

CITY OF AMES, IOWA

ADMINISTRATIVE PROGRAM

FOR

STREET NAMING AND ADDRESSING

Adopted by City Council on
June 24, 2003

Revisions Adopted by City Council on
November 28, 2006

Revisions Adopted by City Council on
May 23, 2017

TABLE OF CONTENTS

CITY OF AMES, IOWA-----	1
SECTION ONE - INTRODUCTION AND PURPOSE-----	4
A. PURPOSE-----	4
B. GOALS AND OBJECTIVES-----	4
C. LEGAL AUTHORITY-----	4
SECTION TWO - STREET NAMING POLICY -----	5
A. STREET REQUIRING NAMES-----	5
B. STREET NAME SELECTION-----	5
C. DIRECTIONAL PREFIXES-----	5
D. SUFFIXES-----	5
E. MUNICIPAL ANNEXATION OF STREETS-----	6
F. NAMING NEW ROADS-----	6
G. NEW STREET NAMES FOR NEW DEVELOPMENT-----	6
H. RENAMING EXISTING STREETS-----	6
1. <i>Eliminating Conflicting Street Names</i> -----	6
2. <i>Notification of Name Change</i> -----	7
3. <i>Ordinance and Signs</i> -----	7
I. EFFECTIVE DATE OF CHANGE-----	7
SECTION THREE - ADDRESSING POLICY-----	8
A. ADDRESSING AGENCY-----	8
B. ADDRESSING METHODOLOGY-----	8
<i>Frontage Interval Addressing System</i> -----	8
1. <i>The Frontage Interval</i> -----	8
2. <i>Odd/Even Number Location</i> -----	8
3. <i>Beginning Point</i> -----	8
4. <i>Fractional, Alphanumeric, Hyphenated Addresses</i> -----	8
5. <i>Diagonal Streets</i> -----	9
6. <i>Street Orientation</i> -----	9
7. <i>Street Naming</i> -----	9
8. <i>Circular Streets</i> -----	9
9. <i>“L” Shaped Streets</i> -----	9
10. <i>“S” Shaped Streets</i> -----	9
11. <i>“U” Shaped Streets</i> -----	9
12. <i>Cul-de-sacs</i> -----	10
13. <i>Corner Lots</i> -----	10
14. <i>Crossing County Lines</i> -----	10
15. <i>Stacked Addresses</i> -----	10
16. <i>Apartments, Condos, Rooming Houses, and Multi-Tenant Structures.</i> -----	10
17. <i>Townhouses</i> -----	10
18. <i>Businesses</i> -----	11
19. <i>Shopping Malls and Strip Malls</i> -----	11
20. <i>Mezzanines</i> -----	11
21. <i>Mini Warehouse/Self Storage Facilities</i> -----	11
22. <i>Outlying Structures</i> -----	11
23. <i>Mobile Home Parks</i> -----	11
24. <i>Structures</i> -----	11
25. <i>Preplanning Subdivisions</i> -----	12
25. <i>Plats of Survey</i> -----	12
26. <i>Buildings on Leased Land (BOLL)</i> -----	12
C. EXEMPT BUILDINGS AND USES-----	12

D. CHANGING ADDRESS NUMBERS-----	12
E. ADDRESSING NEW CONSTRUCTION AND DEVELOPMENT-----	13
1. <i>Building Permit Requirements</i> -----	13
2. <i>Subdivision Requirements</i> -----	13
F. RESPONSIBILITY FOR DISPLAY OF ADDRESS NUMBERS-----	13
G. SIZE AND LOCATION OF STREET ADDRESS NUMBERS-----	13
1. <i>Residences, Townhouses and Businesses</i> -----	13
2. <i>Private Lane and Long Driveways</i> -----	13
3. <i>Industrial and Commercial Structures</i> -----	14
4. <i>Apartment Buildings, High-rises, and Multi-tenant Buildings</i> -----	14
H. NOTICE TO COMPLY-----	14
SECTION FOUR - EXECUTIVE SUMMARY OF RESPONSIBILITIES-----	15
A. MUNICIPAL OFFICIALS-----	15
B. UNITED STATES POSTAL SERVICE-----	15
C. PROPERTY OWNERS AND RESIDENTS-----	16
D. DEVELOPERS/BUILDERS-----	16
E. IOWA STATE UNIVERSITY-----	16
SECTION FIVE - SOURCE GUIDES-----	17

