

CITY OF FRANKLIN

ADDRESSING MANUAL

HISTORIC
FRANKLIN
TENNESSEE



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SECTION 1: PURPOSE

The prevalence of automated computer-controlled emergency services (911 systems) has made it essential that proper addressing be done in a coordinated and regimented manner. A central and crucial component of the Emergency Service System is a comprehensive, accurate, and sequential addressing system.

It is necessary to establish a standardized, accurate, and predictable address system for Fire, Police, and other service entities. Further, it is critical for the addressing of parcels and buildings to be done both methodically and sequentially, following a single set of standards and following established NENA standards.

This document describes standards and processes to be applied for street name identification and numerical addressing of all parcels and buildings within the City of Franklin corporate limits. It is intended to serve as a reference for various departments and agencies involved with the use, issuance, and maintenance of addresses.

The guidelines in this document are a focused compilation of existing and adopted addressing policies. These standards are coordinated between the Franklin Fire Department, Franklin Police Department, Franklin GIS Department, and the United States Postal Service. This document serves as a guide for developers, managers, and owners when addressing new or rehabilitated projects. Although these guidelines may change on occasion, any future changes to these guidelines shall be communicated to the community through official notices.

Any interpretation of these guidelines shall be administered by and left to the discretion of the City of Franklin Municipal Planning Commission.

SECTION 2: EXISTING ADDRESSES AND STREET NAMES

All addresses and street names shall fall under these regulations. However, certain non-conforming addresses or street names may be considered exempt. This shall be determined on a case-by-case basis, with consideration from the City of Franklin, the United States Post Office, and Williamson County E-911 Center. The intent of these regulations is that all new developments and any revisions to existing developments, structures, businesses, or homes shall comply with the provisions of these regulations. Every attempt to preserve existing addresses shall be reviewed, but ultimately, the public safety demand for clear addressing of all properties shall prevail.

SECTION 3: STREET NAMES FOR PUBLIC AND PRIVATE STREETS

Street names shall be used to identify all public and private streets hereafter constructed within the City of Franklin. The Planning and Sustainability Department, in coordination with Williamson County E-911 Center, shall approve the use of all proposed street names within the City of Franklin jurisdiction. The process for approving proposed street names, including alleys and service lanes, is to be in accordance with the following.

1. Proposed street names shall be verified by the Planning and Sustainability Department and Williamson County E-911 Center prior to development plan review.
2. The maximum length for a street name including spaces and the appropriate suffix abbreviation is 17 characters.
3. The duplication of existing street names within the boundaries of the City of Franklin and Williamson County shall not be permitted. (For example: Cool Springs Boulevard and Cool Springs Road).
4. Street names shall not contain any punctuation or special characters. Only alphabetical symbols A through Z shall be permitted.
5. Streets names that continue through multiple subdivisions shall remain constant.

6. The use of similar (phonetic duplications) sounding street names shall not be permitted within any portion of a specific plan or development.
7. Generally, street names shall be of English language origin and shall be easy to spell and pronounce. The use of street names which are difficult to pronounce shall not be permitted.
8. Only recognized street types (prefixes, suffixes) as listed in the *Master Street Addressing Guide* (MSAG) shall be used.
9. The applicant shall submit an addressing plan to the Planning and Sustainability Department showing proposed street names for addressing at the first formal submittal for the review process.
10. All street names and subdivision names shall also be approved by the Williamson County Emergency Operations Center. Applicants shall call the EOC at (615) 790-5757 for further instructions on their process.
11. Upon acceptance/approval by the E-911 Center, the Planning and Sustainability Department shall make a recommendation to the Franklin Municipal Planning Commission as to acceptance or denial of the proposed street names and subdivision names.
12. The Franklin Municipal Planning Commission shall have final approval of all new street names.
13. Changing a street name shall require the final approval of the Board of Mayor and Aldermen (BOMA).

SECTION 4: NUMERICAL ADDRESSING

All new parcels and buildings within the City of Franklin shall have an approved sequential numerical address and shall be consistent with the range of addresses found along the street in which the entity faces.

The Planning and Sustainability Department shall review any out-of-sequence addresses. Any out-of-sequence addresses are subject to be re-assigned to be consistent with the range of addresses found along the street in which the entity faces. Out-of-sequence address (es) shall conform to the

proper address standard sequence. Partial address numbers, such as ½, shall not be allowed.

Odd and even numbers shall be assigned as odd numbers on the left side, from the point of beginning and even numbers on the right side from the point of beginning. The point of beginning shall be determined in relation to the larger addressing pattern in the area of the proposed or existing development under review.

