

## Chapter 12.16 - UNIFORM STREET NAMING AND HOUSE NUMBERING\*

### Sections:

#### 12.16.005 - Title.

This chapter shall be known as the uniform street naming and house numbering code of the city of Arlington.

(Ord. 1340 §1, 2004).

#### 12.16.010 - Definitions.

The following words or phrases, whenever used in this chapter, shall have the meanings ascribed to them in this section unless, where used, the context clearly indicates to the contrary:

"Alley" means a public or private way twenty feet or less in width not designated or improved for general travel and used as a means of secondary access or to the rear of residential, business or other property.

"Avenue" means a public or private thoroughfare dedicated or improved for general travel and as a means of primary access to the front of residential, business or other property and, except for occasional curves, turns, or bends, runs in a general north-south direction.

"Block" is considered the distance between intersections except where a long block faces a short block because of differences in platting of adjacent plats, or where unplatted land faces platted land. In these circumstances, the long block or unplatted land may be given more than one set of one hundred numbers in order to follow the desired uniformity for the Old Town ~~district~~ District as a whole.

"Boulevard" means a public way dedicated or improved for general travel and as a primary means of access to the front of property, either as a thoroughfare or cul-de-sac, having such curves, turns, or bends so as not to fit into the regular street or avenue pattern, or a divided or other ornamental way within or adjacent to a park, scenic or landscaped area and not being a portion or extension of a named street or avenue.

"Building official" means the designated city official to perform the duties of the "building official" as herein prescribed.

"Court" means a public way dedicated or improved for general travel and as a primary means of access to the front of residential, business or other property as a cul-de-sac, which cannot be extended and is less than one grid block in length. Courts are to be named or numbered and carry the numbers of the preceding street or avenue (in the direction of the lowest house numbers).

"Designating official" means the director of community development or his/her designee.

"Drive" means a public way dedicated or improved for general travel and as a primary means of access to the front of property, as either a thoroughfare or cul-de-sac as not to fit into the regular street or avenue ~~pattern, and~~ pattern and shall run north/south in between the grid lines.

"Lane" means private streets or streets in a private street subdivision.

"Loop" means a public way dedicated or improved for general travel and as a primary means of access to the front of residential, business or other property as that is a small loop-type street or avenue, which carries the name of the street or avenue pattern from which they originate.

"Parkway" means a public way dedicated or improved for general travel and as a primary means of access to the front of property, either as a thoroughfare or a divided or other ornamental way within or adjacent to a park, scenic or landscaped area and not being a portion or extension of a named street or avenue.

"Place" means a public or private way other than an alley, boulevard, drive, or way which does not fit into the fixed street and avenue pattern by virtue of running at an acute angle to streets or avenues.

"Street" means a public or private thoroughfare dedicated or improved for general travel and as a means of primary access to the front of residential, business or other property and, except for occasional curves, turns, or bends, runs in a generally east-west direction.

"Way" means a public way dedicated or improved for general travel and as a primary means of access to the front of property, either as a thoroughfare or cul-de-sac, having such curves, turns or bends as not to fit into the regular street or avenue pattern, or a divided or other ornamental way within or adjacent to a park, scenic or landscaped area and not being a portion or extension of a named street or avenue.

(Ord. No. 2010-009, § 7, 5-17-2010: Ord. 587 §1, 1970).

#### 12.16.020 - Official addressing map.

The official addressing map establishes base lines, divides the city into two addressing districts and sets forth a grid numbering system and shall be maintained by the building official.

(Ord. 1340 §2, 2004: Ord. 587 §2, 1970).

#### 12.16.030 - Base lines and districts.

The city of Arlington shall be divided into two addressing districts as shown on the city's official addressing map.

- (a) Old Town District. Base lines for the Old Town ~~district~~ District shall be First Street for all numbering of houses and buildings on the streets, avenues and other public ways running north and south; and the Burlington ~~northern~~ Northern railroad ~~Railroad~~ right-of-way from the north city limits to Maple Street, and Cobb Avenue and State Route 9 shall constitute the base line for all numbering of houses and buildings on the streets, avenues and other public ways running east and west.
- (b) City-wide district. Base lines for the remaining portion of the Arlington city limits shall be as adopted by the Snohomish County Code, Section 13.120.010 (Territory covered by system), and Section 13.120.020 (Conformance to master plan).

(Ord. 1340 §3, 2004: Ord. 587 §3, 1970).

#### 12.16.040 - Maintenance of street naming and house numbering system.

- (a) Extensions of existing boulevards, drives and ways shall bear the name of the existing boulevard, drive or way unless such extension is approximately straight and will fit into the system for designation of a street or avenue, in which case the designating official shall designate such extension as a street or avenue unless the city council, by resolution, directs the extension to bear the name of the prior existing way.
- (b) New boulevards, drives or ways shall be named or designated by resolutions of the city council after recommendation by interested persons, community groups, planning commission or the designating official.
- (c) All existing and named streets, avenues, places, boulevards, drives or ways shall continue to bear the designation heretofore existing under the Snohomish County numbering system unless changed by resolution or ordinance of the city council after the council has determined that the prior designation does not conform to the official street designating ordinance, that

the public convenience and welfare will be served by such change in designation, or that the change in designation will implement the goals and policies of the city.