SECTION ONE - INTRODUCTION AND PURPOSE

A. *PURPOSE*

The purpose of this Administrative Program for Street Naming and Addressing is to establish standards for naming roadways and assigning numbers to all dwelling, principal buildings, businesses and industries; and to assist emergency service agencies, the United States Postal Service and the public in the timely and efficient provision of services to residents and businesses of Ames, Iowa.

B. *GOALS AND OBJECTIVES*

The primary goal of this policy is to provide emergency service agencies with a complete set of addresses, so that emergency victims can be located with greatest efficiency.

Secondary goals include:

1. to improve the quality of life for residents of Ames through easier delivery of mail and services,
2. to make it easier to locate various facilities and businesses of Ames.
3. to provide an accurate address in a timely manner.

The project objective is to provide and maintain a consistent and accurate street naming and addressing system.

C. *LEGAL AUTHORITY*

It is the duty of the City Manager to prepare a plan for the numbering of buildings and to enforce the provisions of the municipal code related to building numbering, respecting the duty of owners, agents, or lessees to number buildings as provided by Code sections 22.6(6).

Based on this authority, the City of Ames shall have the right and responsibility to assign addresses to all addressable buildings, as set forth herein.

SECTION TWO - STREET NAMING POLICY

A. STREET REQUIRING NAMES

A roadway will be named if it meets at least one of the following conditions:

1. If two or more dwelling units or business related buildings exist, or are proposed to be constructed, that are accessed off a private roadway that is served by the public right-of-way.
2. If the roadway is maintained by the City.

B. STREET NAME SELECTION

The following standards will be used:

1. A street name should be appropriate and easy to read (so that children can use the name in an emergency situation).
2. Names with the same theme (i.e., flowers, states) are suggested for naming streets in an entire subdivision, as a means of general identification. (Refer to the Street Naming Theme Map and List.)
3. Historically used road names should be retained where possible.
4. Names tending to be confused as homonyms, having the same or similar pronunciation but with different spellings, shall not be used within the City (e.g., Smith, Smyth or Smythe; Ellis or Allice; Allen or Alan).
5. Names which may be offensive (slang, double meanings, etc.) shall be avoided.
6. Use of frivolous or complicated words or unconventional spellings in road names is discouraged.
7. Avoid sound-alike names (e.g. Bay View DR, Bayview DR or Brainard LN, Barnard LN).
8. Do not use special characters in road names such as hyphens, apostrophes or dashes.
9. Avoid the use of standard suffixes or directional suffixes or prefixes as road/street names (e.g. North BLVD, Court ST, Avenue of Pines).

C. DIRECTIONAL PREFIXES

All those portions of any and all streets running east and west and extending east of Duff Avenue shall be known and designated by the prefix East, all those portions of any and all streets running north and south and extending south of Lincoln Way shall be designated by the prefix South, and any and all streets south of East Lincoln Way and east of South Duff Avenue shall be designated by the prefix Southeast.

D. SUFFIXES

The following suffixes are suggested for naming a type of roadway. Other suffixes not listed below may be considered at the discretion of the City providing they meet valid street suffix abbreviations, as defined by the United States Postal Service (USPS) official suffix guidelines (USPS, Postal Addressing Standards, Publication 28, most current edition).