The City of Franklin Municipal Planning Commission or designated representative shall approve the use of all proposed numerical addressing within the City.

Single-Family Residential Development

1. A numerical address shall be assigned for each proposed lot within a Single-Family residential development. Each approved address shall be consistent with the address range.
2. All single-family residential development, including all subdivisions, townhomes, attached homes, row houses, duplexes, triplexes, cluster developments, and off street residential complexes, shall be assigned a numerical address for each residential dwelling unit.
3. Any secondary residential building proposed for a parcel with an existing residential dwelling unit shall be addressed using an approved numerical address consistent with the existing street address range prior to issuance of the building permit.
4. Residential street address numbers shall not be changed unless one of the following applies
 - a. There is a duplication or out-of-sequence of the street number address.
 - b. A secondary residential dwelling requires an address and the current address sequencing do not allow room for additional addresses within the addressing range.

5. Addressing identification of buildings shall be consistent with identification and signage requirements described in this document in Section 8: Premise Identification.

6. Open space lots shall not be addressed; the parcel number shall be used.

Apartment Complex Development

1. Individual buildings within the complex shall be numbered in consecutive order (Building 100, 200, 300, etc) as approved by the Planning and Sustainability Department. Clubhouse and/or leasing building shall be identified as building number 100. The building numbering sequence shall start on the right side of the “main” approved addressed entrance and flow in a counterclockwise direction consecutively numbering each building from outward to inward.
2. Individual apartment unit identification numbers shall begin with the building number; then floor number; and then unit number.
3. No alphas, hyphens, or duplications shall be used.

Residential Condominium addressing criteria

1. *New Residential Condominium Complex Address Criteria*
 - A. Addressing of new residential condominium complexes shall be in accordance with the addressing standards as defined in Section 4: in this document.
 - B. Single-family addressing standards shall apply to complexes developing named private streets in accordance to Section 3: Street Names for Public and Private Streets. Named private streets shall be used as part of the address.
 - C. Apartment Complex Development Address Criteria addressing standards shall apply to complexes not utilizing and developing named private streets that meet street improvement standards. The overall condominium complex

address shall be used together with a condominium unit number for the complete condominium address.

2. *Conversion of Apartment Complex Development to Condominium Complex*
Addressing for residential condominiums converted from an existing multi-residential development (apartment complex) shall take place as follows:

- A. The previous overall apartment address shall be used as the overall condominium complex address. In addition, all previous apartment unit numbers as defined under Apartment Complex Development Address criteria in this section shall be converted to condominium unit numbers and used in the same manner. Each individual condominium address is to consist of the overall condominium complex address and the condominium unit number (For example: 9600 Main Street, Unit 101). Assigning street names to driveways shall not be allowed.

Multifamily Residential Development

This category includes: *town- homes, attached homes, row homes, and cluster home developments.*

Addressing for all townhome, attached home, row house, and cluster developments shall be in accordance with the addressing standards as defined under Single-family section of this document. All complexes shall have named streets. Street names shall conform to the guidelines of this document.

Corner lots shall be given two (2) addresses. The mailing address for that dwelling shall be dependent on the street the front door faces.

SECTION 5: ADDRESSING FOR COMMERCIAL DEVELOPMENT

Single Building Projects

1. At time of submittal to the Planning and Sustainability Department, addressing shall be completed by City staff. Address numbers shall be consistent with the range of addresses found along the street in which they face. Addressing identification of buildings shall be consistent with identification and signage requirements described in this document in SECTION 8: Premises Identification.

Multi-Building Complexes

1. At time of submittal to the Planning and Sustainability Department, an addressing plan is required. Building frontage and building access shall be the primary factor for determining the final building address.
2. Commercial projects shall be assigned an individual approved numerical address for each occupied building. Address numbers shall be consistent with the range of addresses found along the street in which they face and assigned address numbers shall be in sequence, utilizing the most logical sequence scheme available.
3. All sales and construction job site trailers used during the construction of a project shall be assigned an address.
4. In the event that buildings are reconfigured on a site, the applicant shall verify, through a submittal to the Planning and Sustainability Department, that the addresses and street names within the development are not impacted. In the event that addresses or street names are impacted, new addresses and/or street names shall be provided. Furthermore, if these changes create inconsistencies with a recorded plat, the applicant shall submit a revision to the plat detailing the corrections, following the process outlined in the *City of Franklin Planning and Zoning Administrative Manual*.
5. Individual buildings attached at the roofline and separated by breezeways shall be issued a separate, approved address for each building.

6. Addressing identification of buildings shall be consistent with identification and signage requirements described in this document, in the SECTION 8: Premises Identification.

