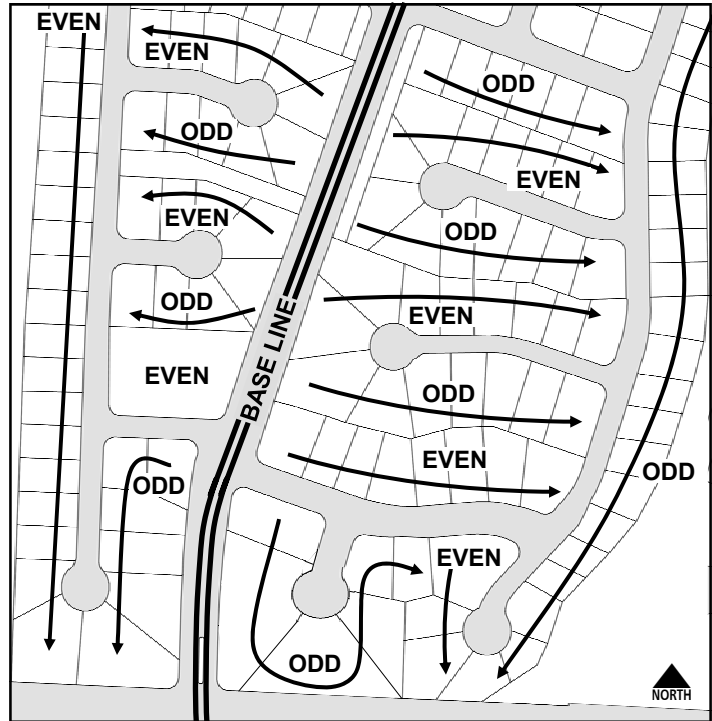


between base lines.

1-4. Parity

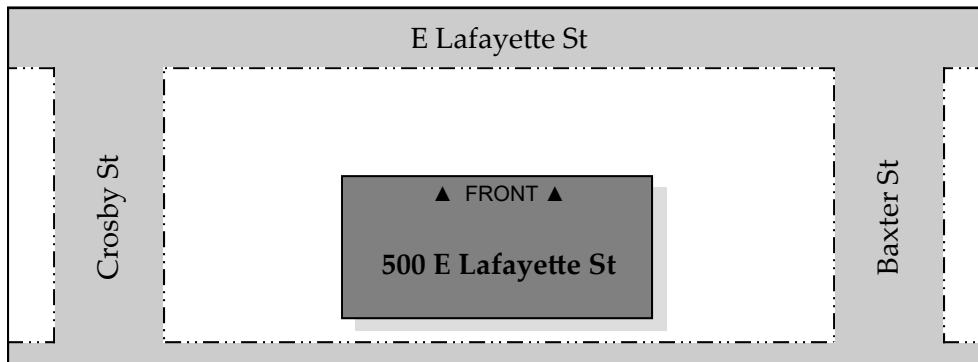
Even numbers are assigned on the west and north sides of a street and odd numbers are assigned on the east and south sides of a street.

Curvilinear or diagonal streets should be assigned addresses according to their primary direction. When determining the primary direction of the street, the entire length of the street segment should be considered, including segments that may be included in future plans. See Section 2-6 *Street Name Breaks* regarding when streets should change names.



1-5. Address Reference

Addresses are assigned according to the location of the structure's front entrance.



1-6. Addressing on Streets with Similar Names

If new addresses are being assigned to structures on existing streets with similar names, address assignments should not be the same. If multiple addressing conflicts exist, consideration should be given to changing a street name in accordance with Section 3 *Address and Street Name Changes*.

INCORRECT: 123 Chandler St and 123 Chandler Ave
CORRECT: 123 Chandler St and 223 Chandler Ave
CORRECT: 123 Chandler St and 123 Baxter Ave

1-7. Addressing Consistency

Addresses located across the street from each other should be assigned so that the address range remains uniform on each street segment. Where there are more addresses on one side of the street, addresses assigned to the other side should be more widely spaced so that addressing consistency is maintained.

