

## **Palm Beach County Addressing Subcommittee**

### **Addressing Rules and Standards**

Prioritized list of address data sources in terms of authentication and legality:

1. Recorded Plat;
2. ePZB for addresses in the unincorporated areas of the county;
3. Municipalities for addresses within incorporated areas (Contact by phone or email);
4. Situs Layer;
5. Street\_Name\_Index table (Street Names);
6. FDOT (Federal and State Highway designations);

The following address data sources will not be used to authenticate a situs address.

- Centerline information
- BellSouth Customer database
- Street Signs
- Engineering Road Atlas
- MSAG (Master Street Address Guide)
- Property Appraiser's Office Parcel file / Propinfo;

Priority of Data Sources in terms of Research or Reference during the flow of work:

1. EPZB Addressing application;
2. Situs;
3. Plat ;
4. If road is a Highway check with FDOT;
5. If road is inside municipality (within Incorporated area) Contact City where road is located.
6. Parcels with propinfo table joined on PCN;

The following Palm Beach County standards will be used to capture and maintain addresses for the Enterprise Addressing System.

1. **No** special characters are to be used in street names, this includes the apostrophe.  
(Added 11/16/2007)
  - a. Must **NOT** use &, /, \, " #, \$, \*\*..... as part of a street name.
2. **No** Spaces between Acronym type street names. (i.e. PGA Blvd must **NOT** be entered as P G A Blvd).
3. "HIGHWAY" **will** be spelled out fully when 'HIGHWAY' is a part of the name like "US HIGHWAY 1".
  - a. The abbreviation **HWY** must **not** be used.
  - b. The Highway number will be numeric and **not** a spelled out number. (i.e. US Highway **1** is correct, US Highway **One** is **not** correct).
4. Street names **cannot contain numbers** eg. Street\_name: 10<sup>th</sup>, street\_suffix: St  
(Added 08-17-2010).
  - a. Historical streets with numbers **will** be maintained (e.g. Street\_name: 10<sup>th</sup>, street\_suffix: St) \*see footnote below<sup>1</sup>
  - b. Historical street names where the street name is a **spelled out number** (e.g. Street\_name: First, street\_suffix: Ave) will **not** be converted to a numbered street name.
5. PRE directional use in the street name:
  - a. Street names that have a directional as part of the street name, no spaces between directional and name, (e.g. Street\_name: *Westbay*, street\_suffix: St or Street\_name: *Northlake* street\_suffix: Blvd) will **not** be abbreviated and **will** remain in the street name;

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<sup>1</sup> \*Descriptive understanding of Historical vs. Plat.

Historical addresses refer to addresses that currently exist within the Enterprise Addressing System (EAS). Historical addresses do not refer to information that might be found on the recorded plat. There are many instances where the legal address captured in EAS will not be the same as the address recorded on the plat. There are many reasons for this to happen and the intent is not to go back and review and change decisions that were made in the past.

- b. Historical street names that have the directional spelled out (e.g. predir: street\_name: West Bay, street\_suffix: St) **will** be split into pre-direction and street\_name (e.g. W Bay St);
  - c. All north-south streets that cross Southern Boulevard will use Southern Boulevard as the north-south dividing line and **will** have the N or S Pre-Direction added to their names accordingly;
  - d. All major arterial east/west streets in Unincorporated Palm Beach County **will not** use a pre or post direction as part of their name;
  - e. If properties on one side of a road are unincorporated and the properties on the other side of the road are incorporated:
    - i. The centerline road name **will** follow unincorporated address rules (e.g. Atlantic Ave)
    - ii. The situs **will** follow unincorporated rules for the unincorporated properties and city rules for the incorporated properties
  - f. Historical/municipal street names with pre-directional **will** be maintained. (e.g. predir: W, street\_name: Bay, street\_suffix: St). This rule applies to both pre and post directional's.
6. Street names can be mixed case. (i.e. Southern Blvd) They do **not** have to be all upper case. When there is an abbreviation as part of the street name it should be capitalized all the time. In the case of PGA Blvd, "**PGA**" will always be upper case.
  7. Address Zipcode **will** be determined from the Enterprise zipcode layer. (*Added 08-17-2010*).
  8. Address City **will** be determined from the zipcode layer (i.e. primary zipcode city name (zipcity)). If the address is located within a municipality, then the Address City **will** be set to the Municipality name as determined from the City\_bndry layer. (*Added 08-17-2010*).
  9. Rules for splitting Roadbase segments:
    - a. At all road segment intersections
    - b. Municipal boundaries
    - c. Zipcode boundaries
    - d. Expressway Mile markers
    - e. Drawbridges

- f. Intersections of Fire Station driveways
  - g. Whenever any segment attribute changes (i.e. Speed Limits, Lanes etc)
  - h. Special Requests to accommodate Fire Rescue needs \*\*2
10. The Turnpike and Interstate 95 street segments must follow these rules :
- a. Segments must be split at:
    - i. City boundaries
    - ii. Zipcode boundaries
    - iii. Mile markers (MM)
    - iv. Where Ramps intersect
  - b. Segments should be merged (no split) if the segments are not crossed by this list
  - c. Mile markers should be checked for proper sequential order (i.e. 81,82,83)
  - d. Road segment ranges will use 100 X MM. (e.g. The From-To range for the road segments between MM 82 and 83 will be 8200 – 8300) \*\*\*3
  - e. The North bound range of the Turnpike and I95 will have FromLEFT set to zero (0) and ToLEFT set to (0)
  - f. The South bound range of the Turnpike and I95 will have FromRIGHT set to (0) and ToRIGHT set to (0)
  - g. When addressing property on the Turnpike, the situs will use the Mile marker as the street number

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<sup>2</sup> \*\*Special Request

- Split the road segments at the mile marker (MM) signs (meaning the actual mile marker on the highways – whether they are an actual mile long, ¾ of a mile or 1 ¼ miles, etc)
- If a MM lands directly on top of a crossing road segment that does **not** intersect with the highway, move the break north so that it does not show as an intersection. (For example, if Lake Worth Road and I-95 – If the MM falls on top of Lake Worth Rd, move it slightly North so that it does not create an intersection between Lake Worth Rd and I95)

<sup>3</sup> \*\*\* Situs points may or may not match direct to road segments. A manual process will be used to identify which road segments a situs point belongs to. The calculation of the Road Segment ranges as identified in “10.d.” is required in order to split roads and create multiple range categories between mile markers. All address geocoding to these features must hit the appropriate situs point.