

Kaufman County Addressing Standards & Procedures

HISTORY

- December 17, 1990: Our current 9-1-1 addressing standard were adopted by Commissioner's Court. Kaufman County Addressing Standards Order established addressing Standards for numbering property and naming public streets/roads within the unincorporated areas of the County of Kaufman
- 1994: All rural routes were completely addressed in 1994 and Kaufman County has been performing maintenance since that date.
- November 15, 1999: The Kaufman County Commissioner's Court adopted a resolution on, stating the County's desire to participate in an address maintenance plan to continue with our current 9-1-1 addressing standards
- September 15, 2000: Kaufman County 9-1-1 Addressing Maintenance Plan was signed, to ensure Kaufman County 9-1-1 addressing continues to comply with state and local objectives of the 9-1-1 system

PURPOSE

The purpose of this document is to replace, expand and correct the Addressing Standards & Procedures to comply with state and local objectives of the Emergency 911 System (E911)

Periodically updating the addressing standards is necessary to ensuring standardization and growth. Ultimately these guidelines are to establish a uniform road naming and property address numbering system in the unincorporated areas of Kaufman County to:

- Enhance and ensure the easy and rapid location of properties for public safety and emergency service responders,
- Expedite postal and package delivery,
- Facilitate public utilities and business services,
- Aid urban and rural planning, and,
- Establish and maintain an official Master Street Address Guide (MSAG).

SEVERABILITY In case any one or more of the provisions contained in these guidelines is for any reason held invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability will not affect any other provision hereof, and these guidelines will be construed as if such invalid, illegal, or unenforceable provisions had never been contained herein.

DISCLAIMER All duties of the addressing coordinator are performed based on the information available in the Kaufman County 911 Addressing database. Any resulting address assignments, re-addressing, or other such resulting products of the addressing coordinator's duties, including maps and datasets showing information about roads and addresses, are provided by the Kaufman County 911 Addressing Coordinator with the information available in the Kaufman County 911 Addressing database. This data, however, is provided without guarantee of accuracy of data. It is not intended to imply property ownership. It is not intended to imply legal or contractual obligations in any respect; it is not an express or implied warranty. Furthermore,

any maps or other products produced by the addressing coordinator or with data from the Kaufman County 911 Addressing database that may be construed to represent property boundaries are for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. Such a map or other product does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.

OBJECTIVE

The objective of the *Standards & Procedures* is to describe and document standards and procedures that have been developed to create, update, and maintain addresses and maps (electronic and paper) for the Kaufman County E911 system

SCOPE

The scope of the *Standards & Procedures* entails a chronicle of current processes, logic and procedures to formulate a documentable, reviewable, expandable knowledge of the current E911 addressing system in Kaufman County and to allow for growth into meeting NENA directed Next Gen emergency service capabilities and/or other National, State and local directives.

JURISDICTION

These guidelines are limited to the unincorporated areas in Kaufman County and/or any city that chooses to have the County conduct addressing and/or GIS on the City's behalf.

RESPONSIBILITY

The Kaufman County E911 Addressing Coordinator is assigned the responsibility of the E911 addressing system for Kaufman County. Kaufman County E911 Addressing Coordinator, and its staff, create and maintain GIS data as address points, roads, and polygon boundaries. This responsibility is for all areas of the County (specifically all areas whose Public Safety Answering Point, PSAP, is Kaufman County Sheriff's Office) and/or any area electing Kaufman County to maintain GIS addressing information. Exceptions include cities that maintain their GIS data with NCT911 and-or border encroachments into Kaufman County who have their PSAP(s) technically supported outside of NCT911.

ADDRESS COORDINATOR The 911 Addressing Coordinator is the individual responsible for:

- A. Assigning new addresses as described in this document
- B. Maintaining address records for each property assigned a road address
- C. Changing existing addresses when necessary for conformance with these guidelines
- D. Approving or designating numbering of secondary address unit designators
- E. Assisting the public in complying with these guidelines
- F. Kaufman County 911 Addressing will function within the Development Services Department
 - a. Kaufman County Addressing Coordinator will make available to the public addressing data [via electronic means (ex. GIS Portal) to be created and updated on a regular basis. Paper maps can be requested in writing and printed at an administrative fee.]

