



Date February 5, 2024

APPROVAL OF THE CITY OF DES MOINES STREET NAMING AND ADDRESSING POLICY

WHEREAS, the proposed City of Des Moines Street Naming and Addressing Policy was developed to assist City of Des Moines departments, US Postal Office and utilities in maintaining a standardized addressing system for residential, commercial and industrial developments in the City of Des Moines; and

WHEREAS, it would be in the best interests of the City of Des Moines to adopt an addressing policy to reduce the number of conflicts between various government agencies, utilities, land developers and property owners while maintaining a clear and efficient system for the provision of emergency services; and

WHEREAS, the primary goal of the City of Des Moines Street Naming and Addressing Policy is to provide for the convenient, uniform and precise identification of properties and locations within the City of Des Moines and with due regard to the names of streets in adjoining jurisdictions in pursuance of the Policy's stated goals of consistency, predictability and public safety; and

WHEREAS, the City of Des Moines Street Naming and Addressing Policy requires flexibility and provides that any future updates or changes can be authorized by the City Manager; and

WHEREAS, the City Manager and Neighborhood Services Department have developed and are recommending City Council approval of the policy addressing all of the above issues, which the policy is now on file in the office of the City Clerk and is entitled "City of Des Moines Street Naming and Addressing Policy ".

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Des Moines, Iowa, that the City of Des Moines Street Naming and Addressing Policy now on file in the office of the City Clerk and by this reference made a part hereof, be and is hereby approved, and that the City Manager be and they are hereby authorized to approve future updates to such Policy as needed.

(Council Communication No. 24-040)

MOVED BY \_\_\_\_\_ TO ADOPT. SECOND BY \_\_\_\_\_.

APPROVED AS TO FORM:

/s/ Chas M. Cahill
Chas M. Cahill, Assistant City Attorney

Table with 5 columns: COUNCIL ACTION, YEAS, NAYS, PASS, ABSENT. Rows include BOESEN, VOSS, COLEMAN, WESTERGAARD, MANDELBAUM, GATTO, and TOTAL.

MOTION CARRIED

APPROVED

CERTIFICATE

I, LAURA BAUMGARTNER, City Clerk of said City hereby certify that at a meeting of the City Council of said City of Des Moines, held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal the day and year first above written.

Mayor

City Clerk

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City of Des Moines, Iowa  
Street Naming and Addressing Policy Guidelines

Last Updated: January 2024

## Section 1.0 -General

### A. Introduction.

The City of Des Moines Street Naming and Addressing Policy ("Policy") was developed to assist City departments, US Postal Office and utilities in standardized addressing system for residential, commercial and industrial developments. The Policy standards are intended to reduce the number of conflicts between various government agencies, utilities, land developers and property owners while maintaining a clear and efficient system for the provision of emergency services.

### B. Goals.

The primary goal of the Policy is to provide for the convenient, uniform and precise identification of properties and locations within the City of Des Moines and with due regard to the names of streets in adjoining jurisdictions. To that end, the regulations and the following policies shall be interpreted consistent with the following goals:

Consistency	New streets and extensions of existing streets shall be named consistent with the names of existing streets having a similar alignment and should not be given a name which is the same or similar to an existing street with a different alignment. Buildings and vacant lots shall be assigned a number that is consistent with a logical extension of the numbering of existing buildings and vacant lots in the area.
Predictability	Street names and building numbers shall be assigned in a manner consistent with the street names and building numbers already existing in the vicinity.
Public Safety	Consistency and predictability are paramount for emergency response. Addresses, street names, and building addressing conventions need to be uniform and consistently applied throughout the city. Where needed, re-addressing should occur to increase consistency and predictability.

### C. Address Review Committee.

An Address Review Committee should exist to be consulted as needed during the addressing process. The committee members should include representatives from, at minimum, the following departments or divisions: Development Services, Information Technology, Neighborhood Services, Public Safety, Fire Protection and Traffic and Transportation.

### D. Addressing Administration Procedural Guide

In addition to this Policy, the Address Review Committee will maintain an Addressing Administration Guide that outlines further guidance identifying staff responsibilities and improving the administrative and communication processes for address assignment, street name, and map changes.

### E. Updates to Policy

The City recognizes the need for a continuous maintenance of this Policy that may result in updates to meet user needs and to integrate with future standards or policy guidelines. The Addressing Review Committee will review future updates to the City Code sections and report recommended changes to this Policy back to the City Manager for approval. If desired, the City Manager may request Council approval for any major changes to this Policy.

## Section 2.0 – Address Format

Street addresses can be formatted in many different ways. However, there are significant advantages that could be realized if all addressing entities within the county or adjoining jurisdictions followed the same address formatting rules. A standardized format, for example, would reduce the opportunity for errors when addresses for an emergency service request are being reported and entered into a computerized dispatch system. It would also reduce confusion and misinterpretation by members of the general public when addressing mail or communicating address information. Finally, a standard format for addresses would simplify the maintenance, exchange and interpretation of computerized address files in both the public and private sectors of the County's business community or adjoining jurisdictions.