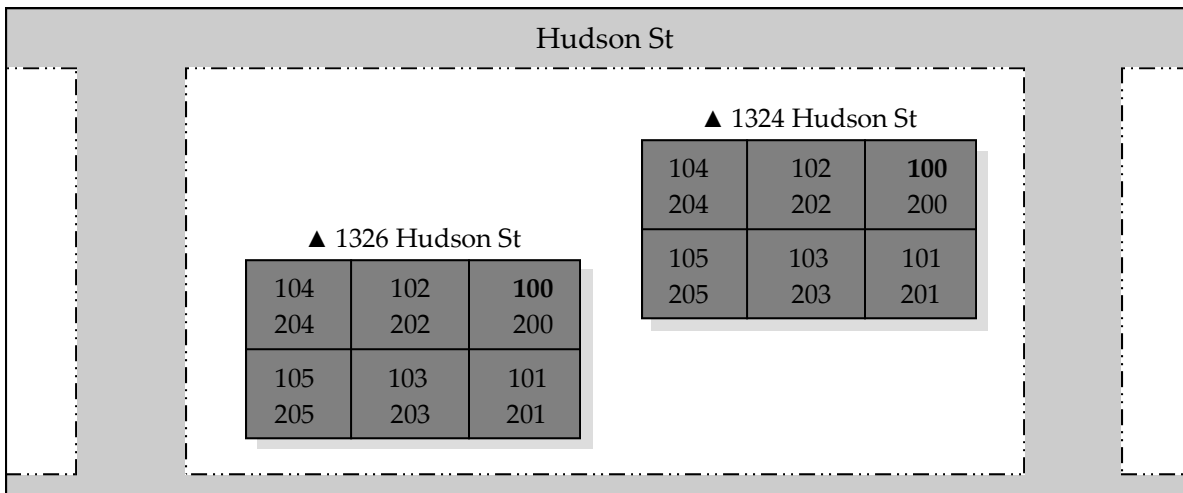
1-8. Duplexes, Tri-Plexes, and Quad-Plexes

Each unit in a duplex, tri-plex, or quad-plex should be assigned a unique numerical address.

Fractions, letters, symbols or hyphenated numbering should not be used to address multiple-family buildings.

1-9. Apartments or Multi-Tenant Buildings

The following conventions should be used for structures with common entrances leading to several separate units:



Each building will be assigned a primary address and each unit will be assigned a numeric unit number. Unit numbers will be assigned starting at the left front and will then be numbered sequentially. Unit numbers will increase according to floor. When multiple buildings are located on a single lot, building addresses will increase with distance from the right-of-way.

Fractions, letters, symbols or hyphenated numbering will not be used to address apartments or multi-tenant buildings.

1-10. Commercial and Industrial Developments

Generally, addressing standards for commercial developments will be determined on a case-by-case basis.

Suites and office buildings should be addressed according to the criteria for apartments and multi-tenant buildings in Section 1-9. For buildings with dedicated external entries into each commercial unit, each commercial unit should be assigned a unique address. Addresses will be reserved at site plan and distributed at tenant finish.

Fractions, letters, symbols or hyphenated numbering will not be used to address commercial buildings.

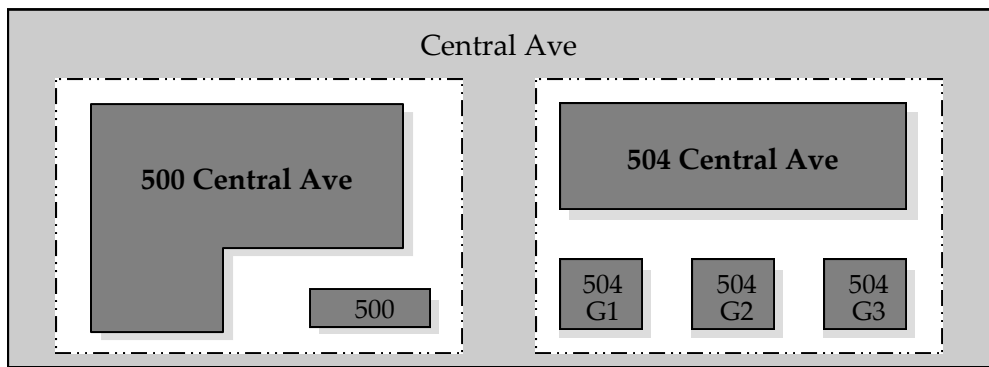
Sales and construction trailers used during construction should use the primary project address and display the address in accordance with Section 4 *Displaying Addresses*.