- b. Kaufman County addressing coordinator should create/maintain a Road Name index to function as a Master Street Address Guide (MSAG), a database which houses all streets and addresses within boundaries for emergency service purposes.

CITIES are responsible for

1. Cities that are allowing Kaufman County to assign addresses and take care of GIS are responsible for forwarding address applicants to Kaufman County Address Coordinator.
2. Cities responsible for addressing within their city limits but not GIS maintenance are responsible to submit all necessary information and fees or fee plan to the Kaufman County Address Coordinator.
3. Cities that are responsible for addressing and GIS maintenance within their city limits are responsible to provide updated GIS data to NCT911 at regular, agreed-upon intervals.

ROAD MAINTENANCE AUTHORITY is responsible for street signs. Street Signs should be erected at all intersections of public roads regardless of current route marking from state, federal or local designation. For new property development, the signage will be required at the expense of the developer. Signs must conform to guidelines established by the County Commissioners' Court. Street signs are a function of the road maintenance authority.

PROPERTY OWNERS are responsible for post assigned address number at curbside (ex. Gate, mailbox) and/or on the structure. Number must be visible from the street and not be obscured. See "Posting of an Address" requirements p.12

- a. It shall be the responsibility of the property owner to purchase, install, affix, and display an address assigned or reassigned by the Addressing Coordinator.
- b. It shall be the responsibility of the property owner to notify the Addressing Coordinator of any changes to the property or structure(s) on the property that may require additional address numbers or reassignment of address numbers.

I. ROAD NAMING

A. ROAD ADDRESSING COMPONENTS The logical, grammatical order of address elements will be as follows: address number, directional prefix (if any), primary road name, road type (if any), the post directional (if any), and the road post modifier (if any). The character limit for a street name, including primary name, street type, word spaces, and a directional if applicable, is recommended to not exceed 30 characters. It is recommended that the primary name itself be less than 20 characters to avoid the expense of oversized signs and difficulty for the street name to be reported to 911.

1. The address number is the numeric component of an address that precedes the road name and is officially assigned to a specific structure on a specific property (ex: 109 Main St).
2. House number suffix (HNS) are only utilized for utility designations in Kaufman County (123-U Main). Fractional addresses (ex. 123 ½ Main), hyphenated address numbers or alpha designators (ex. 123 A & B) are not permitted.
3. Cardinal direction words, NORTH, SOUTH, EAST and WEST, may not be used as part of a street name. These words will only be used in a pre or post

directional prefix such as N, S, E or W. This is a **CONDITIONAL** component of all complete addresses and complete road names. It will only be included where necessary.

4. The primary road name is the officially designated road name used for addressing (ex: Ponderosa Dr). Street names in the unincorporated area must be submitted for review by the Kaufman County 9-1-1 Addressing Coordinator to determine if they are compliant with the 911 database prior to the approval of a plat. This process is recommended for new City streets as well, but ultimately each City has jurisdiction over the street names within its boundary. Each street name must consist of at least two parts: 1. Primary Name 2. Street Type Ex: MAIN ST MAIN – PRIMARY NAME STREET – STREET TYPE
5. Numerals will only be used for numbered streets and highways. Street names shall not contain numbers as part of the primary name. Ex: The full address 40 FIVE PAR may sound like 45 Par Drive.
6. Duplicate primary road names will not be approved in an attempt to prevent responders from being routed to the wrong location. Ex: If Pecan Valley and Pecan Valley Ct or Quail Run and Quail Run St both exist in the database, there may be confusion as to which Pecan Valley or Quail Run the responder needs to go to.
7. The road type is a descriptor field used to reduce possible confusion between similarly named roads (ex: 102 Main St). Where a road type is applicable, the official address assigned to a structure or property will be recorded with the road type abbreviation. This is a **MANDATORY** component of all complete addresses and complete road names **ONLY** public roads and highways using a numbered road naming system are exceptions (ex: County Road 209, FM 4, NE Loop 67 and US Highway 287 do not require a road type).
8. The secondary address unit designator (unit designator) is a component of an address that describes an apartment, room, suite, or other secondary addressing unit, that is part of the structure or property described by the address number. This is a **CONDITIONAL** component of all complete addresses and will only be included where necessary,
 - i. Unit designators consist of an indicator for the type of unit being described followed (Apartment, Unit) by a positive whole number.
 - ii. The number in the unit designator may not contain any letters or special characters (e.g. 357 Colony Rd UNIT 25B; is not acceptable).
 - iii. Unit designators are required for all fire separated spaces. Unit designators for commercial spaces are only available for fire separated spaces.
 - iv. Unit designators should, when possible, have the first digit designate the floor. (Ex: Apartment 100s or 1000s are first floor, 200 or 2000s are second floor, etc.)

