

City of West Des Moines
Street Naming & Addressing Guidelines

Updated – June 22, 2006

A. PURPOSE: To establish guidelines for the naming of roadways and assignment of numbers to residential dwellings, principal buildings, businesses, and industries in order to assist emergency services agencies in the timely and efficient provision of services.

B. ASSIGNED BY: The designated Addressing Administrator for the City.

In those situations where the Addressing Administrator is unsure of the need for street names, or is unclear as to the best manner in which to address a residential subdivision or commercial, office, or industrial development, the Addressing Administrator may request the assistance of the Addressing Review Committee.

The Addressing Review Committee will be comprised of one representative from the following departments:

Police	Public Safety Dispatch Service
Fire	Public Works
EMS	Community Development
GIS Coordinator	

C. WHEN ASSIGNED: Street names and addresses will be assigned during the Development Review Process by the Addressing Administrator. Street Names and Addresses will be finalized at the time of Site Plan and Final Plat approval.

D. NORTH-SOUTH DIVIDING LINE: The City of West Des Moines is divided north-south along approximately the following line running east to west:

1. From 1st Street west to S. 41st Street, the dividing line follows the centerline of EP True/Railroad Avenue
2. West of S. 41st Street, the dividing line follows Tamara Lane until S. 50th Court
3. From S. 50th Court the line follows Westwood Drive to Interstate 35

4. At the west edge of the Interstate 35 to S. Prairie View Drive, the line is located along the north boundary line of section 18, Bloomfield Township, Polk County
5. From S. Prairie View Drive, the line continues west along the centerline of Wistful Vista Drive to 68th Street (Jordan Creek Town Center)
6. The line crosses the Town Center property along the drive at the south end of the mall: the mall building itself is located north of the divider line
7. West of Jordan Creek Parkway the divider line follows the centerline of Bridgewood Blvd. to 81st Street
8. From 81st Street, the divider line shall follow the centerline of a street that is generally in alignment with the southern boundary line of sections 9, 10 & 11 in Boone Township, Dallas County
9. From the intersection of the section line at 105th Street, the divider line shall follow 105th Street north to Interstate 80.
10. From the 105th Street interchange at Interstate 80, the divider line shall follow Interstate 80 indefinitely.

*West of Jordan Creek Parkway, Mills Civic Parkway will serve as a line of demarcation of the 500 block. The addressing grid will be flexed to accommodate the alignment of Mills Civic in relation to Interstate 80.

E. STREET NAMING:

1. Streets Requiring Names: A roadway will only be named if it is determined by the Addressing Administrator that the layout and density of a project requires street names in order to provide adequate emergency services.

The following factors shall be considered when determining whether a street should be named:

- a) Number of vehicle access drives into or within a development
- b) Location of full access turning movements into a site from adjacent main thoroughfares
- c) Geometry of streets within development
- d) Density of development
- e) Multiple buildings
- f) Provides vehicle access to public use areas
- g) Has been identified by any one emergency response agency to aid in response to any residential, commercial, or industrial building or development

For the purpose of naming streets only, roadways are defined as that public or private right-of-way which provides vehicular access to the associated parking areas for any business, multi-family dwelling, or public use area: or which provides vehicular access to individual private driveways for single family dwellings. Vehicle drive aisles through parking lots shall not be considered roadways for naming purposes.

2. Naming Guidelines:

- a) North/south streets south of the divider line shall have a 'South' prefix
- b) Streets shall not have duplicate, similar sounding, or similarly spelled names
- c) In general, north/south streets shall be numbered and east/west streets shall be named
- d) Parallel streets shall not have the same root name. In situations where street spacing or alignment prevents the numbering of north-south streets without duplication of a neighboring street's root name, such streets shall be named
- e) Numbers used as street names shall not be spelled out (e.g., First Street is incorrect)
- f) Directionals shall not be used as street names (e.g., East Street is not allowed)
- g) Punctuation or special characters in street names shall not be allowed (e.g., use Bel Mar, not Bel-Mar)
- h) No periods or spaces shall be placed after initials of streets (e.g., use 'EP True Parkway', not 'E P True' or 'E.P. True')
- i) A single street name shall not include multiple suffixes (e.g., 74th Street Place is not allowed)
- j) Streets shall not be named after a persons first or last name unless done so by proclamation of the City Council in order to honor an individual
- k) If a proposed street is a natural extension of or is in general alignment with an existing street, it shall have the same root street name as the existing street. The appropriate suffix shall be given depending upon whether the street appears to be a permanent dead end or could possibly be extended at a future time. A proposed street shall be considered in general alignment with an existing street if it is located less than 150' from centerline to centerline
- l) Where a street involves a curve that changes the predominate direction of the street, as determined by the Addressing Administrator, a

different street name shall be required either at the curves midpoint or at an intersecting street if it is in close proximity to the curves midpoint