Alley (ALY) – A narrow lane between or behind a row of buildings
Avenue (AVE) – thoroughfares that run north-south
Boulevard (BLVD) – A street with a grassy median
Circle (CIR) – A cul-de-sac that runs south or east off a major street
Court (CT) – a cul-de-sac that runs north or west off a major street
Drive (DR) – A winding thoroughfare, curvilinear streets that end in a dead-end or a cul-de-sac, cul-de-sacs that run in a direction other than north-south or east-west, or a loop street (a minor street that starts and ends on the same major street).
Highway (HWY) – A primary state or federal route, suitable for heavy traffic volume
Lane (LN) – usually short streets
Parkway (PKWY) – A street with a grassy median
Place (PL) – usually short streets
Road (RD) – Limited thoroughfares that are heavily used. Two-way traffic can go in any direction.
Street (ST) – thoroughfares that run east-west
Way (WAY) – usually short streets

E. MUNICIPAL ANNEXATION OF STREETS

When the City annexes an existing roadway, the City may change the name of the annexed roadway to conform with the guidelines outlined herein.

F. NAMING NEW ROADS

New streets will be named during the subdivision process. In case the requirements of the subdivision ordinance contradict this policy, the more restrictive requirements will apply.

G. NEW STREET NAMES FOR NEW DEVELOPMENT

The developer shall refer to the City’s Street Naming Theme Map for recommended themes. The developer may choose a different theme, subject to approval by the Public Works Department. The developer shall propose the naming of all streets within a new subdivision at the time of filing the preliminary plat. The City of Ames Public Works Department will review all subdivisions for conformance with this street naming policy at the time of preliminary plat review.

Street name(s) become final upon recording of the final plat.

H. RENAMING EXISTING STREETS

If the City of Ames determines an existing street needs to be renamed, then the following procedures are recommended:

1. Eliminating Conflicting Street Names

In the case of two or more conflicting street names, the City of Ames will use the following conditions to determine which street name should be changed.

- Condition**
- Older recognized name (if known)
- Greater number of addresses
- Arterial street
- Historical relevance
- Existing street signs
- Relatedness of town/subdivision names

2. Notification of Name Change

The City of Ames will notify the affected property owners, the United States Postal Service (USPS), utility companies, Story County, and emergency services of street name changes.

3. Ordinance and Signs

The City shall pass a resolution adopting the new street name and the appropriate signing, in accordance with the policies established herein. If an existing street name that was named by ordinance needs to be changed, established procedures will be followed to repeal the ordinance prior to adoption of the new street name. The sign installation shall take place within sixty (60) days of resolution passage.

I. EFFECTIVE DATE OF CHANGE

Any street name change will become effective when approved by the City Council.

SECTION THREE - ADDRESSING POLICY

A. ADDRESSING AGENCY

The City Public Works Department shall establish and assign street address numbers in accordance with the guidelines set forth herein. All buildings used for residential, commercial, industrial, institutional or governmental purposes shall be provided with an address identifying the building. Refer to Section 3.B for additional explanation of specific uses. Refer to Section 3.C “Exempt Buildings and Uses” for buildings that do not need an address.

B. ADDRESSING METHODOLOGY

Frontage Interval Addressing System

The Frontage Interval Addressing System is based on the measurement of the intervals between the beginning of a road and the structures along the road. The frontage interval system will follow an interval guideline or measurement increment.

The frontage interval system includes rules for the point of beginning of the road, the location of odd and even numbers along a road, the “take-off” point for semi-circular roads and numbering cul-de-sacs, numbering of diagonal roads, numbering of apartments and duplexes, numbering of businesses, trailer parks and stacked addresses.

The following list is a description of the generally acceptable numbering standards.

1. The Frontage Interval

Assign numbers every 25 feet. The address closest to the center of each lot shall be used as the street address.

2. Odd/Even Number Location

Even numbers shall be assigned to buildings fronting on the east side of streets running north and south and on the south side of streets running east and west. Odd numbers shall be assigned to buildings fronting on the west side of streets running north and south and on the north side of streets running east and west.

3. Beginning Point

Duff Avenue and an imaginary line extended north from 20th Street through the center of subsequent sections constitutes the base line for the numbering system as applied to streets running east and west. Lincoln Way constitutes the base line for the numbering system as applied to streets running north and south. Numbering should ascend away from the beginning point in either direction. In the case of a dead-end road, the beginning point will be at the point of departure from the main road, regardless of direction.

