DAKOTA COUNTY
UNIFORM STREET NAMING
AND ADDRESSING SYSTEM
PROCEDURAL MANUAL

SECTION 1.00 DEFINITIONS

1.01 **"COUNTY"** means Dakota County, Minnesota.

1.02 **"COUNTY BOARD"** means the Dakota County Board of Commissioners.

1.03 **"COUNTY HIGHWAY"** has the meaning given to it in Minn. Stat. § 160.02, subd. 17 as may be amended.

1.04 **"MUNICIPALITY"** means a city or township located in Dakota County, Minnesota.

1.05 **"PARTICIPATING MUNICIPALITY"** means a municipality that has adopted the USNAS for use within its boundaries.

1.06 **"STATE CAPITOL"** means the Minnesota State Capitol located in St. Paul, Minnesota.

1.07 **"USNAS"** means the Dakota County Uniform Street Naming and Addressing System Procedural Manual.

SECTION 2.00 PURPOSE

The USNAS sets forth a logical system for naming streets and assigning addresses in certain areas of the county. The USNAS defines techniques whereby a given address describes a unique location within the system. The USNAS is for use by the county and participating municipalities. The purpose of the USNAS is to establish a uniform system for naming streets and assigning numbers to dwellings, principal buildings, and businesses to facilitate emergency services, deliveries, and to provide the general advantages of a uniform system.

SECTION 3.00 ADMINISTRATION

Unless otherwise agreed to between the county and a participating municipality, each city or township that adopts this procedural manual shall be responsible for the administration of the USNAS within its boundaries. The county has sole authority to name and number all county highways.

SECTION 4.00 METHODOLOGY

The county street naming and addressing system is based upon an imaginary grid system with an x and y-axis. Since many streets in the county do not conform to a strict north – south and east – west configuration, exceptions arise and must be dealt with consistently. Therefore, if a street cannot be defined as having an east – west orientation, it is considered a north – south street. Other exceptions arise for a variety of reasons and must be dealt with in a similar manner through negotiations with the parties affected, with an emphasis on the purpose of the USNAS (Section 2).

East – west streets are named using a numbering system. The numbering system begins at a baseline that runs through the state capitol, consistent with other parts of the Twin Cities metropolitan area.

North – south streets are named using an alphabetic system. The alphabetic system starts at approximately the same origin and proceeds in alphabetic order in both directions with an east and west designation specifying on which side of the origin they exist. Duplicate names on either side of the line are not allowed and the same name is assigned to streets in similar locations across the entire north – south extent of the county.

East – west addresses are assigned using a numbering system, starting at 1000 and increasing in two directions starting at an origin in the middle of the county. The additional designation of east and west is added to these addresses to designate on which side of the origin the addresses exist.

North – south addresses are assigned using a numbering system based on the east – west street naming system, multiplied by 100. Therefore, 16416 Foliage Ave. is south of 164th Street on Foliage Ave. and 16384 Foliage Ave. is north of 164th Street on Foliage Ave.

A point near the state capitol serves as the "point of origin" for the naming and numbering grid (Figure 1). This point is defined as the intersection of a line extending east from Marshall Avenue in St. Paul and the north - south extension of the line between sections five and six in Inver Grove Heights.

An east - west oriented line drawn through the point of origin (x-axis) is the base line from which all the east - west oriented streets obtain their names and buildings on north - south oriented streets obtain their addresses.

A north - south oriented line drawn through the point of origin (y-axis) is known as the "A" line for street naming purposes. It begins at the point of origin and continues south to the southern border of the county in Section 27 of Sciota Township. The “A” line is the base line for naming all streets that cannot be defined as having primarily an east - west orientation (considered north – south streets) and addressing buildings on east - west oriented streets.