1-11. Amenity Tracts & Open Space

Open space tracts improved with public or private amenities will be assigned a numeric address. Unimproved open space tracts will be addressed upon request.

1-12. Secondary Structures

If addresses are required for secondary structures (i.e. for a building permit or utility service), the address of the primary structure should be assigned to the secondary structure. In cases where there are multiple secondary structures on a single parcel, the primary address number may be assigned along with an alpha-numeric unit number. Secondary structures subject to this address style may include detached garages, accessory buildings, and signs.



1-13. Boxes

Utility

Utility boxes will be assigned unique addresses upon request. Address shall be assigned in accordance with Section 1-3 *Sequence and Range*. Utility boxes will be assigned an address with the letter 'e' after the numerical address. The utility box may share the same address as the principal structure if they are located on the same lot or if the utility box is located in the adjacent right-of-way.

1-14. Utility Rooms

In commercial buildings where fire alarm systems are located in a separate utility room, the fire alarm location will be addressed with the primary building address with the letter 'F' after the numerical address. In multi-tenant buildings where fire alarm systems are centrally located in a shared utility room, the utility room will be assigned a unique address with the letter 'F' after the numerical address.



Section 2: Street Naming Guidelines

2-1. Continuation of Existing Streets

The established street name pattern must be continued except as approved by the Community Development Director and Director of Public Works. Existing street names must be used where they are or would be logical extensions of existing streets, even if separated by undeveloped land. A proposed street will be considered in general alignment with an existing street if there is less than 150 feet from the proposed centerline to the existing centerline.

2-2. Street Names

New street names will be checked against street names reserved in the municipality and in Cass County. Duplicate street names are not permitted. Duplicate street names with different suffixes are not permitted, including cul-de-sacs located off through streets.

Length of street names, including the abbreviated street suffix, should be 18 characters or less, including spaces.

Street names that may be confused with existing street names, or that may have similar phonetic pronunciations, shall not be used.

INCORRECT: Crosby St and Cosby St

INCORRECT: Bay View Ave and Bayview Ave

INCORRECT: Center Ter and Centre Ter

INCORRECT: Smith Dr and Smythe Dr

INCORRECT: Hudson St and Hudson Ave

Directionals or street suffixes shall not be used in street names.

Punctuation, hyphens, apostrophes, or special characters shall not be used in street names.

INCORRECT: Westchester Dr

INCORRECT: Bay West Ter

INCORRECT: Rolling Way St

INCORRECT: Dr. King Jr. Dr

INCORRECT: Bay-View Ter

INCORRECT: Macy's Creek Rd

2-3. Numeric Street Names

The numeric street name grid commonly applied throughout the region has limited use in the City of Raymore. Numeric street names should not be used for local streets, with the exception of continuations of existing numeric streets.

If new numeric streets are dedicated, they should be continuations of east-west through streets named according to the regional pattern of eight numeric street names per mile.

Numeric street names should be written using numbers rather than spelled out. In addition, numeric street names should include the “th”, “rd”, “st” or “nd” characters.

| | |
|----------------------------|--------------------------|
| INCORRECT: First St | CORRECT: 1st St |
| INCORRECT: 195 St | CORRECT: 195th St |

2-4. Street Types

Each street should be assigned one street type. The following suffixes should be used for the following street types:

| Street Suffix | Abbreviation | Street Type |
|---------------|--------------|---|
| Avenue | AVE | Local road (more traveled) |
| Boulevard | BLVD | Designated greenway* |
| Circle | CIR | Looped street |
| Court | CT | Cul-de-sac |
| Cove | CV | Cul-de-sac |
| Drive | DR | Local road (more traveled) |
| Highway | HWY | Primary state or federal route |
| Lane | LN | Local road (less traveled) |
| Loop | LOOP | Looped street |
| Parkway | PKWY | Designated greenway* |
| Place | PL | Local road (less traveled) |
| Road | RD | Local road (more traveled) |
| Street | ST | Local road (more traveled) Numeric streets |
| Terrace | TER | Local road (less traveled) |
| Trail | TRL | Local road (less traveled) |
| Way | WAY | Short street |

*Designated greenways can be found in the adopted Transportation Master Plan or Open Space and Linkage Plan

Additional street suffixes will be approved on a case-by-case basis. Additional abbreviations shall be in accordance with USPS Street Abbreviation Standards (Publication 28).

