Town of Morrisville
Addressing Policy
Table of Contents

I. Introduction

II. Addressing Roles in Local Government

III. Policy Maintenance and Contacts

IV. General Addressing Requirements
   A. Address Assignment
   B. Addressing Method for Streets
   C. Placement of Odd and Even Addresses
   D. Addressing Corner Lots
   E. Addressing Curvilinear or Diagonal Streets
   F. Addressing Circular Streets
   G. Addressing in Sequential Order
   H. Use of Numbers Only
   I. Address Spacing
   J. Address Reference
   K. Addressing on Streets with Similar Names
   L. Addressing Consistency

V. Specific Addressing Requirements
   A. Single-Family Residential (SF-Attached and SF-Detached)
   B. Duplexes, Bungalow Court, and Pocket Neighborhood
   C. Multi-Family (Apartments and Condominiums) and Mixed-Use Buildings containing Residential Units
   D. Non-Residential Development
      a. Non-Residential Development – Single Building
      b. Non-Residential Development – Multiple Buildings
      c. Non-Residential Development – Condominiums
   E. Commercial and Industrial Suites
   F. Office Suites
   G. Hotel Rooms
   H. Amenity Areas and Open Space Tracts
   I. Sports Fields and Secondary Park Structures
   J. Secondary Structures (Accessory and Temporary)

VI. Addressing Process
   A. Addressing Timeline: Single-Family Development
B. Addressing Timeline: Multi-Family Development  
C. Addressing Timeline: Non-Residential Development - Building(s)  
D. Addressing Timeline: Non-Residential Development – Tenant Spaces  
E. Addressing Timeline: Secondary Structures

VII. Streets  
A. Wake County  
B. Private Streets and/or Private Named Drive Aisles  
C. Use of Company Names and Names of Individuals  
D. Alleys

VIII. Address Changes and Road Renaming and Closure  
A. Request for an Address Change or to Readdress Street  
B. Road Renaming and Closure

IX. Enforcement and Display  
A. Enforcement Procedures  
B. Standards of Address Display  
C. Street Name Signs

I. Introduction
The Town of Morrisville (the “Town”) is establishing an addressing policy to promote consistency, cooperation, and efficiency in property addressing. This policy is for use by the Town departments, coordinating agencies, and property developers.

The fundamental objectives of this policy are to:

- Enable emergency response personnel and the general public to readily locate street addresses;
- To create and maintain informative, consistent, and reliable addressing;
- Increase efficiency of delivery services, including U.S. Mail; and
- Improve interoperability between Town departments and coordinating agencies.

II. Addressing Roles in Local Government

Address information is pivotal to the protection of human life, the preservation of property, and the maintenance of general security within the Town and used by:

- The Police Department and Fire Department so they may provide assistance in an emergency.
- The Planning Department, Engineering Department, and Inspections Department to locate properties, review planned developments, issue building permits, and conduct inspections.
- The E911 Center to respond and dispatch calls for assistance.
- The Wake County Register of Deeds and Wake County Revenue Department to prepare and record information about property ownership, conduct title searches and administer property tax billing.
- The Wake County Board of Elections to verify precinct and voting district locations.

III. Policy Maintenance and Contacts

The Town of Morrisville Planning Department maintains the policy and is responsible for coordinating changes to roads and address numbers. The Information Technology Department is responsible for entering addresses into EnerGov. For questions regarding addressing and road renaming please contact one of the following individuals:

Natalie Nye, AICP, CZO
IV. General Addressing Requirements

A. Address Assignment
It shall be the duty of the Planning Department, in accordance with this policy, to prepare, record, and maintain road address numbering within Morrisville’s planning jurisdiction. Additionally, upon Town approval of a new street, the Town shall assign and an address range. Furthermore, the Town shall assign addresses for each individual property (habitable and/or substantial structure), when a new residential or non-residential structure is completed, or for any reason an address is required.

At least one time per year or upon request, it shall be the duty of the Planning Department, to review street address assignments, resolve conflicting addresses, reassign addresses or propose address changes, as necessary.

No entity, other than the Town, shall assign addresses within Morrisville’s planning jurisdiction. Changes to existing addresses and streets shall be consistent with this policy.

B. Addressing Methods for Streets
Each new street shall begin with the 100 block and increase to a new block, beginning at each new intersection. In certain instances, such as an existing
addressing nomenclature, each new street may begin with the 1000 block and increase to a new block, beginning at each new intersection.

Each extension or continuation of an existing street shall begin with the next sequential number consistent with this policy.

C. **Placement of Odd and Even Numbered Addresses**
   Depending on the point of origin, even numbered addresses shall be assigned to the right side of the street and odd numbered addresses shall be assigned to the left side of the street.