### A. Component Order

Components of a street address should always be in the following order: address number, directional prefix (if any), street name or numeric street name, street suffix type, and secondary unit designators (including unit number).

For example: 12345 SW 119TH ST BLDG A APT 24

### B. Address Numbers

Address numbers should consist entirely of numbers. (5 characters maximum)

For example: 12345 SW I 19th ST BLDG A APT 24

### C. Directional Prefixes

The general pattern in the City within the Northwest part of the city will not use directional prefix. The general pattern in the City within the Northeast (NE) part of the city will use E for named street that lies west of the North/ South address division line and will use E for all numeric street names. The general pattern in the City within the Southeast (SE) part of the city will use E for named street that lies west of the North/ South address division line and will use SE for all numeric street names. The general pattern in the City within the Southwest (SW) part of the city will not use directional prefix and will use SW for all numeric street names. Rare occasions within the City will support the use of West (W) for use when a named street crosses two address division lines and will have overlapping address ranges for the same street name and will use W for rare occasion street name(s). (2 characters maximum)

Using directional prefixes (example: North and South) in the actual street name should be avoided.

For example: 12345 SW 119th ST BLDG A APT 24

### D. Street Name or Numeric Street Name

The first letter of a street name should be capitalized (E.G. Grandview). Numeric street names (e.g., 119th) will use numbers rather than spelled out. For example, "1st ST" is preferable to "First ST". In addition, numeric street names should include the "th", "rd", or "nd" as lower case characters as part of the numeric street name (e.g., 9900 W 20th St is preferable over 9900 W 20TH St).

Using directional prefixes (example: North and South) in the actual street name should be avoided.

For example: 6000 Grandview AVE BLDG A UNIT 20 or 12345 SW 119th ST BLDG A APT 24

### E. Street Suffix Type

Every street should be assigned one (and only one) street suffix type. Preferably, each street name should have a street suffix type that is used consistently or have a street suffix type that is based on a logical

pattern of street suffix types. (4 characters maximum) See Policies Section 2 part E for approved street suffix types.

Where an older established street has two street types (e.g., Lincoln Place Drive), the first "type" should be considered part of the street name and the second should be the official street suffix type (e.g., 11 Lincoln Place " is the street name and "Drive" is the street suffix type).

F. Directional Suffixes

The City should not use directional suffix if possible (e.g. 4550 Lake Rd W "West" or 4550 Lake Rd E "East") and the use of directional suffix type as part of the address format. If a directional suffix seems necessary, a better solution is to use either a directional prefix or separate street name.

G. Secondary Unit Designators

The following table lists the approved secondary unit designators that can be used:

Secondary Unit Designator Description	Approved Abbreviation
Apartment	APT**
Building	BLDG**
Lot	LOT**
Suite	STE**
Unit	UNIT**

\*\*Requires a Secondary Range to follow

For example: 6000 Grandview AVE BLDG A UNIT 20 or 12345 SW 119th ST BLDG A APT 24

H. Sub-Secondary Unit Designators

The following table lists the approved sub-secondary unit designators that can be used:

Sub-Secondary Unit Designator Description	Approved Abbreviation
Apartment	APT**
Department	DEPT**
Office	OFC**
Room	RM**
Space	SPC**
Suite	STE**
Unit	Unit**

\*\*Requires a Secondary Range to follow

For example: 6000 Grandview AVE BLDG A UNIT 20 or 12345 SW I 19th ST BLDG A APT 24

### Section 3.0 - STREET NAME AND STREET TYPE GUIDELINES

A. Street Naming Scheme.

- (1) The name of any new street(s) being named whether it is public or private, shall not duplicate or be similar to any other road name already in existence within Polk, Warren Counties or adjoining jurisdictions. This does not apply to the extension of any existing approved street(s).
- (2) New subdivision street(s), whether private or public, should be named when created through the subdivision approval process.
- (3) Street name signs should be uniform throughout the City in accordance with City Code, as amended, Section 102-227 standards and adopted policies.

- (4) No special characters, such as hyphens, apostrophes, periods, decimals or other punctuations, to be used in the street or road name except the abbreviated directional SW, SE or E in accordance with City Code, as amended, Sections 102-222 and 102-224.

Using directional prefixes (example: North and South) in the actual street name should be avoided.

#### B. Street Name Composition - Beyond the Grid

Ideally street names should follow the grid as closely as possible and addressing should be off public streets, not private streets. There are rare situations however where using a street name which is not in the street name grid is acceptable under the following conditions:

- (1) All of the grid names have been used.
- (2) When the street runs for a substantial distance on a diagonal and thus crosses several of the normal locations for grid streets.
- (3) Where it is clear a grid name would cause confusion.

#### C. Choice of street names.

When names on the grid are not applicable, names should be chosen that relate to the scale and location of a project.