2-5. Directional prefixes and directional suffixes

Directional prefixes should only be used for streets that cross the north-south or east-west dividing lines. Dual directionals (NE, SW) should not be used.

Directional suffixes should not be used in street naming.

INCORRECT: Wall Street South

CORRECT: South Wall Street

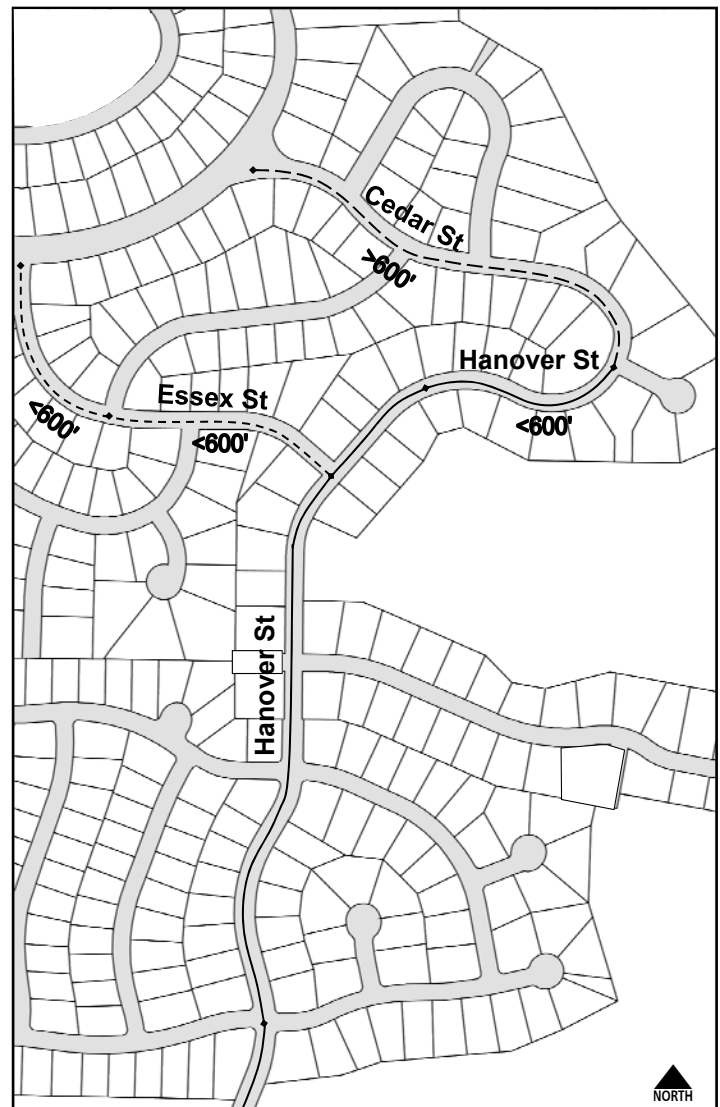
2-6. Street Name Breaks

Generally, no street shall change direction more than 90 degrees without a change in the street name. Exceptions will include loops and circles.

In determining if a street should change names, the length of each street segment should be considered. Generally, if street segments aligned in the opposing direction are greater than 600 feet in length, they should be assigned a unique street name.

Street name changes should occur at an intersection whenever possible. Where a break cannot occur at an intersection, it should occur at a point on the curve where the street orientation changes from primarily north-south to east-west.