B. PROHIBITED STREET NAMES

1. Street names shall not include a derogatory, racial, offensive, or obscene term that an average person when applying contemporary community standards would find unacceptable.

2. Duplicate primary street names are prohibited in Kaufman County to avoid confusion between locales when a call is made to emergency services.
3. Street names are not permitted that are frivolous, have complicated words, unconventional spellings and/or pronunciations.
4. Street names are not permitted that are found to be phonetically very close to an existing street name.

C. ROAD ADDRESSING CONVENTIONS

1. Addressing will start at one end of a road, the beginning point, and address numbers will increase in size while traveling along the road until the end. The numbering from side to side of the road should be kept consistent. (the number across the street should be similar Ex: EVEN side may be 200, 202, 204, 206 and the ODD side 201, 203, 207 would be acceptable but the Odd side at 335, 337, 339 would NOT be acceptable)
2. Odd numbers will be assigned to properties on the left side of the road and Even numbers to properties on the right side of the road.
3. Only specific addresses will be used. (Ex: 400 Miller Dr). Non-specific addresses, such as corner location descriptions (ex: "the corner of County Road 525 & FM 2738") may not be used as an address.
4. Address numbers should not exceed six digits.
5. Leading zeros will not be used in address numbers or unit designators (ex: 0415 LUCKY RD, APT 0012).
6. Fractional addresses are not permitted. (Ex: 101 1/2 Chaparral Court).
7. Hyphenated address numbers or unit designators are only utilized for utility addresses. This type of -U designation added to an address can be applied to any utility in a right of way or contained within parcel boundaries where the structure (pedestal, meter) requires an address
8. Address number continuity will, in general, be maintained irrespective of local political subdivision boundaries; however, when city addressing schemes are present, they may be continued or otherwise accommodated to avoid confusion to residents and emergency responders.
9. Outside of a platted residential subdivision the interval between address numbers should be sufficient to allow address number assignment to additional principal buildings between, behind, or in front of existing principal buildings.

II. NUMBERING METHODOLOGIES

The Frontage Interval Addressing System is preferred by the National Emergency Number Association (NENA) and the USPS and will be used in Kaufman County. It is based on the measurement of the intervals between the beginning of a road and the structures along the road. The rules of frontage interval addressing applicable to the addressing of Kaufman County follow.

- A. Standard Addressing Interval: The standard addressing interval will be 5.28 feet (1/1,000th mile or approximately 1.60934 meters). This will yield 1,000 possible address numbers per mile (500 odd on one side and 500 even on the other side) one address will be assigned per 5.28-foot interval. The standard addressing interval shall generally be used to assign addresses on all new roads, new extensions of existing roads,

unaddressed existing roads. Roads with established addressing the existing interval will be calculated, utilized as much as possible for new addresses but adjusted for those existing addresses.

