

C.O.S.E. HOUSE NUMBERING GUIDELINES

ESTABLISHMENT OF BASELINES

There are baselines that establish the house numbering system, which are Main Street and Market Street. There are grid lines, which are 5,000 feet apart, on the house numbering maps that run parallel to Main and Market Streets. The north and east sides of a street will be assigned odd numbers. The south and west sides will be assigned even numbers. Scale off the grid line to find how many feet the property is from the grid line. The grid line has a number above it, such as 5,000 that is used in calculating the house number. To calculate this the last number on the grid line gets dropped. The last digit of the scaled number is also dropped and this distance should be added or subtracted (depending on which side of the grid the property is on) from the grid line number. For example, from the center of the property, scale along the centerline of the road to the grid line, if the property is 150 feet from the grid drop the zero (0) off the end of 150 and subtract this from 500 to get 485. This will be the assigned house number.

When the lot is rather large in size always keep in mind that the owner could split the property. This means that the other parcels will need house numbers also. The number assigned to the original parcel should be one that will leave enough of a number range between adjoining lots so additional numbers can be used. Scale from the centerline of one property to the centerline of the other and add or subtract the difference to get the house number. Use one number for every ten feet from one lot to another, such as one hundred (100) feet would be ten (10) numbers; eighty (80) feet would be eight (8)

numbers, etc. For subdivisions, once the first address on each street is established off the grid lines the rest can be scaled off the adjoining lot(s). Also, there are subplot numbers on each lot in a subdivision. These too should appear on the house numbering maps.

Streets that start in one direction and turn to another, for example a north-south street that bends into an east-west street, should be numbered contiguously. This will avoid confusion for the fire departments, public, etc. Do not use the same house numbers for streets that are parallel. Start the parallel street with an address that is four numbers different from the previously addressed street. Fractions or alphanumeric characters should never be assigned to any building under any circumstance.

TEMPORARY ADDRESSES

Temporary addresses shall be penciled into the house numbering book, when an accurate drawing of the property/subdivision is submitted. However, these addresses are to be used only for Health Department Perc Tests and utility permits. If the owner of a lot split decides for any reason to not split the property, such as the perc. test failed, he/she must contact the County of Summit Engineer's House Numbering Department with this information. The temporary address should then be removed from the house numbering map. **Please note that at no time will these numbers be used for mailing purposes until the County of Summit Engineer's House Numbering Department is informed of, or receives, the recorded final plat for the subdivision or the final plat of a surveyed lot split**

ADDRESSING CORNER LOTS

A corner lot should have two addresses, one for either street. The permanent addresses for these lots are dependent upon where the front door of the house will be facing, not the driveway. In the case of a building being positioned towards the corner of the lot, the driveway may be used at the discretion of the House Numbering Technician to determine which address to use. In the case of a corner lot being bounded by a Private Drive, most often within a development and the building(s) accesses the Private Drive, it shall be addressed to the Private Drive. Otherwise, the developer must supply this office with a map of survey with building footprint to fully determine which address will be used. In the event that a lot is bound by more than two roads, an address should be given to each boundary. The permanent address will be determined the same as above.

DUPLEXES, APARTMENTS, CONDOS, CLUSTERS, AND PUD'S

Precautions should be taken to make certain when issuing these types of addresses that the proper zoning is in effect for those parcels. When numbering Duplexes, the addresses within the unit should be two (2) numbers apart. An apartment complex should be assigned one (1) number. If an apartment has more than one floor level, a range of apartment numbers shall be issued to each floor. The lowest floor level shall be issued apartment numbers in the 100 range. The next floor level up shall be issued apartment numbers in the 200 range and so forth and so on. Each unit in the complex will then be

issued an apartment number. These apartment numbers are to be issued at the discretion of the owner/developer once this subdivision has been recorded, keeping in mind that these units shall not have fractions or alphanumeric characters. The owner/developer will send a copy of the apartment numbers to be used in each building to this office. Once this office reviews these apartment numbers, we will then issue permanent numbers. The building address must be used in conjunction with the apartment number for mailing purposes (i.e. 1999 East South Street, Apt. 101, Akron, Ohio). Condominiums, Clusters, and PUD's that have three (3) units or less and are in the same structure should be two (2) numbers apart. Those that are individual units should be numbered the same as houses. Those that are more than three (3) units shall be addressed the same as an apartment complex.