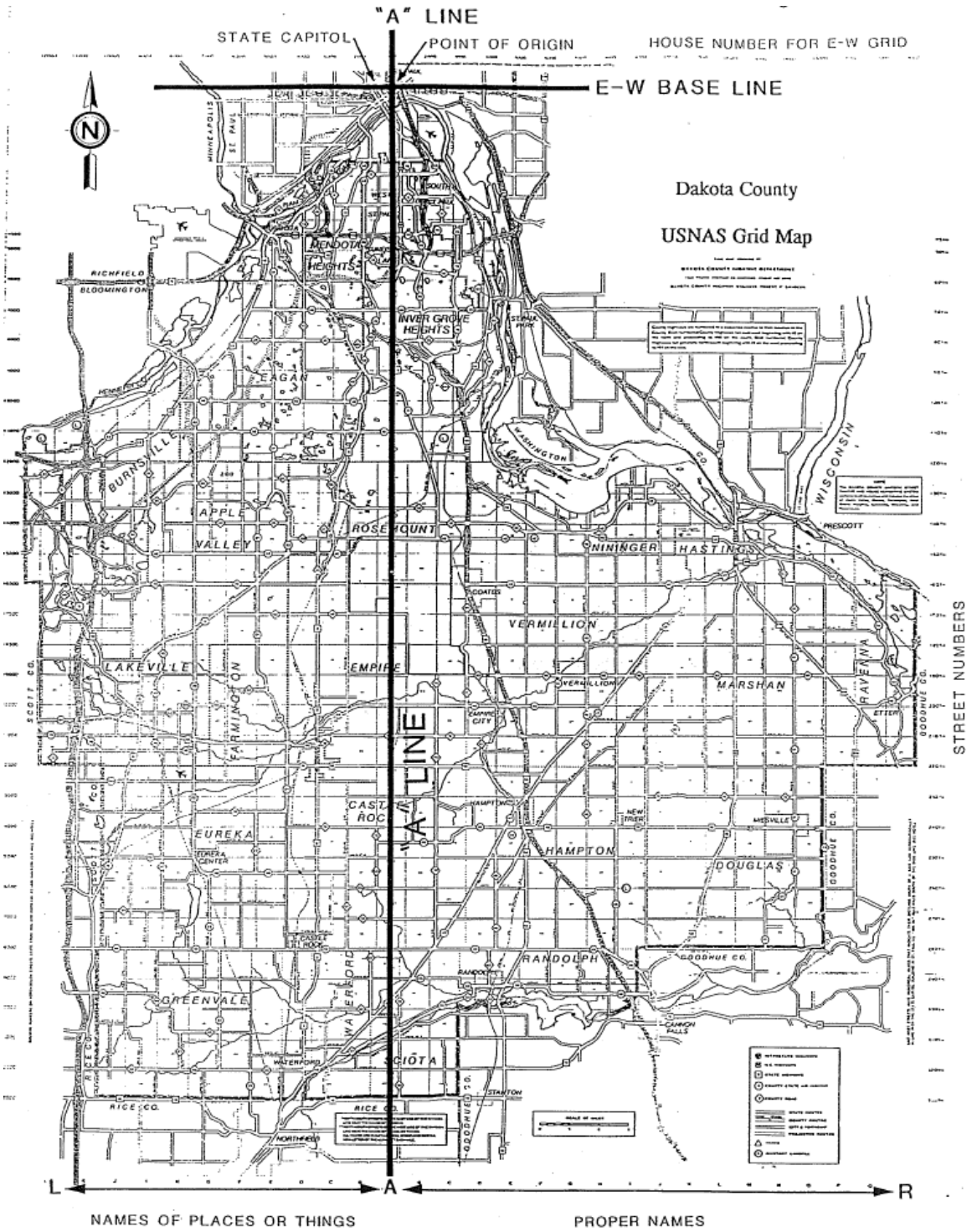
"A" LINE
STATE CAPITOL
POINT OF ORIGIN
HOUSE NUMBER FOR E-W GRID
E-W BASE LINE
Dakota County
USNAS Grid Map
MENDOTA HEIGHTS
INVER GROVE HEIGHTS
EAGAN
BURNSVILLE
APPLE VALLEY
ROSEMOUNT
NININGER
HASTINGS
VERMILLION
LAKEVILLE
EMPIRE
MARSHAN
RAVENNA
FARMINGTON
EUREKA
HAMPTON
DOUGLAS
RANDOLPH
GREENVALE
WATERFORD
SCIOTA
WISCONSIN
STREET NUMBERS
L
A
R
NAMES OF PLACES OR THINGS
PROPER NAMES

Figure 1

SECTION 5.00 EAST - WEST STREETS

East-west oriented streets are numbered (172nd Street) as opposed to being named (Oak Avenue). Their names are based on the number of miles south of the east - west base line they are located. For example, 45th Street is located 4.5 miles south of the base line; 220th Street is located 22 miles south of the base line. The farther south in the county east - west oriented streets are located, the larger the number will be.