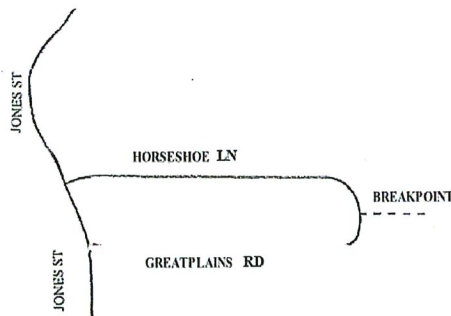
- (1) Objectives-Names should be pleasant sounding, appropriate, easy to read (so that the public, and children in particular, can handle the name in an emergency situation), and should add to pride of home ownership.
- (2) Unacceptable City Street names, numerical names (1st, 2nd, etc.) except for North/South streets; alphabetical letters (A, B, C, etc.); frivolous, complicated, or undesirable names; unconventional spelling; compound names (use sparingly).
- (3) Due to physical restrictions of the size of standard street name signs and the capabilities of various emergency services' computer software, street names are restricted to a maximum of 18 letters and spaces (including street direction, street name & street suffix type).
- (4) Only the common or correct spelling of street names will be accepted (e.g. Jane not Jayne, Green not Greene).
- (5) A street name combination (Primary name & street suffix type) may be used only once per road alignment and may not be used in any different road alignment.
- (6) Names that tend to be mispronounced or misspelled or are difficult to pronounce or spell should not be used (e.g. Javelina, Peony, Weimaraner).
- (7) Two-word names or one-word names that can be confused as two-word names should not be used. This avoids the problem of two words being combined into one word, or vice versa, when entered (e.g. Clearlake, Clear Lake, Brookhaven, Baytree).
- (8) A street name should not contain directional words such as North, South, East, or West. If they are used, it is difficult if not impossible to distinguish the pre-direction portion of a full street

name from the street name itself. Northridge is an example of a street name that breaks this rule as well as the two- word rule above.

- (9) Street names containing punctuation or special characters such as commas, quotation marks, and asterisks (e.g. Fishermen's, J.F.K., Holman-Fuller) should not be used, as punctuation makes street names unnecessarily complicated, and some database programs do not gracefully handle punctuation. Furthermore, words that nominally require punctuation should not be used with the punctuation omitted (e.g. Fishermans Landing).
- (10) Avoid emotion except where historically significant; avoid using proper names as street names (e.g. Wilma Calmnet Road). While this naming practice may not cause problems today, it will certainly create problems in the future if a name change or street closing becomes necessary. Furthermore, use of a first and last name usually results in an unnecessarily long street name. It is recognized that many streets already bear names of historically significant individuals and will continue to do so, but the desire to commemorate local history must be tempered by the ultimate goal of making street names easy to use for citizens, visitors, and service providers (especially in the area of emergency services).
- (11) Where possible, use naming themes in subdivisions or even larger geographic areas such as quadrants. Choosing names related to a single theme (e.g. flowers, states, presidents) is suggested as a means of general identification for streets in a subdivision, rather than duplicating the name and differentiating only by street type designator. As an example, use Jefferson Drive and Reagan Drive rather than Jefferson Drive and Jefferson Lane. Also consideration should be given to naming streets in alphabetical order to further aid navigation. Under this system, Alabama drive, for example, would be nearer the main entrance to a subdivision than would Delaware Drive.
- (12) Duplication of street names should not occur in any portion of an adjacent county in which a United States Postal Office system ZIP code is identical to a United States Postal Office system ZIP code used within the county in question. Preferably, the avoidance of duplication should be to all adjoining jurisdictions because of future urbanization.
- (13) Similar sounding names or homonyms (i.e. other words pronounced similarly but spelled differently) are considered to be duplication regardless of spelling, such as Beach Avenue and Beech Avenue, Main Street and Maine Street, Day Street and Dey Street, Apple Hill Road and Apple Road, Park Street and Park Avenue, or Pine Street and Pine Avenue.
- (14) Continuity
  - (I) A continuous street, or one proposed to be continuous should bear the same name throughout, even though it changes its alignment at an intersection by no more than 150 feet, it shall take on the name of the original alignment to provide traffic and addressing continuity.



- (2) If the street is interrupted by a channel, freeway, railroad, etc., and eventual connection is not probable, the segments may bear different names. Loop or U-shaped streets which would create duplication of house numbers requires two street names and different street suffix types, the change to occur at a knuckle or sharp turn, may not be excepted from the above in the event such an identifiable break point does not exist. In these cases, the utilization of a middle point along common lot line location of the loop or U-shaped street which will be the brake point between the two street names and street types.



Example Image 1:

Example Image 2:





Example Image 3:



(3) No separate name is to be used for a cul-de-sac that provides street frontage for three or less lots. The street name shall be the same as that of the intersecting street name. Where there is a series of long and short cul-de-sacs of more than three lots or more, however, all should have separate names for East/West streets and numbers for North/South streets ending with Circle.

(15). Adoption of honorary street name.

Streets or other facilities may receive an honorary name. The request is often made by the public or City Council. The renaming of streets for an honorary naming is guided by the City Council May 4, 2009 Roll Call 09-0801, a policy for the naming/renaming of streets, facilities, park facilities and parkland in the City of Des Moines guides this process.