SECTION 6: COMMERCIAL, OFFICE AND INDUSTRIAL SUITE LABELING

At the time of building permit application and plan submittal to the Building and Neighborhood Services Department, the project applicant shall submit a proposed plan that shows the suite labeling for individual tenant spaces for the building. The proposed suite numbers shall be in accordance with the following criteria:

Each tenant space shall be assigned suite numbers in sequential order beginning with 100 and the spaces shall be only in multiples of 100 and alpha letters (suite A) shall not be used. Tenant space addressing shall take into consideration the potential for future space division.

Single Building One-Story Projects

1. The one- story building shall have an approved, assigned address and shall use the 100 series for suite numbers.
2. Every suite number shall have the three-digit number posted above the entrance door.
3. Interior suites shall be even numbers on the right side of the corridor or hallway. Odd numbers shall be on the opposite side.
4. Every interior suite shall have the three-digit number posted at each entrance door. The first digit shall indicate the floor number. The second and third digit shall indicate the actual room number.
5. Addressing identification of buildings and suite identification shall be consistent with identification and signage requirements described in this document in Section 8 Premises Identification.

Single Building Multiple-Story Projects

1. A multiple-story building shall have an approved assigned address and each floor shall use the 100 series for the first floor, the 200 series for the second floor. The 300 series for the third floor, the 400 series for the fourth floor, etc.
2. Every suite shall have a number posted at each entrance door. The first digit shall indicate the floor number. The second and third digit shall indicate the actual room number.
3. Interior suites shall be even numbers on one the right side of the corridor or hallway. Odd numbers shall be on the opposite side.
4. Addressing identification of buildings and suite identification shall be consistent with identification and signage requirements described in this document under SECTION 8: Premises Identification.

SECTION 7: HOTEL AND SUITE ADDRESSING

The applicant is to provide an addressing plan including the identification number of each room as described below. A copy of the plan shall be submitted for approval by the Planning and Sustainability Department. Each room is to have a unique number in accordance with the floor the room shall be located on as described in either of the following options.

Option #1

Every room with a door on a fire-rated corridor or available to the public is to have a room number posted at each door. The first digit is to indicate the floor and the second and third digits are to indicate the individual room on the floor. Rooms shall be even numbers on one right side of the corridor or hallway and odd on the other side.

Option #2

Every guest room is to have a room number posted at the door. The first digit is to indicate the floor and the second and third digits are to indicate the individual room on the floor. All other rooms with a door on a fire-rated corridor or available to the public shall have a two-digit room number posted at the door along with a simple description of the use such as “meeting

room”, “office”, “storage”, “housekeeping”, etc. The first digit is to indicate the floor. The second digit is to indicate the individual room on the floor. Rooms shall be numbered with even numbers on the right side of the corridor or hallway and odd numbers on the other side.

SECTION 8: PREMISES IDENTIFICATION

Building address numbers shall be plainly visible from the street fronting the building. Numbers shall contrast with their background and shall be either internally or externally illuminated so they can be easily seen from the street fronting the building. When the front of the building does not face the street from which it is addressed, the sides of the building facing said street shall also have complying numbers. Building address numbers shall conform in accordance to the regulations in Title 7, Fire Code, of the Franklin Municipal Code.

SECTION 9: CHANGES TO NUMERICAL ADDRESS OR SUITE NUMBERING

No guideline can anticipate every condition or question related to any addressing and street naming circumstance. However, the prescribed methods described in this document are to outline many addressing situations. Changes to approved addresses or suite numbers shall be subject to the same approval process as new projects and as described in this document. The Planning and Sustainability Department may require that changes revert back to the originally approved addressing plan or be changed to approve numbering at the owner or tenant’s expense. The Planning and Sustainability Department may defer such change until the time of change of the occupant or tenant. Any future changes to these guidelines shall be communicated to the community through official notices.