There is a maximum of ten numbered streets per mile using this system. The largest numbered street in the county is 330th Street, which is the southern border of the county. Accordingly, there is the possibility of having 310 numbered streets in the county. (The northern boundary of the county is two miles south of the point of origin, which means the northern boundary would be 20th Street.)

In the event that there are more than ten east - west oriented streets in a mile, an “upper” and “lower” designation will precede the street number. The term “Upper” refers to the higher range of house numbers on the north - south grid and not to the physical location (an “upper” street would actually be geographically located south of the street by the same name). The opposite is true for street names containing “Lower”. In all cases, the house number shall be based on the range of the original numbered street.

Streets on the east - west address grid are always named "Street." One exception would be courts. A street may end with the type “Court” and be on the east - west grid if it meets the other criteria for an east - west street and is a dead-end cul-de-sac. If a street named “Court” is changed at some point to no longer be a dead-end cul-de-sac, its name will be changed to ”Street” (Figure 2). Only east - west oriented streets have a directional designation after the name, such as 45th Street East or 220th Street West. Streets east of the A line have an "east" designation after the name; conversely, streets west of the A line have a "west" designation after the name.

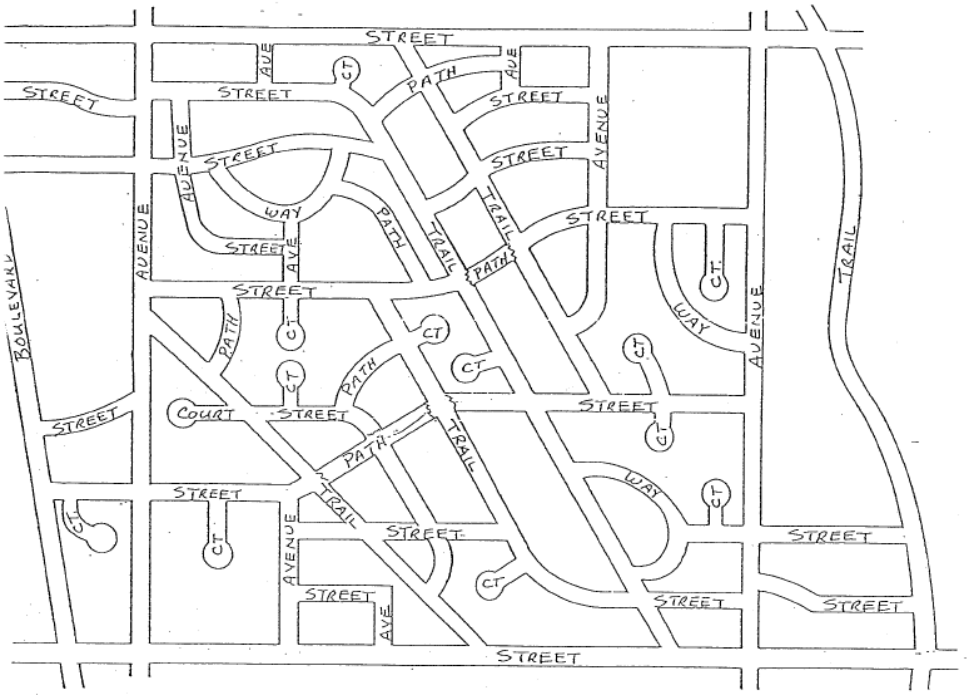

Figure 2
Street Name Designation Diagram

SECTION 6.00 OTHER STREETS

All other streets are named (Oak Avenue) as opposed to being numbered (172nd Street). Their names are based on their location in relation to the division line. Names are assigned alphabetically, with one letter of the alphabet covering one mile. For example, if a home is less than one mile from the dividing line, north - south streets in the neighborhood begin with the letter “A”; if a house is between three and four miles from the A line, north - south streets in the neighborhood begin with the letter “D”.

Streets on the west side of the “A” line are named for places or things, such as Denmark or Foliage. Street on the east side of the “A” line are named for people, for example Inga or Michael. There are exceptions to this rule:

A. Established major streets one mile or more in length that run in a diagonal direction or meander can be named for a related place, such as Red Wing Boulevard or Northfield Boulevard.

B. Established major streets such as Cedar Avenue and Dodd Boulevard have retained their long-standing, familiar names when this system was instituted in 1965.