4. Fractional, Alphanumeric, Hyphenated Addresses

There should be no use of fractional addresses, decimal addresses, alphanumeric address numbers, nor hyphenated address numbers (e.g. 34 ½ Ash St, 4710.2 Mortensen Rd, 123A Main St, 41-656 Bell St).

Rules B.1 through B.4 shall apply unless the city numbering scheme is continuing, as in leaving a city or subdivision where other numbers are being used. In this case, the existing system in place will dictate the beginning, odd/even number.

Recommendations for specific numbering situations are below. The general logical order of address elements should follow United States Postal Service (USPS) conventions: road number, pre-directional (if any), primary road name, suffix, post-directional (if any), and secondary number (if any) (e.g. 110 S Main St, Apt 304).

5. Diagonal Streets

Diagonal streets should be treated as either north-south or east-west streets. The street direction shall be determined based on the overall street orientation. See Section 3.B.6.

6. Street Orientation

For the purpose of determining which block a structure is addressed, the orientation of the street must be determined. The average direction will be determined by drawing a line from one endpoint of the street to the other to determine its orientation relative to North and South. A street that has an average direction of travel north and south will be considered an avenue. Otherwise it will be considered a street.

7. Street Naming

Use of existing street names for street extensions will be to the maximum extent possible. Streets with a curve or turn up to and including $90^\circ \pm 15^\circ$ will retain a single street name so long as one segment is less than 600 feet. Except where absolutely necessary to fit the overall street network, platting of streets with significant turns (greater than 45°) with significant lengths (greater than 600 feet) is prohibited.

8. Circular Streets

Circular streets and roads begin at the low numbered intersection and are numbered with the even numbers on the inside of the circle. The outside of the circle is numbered first and consecutively. The inside is then numbered to match and mix with the outside. This will result, in some cases, in fewer numbers on the inside of the circle, and also with spaces between the numbers.

9. "L" Shaped Streets

An "L" shaped street, one that has two segments of significant length (greater than 600 feet) separated by a significant curve (greater than 45°), shall have different names for each segment. Numbering will be in accordance with the Standard City Grid.

10. "S" Shaped Streets

If the intermediate segment of an "S" shaped street is less than 600 feet, then the entire street will have the same name. Otherwise, that segment will have a separate name. Any segment less than 600 feet will have the same name as its adjacent segment. Numbering will be in accordance with the Standard City Grid.

11. "U" Shaped Streets

In order to retain the same name throughout, a "U" shaped street must have a total length of less than 1200 feet. However, if one segment (separated by a $90^\circ \pm 15^\circ$ turn) is greater than 600 feet, the street will have at least two names. The segment between two $90^\circ \pm 15^\circ$ turns, if less than 600 feet, may retain the name of one of the other segments or have a separate name. If all three segments are greater than 600 feet, then each segment must have a separate name. Numbering of the "U" shaped streets containing more

than one name will be in accordance with the Standard City Grid. Numbering of single named “U” shaped streets will start with the street endpoint closest to the Point of Origin. Structure numbers will begin with “01” or “02” and increase in increments of 6 until the end of the street. Odd and even addresses will be based on the orientation of the street at the starting point. The block number will be the block number of the street adjoining the starting point. If all three lengths are less than 600 feet and the total length is less than 600 feet, the Street Orientation rule shall apply.

12. Cul-de-sacs

The numbering begins from the intersection of the main road and ascends toward the cul-de-sac. Once in the cul-de-sac the numbers proceed odd around the left side of the circle and even around the right side of the circle progressing in the direction that the numbers increase. Odd and even numbers meet at mid-point or the back of the cul-de-sac.

On rare occasions there may be structures inside the cul-de-sac. When this occurs, number the structure or structures in the way that will fit best. Generally there are no houses in the middle ground.

13. Corner Lots

When assigning numbers to corner lots, the shortest street frontage or the main entrance location, if known, shall be used. Developers/owners may request a change of address when the main entrance location has been determined.