- B. **Beginning Point:** The point of beginning is also based on the direction of travel away from a higher order road to a lower order road. (Road Order: US Highways (Highest Order) State Highways Farm-to-Market County Roads City Streets Private Roads (Lowest Order) Ex: A County Road connecting a US Highway and a Farm-to-Market Road would have the point of beginning located at the intersection with the US Highway. A Private Road connecting a Farm-to-Market Road and a County Road would have the point of beginning located at the intersection with the Farm-to-Market Road.)
- C. The beginning points of a dead-end road is the point of departure from the road it intersects.
- D. **Address Numbers:** In the County, the middle of the main access driveway and the location of the structure will be used to determine the address number assigned to a structure.
- E. Buildings will be numbered according to the road from which they are accessed. Unless access is from rear alley and then addressed from road to the front of the building.
- F. **Parity (Odd/Even Number Location):** Traveling forward, away from the beginning point of a road, address numbers will be assigned with even numbers assigned to properties and/or structures on the right side of the road and odd numbers assigned to properties and/or structures on the left side of the road. If a preexisting opposite parity scheme exists on the road or in a localized area, and such scheme is otherwise compliant with these guidelines, the existing parity scheme may be continued, if practicable, at the discretion of the addressing coordinator.
- G. **Continuity:** All address numbers assigned or reassigned along a road will be in logical numeric sequence with relation to the beginning point and other address numbers along the road.
- H. **Semi-circular Roads:** Crescent shaped roads or semicircular loops that begin and end on the same road should follow the parity, continuity, and standard addressing interval rules outlined in this section. Addressing should begin at the part of the semi-circular road that is closest to the point of beginning of the road the semi-circular road comes off.
- I. **Cul-de-sacs:** Number from the road intersection towards the cul-de-sac. Entering the cul-de-sac (the turnaround area of the dead-end road), the numbers proceed, depending on parity, odd addresses around one side of the outer circle of the cul-de-sac to where the extended centerline of the road would intersect the edge of the cul-de-sac farthest from the beginning point, and even numbers proceeding around the other outer circle of the cul-de-sac. Odd and even numbers meet at the mid- point, the far end, of the cul-de-sac.

- J. **Self-Intersecting:** The beginning points for non-circular, self-intersecting roads (e.g., a road shaped like a "P" where the two ends of the road are not at the same intersection) should always be where the road intersects the main road it comes off of, never where the road intersects itself. Always number a non-circular, self-intersecting road by continuing past the road's self-intersection so as to end the numbering where the road intersects itself. The beginning points for circular roads, a road where the two ends of the road are at a single point, should be the point where the road intersects itself. Where an obvious, natural directional flow of traffic around the circle is present, address number assignment should proceed in that direction around the circle. Where no natural directional flow of traffic around the circle is present, addressing should generally proceed around the circle in a counterclockwise direction.
- K. **Stacked Addresses:** Multiple residential structures addressed from a single driveway or easement
- a. are each required to have an individually assigned numeric assignment
 - b. and is only allowed in Kaufman County if the property has a single owner.
 - c. If the property is divided
 - i. each property must meet the minimum street frontage
 - ii. and have or obtain its own driveway access from a platted road.
- L. **Multi-Occupant Buildings:** Apartments and other multi-occupant structures will be assigned a single address for the structure and then assigned unit designators for each of the individual units within the building (e.g., 305 Acton Hwy APT 103). Each multi-occupant building unit designator scheme will be determined on a case-by-case basis through a coordinated effort between the owner/operator of the property and the county addressing coordinator. However, the authority to set the final unit designator scheme is retained by the county addressing coordinator. Duplexes and other similar structures, if each separate unit is accessed by a separate driveway off the named road, may be addressed as if they were separate structures rather than as a multi-occupant building, if determined appropriate by the addressing coordinator.
- M. **Buildings and Properties Not Requiring Addressing:** The following types of buildings and properties will not be required to have a physical address assigned to them, but may be addressed, if practicable, at the request of the property owner:
- i. Farm buildings which are not used for residential or commercial purposes and do not require separate utilities from the primary structure
 - ii. Accessory buildings that do not require separate utilities and have uses that are accessory to the primary use of a residential, commercial, industrial, institutional, or governmental building (e.g., detached storage sheds)
 - iii. Unoccupied/vacant farmland or lots containing no dwelling, business, or other structure
 - iv. Oil and gas wells, water wells, electric sub-stations, and other similar utility facilities. Unless requested by entity
- N. **Unoccupied/Vacant Property Addresses:** Properties on which no buildings have been constructed or laid out, are preferred to not be addressed until a structure is planned, an address will only be assigned to permanent entrance to the property upon request of the

property owner. Any change in Type of address (change from entry to structure) would require additional application and fee.