C. Major streets with limited assigned addresses that are the subject of a change of jurisdiction, can be named by the entity receiving the jurisdiction of the street. This exception will be allowed for jurisdictions that wish to represent a historical significance to the community or for consistency within the community or street naming system. Since these names may not conform to the naming convention, the intent is that the name will be prominently known and no addresses will be assigned to it in the future. If these conditions change, the street must be renamed using the normal conventions.

D. Other exceptions may arise due to curvilinear geometry, exhausted alphabetic name sequences and number ranges, or other peculiar circumstances that do not conform well to the normal east - west and north - south assumptions. In these cases, the participating community and county addressing representatives will work together to resolve it in an agreeable manner that limits pubic confusion, provides the most flexibility for the future, limits liability, and protects public safety.

On the west side of the A line, streets names begin with letters of the alphabet ranging from "A" to "L". On the east side of the A line, the alphabetical range is from "A" to “R".

“Non-east - west oriented streets” are defined as streets having any orientation other than east - west. Non-east - west oriented streets are called Avenues, Boulevards, Trails, Drives, Paths, Ways or Courts depending on their length and orientation. The name “Street” is only used for east-west, numbered streets. The name “Court” is reserved for dead-end cul-de-sacs. If a street named “Court” is changed at some point to no longer be a dead-end cul-de-sac, its name will be changed accordingly to something other than “Court” (Figure 2).

Non-east - west oriented streets **do not** have any directional designation. East - west oriented streets have directional designations because there can be a 220th Street on both the east and west side of the A line. The names of non-east - west oriented streets should automatically tell their location in relation to the A line. Additionally, all streets in the county are south of the base line and, therefore, do not need any north or south designations because that is defined by the features of the system.

State and county highways are assigned names according to the USNAS, but they also continue to be called by their route number (e.g., State Highway 3 and Chippendale Avenue).

SECTION 7.00 GUIDELINES FOR ASSIGNING STREET NAMES IN SUBDIVISIONS

The following procedures shall be used in assigning street names in subdivisions:

A. Determine which streets will be numbered and which streets will be named.

B. Assign east - west oriented streets their numbers, or upper or lower designation in the case of there being more than ten east - west streets in the section, being certain that they fall in the proper position in relation to the north - south address grid and existing numbered streets in the area.

C. Determine alphabetical bounds into which the remaining streets should fall. Refer to the nearest existing north -south oriented streets to obtain the most specific alphabetical bounds. Reuse existing street names whenever possible to maintain consistency.

D. In assigning street names:

   1. Avoid controversial names or names with a slang connotation such as Fink Court, Albatross Circle.

   2. Avoid unfamiliar spellings of common words or names. (e.g., Mychal, Debbra, Parkewood, Brooksyde).

   3. Persons responsible for assigning street names should not select names that are personally significant to them or other employees. (e.g., Forrest Trail, Connell Court, Aunt Emma Lane).

   4. Persons responsible for assigning street names must discuss the proposed street name with another employee within the applicable department and seek approval of the department supervisor prior to assigning the street name.

   5. A private street is not required to conform to the USNAS unless so required by the participating municipality in which the private street is located. Generally, streets within mobile home parks are private streets.

   6. If a street turns a corner of 90 degrees or less with only one standard size urban lot on the inside of a curve, the street name shall change (Figure 3).

   7. Persons responsible for assigning street names shall determine if a street name is too similar to another street name in the participating municipality in which the street is located. (e.g., Kingston and Kingsford, Johnson and Jenson, Harry and Harold).

E. In the event a street is extended from one participating municipality into another participating municipality, the street shall retain the same USNAS designated name.

F. Any changes to existing street names must be made in accordance with the procedures established by the participating municipality for doing so. Changes made to existing street names must conform to the USNAS.

G. After assigning a street name, the participating municipality shall provide written notification including a copy of the applicable plat or a sketch thereof showing the assigned street names and building address numbers to the following:

1. County Physical Development Division;
2. County Assessing Services Department;
3. County Property Taxation and Records Department; and
4. Dakota Communication Center.

