



City of Saratoga Springs

OFFICE OF CITY ENGINEER

CITY HALL

474 Broadway, Room 10

Saratoga Springs, New York 12866

STREET NAMING AND NUMBERING **PROCEDURE OUTLINE**

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1. **Standards for Naming/Renaming Roads**

The naming of new roads and the renaming of existing roads shall be performed in compliance with the following prior to any action requested by City Council:

- (a) Every distinct road, including private roads, shall be a separate named road.
- (b) There shall be no duplicate, or substantially similar, street names. Saratoga County Emergency Services will be contacted to confirm proposed name does not conflict with adjacent towns.
- (c) A named road shall be essentially continuous, without gaps.
- (d) Avoid special characters, such as hyphens, apostrophes, periods, or decimals, in street names and numbers.
- (e) Streets within multi-structure complexes (e.g., business campus, multi-unit apartment complexes, and industrial parks) shall be named, and each structure individually addressed.
- (f) Streets within mobile home parks shall be named and each unit (mobile home or trailer) individually addressed.
- (g) Where a road forks into two roads, the fork with the higher traffic volume shall continue with the same name.
- (h) Road names shall only change where there is a substantial intersection.
- (i) New York State roads can be noted with an alternate common road name in the official list of road names. However, the road must have a single, official name for 911.

2. **Standards for Naming Private Roads and Shared Driveways**

During the road name process an attempt shall be made to encourage the owner(s) of a private road servicing two or more dwellings to join the naming and address process. A shared driveway of any length servicing two or more residences shall be deemed to be a private road. Private roads shall be named or otherwise identified in accordance with the following standards:

- (a) The name given to a private road shall not conflict with and must be distinct from an existing road name in the City, except where the extension of a public road name to a private road is logical as provided in paragraph (b) of this section.
- (b) Where a public road ends but a private road continues with roughly the same level/quality of service, it is preferable to have the private road continue with the

same name as the public road, except that the street sign for such private road extension shall clearly indicate that such extension is a private road so as to avoid any confusion or misconception as to it being owned or maintained by the City of Saratoga Springs.

- (1) Signage of private roads shall be as determined by the Department of Public Works in accordance with the following:
- (2) The owner of a private road which intersects with a county road must seek approval for signing from the Department of Public Works and the Saratoga County Department of Public Works.
- (3) The owner of a private road which intersects with a state highway must seek approval from both the Department of Public Works and then from the New York State Department of Transportation.

3. **Standards for Address Numbering**

The City Engineer shall be responsible for assigning numbers to addresses in the City of Saratoga Springs, and in so doing shall comply with and adhere to the following standards:

- (a) The measuring increment (the distance between successive structure numbers) shall be maintained and kept on file.
- (b) Official street numbers shall proceed from a logical point of origin and shall be in proper numerical sequence in relation to other lots with frontage on the same street/road.
- (c) Traveling south to north or west to east odd numbers shall be assigned to structures on the left side of the street and even numbers to structures on the right side of the street.
- (d) Numbers shall be assigned to all structures which are inhabited or which have or may have phone service (including pump stations) and not to lots and parcels since a single lot may have more than one structure.
- (e) Corner lots shall be assigned a number according to the frontage of the main entrance.
- (f) Corner lots in new subdivisions shall be assigned a number on both streets until it is determined on which street the front entrance will face.
- (g) The logical/grammatical order of address elements shall follow USPS conventions in the following order:
 - (1) street number,
 - (2) primary street name,
 - (3) suffix, and
 - (4) secondary number, if any (e.g., 100 Main Street, Apt 201).
- (h) Primary street numbers shall not be longer than six characters.
- (i) There shall be no fraction address (e.g., 101 1/2 Main Street).
- (j) Alphanumeric primary or secondary address numbers shall not be used (e.g., E-1 Main Street).

- (k) Hyphenated primary or secondary address numbers shall not be used (e.g., 41-656 Main Street).
- (l) Significant leading zeros in primary and secondary numbers shall not be used (0101 Main Street).

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4. **Standards for Address Numbering in Commercial Districts**

The terms used in this section of the Addressing Guidelines concur with the definitions in Chapter 240 of the City Code of the City of Saratoga Springs Zoning Ordinance, Appendix A. The following guidelines in this section shall apply only to lots and units located in the Commercial Districts identified in the City Zoning Ordinance.

Single Use Buildings

Main address based on street access location adhering to Standards for Address Numbering.

