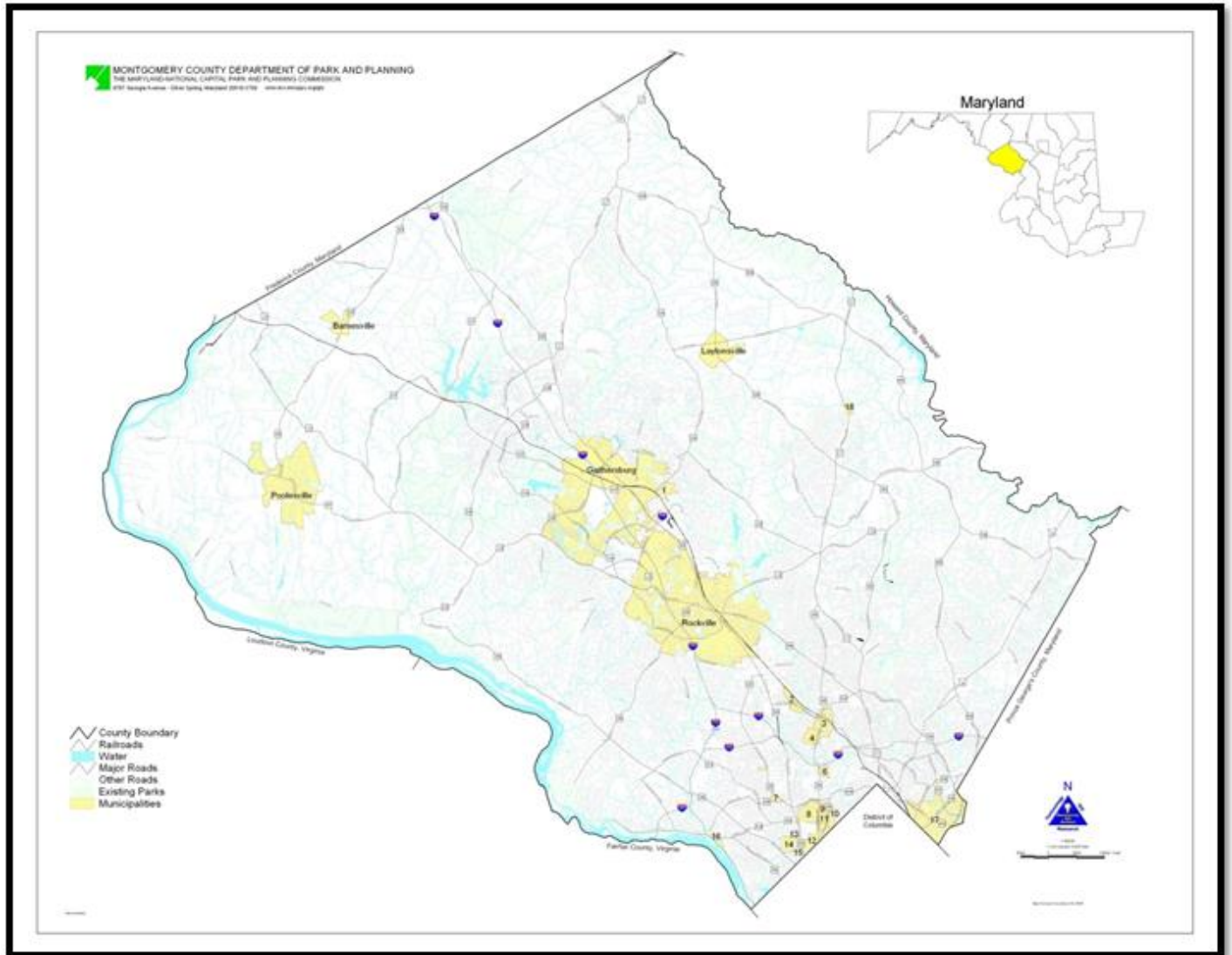


Addressing and Street Naming



Guidelines and Procedures Manual for Montgomery County, Maryland



Title: Addressing and Street Naming Guidelines and Procedures Manual for Montgomery County, Maryland

Author: Development Application and Regulatory Coordination (DARC) Division, Montgomery County Planning Department, The Maryland-National Capital Park and Planning Commission (M-NCPPC)

Subject: Practices and rules for naming of new streets and assigning addresses to properties in Montgomery County

Date: June 26, 2014

Adopting Agency: Montgomery County Planning Board
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Abstract: This document provides guidance to staff, developers, and the general public on the requirements and guidelines for (1) naming new public and private streets, (2) assigning addresses to properties and new buildings, and (3) changing existing street names or address numbers. The Montgomery County Planning Department has been responsible for street names and address numbers in Montgomery County since the 1950's. Staff now uses a GIS-based program and associated databases to store, share, and update information on County street names and centerlines, as well as addresses. For the purposes of this Manual, the term street is interchangeable with the term road.

The purpose of this document, *Addressing and Street Naming Guidelines and Procedures Manual for Montgomery County, Maryland*, is to assist County and Municipal governments with implementing and maintaining a consistent, safe, useful, and standardized addressing system. These enhanced addressing procedures have the following objectives:

1. Ensure that first responders have a predictable addressing system that will enable them to respond to all residential and businesses emergencies as administered through the Emergency 911 Communications System.
2. Provide a mechanism for the efficient delivery of mail, goods and services to County residents and businesses.
3. Ensure that addresses and street names in Montgomery County are assigned in a manner that is consistent and transparent.

INTRODUCTION

An **address** is used to describe the specific location of a building, an apartment, or a plot of land. The most commonly used way to locate a specific property is the assigned premise address. Premise addresses are used daily by private citizens, postal service, delivery services, utility companies, Police Departments and Fire & Rescue Services to locate specific places. In general, street names are the reference point and the assigned number creates a unique identifier for each building.

Uniformity is a basic requirement to assure that any given property can be quickly and easily located. Since County residents rely on one central Police, Fire & Rescue dispatch center for public safety services, address assignment methodologies must be uniform throughout the County, regardless of whether the addresses are assigned by M-NCPPC or local jurisdictions. A community's safety and welfare depends on the ability of emergency services to quickly locate every property.