14. Crossing County Lines

When annexing across county lines, the municipal addressing system will prevail.

15. Stacked Addresses

Structures behind other structures facing the road, sharing a common driveway, should be numbered following the rules for distance and direction herein. Use of a hyphenated, alphanumeric or fractional number will not be allowed.

16. Apartments, Condos, Rooming Houses, and Multi-Tenant Structures.

Apartment complexes shall have a street address assigned to each building. Apartments and other multi-tenant structures should be numbered with the main building and then assigned three-digit unit numbers as secondary location indicators (e.g. 202 Main St, Unit 303). If possible, use three-digit unit numbers to indicate the floor location (e.g. Apt 303 is the third unit on the third floor).

Basements, or sub-levels, shall be assigned a two-digit unit number as a secondary location indicator (e.g. Unit 12 is in the first sub-level where as Unit 22 is in the second sub-level).

Rooming houses (also referred to as Boarding Houses), shall have a room number assigned to each bedroom and shall be in accordance with the unit number schema as described for apartments.

17. Townhouses

Townhouse addressing will be in accordance with the Standard City Grid with the exception of the interval, which will be 4 instead of 6.

18. Businesses

Businesses and business districts shall have a street address assigned to each building, with the offices or businesses in the building being numbered as suites (e.g. 225 Oak Dr, Suite 101). This rule may also be applied to “office parks” where each business has its own small building.

19. Shopping Malls and Strip Malls

Shopping malls shall have one address for all units accessible from the interior hallway. All interior units shall be assigned a four-digit unit number as a secondary location indicator with the first number indicating the level number (e.g. 2801 Grand Ave, Suite 1025). Exterior doors to interior units shall be labeled with either the unit number or occupant name to assist emergency personnel in finding the unit should it be necessary to access the unit from the exterior. Exterior units shall have a separate street address and shall be treated as a strip mall.

Strip malls will use an increment of 4 per bay. For a one-for-one exchange of old and new tenants, there will not be a need to change the address between tenants. Where there is a change of tenants but not a one-for-one exchange, new addresses may be assigned. If a tenant moves out and a neighboring tenant expands into the vacated bay, there will be no change of address. If the neighbor decides to change entrances, there still will be no change of address.

20. Mezzanines

Any mezzanine used as a separate unit shall be assigned a unit number in sequence to the floor directly below it.

21. Mini Warehouse/Self Storage Facilities

Mini warehouses and/or self storage facilities shall have a street address assigned to each building, with the spaces within the building being numbered.

22. Outlying Structures

The numbering sequence of outlying structures will be determined as if they were physically located within the strip mall building itself. For new outlying structures added to existing strip malls, the increment of 4 will be used. If the increment of 4 is in use, then an increment of 2 will be used.

23. Mobile Home Parks

Mobile home parks should name the road(s) in the park and number the homes as single family dwellings following the rules for distance and direction herein (e.g. 45 Forest Ln). An alternative is to number the homes just like apartments with the homes being designated as lots instead of apartments (e.g. 334 Elm St., Lot 23). In either case, the number will be displayed on the mobile home in accordance with the municipal guidelines.

24. Structures

When assigning numbers to structures that are not a dwelling or business, the middle of the structure should determine the address assigned. Structures should always be numbered according to the road they face. An exception to this is when the structure is obscured or if the structure is best reached for emergency purposes by the driveway. In such cases, the address should be assigned where the driveway falls on the road.

25. Preplanning Subdivisions

New subdivisions will require street naming and address assignments to the lots prior to final approval. The City of Ames Development Review Committee, most particularly the Public Works Department, must review the plan for compliance with the various sections of this policy, as they relate to street naming and the assignment of address numbers. Refer to Section 2.G “New Street Names for New Development” regarding proposed street names.

25. Plats of Survey

All plats of survey shall be reviewed by the Public Works Department for address changes. If the plat of survey consists of splitting (creating additional) or combining (deleting) lots, new addresses shall be assigned.