Mixed Use Development

Street Level

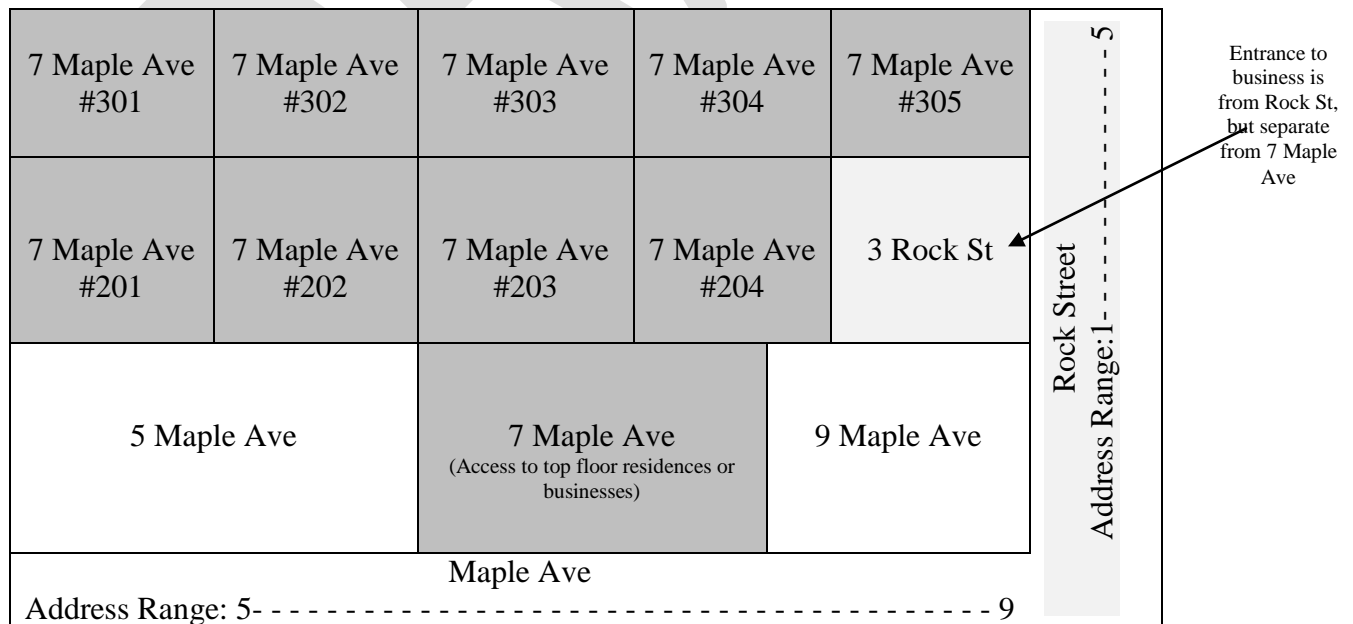
Main address based on street access location adhering to Standards for Address Numbering. See Figure 1

2nd Story and Higher

Residences or businesses sharing door access will be assigned unit numbers at a single main address. See Figure 1

Figure 1: Mixed Use Development

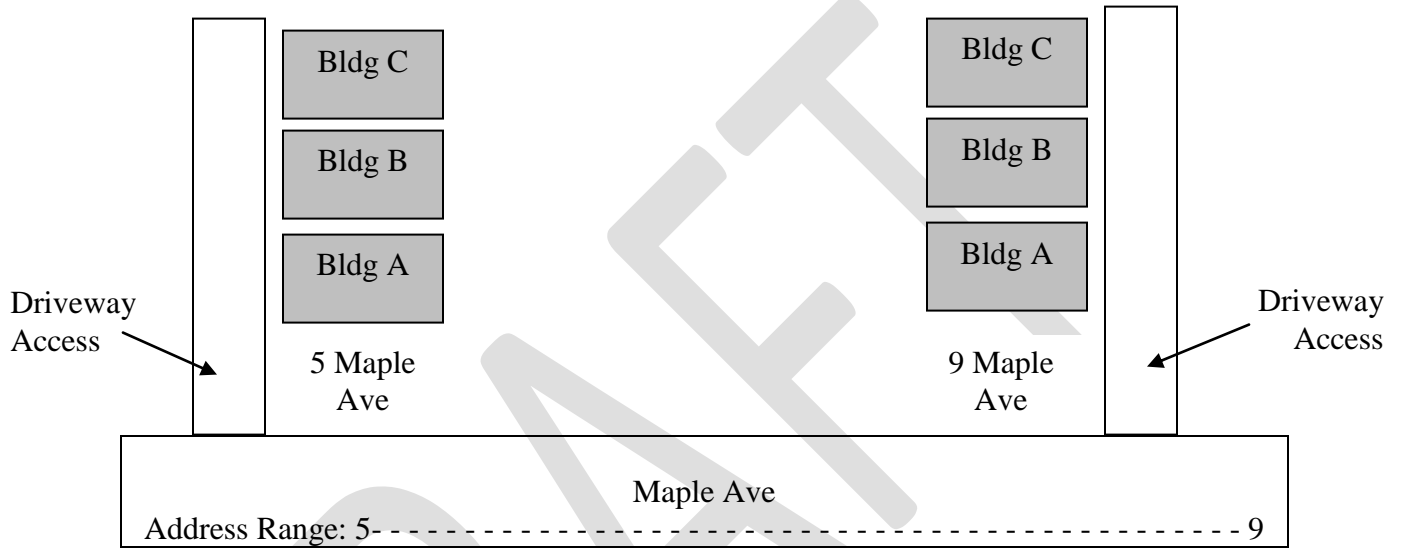
- Residences or businesses with front door access to the street will be assigned a main address, based on the entrance’s location along the street range.
- Residence or businesses sharing door access to the street will be assigned unit number at a single main address, based on the entrance’s location along the street range.