Addressing must be given a high priority during the development review process to assure **consistency**. A good address system should be easy to implement, easy to use, and **predictable**. The grid address numbering systems used by Montgomery County and the five municipal jurisdictions within the County meet these requirements. A system that defines ranges of numbers in a grid pattern allows flexibility for future development while maintaining the order of existing and approved developments. A good address grid system requires minimal change with respect to addresses that are already in place.

Starting in the 1950's, M-NCPPC was charged with assigning addresses to houses and other buildings within the County. Buildings that already existed were assigned addresses over time. For lots created in new subdivisions, address numbers were assigned and shown on record plats.

It should be noted that although the current address assignment and notification processes used by the various jurisdictions and agencies in Montgomery County are set up to establish uniformity and avoid conflicts, past addressing practices resulted in street names and address numbering patterns that do not always follow current rules. In some instances, it has been possible for M-NCPPC to revise the street name and/or address numbering pattern so that current rules can be followed without creating major disruptions for property owners. In these cases, where disruptions are minor, the revisions have been implemented and affected property owners have been notified of the changes. However if the changes are significant (based on the number of affected property owners), revisions have not been made, thereby maintaining the inconsistencies to current rules.

In addition, although the cities of Rockville and Gaithersburg implement grid systems for assigning address numbers, their grids are defined differently than the grid applied to the County as a whole.

AUTHORITY/RESPONSIBILITY

All requests for address assignments, address changes, revisions to address plans, and address verifications, as well as requests for street name approvals, assignments or changes, are reviewed by the Development Application and Regulatory Coordination (DARC) Division of the Montgomery County Planning Department for M-NCPPC. Requests may be approved if the request falls within the guidelines of this Manual in accordance with the following: MD Code, Land Use, § 17-212 - Street names and house numbers; MD Code, Land Use, § 20-202 - Powers and duties; Montgomery County Code, Chapter 50 § 50-26(e) - Street Names; Montgomery County Code Chapter 22 – Fire Safety Code; Section 22-97 - Address Numbers; and Montgomery County Executive Regulation 29-08AM - Fire Department Apparatus Access and Water Supply.

Under Maryland law, M-NCPPC is tasked with naming and renaming any street or highway and numbering and renumbering the houses in the area under its jurisdiction. This authority has been delegated to the County Planning Boards for their respective counties. Furthermore, under Montgomery County law, the Montgomery County Planning Board must approve any street name before it is used. Montgomery County Code, § 50-26(e). The Montgomery County Planning Board has in turn charged the Montgomery County Planning Department with the responsibility for addressing in Montgomery County, including adopting regulations to assure that there are reasonable procedures in place to i) correct mistakes, (ii) remove confusion because of a duplication of street names, and (iii) secure uniformity of street names and numbering of houses. MD Code, Land Use, § 17-212.

The four independent municipalities named below lie within the County but have authority to assign and approve street names and address numbers within the limits of their jurisdictions:

- City of Gaithersburg
- Town of Poolesville
- City of Rockville
- Town of Washington Grove

Although these municipalities implement their own street naming and addressing systems, coordination does occur between the municipalities and M-NCPPC. All four jurisdictions provide notices of address and street name assignments and changes to one another, as well as to various Montgomery County and State of Maryland agencies, and the U.S. Postal Service. Each jurisdiction has an addressing and street naming protocol in place to avoid duplications and conflicts of street names and addresses among the jurisdictions. The guidelines in this Manual will be limited to the addressing protocol and regulations applicable to M-NCPPC.

The assignment of an official building/ house number provides a convenient reference to a property and/or dwelling as reference for its location. It neither creates a property interest that does not otherwise exist, nor does it act as a waiver of any regulatory requirement to build on the property that is otherwise necessary under the law.

ADDRESS GRID SYSTEM

Address numbers that are assigned to buildings and properties in the County follow a basic grid pattern. The grid system provides uniformity in the patterns of address numbers that are created in various neighborhoods. The County's grid address numbering system is an extension of the address numbers and grid pattern established in Washington, D.C. in the late 1700's. This is a system that radiates from the dome of the U.S. Capitol Building and extends into Maryland. Address numbers generally follow an east-west or north-south pattern and are based on hundred blocks (i.e., one block has numbers in the 100's, the next block in the 200's, etc.). The addressing grid system, when applied properly, results in a minimal need for future address changes. Although there are municipalities with their own addressing grid that present some anomalies within the current M-NCPPC addressing grid, implementing this system throughout the County can potentially eliminate confusion.