An honorary street name change is different from a permanent street name change. Tracking an honorary street name change is important for GIS and public safety purposes but does not entail a formal address change.

All honorary street names may be reviewed and reconsidered by City Council when signs need replaced. The adoption of the street sign class honorary will not involve the changing of individual property owners current mailing address along honorary street sign locations. Honorary street signs will be displayed along with the approved street name sign. The honorary sign will be placed below or next to the approved street sign.



D. Street Direction Type.

(1) Unnecessary affixes are to be avoided. Terms that may be utilized are:

(a) Approved directional SW, SE and E as provided in City Code, as amended, Sections 102-222, 102-223 and 102-224 respectively. The existing "North Union Street", "South Union Street", North Valley Drive indicates just street name not directional.

E. Street Suffix Type.

*Note: City's database refers to this as street type; postal office refers to it as street suffix type.*

(1) City of Des Moines approved list of new street suffix types that may be utilized are:

The following table lists the only suffix types that can be used for new street names:

Suffix	Abbreviation	Description
Avenue	AVE	A thoroughfare running principally in an east-west direction with a name street (Note: some other cities or counties may have established grid systems in which avenues run N-S and streets run E-W or vice versa).

Boulevard	BLVD	A street divided by a landscaped center or median, often flanked by sidewalks, and designated with an alphabetical name (rather than a number).
Circle	CIR	A short street that intersects another street only once and terminates in a closed loop and returns back to the intersection street.
Court	CT	A relatively short, uninterrupted street that lying between whole numbered streets. City of Des Moines uses Court only on the East side of the City.
Drive	DR	A street area center location that is the most important or pivotal in relation to an indicated activity or public interest.
Highway	HWY	A designated state or federal highway, usually designed to accommodate a large proportion of relatively high-speed traffic between cities.
Lane	LN	A relatively short, uninterrupted street ending in a cul-de-sac.
Parkway	PKWY	A special scenic street or park drive.
Place	PL	A relatively short, uninterrupted street that lying between whole numbered streets. City of Des Moines uses Place only on the West side of the City.
Point	PT	A roadway allowing access to a bluff, dock, landing, scenic overlook, peninsula, or other terminal point.
Road	RD	A limited thoroughfare that is frequently used and often allows heavy traffic volume. A road may run in any direction, and is normally non-urban although it may extend through an urban area.
Row	ROW	A street or area dominated by a specific kind of enterprise or occupancy (e.g. doctors, housing types, etc.) being a continuous strip or arrangement of items.
Run	RUN	A road of continuous series especially of things of identical or similar sort being the usual or normal kind, character, type or group.
Street	ST	A thoroughfare with abutting property wider than an alley or lane and usually includes sidewalks running principally in a north-south or east/west direction. (Note: some other cities or counties may have established grid systems in which avenues run N-S and streets run E-W or vice versa).
Terrace	TER	A roadway flanked by a decline, often with an incline on the opposite side, and in many cases overlooking a river, gorge, park or other scenic area.
Way	WAY	A widely applied thoroughfare designation, usually utilized in residential areas for aesthetic purposes.

- (2) "Boulevard," "Drive," "Road," and "Parkway" for arterial highways based upon discretion of the city council.
- (3) Circle to be used for all permanent secondary road(s) that begins and circles back to terminate on the same road.
- (4) The use of only one street suffix type Park AVE (Avenue) and not to be used will be two suffix types (Harbor Court Drive).
- (5) Avoid confusion and maintain a clear distinction between street name and street type. You should not use a full street name of Terrace Drive and another full street name of Spring Terrace. Use the word Terrace as a street type or a street name, but not both. A list of approved street types, with their abbreviations, is provided above.

## Section 4.0 - Street Numbering Guidelines

### A **Street address numbering interval scheme.**

Wherever possible, one hundred (100) numbers shall be assigned to each block so that the number of each consecutive block shall commence with consecutive hundreds and one. One whole number shall be assigned generally for every 10 feet for East/West of ground whether improved property or vacant lot and one whole number shall be assigned generally for every 10 feet for North/West of ground whether improved property or vacant lot on every street within the corporate limits, excluding the downtown business district in which case one whole number shall replicate said block numbering system as close and as efficiently as possible. Odd or even address numbers assigned per Municipal Code Section 102-962. In cases where city block numbering systems exist, and such street system is developed and expanded, the new house or building numbering system shall replicate said block numbering system as close and as efficiently as possible.

### B. **Address Number Assignment**

The City will choose which side of the street to assign odd address numbers on the north/ south and the east/ west sides of the street and even numbers on the other side of the streets.