- O. Kaufman County issues addresses for specific structures and types of addresses. Reviews for requirements regarding Floodplain, culverts, lot size, street frontage, property division and commercial development are all needed before an address can be assigned.

STREET NAME CHANGES

Street Name Changes should be rare. Typically name changes cause confusion with historical documents. Each request for a street name change would be considered independently. Name changes must meet the same criteria established for new street names (outlined in Section I. Road Naming of this document). 100% of the abutting properties would need to support the change.

Documentation of the change:

- 1) If the road is within a recorded subdivision the change would need to be recorded as a revised or amended plat.
- 2) If the change is outside of a recorded subdivision, the documentation would need to include recording a document that includes permission for street name and notarized approval of 100% of the abutting properties.

III. ADDRESSING PROCEDURES

Obtaining an address is an application process. Once the application packet is complete, a review (including but not limited to road access, floodplain, culvert requirements, land division), will be completed and once documentation is satisfied an address will be assigned in the mapping software. Notification in written form will be presented to the property owner and/or applicant when final assignment of addresses occurs. Address Assignment letters direct the applicant to take the letter to the Post Office to obtain information on setting up service.

- A. **SINGLE NEW ADDRESSES** - An address application with required supporting documents should be submitted to Kaufman County Addressing.
 1. An address will be assigned to a structure on an individual tract of land should be at the request of the property owner.
 - i. Kaufman County does require proof of ownership of a property prior to issuance of an address. A copy of a recorded deed is required to show ownership.
 2. A general site plan: an aerial image showing the general layout of the property lines (can be obtained from Kaufman County GIS portal or Kaufman County Appraisal District Interactive Map) can be marked with an "X" for the location of the proposed structure and a line to mark the general location of the driveway access from a public road.
 - i. A survey of the property is desired if there is one and may be required if there are discrepancies.
 3. The new address is assigned based on the standards of this order: street name, address range of the street segment, and surrounding addresses.
 4. The address will be entered in the mapping software and updated in the GIS Portal.

5. The property owner – applicant will receive an address assignment letter, written notification, when the address assignment is final.
6. If appropriate the address assignment letter will indicate the letter can be taken to the post office to obtain information about setting up service.
7. The 911 Addressing Coordinator may make a site visit to the property to ensure proper posting of the numeric assignment.

B. SUBDIVISION NEW ADDRESSES

1. Road Name review should consist of names to be reviewed emailed to 911GIS@KaufmanCounty.net with the name of the development and general location. Names can be held for 2 years.
2. Preliminary address assignments can be requested with the application and a Plat approved by the platting authority.
3. Preliminary address assignment letters are provided for review and collaboration of any requested changes.
4. Applications for Final Addresses should be made (application with spatial data for parcel lines and road center lines) as soon as processes for recording have started
5. Payment can be made after recording the plat with Kaufman County Clerk's office by providing this office with the recording instrument number. Addresses must be finalized prior to sale and/or permit.
6. Written notification is presented to the property owner and/or applicant when the address assignment is final.
7. New subdivision will have a 9-1-1 address assigned to each lot.
8. The E911 Coordinator may make a site visit to the property to ensure accuracy of the addresses.
9. The addresses will be assigned using the standards adopted by the Kaufman County Commissioner's Court.
10. The streets and addresses will be entered into the mapping software and updated in a format accessible by the public (ex. the GIS Portal.)
11. An address assignment letter will be provided to the applicant / developer.
12. The letter directs the applicant/developer to take the letter to the Post Office to obtain information about setting up service.

C. CITY NEW ADDRESSES – Cities must do one of the following (options C1, C2 or C3):

1. Kaufman County issue addresses and complete GIS data creation and maintenance.
 - i. City should direct applicants to the web site or the office to complete the respective processes.
 - ii. Written notification is presented to the property owner and/or applicant when the address assignment is final.
 - iii. Cities must confirm with the Kaufman County 9-1-1 Addressing Coordinator that an address has been created and added to the 9-1-1 GIS database prior to considering an address to be valid. Confirmation can be in the form of final address assignment letters or correspondence directly from the Addressing Coordinator.
2. City assigns addresses within their City Limit and have Kaufman County complete GIS data creation and maintenance.
 - i. Kaufman County Addressing must receive
 1. written notice of all address assignments.