FIGURE 1. Framework for the Address Number Grid System in Montgomery County

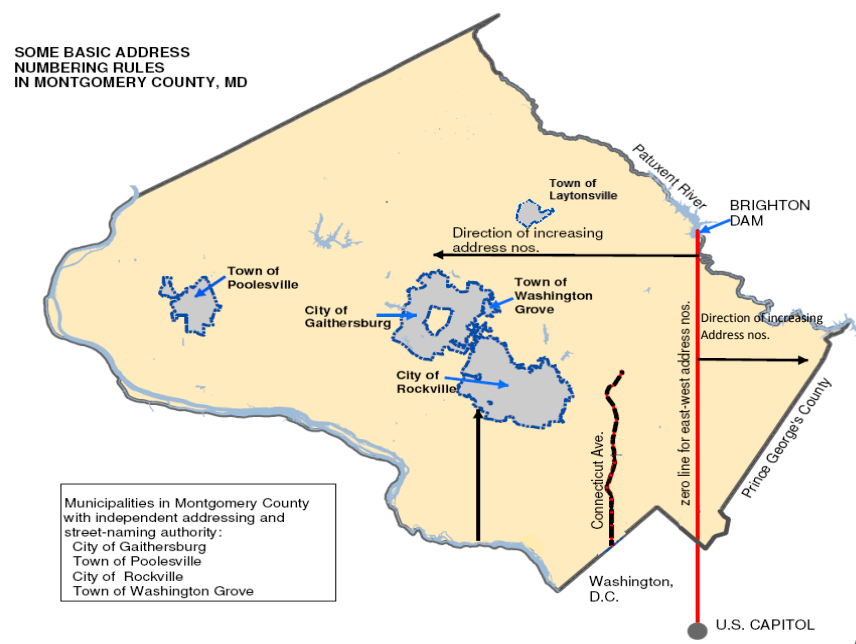
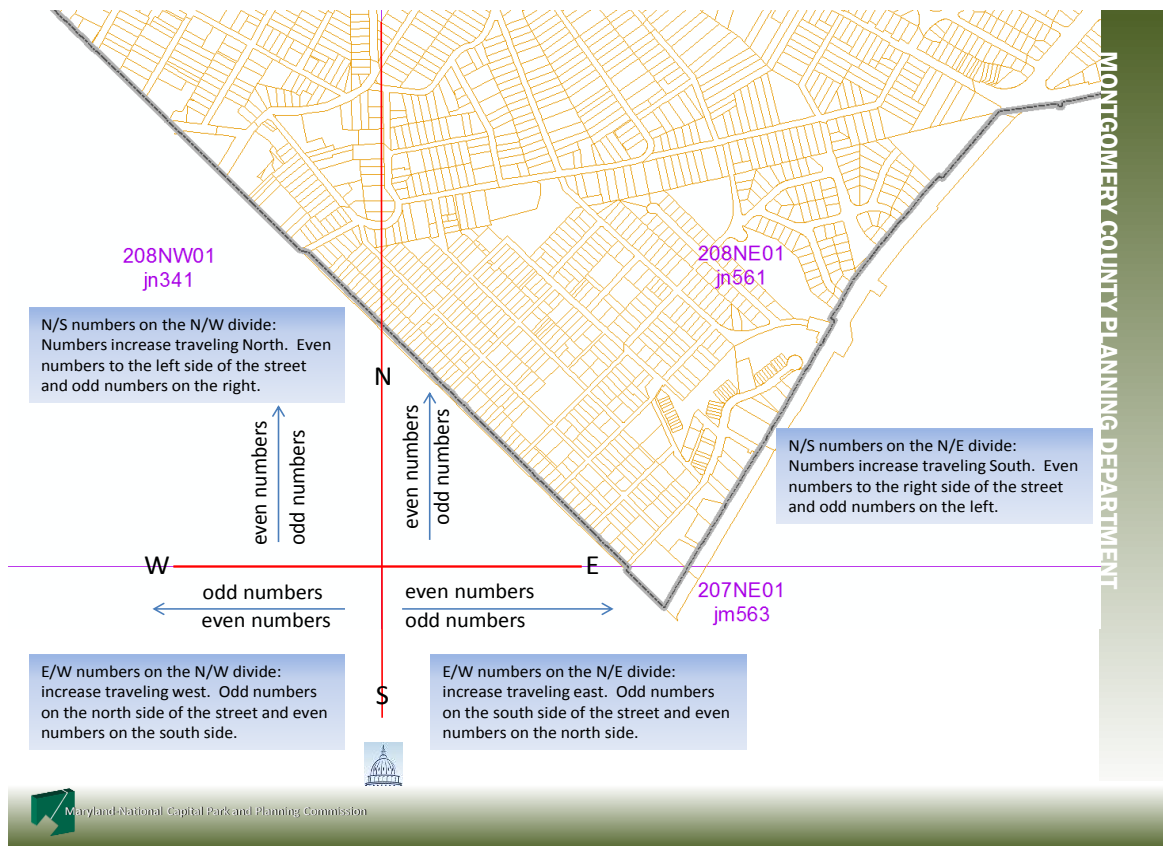


Figure 1 illustrates the basic framework for the address number grid system used in Montgomery County. Address numbers are assigned in an east-west or south-north direction. For east-west streets, the address numbering system is based on a north-south “zero line”, which has two endpoints: the southern endpoint is at the U.S. Capitol in Washington, D.C. and the northern endpoint is in Brighton Dam at the

Patuxent River. Predominantly east-west streets located east of the zero line have address number ranges that increase towards Prince George's County. Addresses in Prince George's County also continue to increase from a west to east direction. West of the zero line, all east-west streets have address numbers that increase from east to west.

FIGURE 2.



STREET TYPE DESIGNATIONS

Street-type designations such as Avenue, Road, Boulevard, etc. are assigned by M-NCPPC and should not be incorporated in submitted street name requests. Street-type designations which appear on plats or plans prior to assignment may be voided or changed. None of these terms should be considered legal definitions for the purpose of interpretation of any state or local law, ordinance, or regulation outside of this Manual. Although the following information is currently applied in the review of new street names, these definitions may not have been applied when some of the older streets were created and named. While the designations defined should be followed as a guide, the Commission may approve deviations to maintain uniformity and prevent confusion.

STREET NAMING GUIDELINES

All proposed street names will be reviewed by the Planning Department for approval in conformance with applicable sections of this Manual. The property owner/ developer must coordinate with the Planning Department to have new street names reviewed, approved, and issued in accordance with the Subdivision Regulations, Chapter 50 of the Montgomery County Code. The following guidelines will be enforced to ensure clarity and public safety:

1. Street names will not:

- a) Exceed fourteen characters in length, excluding street-type designation, due to sign-space limitations;
- b) Contain hyphens, apostrophes or other non-letter characters;
- c) Exceed two words in length, excluding street-type designation;
- d) Contain directional prefixes or suffixes (i.e., north, south, east, and west)

2. To Avoid Duplication the Planning Department will not approve:

(a) Phonetically similar (sound alike) street names:

EXAMPLE: Marlin - Marlyn

Shadow - Chateau

Parakeet Court - Park Heat Court

Katherine Court - Catherine Court

Grade Court - Grate Court

- (b) Duplication of an existing or proposed street name in the County. Streets with the same name, but different street-type designations, will be considered duplicates. The following are examples of duplicate names:

EXAMPLE: Willow Drive - Willow Ct.

(Exceptions are made for intersecting streets)

EXAMPLE: Green Haven Road - Greenhaven Terrace

Green Pastures Lane - Green Pastures Drive



(c) Street types that are designated as or incorporated in street names.

EXAMPLE: NOT ACCEPTABLE

Blues Alley Alley

District Court Court

4. Public and private rights-of-way must provide access to three or more properties or addressable structures to be named. Rights-of-way serving less than three properties or addressable structures, including single owner private access easements, will be addressed using the name of the travel way from which the right-of-way or private access easement originates.
5. The words "old" and "new" will not be used in street names when they precede a street name which exists in the County, or cities or towns adjoining the County. In previous years "Old" was reserved for situations when a new street segment was added and it bypassed an existing portion. The Planning Department prefers that "Old" not be used as part of a street name, to eliminate confusion.