For North/South streets:

- Odd on east side
- Even on west side

For East/West streets east of Des Moines River and South Union\*:

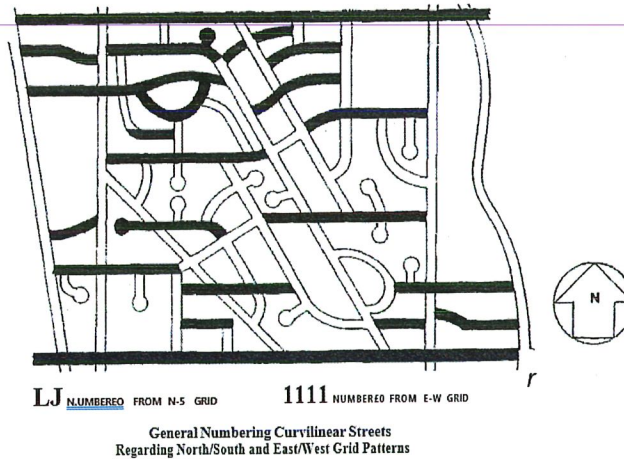
- Odd on south side
- Even on north side

For East/West streets west of Des Moines River and South Union\*:

- Odd on north side
- Even on south side

\*change happens roughly where Saint Anthony is, just south of the levee.

See City Code, as amended, Section 102-962 Assigning numbers.



**C. Address Numeric Sequence**

Addresses shall always be assigned so that they are in numeric sequence. Where two or more buildings addressed off of the same street are configured with building behind the other, addresses shall be kept in sequence within each building rather than alternating between buildings to the greatest degree possible. In addition, the building closest to the street shall have a lower address number than a building farther away if address numbers are available along the addressed street range. If no additional address numbers are available along the addressed sheet range, then a secondary unit designator will be assigned (1223 Main Street BLDG A) to the rear building behind the building fronting the street (1223 Main Street).

**D. Assignment of address numbers to individual properties standards.**

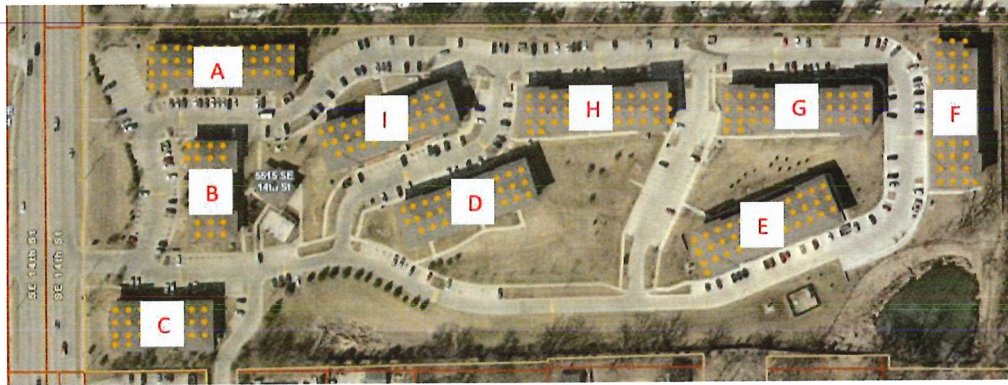
(I) Apartments and condominiums

(a) Apartments and condominium housing projects with buildings fronting public streets or approved private drives only.

Each structure shall have a street address number that should be assigned to the main entrance of an Apartment(s) and Condominium(s) project. The main entrance can be determined by either the walk-up entrances or the drive entrance, depending on what makes the most common sense given the built environment already surrounding it. Separate address number should be assigned to the property where a main driveway joins the public street. Separate internal units of condominiums and apartments should be designated with secondary unit designator and unit number, not individual property numbers.

Example:

Melbourne Apartments at 5515 SE 14<sup>th</sup> S



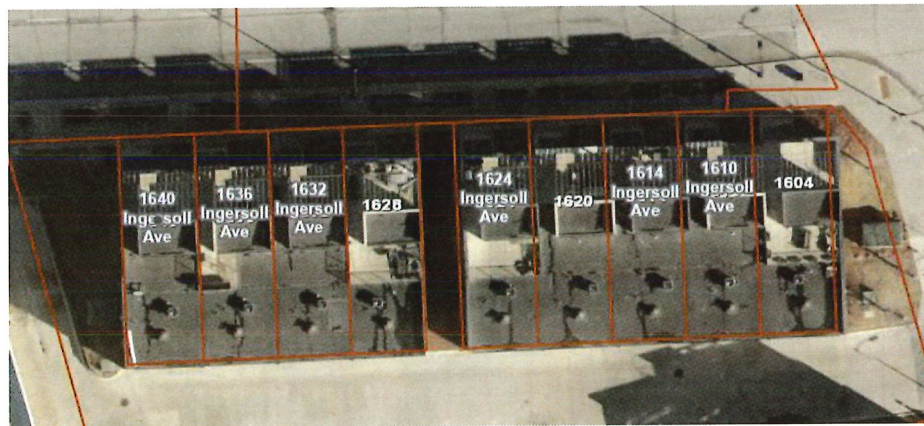
*Addressing should not be done off private street names.*

(b) Townhouse or row housing projects with all dwelling units fronting public street only.