2. written notice of type of address being issued (residential home, commercial, single, or multitenant, apartment with unit layout)
3. address point location
 - a. a general site plan showing the general location the address point should be placed on the parcel.
 - b. Subdivisions or Commercial Developments that have recorded plats must provide Esri compatible files with parcel lines and road center lines (ex of file types: ArcGIS file geodatabase feature classes, ArcGIS shapefile or Geo-rectified CAD files)
4. the fee associated with the creation and maintenance of GIS data.
- ii. Written notification is presented to the property owner and/or applicant when the address assignment is final.
- iii. Cities must confirm with the Kaufman County 9-1-1 Addressing Coordinator that an address has been created and added to the 9-1-1 GIS database prior to considering an address to be valid. (Prior to utilities, building permits) Confirmation can be in the form of final address assignment letters or correspondence directly from the Addressing Coordinator.
3. City assigns address and the City completes GIS data creation and maintenance within their City.
 - i. City would need to partner with NCT911
 1. Create and maintain spatial addressing data
 2. Provide updated GIS data to NCT911 at regular, agreed-upon intervals.
 3. Be responsible for QA/QC and correction of errors in a timely manner.
4. The option selected by the City should be outlined in an addressing ILA between individual Cities and Kaufman County. These ILA should have an expiration date that requires recertification every 2 years.

D. PREADDRESSING

1. The Kaufman County 9-1-1 Addressing Coordinator may pre-address new finalized subdivisions where an approved final subdivision plat(s) is available with sufficient detail and reference information (as determined by the addressing coordinator) and where it is determined by the addressing coordinator that for construction of the subdivision, installation of utilities, or for other similar purposes it is necessary to pre-assign addresses.
2. Each lot will have an address number assigned to the center of the lot's road frontage based on the standard addressing interval. Where a more precise planned structure or driveway location is known that location will be used instead of the center of the lot's road frontage, for those specific lots where such information is available. Where structures with existing addresses are present in a subdivision being pre-addressed, the lots where addressed structures already exist will not be pre-addressed.
3. Corner lots and other lots with road frontage on multiple roads may be assigned a tentative address to the shorter of the two-road frontage. The official address will be assigned by the addressing coordinator at final addressing with collaboration of development team. Changes can be requested when a structure is placed on the lot, and access to the lot is from a road not utilized to assign address.

4. If multiple buildings are placed on the same lot, the first structure built will be given the predetermined address number and any additional structures will be addressed separately based on the guidelines within this document.
5. If it is determined by the addressing coordinator that the plat will not be pre-addressed, the plat will be retained for reference purposes and each structure will be addressed individually as they are constructed, based on the guidelines within this document.

E. VALIDATION OF EXISTING ADDRESSES The Kaufman County 911 Addressing Coordinator can provide valid proof of an address from written request. Validation letters may be requested through email, or walk-in application.

F. HISTORICAL ADDRESSES Historical addresses must first be researched for any addresses already assigned. If a former address is unable to be identified, the historical structure must then apply for a new address.

G. SUBSTANTIAL COMPLIANCE Addresses along a road or portion of a road, not based on the standard addressing interval, but otherwise consistent and compliant with these guidelines, at the discretion of the addressing coordinator, may be deemed in compliance with these guidelines.

H. REASONS TO RE-ASSIGN ROAD ADDRESSES The following circumstances may require the re-assignment of addresses at the discretion of the Addressing Coordinator. If a dispute develops between a property owner and Kaufman County, the matter will be taken to Commissioners Court for discussion and resolution:

1. Address number(s) out of sequence
2. Odd and even numbers mixed on the same side of the road
3. Change in road name
4. Relocation of driveway when driveway used as point of address assignment
5. Erection or location of new buildings on a driveway if this creates a "stacked addresses" situation.
6. Relocating buildings on property
7. Address number not officially assigned
8. Non-compliance of an existing address with the requirements stated within this document

I. NOTIFICATION OF ADDRESS CHANGE In the case that an address change is required, contact will be attempted with a letter sent by the addressing coordinator to the old address or other address(s) provided by the property owner or occupant, the letter shall outline the need for the change and request the property owner contact the office to discuss. If a change is needed and the property owner is not agreeable the request can be taken before the Commissioners Court for a decision.