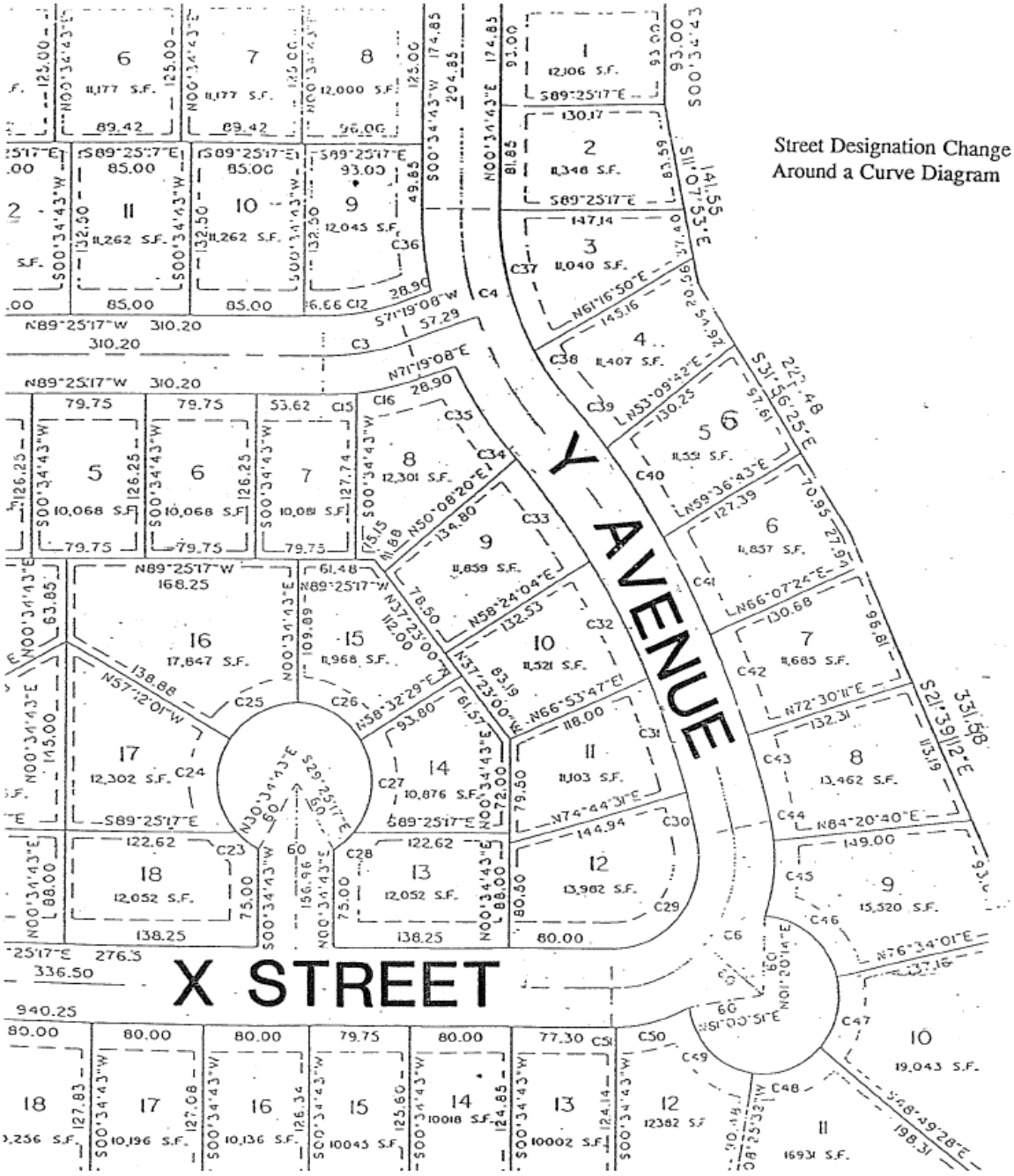

Figure 3

SECTION 8.00 ADDRESSING

Buildings on east - west oriented numbered streets are addressed from the east - west grid. Buildings on all other streets are addressed from the north - south grid (Figure 4).

Building addresses are assigned at an interval of 1000 numbers per mile, which allows for 500 on each side of the street. Therefore, this system permits one address every 5.28 feet.

Addresses ending with an even digit are used on the south and east sides of streets; addresses ending with an odd digit are used on the north and west sides of streets. When assigning addresses in an established area or on an existing diagonal street, check the other addresses in the area to ensure consistency is maintained with the existing odd-even addresses. There are some anomalies that cause the numbers to be on what appears to be the wrong side of the street. In general, odd-even addresses will not switch from one side of the street to the other in situations where the south – east, north – west rules may dictate. Entire street segments between intersections shall be treated consistently based on the best application of this rule and review of adjacent segments.