EXAMPLE: NOT ACCEPTABLE

Old Elm Lane

Old Old Georgetown Road (also a duplicate name within a name)

6. Street names that duplicate facilities or geographic locations will not be approved.

EXAMPLE: NOT ACCEPTABLE

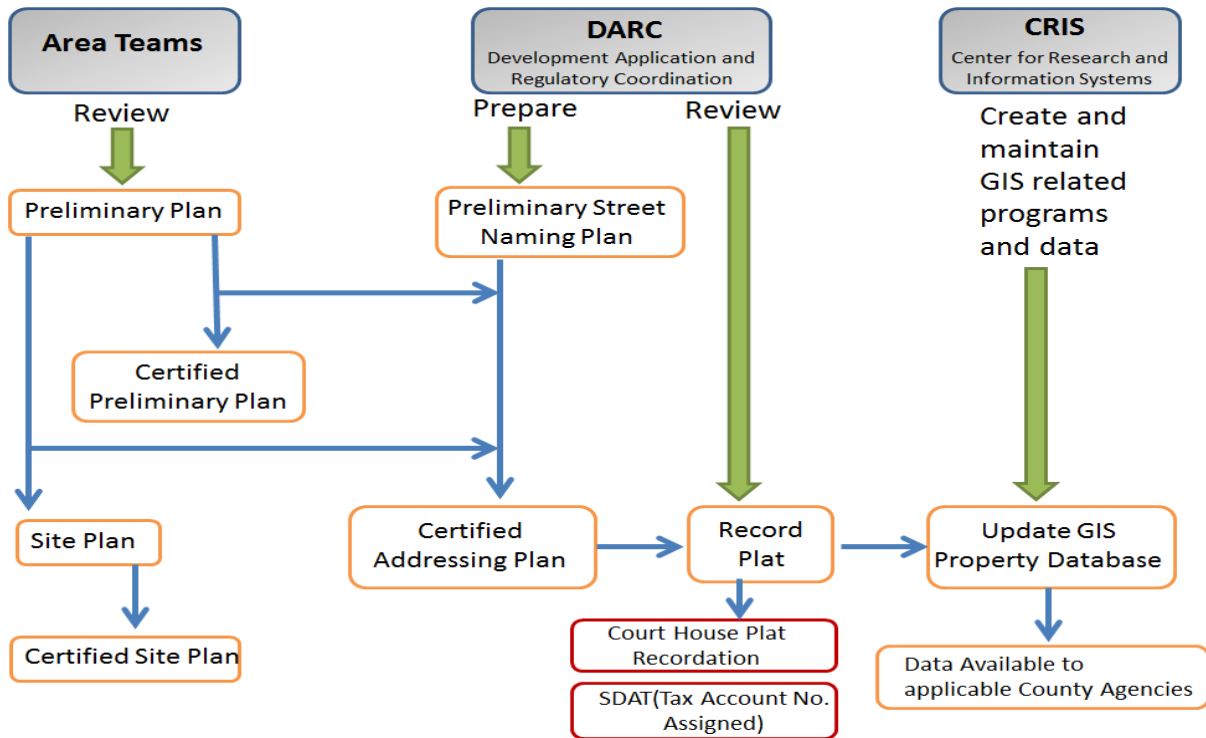
Basketball Court

Bowling Alley

7. Street names that are deemed offensive will not be approved.
8. Street name integrity should be maintained for the entire length of the street. Whenever possible the continuity of names and hundred blocks/numbering sequence will be maintained when streets enter Montgomery County from outside jurisdictions, or leave Montgomery County to enter other jurisdictions.

PROPERTY ADDRESSING PROCESS FOR NEW SUBDIVISIONS

FIGURE 3.



RESERVING STREET NAMES

Applicants for all commercial and multi-family buildings on new streets must submit street name and address assignment requests to the Planning Department. The applicant must provide staff with a series of proposed street names prior to Record Plat submittal in order to avoid any unnecessary delays and subsequent changes to the plats or plans. The Planning Department has the authority to deny street names based on these guidelines. The applicant may request a copy of the current Street Guide to avoid requesting existing names. As noted above, street-type designations (court, road, etc.) will be assigned by the Planning Department and should not be incorporated in street name requests. Street-type designations which appear on the plats or plans prior to assignment may be voided or changed. Street names may be reserved for a particular development or agency for a maximum period of three (3) years. This is to insure that the reserved names are available for future development. On the date of expiration, the submitted names will be returned to the list of available street names for others to use. Street name reservations will be added to the database as follows:

FIELD NAME	DESCRIPTION
RESERVED_ST_KEY	Identifies the reserved street record
STREET_NAME	Street name
ORG_ST_NAME	If street name revised saves the previous street name.
RESERVED_PARTY	Firm name
SUBDIVISION	Subdivision name where street is located
DATE_RESERVED	Date street was reserved
CREATED_BY	Who reserved the street
DATE_ACTIVATED	Date street was made active
ACTIVATED_BY	Who converted the street to active status
DATE-MODIFIED	Date street name, party, sub name was modified
MODIFIED_BY	Who made the changes
DATA_SOURCE	Application where source data was entered
COMMENTS	Why changes, revisions, additions were made

The screenshot shows a software window titled "Reserved Street History". It has three radio buttons at the top: "Select by Street Names", "Select by Reserving Party", and "Select by Subdivision Name". The "Select by Subdivision Name" option is selected. Below these are two dropdown menus: "Select a Subdivision from the list" (showing "Garmlirk Farms Subdivision") and "Sort By" (showing "Subdivision"). A "View Selection" button is to the right. The main area contains a table with four columns: "Street Name", "Reserving Party", "Date Reserved", and "Subdivision". The table lists 12 reserved streets, all from "Garmlirk Farms Subdivision" and reserved by "CPJ Associates" on "10/8/2013". Below the table is a summary section titled "12 Reserved Streets Listed" with fields for "Street Name", "Original Street Name", "Reserving Party", "Subdivision Name", "Date Reserved", "Reserved by", "Date Activated", "Activated by", "Date Modified", "Modified by", "Data Source", and "Comments". The "Export To Textfile" button is on the right, and an "Exit" button is at the bottom right.