- m) Through streets shall be identified with any of the following suffixes:
 - 1) Parkway - This suffix shall be used primarily for main City streets which extend miles in length and generally from one end of the City to the other or are classified as 'Major Collector's' (i.e.: Mills Civic Parkway, Jordan Creek Parkway, EP True Parkway, etc...). Use of this suffix is not mandatory and at the Addressing Administrator's discretion
 - 2) Boulevard
 - 3) Street
 - 4) Avenue
 - 5) Drive
 - 6) Road
 - 7) Way
 - 8) Loop
 - 9) Place
- n) Dead end streets shall be identified with any of the following suffixes:
 - 1) Cove
 - 2) Court
 - 3) Circle
 - 4) Lane
 - 5) Terrace
 - 6) Trail
- o) Street names should generally be a maximum of 15 characters in length including spaces and street prefix and suffix. There shall be no spaces between initials (e.g., E P True is incorrect)
- p) Themed streets are encouraged for large subdivisions, but are not required. The need for themed streets shall be at the discretion of the Addressing Administrator

F. NUMBERING:

1. South of the North-South dividing line, numbering will increase from north to south and from east to the west. North of North-South dividing line, numbering will increase from the south to the north and from the east to the west
2. North of the line, odd addresses are on the east & north sides of the street, even addresses are on the west & south sides of the street. South of the line, odd addresses are on the west & north sides of the street, even addresses are on the east & south sides of the street

3. Two sites shall not have the same address number if their streets have the same root name but different suffixes
4. Where a street involves a curve that changes the predominate direction of the street and the street name changes, the numbering shall change from east-west numbering to north-south numbering or visa-versa
5. Address numbers should be proportioned along the length of each block to allow for future infill
6. Hundred blocks should change near the address map grid lines or at a street intersection. Minor deviations of hundred block locations are allowable to make block number changes at street intersections or other logical locations and/or to fit in with the existing surrounding area addresses
7. Address numbers– Address numbers XX00, XX01, XX98, XX99 in each block shall be reserved for utility boxes, traffic signal boxes, etc...
8. Residential:
 - a) Detached Residential Dwellings - Each lot shall be assigned an individual address number. Corner lots are assigned multiple addresses, one for each street frontage. The owner/builder shall chose which address to use based on the location of the 'front' entry
 - b) Attached Residential Dwellings – The Addressing Administrator shall have the discretion to use one of the following naming/addressing measures:
 - 1) Buildings with a dedicated external entry into each individual dwelling unit shall be assigned an individual address number for the entry that faces the roadway
 - 2) Buildings with a common entry which have interior corridors that lead to individual dwellings units, shall use one of the following:
 - (a) Each building receives an individual address off a named roadway. Dwelling units within the building will be numbered based upon a combination of the floor and unit number: the floor being the first digit(s) followed by the unit number

Building Address	Floor	Unit
1010 Maple	1	01 = 1010 Maple, Unit 101

Building Address	Floor	Unit
1010 Maple	2	03 = 1010 Maple, Unit 203
 - (b) The complex/development is assigned an individual address number. Buildings within the complex will be numbered in a consecutive fashion, with the lowest number near the entrance

to the site, increasing in a counter-clockwise direction for the remainder of the building numbers. Each dwelling unit within the buildings on the site will be numbered based upon a combination of the building number, floor and unit number: the building number being the first digit(s) followed by the floor and unit numbers.