SECTION 10: GENERAL DEFINITIONS

1. Circle Street: Streets which begin and end with connections on the same street.
2. Corner Lot: A lot bordering on two (2) streets intersecting at an angle not greater than 135 degrees.
3. Cul-de-sac: A minor street having but one end open for vehicular traffic and the other end permanently closed by a turn-around for vehicles.
4. E-911: Enhanced 911 is a telecommunications based system that automatically associates a physical address with the calling party's telephone number, and routes the call to the appropriate PSAP.
5. Formal Submittal: Is the very first time a project is submitted to The Planning and Sustainability Department for review.
6. MSAG: Master Street Addressing Guide is critical for the successful implementation of an E-911 system. The MSAG is given to a phone company after it has been 100% verified.
7. NENA: National Emergency Number Association is guidelines used to implement a valid address system.
8. PSAP: Public Safety Answering Point is the final destination of an E-911 call (where the 911 operator sits) is a Public Safety Answering Point.
9. Boulevard (Blvd.) and Parkway (Pky.): A broad street often lined with trees. Usually used for arterials or collectors.
10. Court (Ct.), Terrace (Ter.) and Cove (Cv.): A minor street, often a cul-de-sac, generally less than 500 feet long, ends in a turnabout. Also, short horseshoe-shaped street.
11. Drive (Dr.): usually not as straight as an Avenue or Street used in residential and commercial developments.
12. Highway (Hwy), Bypass (Byp): Designated State or Federal Primary road
13. Lane (Ln.) and Place (Pl.): A reduced right-of-way branching from courts, places or ways. A curving street generally less than 1,000 feet. An uninterrupted street ending in a cul-de-sac and designated by a name.
14. Loop (Loop) and Circle (Cir.): Circular or semi-circular street. A circle can be a street that returns to its self. A loop can be a short drive that begins and ends on the same street. A circle is usually longer than a loop and can be a

secondary street that begins and circles back to terminate on the same street.

15. Street (St.), Avenue (Ave.) and Crossing (Xing.): Minor local thoroughfare that is frequently used and carries heavy traffic. Can be considered a secondary facility connecting with a federal or state highway.
16. Way (Way) and Trail (Trl.): A dead-end right-of-way generally less than 1,000 feet long. A minor street that changes direction or begins and ends on the same thoroughfare that is generally a private but sometimes public street.

SECTION 12: FEES

All fees shall be found in Title 22 of the Franklin Municipal Code.

SECTION 13: PROCESS ON HOW TO CHANGE A STREET NAME

1. The How to Change a Street name form is in Section 15 of this manual.
2. Street name or address change application shall be submitted to Williamson County Emergency Operations Center and to the Franklin Planning and Sustainability Department for approval. There shall be six (6) names submitted.
3. 100% of the property owners, residents and tenants shall be in favor of the street name change. If a person cannot be reached the applicant shall send by certified mail a Street Name Change Form.
4. Bring the form and the processing fee (see Municipal Code Title 22 for fees) to the City of Franklin Planning and Sustainability Department. The Street Name Change application form with the original signatures (no faxes or photocopies) shall be submitted to the City of Franklin Planning and Sustainability Department. The standard application deadline is 32 days before the Franklin Municipal Planning Commission (FMPC) meeting date (held on the 4th Thursday of the month except November and December which shall be the 3rd Thursday). The proposed name change is then placed on the FMPC meeting agenda, once the FMPC has agreed it shall then be placed on the BOMA agenda for 1 reading.

5. After approval, City of Franklin Planning and Sustainability Department shall notify all residents by certified mail notifying them of the street name change. The City of Franklin Planning and Sustainability Department shall notify the United States Postal Service, E-911 Emergency, Williamson County Register of Deeds and The Williamson County Elections Office.
6. Property owners, residents and tenants shall be responsible for notifying all correspondents about the street name change.

SECTION 14: APPEALS PROCESS FOR DENIAL OF STREET NAME CHANGE

Appeals to any denial of a street name change shall be made to the Board of Mayor and Alderman (BOMA) with a recommendation from the Franklin Municipal Planning Commission (FMPC).

1. The appeal shall be filed with the Franklin Planning and Sustainability Department. **The applicant shall submit 30 copies of the following to the Planning and Sustainability Department, following the Franklin Municipal Planning Commission Meetings and Deadlines Schedule:**
 - a. the Addressing Manual Appeal Application;
 - b. letter or justification for appeal;
 - c. applicable drawings, illustrations, and so forth, to accompany the request; and
 - d. Any additional information as determined by the Planning and Sustainability Department that shall be necessary to obtain a review by the city staff and/or by the Franklin Municipal Planning Commission.
2. The Franklin Municipal Planning Commission (FMPC) shall make a recommendation on the appeal to the Board of Mayor and Aldermen (BOMA), at their regularly scheduled meetings.
3. The appeal shall be acted upon by the Board of Mayor and Aldermen (BOMA) and shall require only one (1) reading to pass for approval.

If an appeal is granted by the Board of Mayor and Aldermen (BOMA) and the result changes any portion of a recorded plat, the plat shall be submitted to the City of Franklin Planning and Sustainability Department for review. The review of the final plat revised to incorporate such changes as allowed by the appeal, shall follow the final plat review process, as outlined in the *Planning and Zoning Administrative Manual*.