PRIVATE LANES

Private lanes will be numbered off the public road unless there are two or more houses. If this is the case there must be a name established for the private lane. The centerline must be established by a survey drawing showing bearings and distances. Then the location calculated for each house and number in the same manner as a new allotment. The residences must have their mailboxes located on the public road. The private lane will be maintained at the owners' expense and a sign indicating "private" must be erected. Documentation must be sent to the Auditor's Office so that the intentions of the Private Lane will be on file.

COMMERCIAL AND INDUSTRIAL PROPERTIES

Commercial and industrial properties normally have large frontages. If only one building is to be constructed, issue one address for the lot. If a building has more than one floor level, a range of suite numbers shall be issued to each floor. The lowest floor level shall be issued suite numbers in the 100 range. The next floor level up shall be issued suite numbers in the 200 range and so forth and so on. Each unit within that building will then be issued a suite number. These suite numbers are to be issued at the discretion of the owner/developer once this subdivision has been recorded, keeping in mind that these suites shall not have fractions or alphanumeric characters. The owner/developer will send a copy of the suite numbers to be used in each building to this office. Once this office reviews these suite numbers, we will then issue permanent numbers. The building address must be used in conjunction with the suite number for mailing purposes (i.e. 1999 East South Street, Suite 101, Akron, Ohio). If more than one building is to be constructed on a single lot, only one address shall be issued to that parcel. Each building will then be issued by the House Numbering Technician a range of suite numbers (i.e. 100-199, 200-299, etc...). The individual units will then be assigned by the owner/developer between those ranges same as above.

REQUEST FOR CHANGE OF ADDRESS

The Summit County Engineer may change an address, but because of all the agencies and offices that must be notified we must be able to show just cause. The House Numbering Department must be notified, in writing, by the owner/developer of any request for change of address. The letter must include a descriptive background to the hardships involving the current address. The letter may also contain a request that the current address be changed to a specific number. The House Numbering Technician will evaluate the addressing request as to the possibility of the current address affecting the health, safety, and welfare of anyone in that area. The House Numbering Technician will gather that information to be presented to his/her Supervisor for approval. The Supervisor will, in turn, then present that information to the Summit County Engineer for approvals on an as needed basis. The address may be changed with zoning and house numbering procedures in mind.

SUBDIVISIONS WITHIN TOWNSHIPS

When a subdivision has passed the review, with no errors found, by this office, a copy of the plat shall be made for house numbering. We will then assign temporary addresses for that subdivision. When we receive the recorded plat back from the Recorder's office, we will change the temporary addresses to permanent addresses.

SUBDIVISIONS WITHIN MUNICIPALITIES

This office does not receive any subdivisions for review within municipalities. Therefore, it is the responsibility of the municipalities to send the final plat to the recorder's office to be recorded. The municipalities shall send a copy of the approved plat to the Engineer's office, Attention House Numbers, and we will assign temporary addresses. When the municipality receives the recorded plat back from the Recorder's office, they shall notify our office and we will change the temporary addresses to permanent addresses.

HOUSE NUMBERING FILES

Records should be kept of all phone, faxes, and other correspondence issuing addresses from the House Numbering Department. Once this office assigns a house number, before we give it out over the phone, we shall ask for a fax number or an address to send verification correspondence. This is so the person requesting the address doesn't just hang up on us after we tell them their number. It will also prevent any miscommunication between the person requesting the address and this office. If there is a discrepancy, the written document will hold precedence over any verbal confirmation.

HOUSE NUMBERING BOOKS

All new subdivisions, lot splits, etc. should be entered into the computer by means of AutoCAD drawings. Subdivision plans can be requested digitally to speed up the

drafting process. Once entered into the computer, new house numbering sheets will be printed periodically on an as needed basis. Otherwise, the new subdivisions, lot splits, etc. can then be plotted out and entered onto the old house numbering sheets. Temporary numbers issued, other than subdivisions, shall be written in the books with pencil. Once the numbers are permanent, they shall be highlighted in red pen. This will help the House Numbering Technician to verify those permanent addresses when the sheets are updated. By implementing the AutoCAD drawings, a more presentable and accurate house numbering sheet can be issued. All of these drawings should be brought up-to-date in the house numbering books as soon as possible.