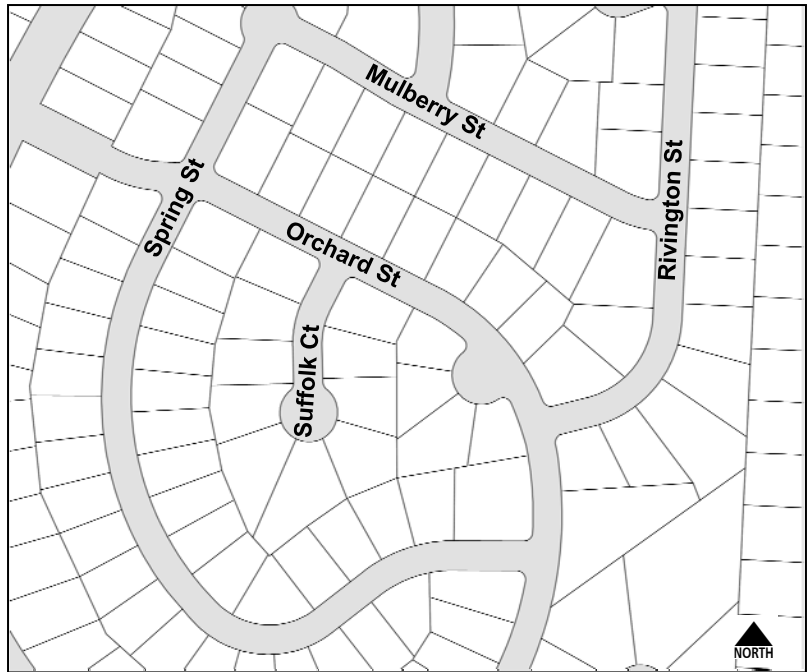
Street name signs should be used at every street name break to clarify the change.



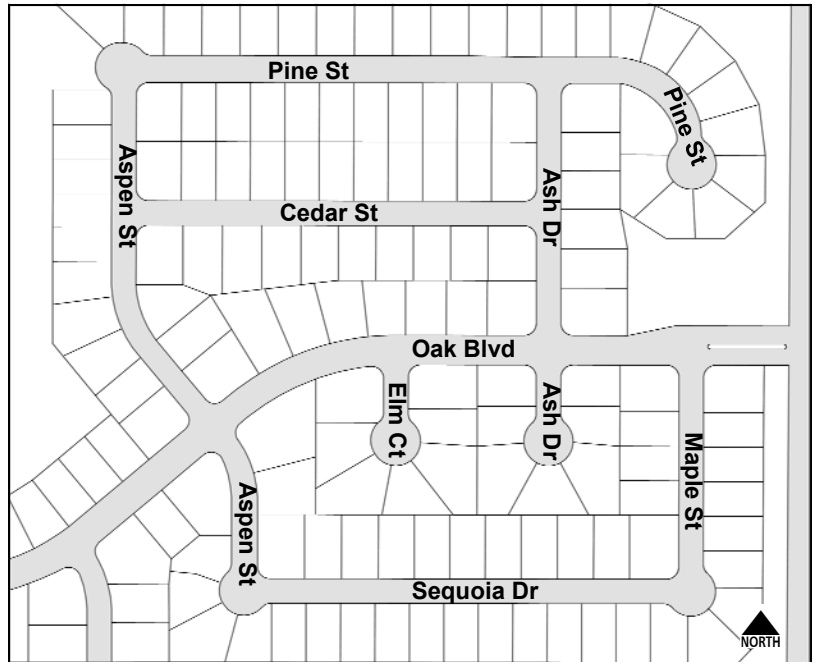
2-7. Cul-de-sac Streets

Cul-de-sac streets shall have a unique name when:

- Six or more lots have frontage along the street; or
- When the furthest radius point of the cul-de-sac is more than 100 feet from the intersection with the adjoining street.



Cul-de-sac streets that are continuations and/or terminations of existing streets must have the same street name.



2-8. Subdivision Conventions

Street names within a new subdivision should be arranged in alphabetic order to the greatest practical extent. Themed street names are encouraged for large subdivisions.

2-9. Private Streets

Private streets shall be subject to all guidelines within this document.

2-10. Alleys

Alley names should not be used for addressing purposes. Structures should be addressed from a public street right-of-way even if primary vehicular access is from an alley.

Section 3: Address and Street Name Changes

3-1. Public or External Agency Requests for Address and/or Street Name Changes

Requests for address and/or street name changes shall be submitted in written form to the Raymore Community Development Department.

Address and street name changes shall only be considered when:

- An emergency service agency deems it necessary to aid in emergency response.
- Existing street names and/or addresses are not in conformance with this guidebook.

Address changes must be approved by a majority of affected property owners. If majority consensus is obtained, the City shall assign new addresses in conformance with this guidebook. The City shall notify all departments and external agencies of the address change(s).