2 or More Buildings on a Single Lot

Main address based on street access location adhering to Standards for Address Numbering with building number for each separate building. Starting with A and continuing in a logical order based on Standard Addressing Guidelines. See Figure

Figure 3: 2 or More Buildings on a Single Lot



5. **Standards for Naming Roads and Numbering Addresses for Roads Located Within More than One Town**

The City of Saratoga Springs shall comply with the following standards in naming roads, and the City Engineer shall comply with the following standards in numbering addresses, for roads located within more than one town and which have a common name:

- (a) When a Town road runs from one town to another, the name should be the same within both Towns, and should not be changed at the town border. When neighboring towns agree to keep the same name of a Town road running between towns, the measuring and numbering shall be consecutive.
- (b) Numbering along US, state highways, and county highways will be consecutive and continuous same as roads passing between towns.

6. **Standards for Display of Address Numbers**

It shall be the responsibility of every person who owns, uses or occupies any structure to display address numbers in compliance with the following:

- (a) A number shall be prominently placed on the front (road side) of every house or structure at the main entry having a separate address number.
- (b) Mailboxes shall be marked with the house/structure number if the box is in front of and on the same side of the street as the house/structure.
- (c) If the house/structure is not visible from the road and no mailbox is beside the driveway leading to the house/structure, a sign or number post shall be erected to display the number. This sign or number post may display the number either vertically, from the top down, or horizontally.
- (d) The structure number must be placed at least four (4) feet above the ground level.
- (e) The address number must be visible from the street or road, and shall not be allowed to become obscured by trees, brush or otherwise.
- (f) The number shall be reflected, four (4) inch in size, and affixed to both sides of the mailbox or post.
- (g) Numbers shall contrast with background and shall be Arabic numbers or alphabet letters.

7. **Standards for Maintenance of Address Information**

The following guidelines shall be followed:

- (a) When a request is made for an address assignment, the person making such request shall provide to the City Engineer office the approximate location of the structure or property along with any identifying structures or landmarks that will assist in locating the structure or property requiring the address.

8. **Standards for Revisions to Existing Address Numbers**

All previous standards shall be followed and adhered to as previously outlined with consideration of the least possible impact on the number of residents affected. Violations of the outlined standards when revising existing address numbers may occur with approval by the City Engineer, Fire Department and Post Office. Once the revision has been reviewed by the interested agencies the following guidelines shall be followed:

- (a) Upon review of any response to the proposed address changes the City Engineer shall have the authority to schedule such public meetings and/or discussions as may be deemed appropriate. Notice of any such public meeting shall be sent to all affected property owners. The Safety Officer or designee or other City representative shall be present at any such public meeting.
- (b) Following all reviews and public meetings, the City Engineer shall make changes in addresses and/or street number ranges as may be deemed appropriate. Notice of any official changes shall be sent to the Deputy Mayor, Deputy Commissioners, United States Postal Service, Saratoga County Emergency Services and all affected property owners. The City Engineer shall notify each Council member in writing of changes made.
- (c) Property Owners are required to change the number on the structure and/or mailbox or post within ten (10) days of receipt of the official letter.