26. Buildings on Leased Land (BOLL)

Any building on leased land shall have an address assigned. Garages on leased land in Four Seasons Mobile Home Park shall typically be assigned two numbers higher or lower than dwelling the garage is for. Any new manufactured home parks with garages on leased land shall be addressed the same as Four Seasons. Garages in Creekside and Meadow Lane mobile home parks shall have the same address and/or unit/lot number as the dwelling the garage is for.

C. EXEMPT BUILDINGS AND USES

The following buildings and uses do not require an address, but may be addressed at the request of the property owner and will be provided in accordance with the municipal guidelines.

1. Farm buildings which are not residential or commercial
2. Accessory buildings which have uses that are accessory to the primary use of a residential, commercial, industrial, institutional, or governmental buildings. Such structures may include but not limited to garages, garden sheds, storage buildings, and covered patios. Accessory buildings with separate utility services and buildings on leased land shall have separate addresses. See Section 3.B.21 for Mini Warehouse/Self Storage Facilities.

D. CHANGING ADDRESS NUMBERS

If an address number is changed for any reason, the Public Works Department shall be responsible for assigning the new address number.

When such a change is made, the Public Works Department shall notify the building owner to make the change, and notify the United States Postal Service (USPS), Story County, utility companies, and emergency services.

The owner of the building shall cause the posted address numbers to be changed within thirty (30) days of receipt of such notice. The resident of the building will be responsible for notifying all suppliers and others of the address change. See Section 3.B.25 for exceptions to responsibility of posting new address numbers.

E. ADDRESSING NEW CONSTRUCTION AND DEVELOPMENT

1. Building Permit Requirements

Prior to beginning new construction, property owners shall submit an application for a building permit. Municipal building permit ordinances shall require that an address be assigned to the new building(s) before a building permit is awarded. For multi-family or business use, unit numbers shall be assigned prior to beginning new construction. All addresses and unit numbers shall be reviewed by the Public Works Department.

2. Subdivision Requirements

No residential, commercial or industrial subdivision or land development shall be approved or recorded unless it has been assigned address numbers and a street name. Current municipal subdivision ordinances and/or regulations shall be followed, if different from guidelines set forth herein.

F. RESPONSIBILITY FOR DISPLAY OF ADDRESS NUMBERS

It shall be the responsibility of each and every property owner, trustee, lessee, agent and occupant of each residence, apartment building, business or industry to purchase, post and maintain address numbers as required under this policy at all times.

It shall be the duty of the above mentioned, upon affixing a new address number, to remove any conflicting number.

It shall be unlawful to cover any address number with any sign, drapery, or other obstruction tending to conceal such number.

G. SIZE AND LOCATION OF STREET ADDRESS NUMBERS

1. Residences, Townhouses and Businesses

It shall be the duty of each and every property owner, trustee, lessee, agent and occupant of each residence, apartment building or business to display the assigned address number according to the guidelines set forth herein. The address number shall be made up of numbers and/or letters which are not less than four inches in height, contrasting in color with the background on which they are affixed, as near to the front entrance as possible and practical, so that the number is legible from the sidewalk (if any), the road and the opposite side of the street day or night.

2. Private Lane and Long Driveways

If any residence, apartment building or business (except malls or shopping centers) is located so that the address number is not clearly visible from the street, an additional address number shall be posted at the intersection of the driveway with the public street. The additional address number shall be made up of numbers and/or letters which are not less than four inches in height, contrasting in color with the background on which they are affixed, visible day or night, and placed upon a post or other structure

which displays the number at least forty-eight inches above the ground. The property owner is responsible for the installation of these additional sets of address identifiers.

3. Industrial and Commercial Structures

All industrial and commercial structures located in areas in which small residential style address numbers are not visible from the road, shall display address numbers of not less than ten inches in height. The number shall contrast in color with the background on which it is affixed and shall be visible day or night, from the street. When possible, the number shall be displayed beside or over the main entrance of the structure.