   For example, even numbered addresses (100, 104, 108, etc.) shall be used to identify all lots located on the right side of the road in the direction the numbers increase, as measured from the entrance into the project or beginning of a street in accordance with existing address ranges. Subsequently, odd numbered addresses (101, 105, 109, etc.) shall be used to identify all lots located on the left side of the road in the direction the numbers increase, as measured from the entrance into the subdivision or beginning of a street in accordance with existing address ranges.

D. **Address Reference**
   Addresses are assigned based on the location of the structure’s front entrance.

E. **Addressing Corner Lots**
   When assigning an address to a building on a corner lot, assign a number from the street upon which the front door faces. However, in certain instances, an address can be assigned based on the side road location in situations where the front door of the building is obscured or if building frontage is difficult to distinguish.

F. **Addressing Curvilinear or Diagonal Streets**
   Curvilinear or Diagonal Streets should be assigned addresses according to their primary direction. When determining the primary direction of the street, the entire length of the street segment should be considered, including segments that may be included in future plans.

G. **Addressing Circular Streets**
   Circular streets should begin addressing at the lowest numbered intersection. The outside of the circle should be numbered first. Next, the inside is then numbered to match with the outside. This may result, in some cases, with fewer numbers on the inside and with some gaps in the inside numbers.
H. **Addresses in Sequential Order**
All addresses need to be in sequential numeric order, always increasing from the point of origin, and should numerically balance on both sides of the street.

I. **Use of Numbers Only**
Only whole numbers should be used to address streets. Fractions, decimals, symbols or hyphenated numbering should not be used except as outlined in this policy.

J. **Address Spacing**
The minimum address spacing shall be in increments of two (2) numbers (e.g. 100, 102, etc.); however, the preferred address spacing shall be in increments of four (4) numbers (e.g. 100, 104, 108, or 1000, 1004, 1008, etc.).

K. **Addressing on Streets with Similar Names**
If new addresses are being assigned to structures on existing streets with similar names, address assignments should not be the same. If multiple addressing conflicts exist, consideration should be given to changing a street name consistent with **Address Changes and Road Renaming and Closure** requirements found in this policy.
L. **Addressing Consistency**
   Addresses located across the street from each other should be assigned so that the address range remains uniform on each street segment. Where more addresses are located on one side of the street, addresses assigned to the other side should be more widely spaced to maintain addressing consistency.

V. **Specific Addressing Requirements**

A. **Single Family Residential (SF-Attached and SF-Detached)**
   1. The Town shall assign a unique address for each proposed lot within all single-family detached (SF-D) and single-family attached (SF-A) residential development.
   2. Sales, construction, and other miscellaneous buildings and trailers used during the construction of projects shall use the address assigned to the lot or parcel on which the temporary structure will be placed.
   3. New secondary residential units or habitable structures (i.e. accessory apartments, Granny flats, garage conversion, new construction, etc.), located on a parcel with an existing residential building (principal structure), shall be identified by a separate and unique numerical address consistent with the **Secondary Structures (Accessory and Temporary)** requirements found in this policy.

B. **Duplexes, Bungalow Court, and Pocket Neighborhood**
   1. Each unit in a duplex, bungalow court or pocket neighborhood shall be assigned a unique address consistent with the **Address Spacing** requirements found in this policy.

C. **Multi-Family (Apartments and Condominiums) and Mixed Use Buildings containing Residential Units**
   1. Each building should be assigned a four-digit unique address (e.g. building 2000, building 3000, etc.).
   2. The individual apartment units will then be assigned a unique address based on building address with the second number designating the floor level and the 1-99 designating the unit location on that floor (e.g. – 2010 is located in building 2000 and below ground level, 2110 is located in building 2000 and on the first floor, etc.).
   3. The unique addresses will be assigned starting at the front corner closest to the primary entrance and will increase with distance away from the right-of-way/named drive. Additionally, unique address numbers will increase according to floor. When multiple buildings are located on a single lot,
building addresses will increase with distance away from the right-of-way/named drive.

4. Clubhouses, leasing offices, standalone garages, trash compactors, mail kiosks, etc. shall also be assigned a unique address.

5. Single level apartments are treated as if they were separate property and shall be assigned unique addresses.

6. To the maximum extent practicable, building addresses shall be consistent with the **Placement of Odd and Even Numbered Addresses** requirements found in this policy.
D. **Non-Residential Developments**

Generally, addressing standards for non-residential developments will be determined on a case-by-case basis.