Street Name	Reserving Party	Date Reserved	Subdivision
GARNKIRK FARMS	CPJ Associates	10/8/2013	Garmlirk Farms Subdivision
GARNKIRK FOREST	CPJ Associates	10/8/2013	Garmlirk Farms Subdivision
GARNKIRK WOODS	CPJ Associates	10/8/2013	Garmlirk Farms Subdivision
SHORT OAK	CPJ Associates	10/8/2013	Garmlirk Farms Subdivision
WEALD	CPJ Associates	10/8/2013	Garmlirk Farms Subdivision
AGED WOOD	CPJ Associates	10/8/2013	Garmlirk Farms Subdivision
WOODED HILL	CPJ Associates	10/8/2013	Garmlirk Farms Subdivision
GREEN SYCAMORE	CPJ Associates	10/8/2013	Garmlirk Farms Subdivision
GREEN POPLAR	CPJ Associates	10/8/2013	Garmlirk Farms Subdivision
VERDANT OAK	CPJ Associates	10/8/2013	Garmlirk Farms Subdivision
VERDANT WOODS	CPJ Associates	10/8/2013	Garmlirk Farms Subdivision
OLD GROWTH	CPJ Associates	10/8/2013	Garmlirk Farms Subdivision

Summary: 12 Reserved Streets Listed

Street Name: GARNKIRK FARMS
Original Street Name: -
Reserving Party: CPJ Associates
Subdivision Name: Garmlirk Farms Subdivision
Date Reserved: 10/8/2013
Reserved by: Keiona.Clark
Date Activated: -
Activated by: -
Date Modified: 10/8/2013
Modified by: Keiona.Clark
Data Source: ADDRESS_APPLICATION
Comments: -

STREET NAMING PLAN

A Preliminary Street Naming Plan is created by the Planning Department with information provided by the property owner/ developer. Any application for a new subdivision which creates new properties and streets must include a Preliminary Street Naming Plan. Once the names and addresses are finalized, the Final Street Naming Plan will be signed and dated by the Planning Department. It will then be used in the review of the submitted record plat, in order to review the streets for address number compatibility and road name designation. This process assists in minimizing misunderstandings of what is considered a namable street and appropriate assignment of designations according to road alignment and/or site layout. It will also solidify the street name reserved under the project. A centerline will be created and the street name status will change from reserved to assigned when the record plat is approved. The developer must submit a CAD file of the preliminary layout to Planning Department staff.

An address Plan Application is required for all commercial and multi-family street name and address assignment requests for new construction. Applicants submitting a request for approval of an addressing assignment plan are required to submit the following information:

- A letter of explanation (If applicable)
- An application on a form provided by M-NCPPC
- An overall sketch of the property in Adobe PDF format through email or CD
- A CAD or DXF file of the property with the following layers: (see **FIGURE 4**)
 - Property lines
 - House or building locations with main entrances identified
 - Parcel/ Lot numbers

- Road Right-of-way
- Main entrances to commercial sites
- Driveway locations
- Curb cuts

An example of a Preliminary Street Naming Plan and the requirements of the elements that make up the CAD file are found in **Figures 4 and 5**.

FIGURE 4. Example of a CAD file submitted by the applicant

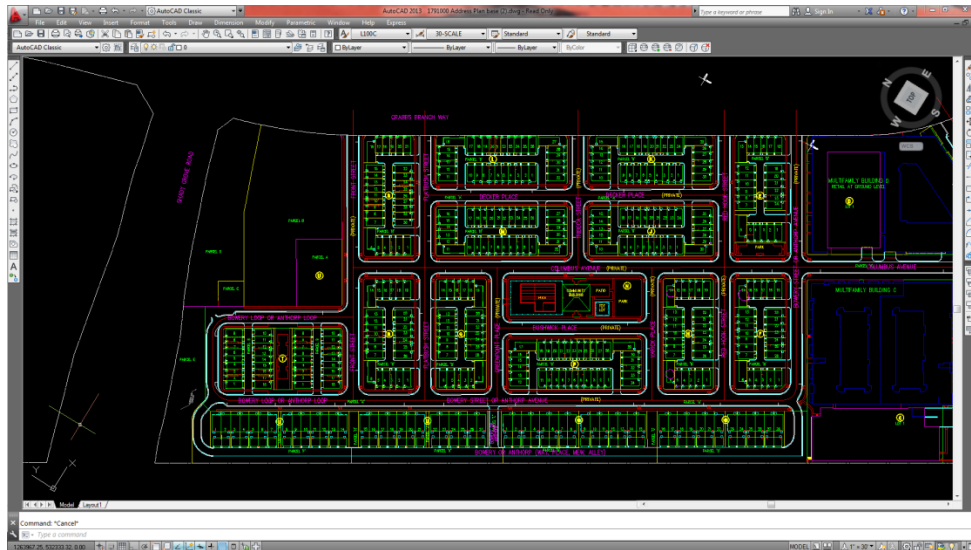
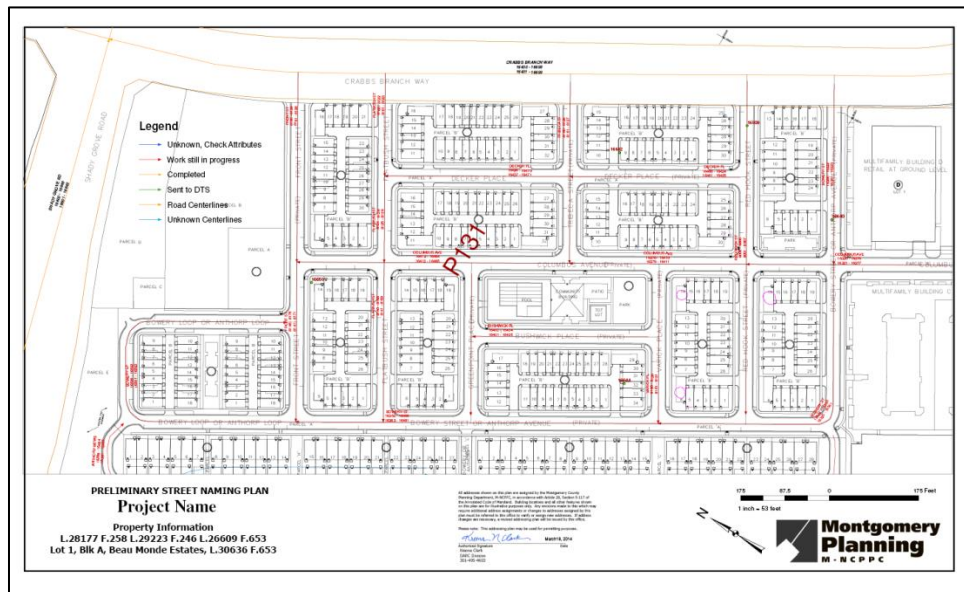
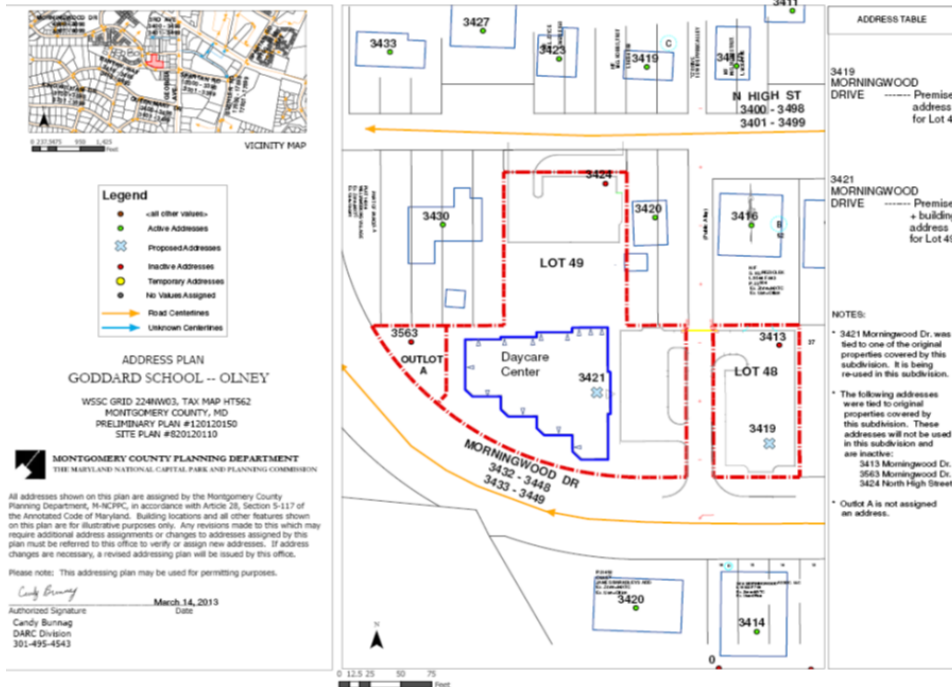