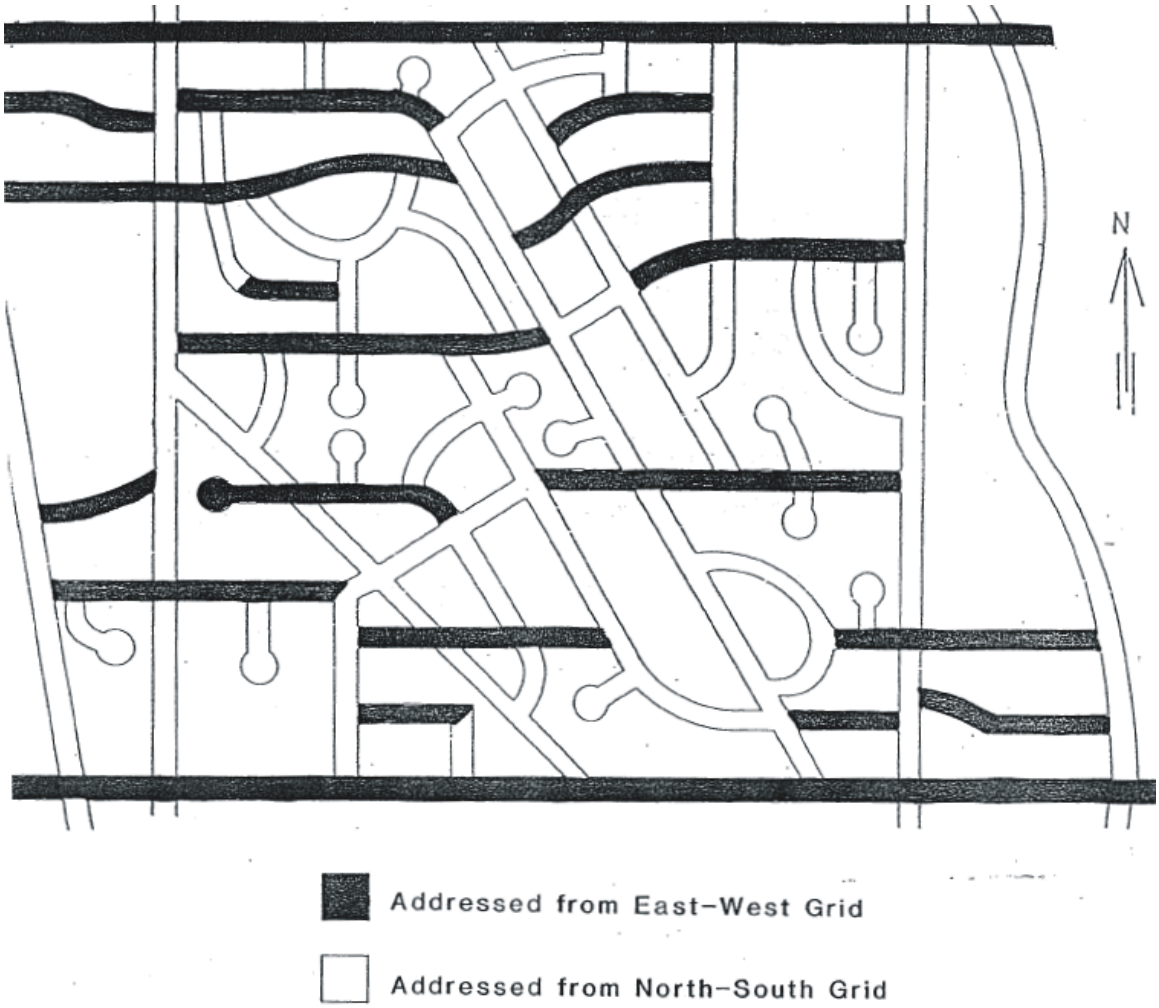

Figure 4
Addressing Grid Diagram

Addresses are assigned based on the building's access point to the street. When addressing new subdivisions, the address is assigned to the center point of the lot. For lots on corners, one address must be assigned for each street. In rural areas where a house may be set back a considerable distance from the street, the number is given to the point where the driveway meets the street.