Assign single address number to each dwelling unit. Individual units shall be identified in a manner meeting the intent of the policy for one-unit household residential numbering requirements. Townhouse or row housing buildings with multiple floor lease tenant spaces will need a secondary unit designator and unit number as indicated in the unit addressing section.

Example:

Artisan Row, 1640 Ingersoll Ave



(2) Business or industrial districts.

In a business or industrial district, main public street entrance door to principal use or separate public street entrance door lease tenant space should have its own number. If access to a business or industrial establishment is not approached on any public street, the address is assigned using the interval where the drive adjoins the public street. If the structure's principle access is from the private drive but is hidden behind other structures or is located on the interior part of the block, the centerline of the driveway is used to assign the address number. Commercial or industrial building would not be assigned separate or multiple address numbers. Business or industrial buildings with multiple floors and/or different lease tenant spaces will need a secondary unit designator and unit number. Example 801 Grand Ave STE (Suite) 201. Multiple buildings in the same parcel or complex would receive a letter designator as a sub address of the primary complex address. ie. 3525 Vandalia Rd Bldg A through Z.

(3) Mixed residential group housing with private drive(s).

Assign single address number to the property residential group housing complex where a main driveway adjoins a public street. The separate apartment, two-unit household, or other principal buildings would have a secondary unit designator and unit number; for example, 630 E Woodlawn Avenue BLDG (Building) A Unit 2. If the development parcel is subdivided by Chapter 106, Subdivision regulations with dedicated public streets and individual lots, will be assigned an address per Chapter 106. Private drives will not be considered for address numbering of individual buildings purposes without approved private road names as per City Code Section 102-228.

(II) Unit Addressing

Applicable to Policy Section 4 I-3

1. Fewer than 99 units/floor, assign numbers starting at the primary entrance and continuing counter clockwise as follows:
  - a. Single Story: 101-199
  - b. Multi-story: 101-199, 201-299, etc.,
2. Greater than 99 units/floor, assign numbers starting at the primary entrance and continuing counter clockwise as follows:
  - a. Single Story: 101-199
  - b. Multi-story: 101-199, 201-299, etc.
3. Unit Address numbers shall not exceed five characters including an alphabetic suffix. Projects which are large enough to create the possibility of larger unit address numbers will be assigned numbers on a case-by-case basis while holding to as many of the established standards as possible.
4. Subgrade levels should be prefaced by the letter "B" followed by the number that represents the subgrade level floor. For example: B1 = 1 level below grade: units should be labeled B101-B199; B2 = 2 level below grade: units should be labeled B201- B299. This is applicable to both mixed commercial suits and residential properties.

*\*In some instances, counterclockwise may not be followed. For example, if multiple buildings are in a row, the unit addressing number sequence should follow the order of the adjacent properties.*

(4) Manufactured or mobile home parks with private drives.

Mobile home parks or manufactured home parks are to be treated like other apartment developments. The property as a whole should be assigned one address number, and each mobile home or manufactured home unit should receive secondary unit designator and unit number such as LOT I, LOT 2 in addition to the general parcel address number. If the development parcel is subdivided by City Code Chapter 106 Subdivision regulations with dedicated public streets and individual lots, will be assigned address per Chapter 106. Private drives will not be considered for address numbering of individual buildings purposes without approved private road names as per City Code. Example 4300 SE 14th ST LOT1.

(5) Two-Unit Household Dwelling and Accessory Housing buildings.

One address per building with sub addresses for each unit for Two Household Dwellings. Accessory housing would receive a sub address off of the primary structure address. Private drives will not be considered for address numbering of individual buildings purposes. A ½ address number shall not be assigned.

(6) One-Unit Household Dwelling residential building.

Each one-unit household dwelling building should be assigned address number to the location of the main entrance of the building fronting the public street. Private drives will not be considered for address numbering of individual buildings purposes.

(7) Municipal property(s) without dedicated public right-of-way.

Park, airport, Water Works, or other municipal properties are addressed from the primary accessible public right-of-way.

(8) Open lot usage without a principal use structure.

When a lot has a functional use but has no principal structure, a sign or number post should be erected to display the assigned address number at the main entrance driveway of the parcel. The assigned address number must be placed high enough as to not be obscured in an emergency situation by snow during an average winter or plant material during other seasons.

(9) Landlocked parcels.

By definition, a parcel is landlocked if it does not abut a public or approved named private roadway. Because of this defining characteristic, landlocked parcels require a special set of addressing rules. As with many other types of parcels, these rules vary depending upon whether the landlocked parcel is vacant or has been improved with one or more structures.

- a. Vacant Landlocked Parcels. If the lot is vacant with no previous address an address will be assigned to the parcel for general address tracking of complaints. The center of the parcel closest to the public street will be used to assign the parcel address. In the example below, the vacant landlocked parcel has no direct access to either road or any other public or approved named private roadway. See Street Addressing Guidelines number (13) Rear houses and Buildings on Interior Lots.





- b. Improved Landlocked Parcels. Landlocked status does not always prevent the property owners from ever building a structure on their land. However, existing developed use with a structure on a landlocked parcel with no parcel ownership abutting a developed street and only has a driveway over a deeded access easement will be assigned address at the driveway location. Other landlocked parcels will be assigned the address number at the driveway access to the public street or the approved named private roadway.