4. Apartment Buildings, High-rises, and Multi-tenant Buildings

All apartment buildings, high-rises, and multi-tenant buildings shall display address numbers above or to the side of the primary entrance to the building. Address numbers shall contrast with the color of the background to which they are affixed, and shall be at least six inches in height to be visible day or night from the opposite side of the street facing the main entrance.

Apartment numbers for individual units within the complex shall be displayed on, above, or to the side of the doorway of each unit and shall not be less than 2 ½" in height.

H. NOTICE TO COMPLY

Municipal officials shall be authorized to enter upon private property for the purposes of inspection and to give notice by personal service or by certified mail to persons in violation of this policy directing them to abate the situation within thirty (30) days after issuance of such notice. Refusal to number a building or failure to abate after notice and a period of 30 days constitutes a municipal infraction with a penalty of \$30 for a first violation, \$100 for a second violation, and \$200 for subsequent repeat violations in accordance with Municipal Code Section 1.9.

SECTION FOUR - EXECUTIVE SUMMARY OF RESPONSIBILITIES

A. MUNICIPAL OFFICIALS

Municipal officials are responsible for:

1. resolving road name duplications within a municipality in compliance with municipal policy
2. having a building permit ordinance requiring that the applicant have an address assigned prior to receiving a building permit and to enforce this ordinance
3. having a subdivision ordinance requiring that the applicant have approved street names for all proposed roads prior to receiving approval of preliminary plat and to enforce this ordinance
4. passing ordinances to adopt names for all roads within the municipality
5. in the case that a street name must be changed, the City will inform property owners along the street
6. fabricating and installing street name signs at the intersections of all new public roads in accordance with the current federal guidelines
7. maintaining street name signs at the intersections of all existing public roads in accordance with the current federal guidelines
8. require posting of address numbers consistent with the policy
9. administering this policy
10. maintaining a city database of street names
11. reviewing subdivision requests for conformance with this policy
12. reviewing requests for street name changes for compliance with this policy
13. notifying the United States Postal Service (USPS), Story County, utility companies, and emergency services of street name changes
14. establishing, assigning and when necessary, changing address numbers in accordance with this policy
15. maintaining a database of address changes, approved and denied
16. maintaining an addressing point file

Municipal officials will have the responsibility of notifying persons who are in violation of this policy.

B. UNITED STATES POSTAL SERVICE

The United States Postal Service (USPS) is responsible for:

1. maintaining a dual addressing system, delivering mail addressed to either address for a period of twelve months

2. keeping a record of address change notifications as they are received from the City

C. *PROPERTY OWNERS AND RESIDENTS*

Each and every property owner, trustee, lessee, agent and occupant of each residence, apartment building, business, industry or institution are responsible for:

1. purchasing, posting and maintaining assigned address numbers in conformance with the guidelines set forth herein
2. removing old address numbers when new numbers are posted
3. in the case of private lanes, purchasing and installing a street name sign in compliance with current City requirements.

D. *DEVELOPERS/BUILDERS*

Developers shall be responsible for:

1. obtaining approval from the Public Works Department for street names prior to receiving approval of preliminary plats
2. obtaining an address before receiving a building permit or approval of a subdivision final plat

E. *IOWA STATE UNIVERSITY*

Iowa State University shall be responsible for:

1. assigning addresses on ISU property in compliance with these guidelines
2. notifying the City of Ames of any address changes, additions, deletions
3. naming streets on ISU property
4. maintaining an addressing point file of all ISU addresses
5. share addressing point file updates with the City of Ames Public Works Department

SECTION FIVE - SOURCE GUIDES

- A. The National Emergency Number Association's book Addressing Systems: A Training Guide for 9-1-1, 1995, ISBN 1-883119-18-9, or most current edition.
- B. The United States Postal Service publication: Addressing Conventions, July 1989, filing number DM-940-89-03, or most current edition.
- C. The United States Postal Service publication: Postal Addressing Standards, Publication 28, current edition.
- D. Federal Geographic Data Committee United States Thoroughfare, Landmark and Postal Address Standard, current edition.