The cost per copy of a page of house numbering information shall cost \$1.00. Developers or anyone needing a copy of a blueprint or drawing will be charged \$1.00 per copy also. This cost may be waived for other government agencies that share information with COSE.

ADDRESS LETTERS

All addresses shall be temporary until the subdivisions are recorded. Once temporary house numbers are established, a letter will be typed listing the allotment, subplot numbers, addresses, and street names. The letter will also include the AutoCAD drawing of that subdivision. This will give a visual reference to the actual letter showing the temporary addresses issued. The letters will then be issued to the Zoning Inspector of said Township or Municipalities.

Once the subdivision is recorded, it will be compared with the plat issued for house numbering. If there are no changes between them, a second letter will be issued making permanent addresses of the original letter in that subdivision. If changes are present, they will be noted in this letter with the necessary corrections to be performed. The Reception # should be included for reference purposes.

PREVENTING AND CORRECTING ERRORS

To prevent typographical errors and other errors in the addressing letters, the letters should be proofread by a second person. Time should be spent making sure that lots are numbered and streets are named according to plans submitted for house numbering. If an error has occurred, it should be promptly corrected. A letter should accompany the correction and copies sent to its respective parties.

ZONING ISSUES

This will normally arise when a second address is requested for a residential parcel. Care should be taken to make certain that the zoning department for that particular area permits a second number. The Zoning Inspector should be contacted to make certain that local zoning allows for multi-family dwelling. Once permitted by zoning, apartment or suite numbers should be issued.

MAILING COPIES OF THE ADDRESS LETTERS

These letters will be copied to various people. For the Cities of Green, Fairlawn, Norton, Townships of Bath, Copley, Coventry, Franklin, Springfield, Villages of Clinton and Lakemore the following people receive copies of these letters:

Valerie DeRose, Emergency Management Specialist
Karen Brown, Summit County Building Department
Sean Gaffney, Summit County Board of Elections
Sharon Leyland, Address Information System, Akron
Robert Rogers, Department of Environmental Services
Jean Hammond, Property Transfer
Chris Triplett, Ameritech
Developer
File

For the City of Twinsburg, the Townships of Boston, Northfield Center, Richfield, Sagamore Hills, Twinsburg, and the Villages of Boston Heights, Peninsula, and Richfield:

Valerie DeRose, Emergency Management Specialist
Karen Brown, Summit County Building Department
Sharon Leyland, Address Information System, Akron
Jean Hammond, Property Transfer
Robert Rogers, Department of Environmental Services
Brian Pound, Alltel
Developer
File

For the City of Macedonia, Townships of Northfield Center, Sagamore Hills and Village of Northfield:

George Brewer, Address Management Systems, Cleveland
Stephen Mrakuzic, Northfield Post Office
Robert Zarle, Northfield Fire Dept.

For the Township of Coventry only:

Tim Justice, Coventry Fire Dept.
Dan McPeck, Coventry Post Office

For the City of Fairlawn only:

Larry Triola, City of Fairlawn
Kevin Moeller, Fairlawn Post Office

For the City of Macedonia only:

Diane Hearn, Macedonia Building Department

For the Village of Peninsula only:

Peninsula Post Office

For the Township of Sagamore Hills only:

Sagamore Hills Township Clerk

For the Township of Springfield only:

Springfield Post Office

For the City of Twinsburg and Township of Twinsburg only:

Marion Koontz, Twinsburg Postmaster
Dennis Seibert, Twinsburg City Engineer

FIELD WORK

There will be times in which the house numbering technician must drive to the area that needs an address assigned to verify other addresses in that area. There are times when an address is requested that the information given regarding that area does not

match the County's records. Tax maps, GIS, and the Summit County Web Page might also be of use in verifying the area.

CITIES NOT NUMBERED BY COSE

Summit County does not house number certain cities. These cities consist of Akron, Barberton, Cuyahoga Falls, Hudson, Mogadore, Munroe Falls, Silver Lake, Stow and Tallmadge. These cities do their own house numbering, and anyone inquiring for addresses in these cities can be referred to said city.