(10) Streets starting from different points on the same cross street.

When an angled street intersects with perpendicular cross streets, the addresses should use the intervals cited earlier in the policies in the "Street Address Numbering Interval Scheme". The address numbers should begin with the different address number assignments measured from the base address line for each different parallel street.



(11) Diagonal streets.

The standard to apply when address numbering on diagonal streets is to treat the street as a north-south street, but if it is for a substantial distance on a diagonal and thus crosses several of the normal locations for grid streets it shall be treat it as an east-west addressed street.



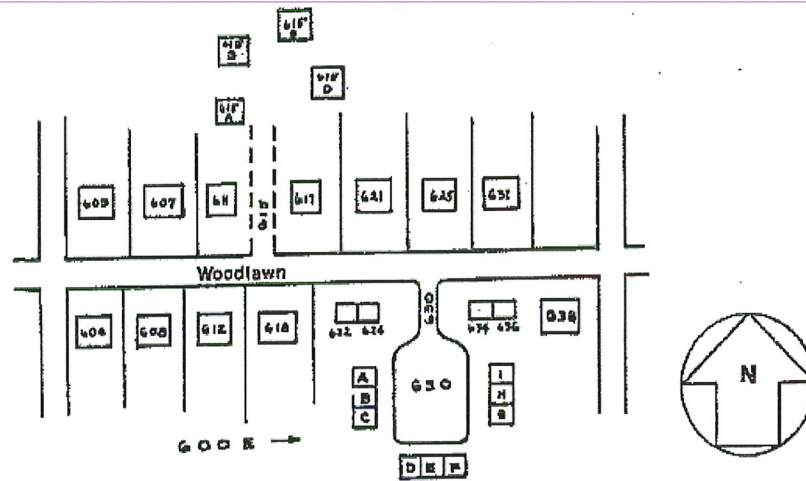
(12) Corner lots.

The initial address number assigned on the street will be to the street frontage if the development parcel is subdivided by City Code Chapter 106 Subdivision regulations with dedicated public streets. The building addressing standard to apply when assigning a number to a building on a corner lot is to assign an address number from the street upon which the main entrance faces if it is also the primary access point emergency purposes. If the direction a corner structure faces is indeterminate, one should consider which public street the address number is most readily identified which public street the building is best accessible for emergency purposes and assign an address number from the street the primary access point is. When the front door is obscured or invisible from the road, or the structure is obviously best reached for emergency purposes by the driveway, assign the property number based on where the driveway intersects the road.

(13) Rear houses and Buildings on Interior Lots

If landlocked parcels have more than one principle building, subordinate designation(s) should be assigned a secondary unit designator (building letter) and unit number(s); for example 630 E. Woodlawn Avenue BLDG (Building) A Unit 2. An address number will be assigned based on the nearest corresponding approved public or private street access location. If there is no driveway access to the dwelling, then the address is assigned according to the corresponding position along the public street. If no address number is available along the public street, then use the corresponding position along the public street front dwelling unit as the address and assign secondary unit designator and unit number; for example 630 E. Woodlawn Avenue BLDG (Building) A Unit I (if needed). Building letters, rather than a separate address should be used.

Unit Addressing should follow the same standards outlined in Policy Section 4 II Unit Addressing



**REAR HOUSES AND BUILDINGS  
ON INTERIOR LOTS**



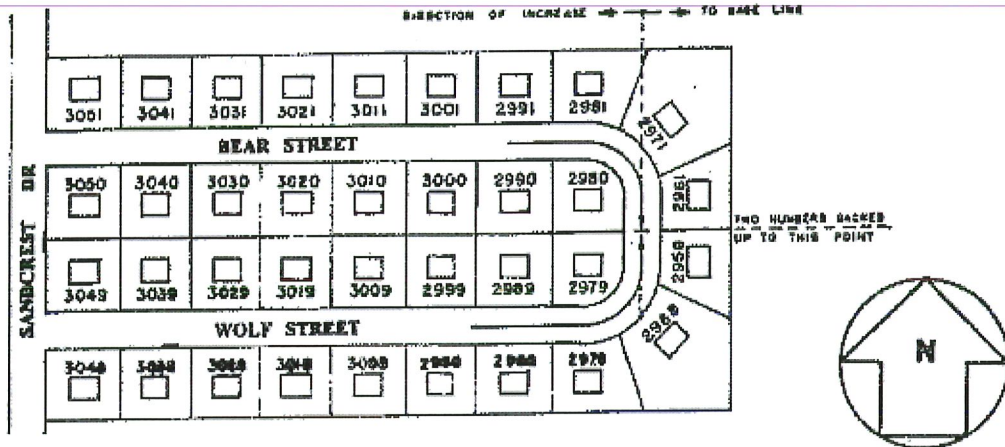
- (14) Numbering on circle streets.