1. **Non-Residential Development – Single Building**
   a. The project/development address can be used for the proposed building if the building faces the street used to address the project, and the building is accessible by driveway from the fronting street.

2. **Non-Residential Development – Multiple Buildings**
   a. Non-residential projects shall be assigned a unique address for each occupied building. Address numbers shall be consistent with the range of addresses found along the street or road in which the buildings face and will be accessed from. Each building shall be assigned unique address in sequence by tens (10’s) if the address range and number of proposed buildings allows for it; otherwise, numbers shall be assigned utilizing the best fitting sequence scheme available.
   b. Individual buildings attached at the roofline and separated by breezeways can be addressed by either using unique building addresses or one joint unique building address.

3. **Non-Residential Development – Condominiums**
   a. **Single-Level Condominiums** – Single-level condominiums are treated as separate property and shall be assigned unique addresses.
   b. **Multi-Level Condominiums** - Addressing of multi-level condominium complexes shall be consistent with the Multi-Family (Apartments and Condominiums) and Mixed-Use Buildings containing Residential Units requirements found in this policy.

E. **Commercial and Industrial Suites**

1. At the time of site plan submittal, the applicant shall submit a proposed plan, which shows the suite addressing plan for individual tenant spaces within the building. The plan shall be approved by the Planning Department prior to building permit issuance.
2. Tenant space addressing shall take into consideration the potential for dividing the space in the future. Tenant space suite numbering shall start from the left side of the building as a person faces the front entrance of the building.
3. Where each tenant space have their own entrance from a sidewalk, each tenant space shall have its own unique address as if it were a separate building.

4. Each tenant space shall be assigned numbers in sequence by a minimum of four (4).

5. For multi-level buildings, the addressing should be used to identify floor and suite (e.g. 101-199 to be used for the first floor, 201-299 for the second floor, 301-399 for the third floor, etc. until the building is fully addressed).

F. **Office Suites**

1. At the time of site plan submittal, the applicant shall submit a proposed plan, which shows the suite addressing plan for individual tenant spaces within the building. The plan shall be approved by the Planning Department prior to building permit issuance.

2. Every office suite shall have a three (or four)-digit room number posted at each entrance door. For multi-level office buildings, the addressing should be used to identify floor and suite (e.g. 101-199 to be used for the first floor, 201-299 for the second floor, 301-399 for the third floor, etc. until the office building is fully addressed).

3. Office suites shall be numbered sequentially in the order they are accessed from the main entrance, starting on the right and continuing in a counter clockwise direction.

4. All other unoccupied rooms such as janitor’s closet, housekeeping, electrical closet, etc., shall be identified with a simple description, as well as, a unique suite address.

G. **Hotel Rooms**

1. At the time of site plan submittal, the applicant shall submit a proposed plan, which shows the addressing plan for the rooms within the hotel. The plan shall be approved by the Planning Department prior to building permit.

2. Every hotel room shall have a three (or four)-digit room number posted at each entrance door. The addressing should be used to identify floor and room (e.g. 101-199 to be used for the first floor, 201-299 for the second floor, 301-399 for the third floor, etc. until the hotel is fully addressed).

3. Hotel rooms shall be numbered with even numbers on one side of the corridor and odd numbers on the other side. Additionally the addressing should be consistent from floor to floor (e.g. room 301 should be immediately above room 201, which is immediately above room 101, etc.)

4. All other unoccupied rooms such as janitor’s closet, housekeeping, electrical closet, etc., shall be identified with a simple description, as well as, a unique address.
H. **Amenity Areas and Open Space Tracts**
Amenity areas and open space tracts improved with public or private amenities shall be assigned a unique address consistent with the requirements within this policy. Unimproved amenity areas and open space tracts will be addressed upon request.

I. **Sports Fields and Accessory Park Structures**
Individual sports fields and accessory park structures, such as storage buildings and restroom facilities, shall be assigned unique addresses consistent with the requirements within this policy.

J. **Secondary Structures (Accessory and Temporary)**
If an address is required for a secondary structure (i.e. for a building permit or utility service), a unique address should be assigned to the secondary structure.

However, where there are multiple secondary structures on a single parcel, the unique address used for the principle structure may be assigned to the secondary structure along with a unit number (e.g. 101-199) until all secondary structures are fully addressed.

Secondary structures that share a lot with a principle building and front a different street as the primary building shall be addressed off the same street that the principle building is fronting.

Sales, construction, and other miscellaneous buildings and trailers used during the construction of projects shall use the address assigned to the building, lot or parcel on which the temporary secondary structure will be placed.

Secondary structures that require a building permit or utility service, or may be required to be located for emergency response are addressed upon request to the Planning Department. Insubstantial structures should not be assigned an address.