J. POSTING OF AN ADDRESS

Addressing Standards shall include requirements of property owners and inhabitants to post assigned property number at curbside and/or on structure. Number must be visible from the street and not be obscured. Residential posting may be no less than 5" high; business structure posting may be no less than 12" and, when located adjacent to roads with speed limits above 45mph, no less than 24".

Road signs and property address markers complete the link between assigning addresses and locating properties. The following are generally accepted recommendations for the posting of addresses:

1. If a structure is visible from the road, the assigned address number should be permanently affixed to or displayed on the structure in a way that it is clearly visible from the road.
2. If a structure is not visible from the road, the assigned address number should be displayed in a conspicuous manner at or near the point where the corresponding driveway intersects the named road.
3. Where there is more than one addressed structure sharing a driveway, each structure's address number should be permanently affixed to or displayed on the structure in a location that is clearly visible from the road used as the basis for number, if such signage is practicable.
4. Where all structures sharing a common driveway would not all have address number signage clearly visible from the road by affixing it to the structure, it should be displayed in a conspicuous manner at or near the point where the corresponding driveway intersects the named road in addition to displaying the address number on the structure, clearly visible from the common driveway used to access the structures.
5. Where unit designators are assigned, the same guidelines should be followed, except the address number and unit designator should be displayed instead of just the address number (e.g., "123 Unit 7" or "123 # 7" should be displayed for a structure with the address 123 County Road 456 Unit 7).
6. Address numbers and unit designators (when necessary) should not be less than four (4) to five (5) inches in height and should be painted on, printed on, or affixed to the building or sign in a contrasting and visible color so as to make it clearly visible and easily identifiable in day and night lighting conditions.
7. Any various numbers that are displayed in such a way that they might be mistaken for or confused with the address number assigned to the structure should either be removed or clearly labeled so as to remove possible confusion with an address number.
8. All new buildings under construction that have been issued an address should display that address number.

IV. INFORMATION DISTRIBUTION PROCEDURES

Kaufman County Address Coordinator recognizes there are entities such as:

- Post Office
- Voter's Registration
- Volunteer Fire Department
- Sheriff's Department
- Emergency Medical Services
- North Central Texas Emergency Communications District 911 Database Coordinator
- Commissioner's Court Coordinator

that will need to have access to continually expanding address information.

This information will be made available to self-access at agreed intervals and formats. The addressing coordinator is also available to discuss specific data share process that may be needed.

DEFINITIONS

For the purposes of these guidelines, the following terms, phrases, words, and their derivations shall have the meaning ascribed herein, unless the context clearly indicates otherwise.

Address Coordinator: The local Entity, division or department of a local entity, authorized and delegated to assign and re-assign street addresses for the county.

ALI (Automatic Location Identification) is the automatic display at the PSAP of the caller's telephone number, the address/location of the telephone and supplementary emergency services information of the location from which a call originates

Emergency Service Number (ESN) Is a number designated to identify the correct emergency response agencies to the call center.

Emergency Service Zones (ESZ) Areas of law, fire and medic responses.

Kaufman County Appraisal District (CAD) – A separate entity from Kaufman County whose function is to administer the ad-valorem property tax system in Texas by way of property appraisals.

MSAG (Master Street Address Guide) – A database of street names and address ranges defining emergency service zones for 9-1-1 purposes

NENA (National Emergency Number Association, Inc): is the only non-profit organization solely focused on improving 9-1-1 by developing standards, training, thought leadership, outreach and advocacy.

North Central Texas 911 (NCT911): is a regional emergency Communications District and political subdivision of the State of Texas organized under the Texas Health and Safety Code, Subchapter H, Chapter 772, as amended.

By: Hal Richards
HAL RICHARDS, County Judge

Date: 11-2-2022

ATTEST:

By: Laura Hughes
LAURA HUGHES, County Clerk