Address assignment numbers shall be assigned as per City Code, as amended, Chapter 102, Article III, Division 3, Naming of Street standards to the center point of the circle turnaround extended down a common lot line at the end of the street. The street should be separate from the connecting street.

Circle streets that begin and end touching the same street should not be given different street type designation from through streets if they have three or fewer lots clustered around the bulb.

- (15) Horseshoe or loop streets.

Horseshoe or loop street(s) starting from a common street should be treated as two different street names that end at the end of the loop. Address numbers should be assigned odd or even to the North-South or east/west number street standards to the center point of the loop turnaround extended down a common lot line at the end of the street loop and the two halves of the loop are treated as separate numbered streets. If there are more than four lots between the looped streets then a new street name should be created for the lots between the looped streets.



### HORSESHOE OR LOOP STREETS

- (16) Parcels that abut multiple right-of ways.
- a. A vacant parcel which abuts two different streets that do not intersect, then it will be based on the presence of a major street or the lowest of the two address numbers that could be assigned to the parcel. The existing development of other dwelling unit structures along one of the two streets may be a guide for address assignment of a vacant lot location. If the property did abut the intersection of two streets, it would be considered a corner parcel. See addressing corner parcels.
  - b. A vacant parcel which is bounded by three or more different streets, then it will be based on the presence of a major street or the lowest of the three address numbers that could be assigned to the parcel. The existing development of other addressed structures along three streets may be a guide for address assignment of a vacant lot location.
- (17) Address of appurtenances and utility assets. –
- a. Private or public appurtenances and utility assets in the ROW should be assigned their own unique street address.
  - b. Appurtenances and utility assets on private property that are separately billed for utility purposes or not associated with another building for utility purposes should be assigned as follows:
    - a. Public appurtenances and utility assets should be assigned a separate address regardless of whether it's on a private or public property.
    - b. Private appurtenances and utility assets that are separately billed for utility purposes should be assigned a separate suffix type in addition to the principal address for the parcel.
    - c. Appurtenances and utility assets that are not separately billed for utility purposes or in ROW should not be assigned a separate address than the principal address for the parcel but may have a separate suffix type.

The following list lists the approved common suffixes:

Description	Approved Abbreviation
Communication controller (ex. Phone, fiber, etc.)	CC
Electrical Meter	EMTR
Traffic Signal Controller Box	TC
Transit Shelters (ex. DART bus shelters)	TRS
Water Meter	WMTR

## Section 5.0 - City Processes Who Receive Notices

See Addressing Administration Guide

## Section 6.0 -Address Posting Guidelines

Address posting guidelines are outlined in Municipal Code [Chapter 26-325.5](#) Address Identification and [Chapter 102-962-967](#) – Numbering of Buildings.

## Section 7.0 Public Street or Approved Private Roadway Signage Standards

Installing public street signs or approved private roadway name signs is one of the final, and more important tasks in addressing. To assist both emergency service personnel and the general public, signs must be visible and maintained.

All Other Requirements. The City of Des Moines uses the USDOT Manual on Traffic Control Devices (MUTCD) as adopted and amended by the State of Iowa and City of Des Moines signing design standards and specifications, which include requirements for lettering size and font, sign and post material and sign heights and placement for all signage placed within City right-of-way.

## Section 8.0 Street Sign Types & Styles with Colors Approved Illustrations –



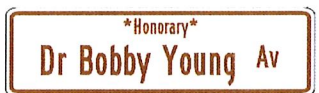
Public Street Name Sign



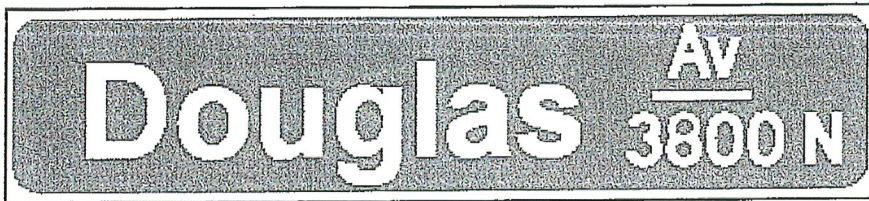
Public Street Name Sign – Truck Route



Private Street Name Sign



Honorary Street Name Sign



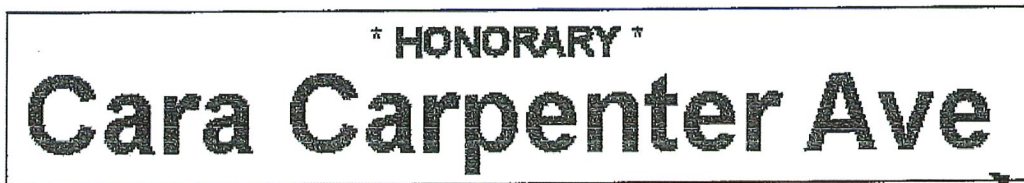
Public  
Street  
Sign



Public  
Truck  
Route  
Sign



Public Park  
Roadway  
Signage



Temporary or Permanent  
Honorary Signage



Private  
Roadway  
Signage