FIGURE 5. Example of a Preliminary Street Naming Site Plan



An address plan, Figure 6, is required at the time a record plat for an approved subdivision is submitted to the Planning Department for review and approval. An address plan, signed and dated by Planning Department staff, may be used in the review of the submitted record plat.

FIGURE 6. Example of an Address Plan for a Project with a Preliminary Subdivision and Site Plan



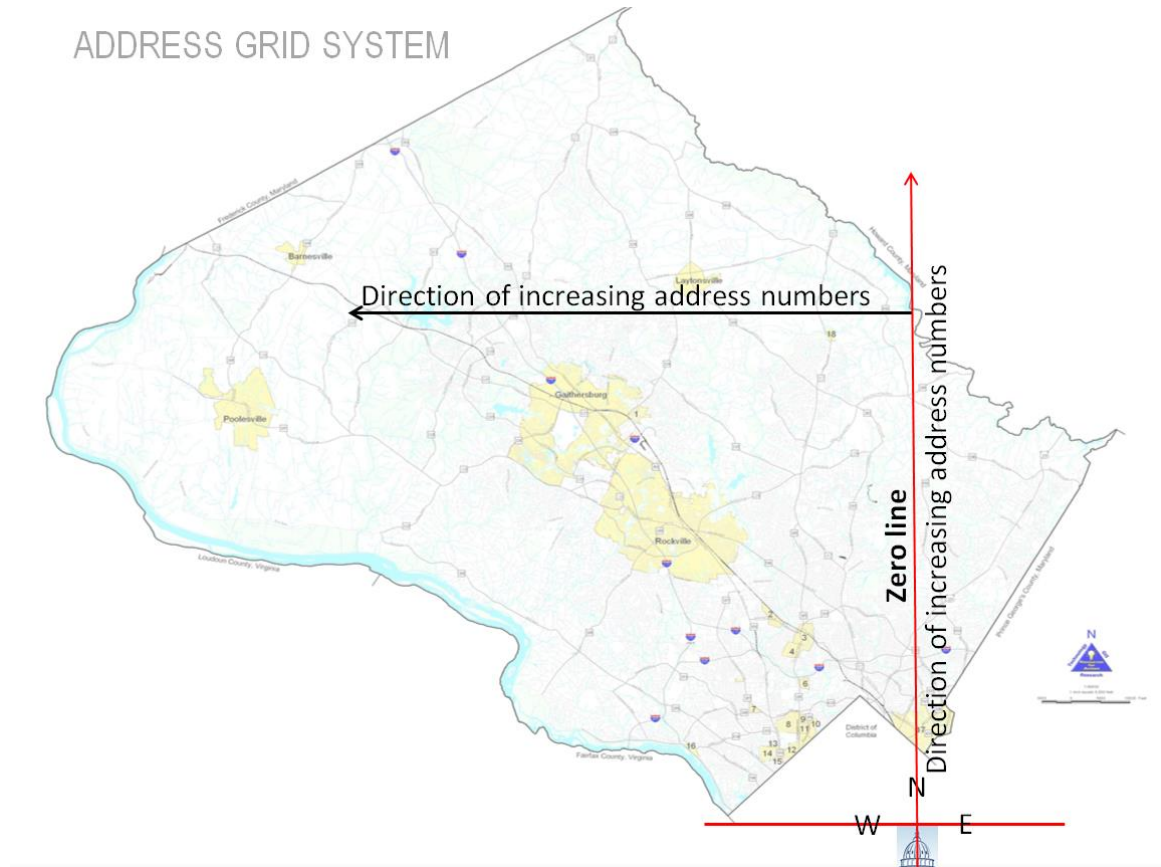
GRADE ESTABLISHMENT PLANS MUST BE CONSISTENT WITH STREET NAMING PLAN

A Grading Permit is required before any roadway construction can start in the public right-of-way. It ensures that roadway grades are appropriate for the safe and efficient movement of vehicular traffic and that roadway sub-grades are sufficient for load-bearing and pavement longevity. The Grade Establishment Plan is not considered approved until all signatures of Montgomery County Department of Permitting Services (DPS) and M-NCPPC are obtained. The Grade Establishment Plan Submittal Process and the Street Naming Plan Submittal Process DO NOT coincide, nor do they relate. It is up to the developer/ applicant to coordinate with M-NCPPC staff to ensure that the Grading Establishment Plan is consistent with the approved Address Plan. The Address Plan will not be modified to reflect any submittals to the Planning Department or other County agencies.

NUMBERING ASSIGNMENTS

FIGURE 7.

ADDRESS GRID SYSTEM



DETERMINING THE DIRECTION AND NUMBERING SEQUENCE OF A STREET

When deciding the direction and numbering sequence to assign, the following factors must be considered:

- General direction of the street;
- Numbering sequence and direction of nearby streets;
- Proposed subdivision plans that would affect the street network;
- The end effect of each numbering sequence;
- Possibility of confusion, duplication or discontinuous hundred block assignments.

Numbers may be skipped between buildings in apartment and townhouse projects to allow additional structures to be added later. In sparsely populated areas, or areas with large lots, several numbers should be skipped between lots, to allow elasticity in the event of re-subdivision or future development.

A property located on a corner of a street intersection with a detached house that faces one street and has its driveway connected to the second (intersecting) street will be addressed from the street that the structure faces. If a corner property is vacant and the final orientation of the house to be built is unknown at the time of record plat, two alternative addresses can be assigned, one for each street. The final assigned premise address will be determined and issued when building permits are submitted. This process allows the addresses to be “reserved” for the property until the final orientation of the house is determined. However, because it delays the assignment of a premise address to the property in the Maryland State Department of Assessments and Taxation (SDAT) database, it is strongly suggested that the property owner or builder determine the orientation of the house structure as soon as possible so that the front of the house, and the associated premise address, can be set as close to the time of record plat approval as possible.

Temporary addresses will only be assigned for construction mobile trailers, temporary offices for new development, septic percolation test requirements, and sign permits. Anyone requesting a temporary

address will be issued a verification letter that will clearly state that the address being provided is a temporary address and cannot be used for more than one year from the date of issuance. To obtain a temporary address, the applicant must provide a small area map that contains the location of the land that is subject to septic percolation testing or, in the case of a temporary addressable structure, the location of the land on which it sits, the nature of the temporary addressable structure and the vehicular path by which one can access the temporary addressable structure from the closest named street.

STREET NAME CHANGES

All requests for street name changes must be reviewed and approved by the Planning Department.

A request to change the name of an existing street must include the following information:

1. A statement indicating how the public interest will be served by the proposed change.
2. A statement indicating the specific problem or confusion caused by the existing street name.
3. A petition including a list of all residences and businesses that would be required to change their address if the street name is changed, as well as signatures affirming their consent to have the street name changed. Corner properties are to be included in the petition request regardless of address, and any property address not accompanied with a signature will be considered opposed to the proposal.
4. Information indicating any historical significance connected to the existing street name.
5. Proof of notification of any citizen/civic or homeowner associations within a 1 mile radius.

The applicant may propose a new street name with the application.

ADDRESS CHANGES

The legal description of a property (e.g., lot, block, and subdivision name, or parcel identification number and liber folio references on or to documents in the land records) is separate and distinct from the property's assigned address. Change of a property's address does not affect its legal description. The Planning Department reserves the right to make a change in the address number(s) or name of a specific street, on its own initiative for good cause, such as:

1. To correct mistakes or bring properties into compliance with this Manual.
2. If a confusing situation is identified by an emergency services agency, citizen, or utility company due to an existing address or group of addresses, especially in cases where public safety is of concern. The Planning Department will work with the entity or individual to eliminate the confusion with the minimal amount of impact to the addressees.
3. To aid in the implementation of a master plan recommendation for improvement of pedestrian and/or vehicular circulation in a neighborhood (e.g., Colonial Lane has been

changed to Dixon Avenue in the Silver Spring CBD to conform with the 2000 Silver Spring CBD Sector Plan).

4. To respond to a reasonable request by a property owner, if the requested change in address or street name conforms to this Manual.
5. To maintain proper sequencing when new addresses are issued, such as through the resubdivision of existing lots.

ENCLOSED SHOPPING MALLS

Malls with stores entered from the interior of the building carry one central number, except tenant stores with direct access from the exterior of the building may be issued a separate number.

Example:

Westfield Montgomery Mall is 7101 Democracy Blvd.

Nordstrom at Westfield Montgomery Mall is 7111 Democracy Blvd.

Sears at Westfield Montgomery Mall is 7103 Democracy Blvd.

Macy's at Westfield Montgomery Mall is 7125 Democracy Blvd.

COMMERCIAL & INDUSTRIAL

Commercial and industrial developments with one or more occupants will be assigned a single premise address, but each business, office, or bay may be further identified by a suite or address assignment.

In the case of assigning addresses where construction has not begun and no definite building footprint is available, an appropriate premise address will be assigned to the property within the designated address range.

When a building is leased the owner/applicant will submit for address request. Several numbers must be skipped between each address to allow for possible expansion or redistribution of the current space, so additional addresses can be created as needed for example a strip mall.

In urban parts of the County, and other transit/smart growth areas, a single property may have multiple uses. Many business entities may occupy the same building, or retail or other business establishments may occupy the ground floor of a high-rise residential building. For such properties, multiple addresses may be assigned.

There may be just one address for both the property and the main building. In such a case, each use on the site will be distinguished not by a separate address, but by a unit number (#1 – 100) as in the case of a residential building. Unit numbers are not considered to be an official address. They are not entered into the County's master address database, and the Planning Department does not keep records of unit numbers that are used on a property or in a building.