Street name change requests must be approved by a majority of affected property owners. Changes to street names reflected on a recorded subdivision plat must be approved by ordinance by the Raymore City Council. A public hearing shall be conducted upon Council's consideration of the request. New addresses must be assigned in conformance with this guidebook. Property owners will be required to request a change of mailing address from the U.S. Postal Service and are responsible for displaying the proper addresses. The City shall notify all departments and external agencies of the address and/or street name change(s).

Address and/or street name changes deemed necessary to protect public health and safety may be approved by the City without majority consensus of affected property owners.

3-2. Annexation

Addresses and street names of county areas annexed into the City must be changed to City street names and addresses if significant differences or inconsistencies exist. New addresses shall be in conformance with this guidebook. If annexation results in duplicate street names within the city, the street name in the annexed area should be changed following the procedure in Section 3-1. Addresses will be assigned by the City upon approval of the annexation bill. Property owners will be required to request a change of mailing address from the U.S. Postal Service and are responsible for displaying the proper addresses. The City shall notify all departments and external agencies of the change.

3-3. Right-of-Way Vacation

Right-of-way vacations must be approved in accordance with the procedures of the Raymore Municipal Code. All emergency service providers will be notified of the public hearing for the right-of-way vacation and, subsequently, notified of the approval to vacate. The City shall notify all departments and external agencies of address changes, if applicable.

Section 4. Displaying Addresses & Street Names

4-1. Address Numbers

It shall be the responsibility of all residents and commercial businesses to conspicuously post the numbers of their street address.

Each structure to which a street number has been assigned must have the approved numbers displayed in a position on the structure that is easily observed and readable from the public way fronting the property. All numbers shall contrast with the background and be Arabic numerals at least 4 inches high and ½ inch stroke.

Address numbers must be visible at all times of day and during all seasons and not obscured by landscaping or structures. Address numbers must be temporarily displayed during building construction and permanently displayed prior to building occupancy.

If the building is not visible from the street, addresses should be displayed on the postal mailbox or similar permanent fixture.

4-2. Street Signs

Reflective street signs, approved by the Director of Public Works, will be provided by the City of Raymore Public Works Department and installed at the developer's expense. Street signs will be designed and installed in accordance with Public Works Department Policies 120 through 122 and 129, *Street Signage and Traffic Control Devices*.

Street names appearing on street signs should reflect the name of the street as shown on the final plat, including the abbreviated suffix and directional, if applicable.

APPENDICES

Address Range Map

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Appendix II: Addressing Process

Addresses shall not be assigned to any parcel in a subdivision prior to City Council approval and recording of the plat with the Cass County Recorders Office. Addresses shall not be assigned to multi-family, commercial, or industrial development prior to approval of a site plan by the Planning & Zoning Commission.

II-i. Addressing Timeline: Residential Development

| | |
|---|--|
| Preliminary Plat Approval | Street Names Reserved Street Names Approved by P&Z (§410.210, §410.260) |
| Final Plat Approved & Recorded | |
| Public Improvements Installed | Street Signs Installed |
| | Address ranges assigned |
| | Addresses reviewed internally |
| | Addresses distributed to internal departments & external agencies |
| Building Permit | Individual addresses distributed to residents/builders |

II-ii. Addressing Timeline: Commercial/Industrial Development

| | |
|---|--|
| Preliminary Plat Approval | Street Names Reserved Street Names Approved by P&Z (§410.210, §410.260) |
| Final Plat Approved & Recorded | |
| Public Improvements Installed | Street Signs Installed |
| Site Plan Approved | Addresses assigned |
| | Addresses reviewed internally |
| Building Permit | Addresses distributed to tenant, internal departments, and external agencies |

II-iii. Multi-Tenant Commercial Development

Addresses for tenant spaces are reserved during site plan approval and distributed upon submittal of the tenant finish permit.

II-iv. Addressing Timeline: Multi-Family Development

Multi-family developments with a site plan will have addresses assigned after site plan approval. Multi-family development without a site plan will have addresses assigned at building permit.

II-v. Addressing Timeline: Secondary Structures

Secondary structures are addressed upon request. Addresses for secondary structures are assigned according to Section 1-12.

Distribution Flow Chart

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