In curvilinear subdivisions where numbered streets may vary above or below the house numbering grid, the house number must be adjusted to conform to the street number sequences. For example, a building addressed 14530 must not be north of 145th Street because according to the address, the building is 150 feet south of 145th Street.

Generally, addresses should be adjusted to provide the same intervals between successive addresses while being consistent with the overall grid numbering system. For example, in one block the house numbers may increase by an interval of ten, while in the next block they may increase by an interval of fifteen or twenty. It is not necessary to adjust the intervals between streets bearing word names, except to fit into the boundary set by the addresses of existing buildings.

SECTION 9.00 GUIDELINES FOR ASSIGNING BUILDING ADDRESSES

Addresses are assigned to a variety of buildings that are served by electrical power such as houses, commercial buildings, and barns and storage buildings not part of an already addressed homestead. Addresses are also assigned to structures and facilities that are significant to public safety for purposes of dispatching emergency services.

A. Building addresses are assigned using the street the driveway will access and the location at which the driveway for the property meets the street.

B. Address numbers are calculated to match the addressing grid using a linear interpolation methodology where an address range for a given street segment is determined based on the grid and individual addresses are assigned proportionately along the line. Although this can be accomplished manually using maps and scales, it is best accomplished using GIS and an automated application to precisely calculate the address numbers based on a given location on the address grid.

C. Special circumstances may be encountered including, but not limited to the following:

    1. If a driveway location is unknown, use the approximate center of the lot.

    2. Calculated address ranges should be adjusted to fit within adjoining existing address ranges on the same street.

    3. If a street changes directions, but does not change names, continue to use the same numbering system.

    4. For a plat of condominiums, town homes or apartments, addresses should be assigned in a manner that meets the purpose of the USNAS as set forth in section 2 above.

    5. Buildings in large commercial developments may be addressed as a single unit, similar to condominiums, where an address range for all buildings is determined using the main entrance or most significant road for accessing the development. This option should be considered if it will improve emergency response to the buildings.

D. Following approval by the participating municipality, the municipality's addressing representative shall send a copy of the plat with assigned addresses to the requestor and shall retain a copy of the plat for the municipality's records.

SECTION 10.00 CHANGES TO EXISTING OCCUPIED ADDRESSES

A. All Roads. Address changes will only be allowed when the road name is a duplicate of another road within a designated postal area or within the county and interferes with the accurate dispatch of emergency vehicles or deliveries. A road name may also be changed when one road has two commonly used names or where portions of what appears to be the same road have two or more names. Any changes made shall be in conformance with the USNAS.

B. Non-County Roads. Each participating municipality should establish its own procedure for considering address changes.

C. County Roads. The following procedure shall apply for requests to change the name of a county highway:

1. The person seeking to change the name of the county highway shall initially make this request to the governing board of the city or township in which the person resides and in which the county highway is located. The city or township shall consider the request and make a recommendation to the county in the form of a resolution. If it is the city or township that seeks the change of name, it shall make a recommendation to the county in the form of a resolution.

2. The person seeking the change of name of the county highway shall submit a written application to the Dakota County Physical Development Division that includes the following information:

    a. The current name of the county highway;

    b. The proposed name for the county highway;

    c. The location of the county highway;

    d. An explanation as to why the change is necessary; and

    e. A copy of the city or township resolution as required in section 10(C)(1) above.

3. The amendment request shall be placed on the Dakota County Planning Commission agenda for public hearing. The Dakota County Physical Development Division shall investigate the amendment request and provide a written recommendation to the Planning Commission.

4. The Dakota County Physical Development Division shall provide written notice of the public hearing to the following: the applicant, all residents owning property on the subject highway and all landowners with property within 200 feet of the intersection of their street and the subject county highway.

5. Following the public hearing, the Dakota County Planning Commission shall make a recommendation on the amendment request and forward its recommendation to the county board for final action.

6. The Dakota County Physical Development Division shall provide written notification of the County Board decision to the following:
    a. Those people notified of the public hearing pursuant to section 10(C)(4) above;
    b. Any city or township through which the county highway passes;
    c. County Assessing Services Department;
    d. County Property Taxation and Records Department; and
    e. Dakota Communication Center.

ATTEST:
COUNTY OF DAKOTA, STATE OF MINNESOTA

Kelly D. Olson
Senior Administrative Coordinator to the Board
DATE: 11/17/08

Nancy Schouweiler, Chairperson
Dakota County Board of Commissioners
DATE: 11/17/08