One address, derived from the main entrance, will be designated as the premise address for the property and should be used as the main address for the building. This address should be entered into a property database such as Maryland's State Department of Assessments and Taxation (SDAT) property database.

PROPERTY WITH MULTIPLE BUILDINGS

Typically, a property has a single premise address for the purpose of helping to identify the property in a database such as SDAT's Real Property Database. If a property has more than one building, each building is assigned a separate address. If one or more of the buildings is occupied by multiple tenants, each tenant unit or space may have either a separate address or unit numbers, as discussed in the previous section.

For a property that has the potential for many addresses because of multiple or mixed uses, several numbers are skipped between address numbers to allow for possible expansion.

PARKING STRUCTURES

A parking structure with private access to residential high-rises, but no public parking, will share the address of the building with which it is associated. If the parking structure is intended for properties with multiple uses in one building, public use or paid parking, it will be issued an official address to insure public safety.

ALTERNATIVE ACCESS

ALLEYS

An alley is a vehicular passageway, usually private, that is usually intended to provide access to the rear or side of lots or buildings or to garages, and is not required to have through vehicular traffic. An alley will not be named unless it: (1) is determined by emergency service agencies (e.g., Fire and Rescue) to be a necessary street for emergency vehicular access to buildings; (2) provides the only street frontage for properties; and (3) has at least two access points to a public street.

Alleys will be designated with the street type "Alley" or "Mews" and will have a centerline. A proposed name for an alley must be reviewed and approved by M-NCPPC using the same criteria that is applied to naming other types of streets. The alley will ideally carry the name of the nearest parallel public street. An approved alley name, with its associated street centerline, will be entered into the GIS data layer for street names and centerlines.

LAND LOCKED PROPERTIES

Land locked properties are properties that have no established access to a public or private road. Public roads are rights-of-way that have been dedicated to a public agency for use by the public as a road to be maintained by the public agency. Private roads are rights-of-way for use by the public as a road, but have not been, and are not intended to be dedicated to a public agency for maintenance.

Landlocked properties may be assigned temporary addresses for septic percolation tests, construction trailers, etc. The temporary address will be assigned from the public street closest in geographic distance and will be removed when a permanent address is assigned or at the end of one year, whichever is sooner.

An address will be assigned to a land locked property only if a legal right of access to a public or private road is demonstrated to the satisfaction of M-NCPPC staff. A legal right of access to a public or private road may be demonstrated through documented and uncontested easements, rights-of-way, or other legal means of ingress/egress. Where a legal right of access is demonstrated, an address will be assigned from the street to which access is established. However, a street name may be granted for an access easement that serves townhouse or apartment projects in which the buildings face the parking areas, in order to increase the ease of locating the buildings. If M-NCPPC staff is not satisfied with the documentation presented to establish access, the address request will be denied. In such a case, access issues may be resolved during a regulatory process such as subdivision approval or platting, at which time a permanent address may be assigned.

OTHER ACCESS

Private service drives that provide secondary access, usually to the rear of a lot, will not have addresses assigned and will not be assigned official street names. When these situations occur the service drive will carry the name of the nearest parallel public street.

Driveways are not considered streets and will not be assigned street names.

Parking Lots will not have addresses assigned and are not given official street names.

REVIEW PROCESS

APPROVAL PROCESS

Upon acceptance of a complete application, Planning Department staff will notify the applicant(s) in writing indicating whether the requirements for submittal have been satisfactorily met and addressing application is approved and. If the application is denied, staff must provide reasons for denial to

applicant(s) in writing within **30 days**. An applicant has **14 days** from the date of staff's decision to appeal that decision to the Planning Department Director.

If the requested change is denied by the Director, the applicant may request a public hearing before the Montgomery County Planning Board. The Board's decision will be final.

Address Verifications are often a process required by various County agencies in order to check the validity of an address and verify that the premise address was assigned by the Planning Department. Verifications are often times required when the address does not exist in SDAT data and/or does not replicate SDAT data, but is assigned a premise address by M-NCPPC. Address Verifications are most commonly required by WSSC and DPS for permitting processing purposes only, and do not determine whether a property is buildable.

AGENCIES NOTIFIED

In addition to internal divisions within the Montgomery County Planning Department, the following government agencies will be notified by the Planning Department's Development Application and Regulatory Coordination Division of any new or modified address assignments:

- U.S. Postal Service, AMS (Address Management System) Unit
- Maryland Department of Assessments and Taxation
- WSSC
- Neighboring municipalities (City of Gaithersburg, City of Rockville)
- Montgomery County agencies:
 - Fire and Rescue Services
 - Police Department
 - Department of Technology Services-Geographic Information Systems (DTS-GIS)
 - Department of Housing and Community Affairs (DHCA)
 - Housing and Opportunities Commission (HOC)
 - Department of Permitting Services (DPS)
 - Zoning
 - Building Construction, Permit Processing
 - Department of Environmental Protection (DEP), Division of Solid Waste Services
 - Department of Transportation (DOT), Commuter Services

OWNER/DEVELOPER RESPONSIBILITIES

It is the responsibility of the Owner/Developer to notify other agencies once a new street address is approved. Below are examples of agencies that will need to be contacted when an address is changed:

- Maryland Department of Motor Vehicles for driver's licenses and vehicle registration
- Montgomery County Public School Schools
- Voter registration-Call Board of Elections
- Tax assessment-Call Revenue Office
- Utility companies-Water, electric, gas, cable and telephone

- Bank accounts/Printed checks
- Social Security and pension records
- Insurance policies-Home, auto, life, health, etc.
- Credit cards/Charge accounts
- Mortgage or leasing company
- Subscriptions
- Employer
- Private schools/daycare
- Business/Personal stationary
- Personal friends/Family members
- Memberships
- Doctors/Dentist

The property owner is responsible for changing the address display on the premise per Montgomery County Code Chapter 22 – Fire Safety Code and Section 22-97- Address numbers.

FIRE CODE REGULATIONS

The Planning Department will evaluate addresses, in accordance with *Montgomery County Code Chapter 22 – Fire Safety Code and Section 22-97*; Montgomery County Executive Regulation 29-08AM.

Applicants are required to schedule a meeting with Montgomery County Fire and Rescue Service (MCFRS) and M-NCPPC for projects proposing greater than 30 residential units.