Site Address	Building	Floor	Unit
1210 Maple	1000	2	01 = 1210 Maple, Unit 1201

Site Address	Building	Floor	Unit
1210 Maple	6000	3	07 = 1210 Maple, Unit 6307

9. Commercial/Industrial:

- a) Each building receives an individual address off a named roadway
- b) Suites shall use a numerical system starting with either 100 or 101 proceeding in a systematic order as one would continue down a corridor or hallway using the main entrance as a starting point
- c) Use odd and even on opposing sides of the corridor
- d) In multi story buildings, the first digit of the suite numbers shall correspond to the floor the suite is located on i.e. 201 (second floor) 303 (third floor)
- e) No suites may move their number from their original location. If a suite adds on to the original suite and has an opening into the new suite then both suites may use the same suite number
- f) Alpha lettering (A, B, C) is not allowed

101	103	105	107	109
Main entrance			corridor	
102	104	106	108	110

G. PRIVATE ROADWAY SIGN DESIGN:

Sign Schedule:

- a) As part of the development review process, for any project with named private streets, the developer shall work with the Addressing Administrator to submit a Sign Schedule. This schedule will need to detail what each private sign should look like, including exact wording

and directional arrows for wayfinding, as well as the location of the sign(s) on the site plan.

- b) Sign blades for private roadways shall match public street signs in design and color with the exception that they shall have 'PVT' following the street name. The developer shall contact Public Works when the sign schedule has been finalized. Public Works will manufacture and furnish the signs and posts unless otherwise approved by the City Council. The developer shall pay for the signs at the time of pick up from the Public Works Facilities. Signs for each sign schedule shall be picked up once per schedule, whether or not their installation will be phased. Fees for the signs and posts will be calculated by Public Works at least annually.

H. DEVELOPER RESPONSIBILITIES:

1. Developer shall submit 3 street name suggestions for each street within the subdivision identified for naming
2. Signs shall be constructed in conformance with the current Manual on Uniform Traffic Control Devices (MUTCD)
3. Signs shall be located and installed in general conformance to public City street signs as described by the Public Works' Template for Street Signs.
4. Signs shall generally not be installed within public utility easements
5. All financial costs associated with the production, installation, and maintenance of private roadway signs
6. Developer shall install private streets signs when the project is substantially completed or as deemed necessary by the Addressing Administrator and before any occupancy permit will be issued.
7. Developer shall submit contact information for the person authorized to resolve addressing issues.

I. MAINTENANCE RESPONSIBILITIES:

1. All signs shall be maintained in an upright position
2. Legibility of all signs shall be maintained. As determined by the Addressing Administrator or designee, any sign that has faded or has been damaged to the point that legibility is decreased shall be repaired or replaced. Any Public Safety agency may notify the Addressing Administrator to any private street sign that needs replaced or maintained.
3. On-going maintenance, repair, and replacement of private signs shall be the responsibility of the property owners.

J. ENFORCEMENT: Violation of any provision of this policy shall constitute a municipal infraction as authorized by Section 9-3-12 of the City Code of West Des Moines and upon conviction shall be punishable as set forth in Section 1-4-1 of the City Code of the City of West Des Moines, Iowa.

K. READDRESSING

1. **Purpose:** To establish a process for the assigning street names to existing private roadways and readdressing established structures in order to assist emergency services agencies in the timely and efficient provision of services.
2. **Cause:** The Addressing Administrator will determine if readdressing an existing development or site is necessary based on the following criteria:
 - a) If any one of the emergency services agencies deems it necessary to aid in the response to any residential, commercial, or industrial building or development.
 - b) The existing address number is out of sequence with the adjacent address numbers
 - c) The address number is duplicated or the same address number exists on a similarly named street
 - d) The existing or newly remodeled main entrance is on a different street
 - e) The existing address is not in conformance with the *City of West Des Moines' Street Naming & Addressing Guidelines*
 - f) Other hardship as determined by the Addressing Administrator
3. **Assigned By:** New addresses will be assigned by the designated Addressing Administrator with the assistance of the Addressing Review Committee upon request.
4. **Petitioner's Requests for Readdressing:**
 - a) A property owner and/or homeowner's association may submit a written petition to the Addressing Administrator requesting a readdressing of an established development. In developments with multiple property owners, 80% of the property owners must consent to the readdressing with a non-response considered as a non-consenting vote.
 - b) The Addressing Administrator will review the request based on the

following criteria:

- 1) Number of vehicle access drives into or within a development
 - 2) Location of full access turning movements into a site from adjacent main thoroughfares
 - 3) Geometry of streets within development
 - 4) Density of development
 - 5) Multiple buildings
 - 6) Provides vehicle access to public use areas
 - 7) Issues regarding the provision of emergency services
- c) The petitioner will be responsible for all costs associated with the readdressing request including but not limited to the following; production, installation and maintenance of private street signs, staff time, and additional wayfinding signage as deemed necessary by Emergency Service agencies.
5. **Notification:** All readdressing will go before the City Council following adequate notification of property owners before the meeting date.