- (d) The building official shall be responsible for the development and maintenance of maps indicating street names and house numbers. The building official shall maintain a file of existing street names and a catalog of potential street names and be responsible for insuring that proposed street names are in conformance with this chapter and do not duplicate existing street names.
- (e) The building official shall, on all building permits for new residences, accessory dwelling units, buildings, structures, or places of business, excepting sheds and accessory ~~buildings structures~~, assign an address number consistent with this chapter. On building permits other than new construction, the building official shall ensure that the address listed thereon is consistent with this chapter.
- (f) Minor changes or corrections to numbers, may be made administratively by the building official, following the written request from a residential or commercial ~~occupant property~~ owner. Minor changes may be initiated by staff when it is in the best interest of public safety.
- (g) Major changes such as renumbering or street name changes may be initiated by a written request from a residential or commercial ~~occupant property~~ owner, or by staff when it is in the interest of public safety and/or public benefits. In either case, the building official shall convene a review committee, to include but not limited to, a representative of the police department and the fire department. If the committee determines that a change should be made, a proposed plan shall be prepared, and the affected neighborhood or commercial area shall be notified contacted for comment. The committee shall review any comments received and determine if the public safety interest is best served by the proposed change. ~~Such change~~ Final determination shall be approved by the city council prior to any such change being ~~effected affected~~.

(Ord. No. 2010-009, § 8, 5-17-2010; Ord. 1340 §4, 2004; Ord. 587 §4, 1970).

12.16.050 – Reserved.

Editor's note— Ord. No. 2010-009, § 9, adopted May 17, 2010, repealed § 12.16.050, which pertained to street designations and derived from Ord. 587, § 5, 1970; Ord. 1340 § 5, 2004.

12.16.060 – Assignment of numbers.

- (a) One Hundred Grid Block. The one hundred block for street naming and house numbering shall be determined by consulting the official grid map. Grid maps indicating the location of one hundred block grid lines shall be prepared on one inch equals four hundred feet scale map and made available for use at a later date.
- (b) Numbering Interval.
  - (1) The assignment of a number to a specific ~~property location parcel~~ shall be determined by measuring distances from the one hundred block grid lines.
  - (2) Measurements shall be taken from the grid line to the main entrance of the building or property for the purpose of assigning numbers.
- (c) Number Assignment. The assignment of numbers shall be as follows:
  - (1) Old Town District.
    - (A) All houses, buildings and lots situated within the first block north of First Street within the Old Town ~~district~~ District shall, on all intersecting streets, avenues and other public ways, be given numbers between 101 and 199 inclusive; within the second block, numbers between 201 and 299 inclusive shall be used, and so on in each succeeding block; and all numbers shall be indicated by adding the word

"North" to the name of the street, avenue or other public way.

- (B) All houses, buildings and lots situated within the first block south of First Street within the Old Town ~~district~~District shall, on all intersecting streets, avenues and other public ways, be given numbers between 101 and 199 inclusive; within the second block, numbers between 201 and 299 inclusive shall be used, and so on in each succeeding block; and all numbers shall be indicated by adding the word "South" to the name of the street, avenue or other public way.
  - (C) All houses, buildings and lots situated within the first block east of the Burlington ~~northern~~Northern railroad~~Railroad~~ right-of-way base line within the Old Town ~~district~~District shall, on all intersecting streets, avenues and other public ways, be given numbers between 101 and 199 inclusive; within the second block, numbers between 201 and 299 inclusive shall be used, and so on in each succeeding block; and all numbers shall be indicated by adding the word "East" to the name of the street, avenue or other public way.
  - (D) All houses, buildings and lots situated within the first block west of the Burlington ~~northern~~Northern railroad~~Railroad~~ right-of-way base line within the Old Town ~~district~~District shall, on all intersecting streets, avenues and other public ways, be given numbers between 101 and 199 inclusive; within the second block, numbers between 201 and 299 inclusive shall be used, and so on in each succeeding block; and all numbers shall be indicated by adding the word "West" to the name of the street, avenue or other public way.
  - (E) One number shall be assigned for each twenty-five feet of frontage or fraction thereof except that adjustments may be made in order to follow the desired uniformity for the Old Town ~~district~~District.
  - (F) Odd numbers shall be used on the north and east sides of the streets, avenues, and all other public ways.
  - (G) Even numbers shall be used on the south and west sides of the streets, avenues, and all other public ways.
  - (H) All houses, buildings or lots nearer the base line shall be assigned ~~the~~ smaller numbers. In assigning numbers to houses and buildings between which one or more lots lie unimproved, ~~sufficient~~ numbers shall be spaced to ~~allowed~~ for later assignment to such vacant lots.
- (2) City-Wide District.
- (A) All houses, buildings and lots situated within the city-wide district shall, on all intersecting streets, avenues and other public ways, be given numbers between 00 and 33 inclusive; within the second block, numbers between 00 and 33 inclusive shall be used, and so on in each succeeding block.
  - (B) Even numbers shall be assigned to ~~the~~ south and west sides of streets; ~~and~~ odd numbers to the north and east sides of the streets. Determination of street directions north-south, east-west can be decided by observing the overall length of a street and noting its general direction. The even and odd numbers shall be assigned consecutively and opposite one another wherever possible. Neither numeric fractions nor alphabetical letters shall be assigned as part of the unique address for stand-alone structures. Where a street is prevented from being continuous by a natural barrier, the addressing will be broken off at the barrier and continued again at the other side of the barrier consistent with the appropriate one hundred grid block on the official grid map as described in Subsection (A) of this section.
  - (C) Short loops and cul-de-sacs shall be numbered consecutively from that point where they originate and proceed ~~ing~~ progressively around the loop or cul-de-sac.
  - (D) Multifamily developments will have one main assigned number address taken from the street. Each building shall have a letter designation of A, B, C, D, etc. Interior streets within multifamily developments will be named and such names will be approved as