Secondary structures or areas may include, but are not limited to the following:
- Telecommunication facilities (including small wireless located in the public right-of-way)
- Accessory buildings
- Detached garages
- Parking structures
- Signs (ground/monument)
• Community gathering spaces
• Water fountains
• Sculpture/art
• Trash Compactors
• Cluster Box Units (CBU)/Mail Kiosks
• Electric meters
• Electric pedestals
• Electric panel vaults
• Electric Vehicle (EV) charging stations
• Utility boxes
• Cable panel vaults
• Telephone panel vaults
• Water irrigation meters
• Water service
• Water backflows
• Pump stations

**Exceptions to the above secondary structures exist for the following:**

1. Secondary structures located directly on the property line between parcels shall be assigned a unique address that falls within the address range between the parcels. If several types of secondary structures are to be located on same property line, all should use the same unique address and then a separate unit number for each.

2. Secondary structures located in street medians shall be assigned a unique address that falls within the address range of the parcel located closest to the median.

3. Traffic signals shall be assigned a unique address based on the address of the parcel where the power supply pedestal for the traffic light controller box is located.

**VI. Addressing Process**

A. **Addressing Timeline: Single-Family Development**
Address block ranges will be assigned to streets shown on preliminary subdivision plans. Additionally, preliminary addressing shall be assigned during the Preliminary Subdivision Plan review. Final assigned addresses shall be shown on the final plat prior to recording the lots for a particular phase.

B. **Addressing Timeline: Multi-Family Development**
Addressing for multi-family developments shall be assigned during the review of the site plan.

C. **Addressing Timeline: Non-Residential Development – Building(s)**
Building addressing shall be assigned during the site plan review and distributed prior to the issuance of the Building Permit for the building shell.

D. **Addressing Timeline: Non-Residential Development – Tenant Spaces**
Addresses for tenant spaces are assigned during the site plan review and distributed prior to the issuance of the Building Permit for either the building shell or tenant space.

E. **Addressing Timeline: Secondary Structures**
Secondary structures are addressed upon request. Addresses for secondary structures shall be assigned consistent with this policy.

**VII. Streets**

A. **Wake County**
All public or private streets within Morrisville’s jurisdiction shall be named in accordance with the Wake County Road Name Approval process. The applicant shall provide a copy of the Wake County approved street name application to the Town.

B. **Private Streets/Private Named Drive Aisles**
Addressing off private streets or private named drive aisles shall be consistent with and subject to all requirements within this policy.

C. **Use of Company Names and Names of Individuals**
Requests for streets using company names or names of individuals are not allowed in the Town.

D. **Alleys**
Alley names shall not be used for addressing purposes. Structures should be addressed from a public or private street right-of-way, easement or named drive even if primary vehicular access is from an alley.
VIII. Address Changes and Road Renaming and Closure

A. **Request for an Address Change or to Readdress Street**
Requests for an address change or to readdress a street shall be submitted in written form to the Morrisville Planning Department. Requests shall only be considered when:

1. An emergency service agency deems it necessary to aid in emergency response.
2. There is duplication in the actual street number address.
3. A secondary building requires an address and the current address sequencing doesn’t allow room for additional addresses within the addressing range; or addressing requirements as established for secondary residential buildings cannot be applied.

An address change or readdressing a street must be approved by majority consensus of affected property owners addressed off the subject street. If majority consensus is obtained, the Town shall assign new addresses in conformance with this policy and in anticipation of possible future changes. The Town shall notify all departments and external agencies of the new addresses.

However, when an address changes or readdressing a street is deemed necessary to protect public health and safety the Town may approve the request without the majority consensus of affected property owners addressed off the subject street.

B. **Road Renaming and Closure**
Road renaming and closure within Morrisville shall be in accordance with the Town of Morrisville Administrative Manual Part 2.4.13 Road Renaming and Closure.

If the road renaming is approved, property owners will be required to request a change of mailing address from the U.S. Postal Service and are responsible for displaying the proper addresses. The Town shall notify all departments and external agencies of the road renaming.

IX. Enforcement and Display

A. **Enforcement Procedures**
Refer to *The Morrisville Code of Ordinances Sections 22-59 – Enforcement* for requirements.
B. **Standards of Address Display**
Refer to *The Morrisville Code of Ordinances Sections 22-55 - Street Addresses and 22-58 – Display of Street Address Numbers* for requirements.

C. **Street Name Signs**
All street name signs within Morrisville shall meet the standards found in the Town of Morrisville *Engineering, Design, and Construction Manual (EDCM)* Section 5.3.3.