defined in Section 12.16.040 of this chapter. If the interior street is to remain private, then the name will be qualified by designating that street as a lane as defined in Section 12.16.010 ["Lane"] of this chapter. Each of the multifamily buildings fronting that interior street will be numbered from said street. Each unit within a multifamily building will also be identified (e.g., 3515 Private Lane NE Unit #~~A~~101). Each unit numbering will be from left to right as seen from facing the building. The first digit of each unit number will indicate ~~on~~ which floor of the building each unit is located.

(E) In large commercial development projects with a single access from a main street and a shared parking lot, each building will be individually numbered from the main street. For those projects fronting on intersecting streets, each building will be individually numbered from the intersecting street on which it fronts. Each tenant suite within a commercial building will also be identified (e.g., 3515 Main St. NE Suite #~~201~~101). The suite numbering will be from left to right as seen from facing the building. The first digit of each suite number will indicate ~~on~~ which floor of the building each suite is located.

(F) The design, style, and shape of the address numbers shall render them easily readable from the street. Numbers shall contrast with building background.

(G) Commercial and multi-family address numbers shall be illuminated, located on the high point corner of single story buildings, and on the high point of the second story of multi-story buildings facing the street or drive aisle so as to be readily visible from the public street fronting the building at all times.

(H) Floor levels are to start at Main entry level finish grade with 100 series numbers then vertically next level 200, third level 300 and continuous thereafter.

(I) Address numbers on windows or other glazing require prior approval; contrasting may appear acceptable at certain times of day but may be non-acceptable at others.

(J) Property owners shall be required to have all address numerals and letters visible and legible from the street. In cases where shadows or building locations adversely affect the visibility, then additional numbers, larger numbers or other modifications shall be required. In cases where overgrown vegetation adversely affects the visibility, then the property owner shall be required to trim or remove the vegetation from blocking the address.

(K) The rear entrances or access doors of all strip malls, commercial center buildings, and other areas with multi-tenant spaces shall be posted with the floor level unit/suite number facing the street or drive aisle.

(L) All address numerals and letters shall comply with this section at the time of business license issuance.

(M) Numeral and Letter Calculations:

<u>Type of Building</u>	<u>Minimum Numeral or Letter Height</u>	<u>Minimum Numeral or Letter Width</u>
<u>Residential</u>	<u>4 Inches</u>	<u>2 Inches*</u>
<u>Commercial</u>	<u>10 Inches</u>	<u>5 Inches*</u>
<u>Multi-Family</u>	<u>10 Inches</u>	<u>5 Inches*</u>
<u>*The number 1 may be used in proportion with the other numbers of the address.</u>		



(N) Examples of Address Locations and Placards



(Ord. No. 2010-009, § 10, 5-17-2010: Ord. 1340 §6, 2004: Ord. 587 §6, 1970).

12.16.070 - Street and road signs.

- (a) All new street and road signs in the city limits shall display street names and compass quadrant designations in conformance with the provisions of this chapter.
- (b) All replaced street or road signs erected after July 1, 2004 shall display the street name and the compass quadrant designation with the provisions of this chapter.

(Ord. 1340 §7, 2004: Ord. 587 §7, 1970).

12.16.080 - Application of regulations.

The owner or occupant of any residence, accessory dwelling unit, building, structure or place of business, excepting sheds and accessory buildings, opening upon or having access to a street within the city shall place and maintain the proper and clearly visible address numbers in a conspicuous location upon the main entrance or at the principal place of ingress to such residence, building, structure or place of business. The knowing failure to place and maintain the proper and clearly visible address numbers in such location shall constitute a misdemeanor.

(Ord. 1340 §8, 2004: Ord. 587 §8, 1970).

12.16.090 - Penalty.

Failure to comply with the provisions of this ~~chapter, or chapter or~~ affixing to or displaying upon any house or building any such numbers other than those assigned to it, is a misdemeanor and shall be punished as provided in Section 1.04.010.

(Ord. No. 2010-009, § 11, 5-17-2010: Ord. 587 §9, 1970).