

Policy #
Revision Date January 2005
Adopted Date November 1974

Chisago County
Street Naming and Addressing Policy

Section 1
General Provisions

A. Objectives

The purpose of this County-Wide Street Naming and Addressing Policy is to establish standards for naming roadways and assigning numbers to all dwellings, principal buildings, businesses and industries; and to assist emergency management agencies, the United States Postal Service and the public in the timely and efficient maintained provision of services to residents and businesses of Chisago County.

These policies are designed following NENA (National Emergency Number Association) standards, to eliminate addressing confusion and to create a system by which addresses may be assigned and maintained from this time forward. It is not the objective of this policy to change all previously addressed structures or to change all previously named duplicate streets. Changes to existing addresses and road names will only be made when non-conformity interferes with the accurate dispatch of emergency vehicles or postal delivery as outlined in Section 4 of this policy.

No policy can anticipate every condition or question related to individual circumstances. Chisago County reserves the sole right to revise or rescind any policy or portion of this policy as it deems appropriate. Any future changes to the policies will be communicated to the community through official notices.

B. Addressing Responsibility

The Chisago County 911 Database/ Addressing person is responsible for addressing the following entities:

Amador Township
Shafer Township
City of Chisago City
City of Stacy
Chisago Lake Township
Sunrise Township
Lent Township
City of Lindstrom
Nessel Township

Fish Lake Township
City of Wyoming
Franconia Township
Rushseba Township
City of Shafer
City of Harris

The following entities are responsible for addressing the area within their boundaries, and may make amendments to this policy which is applicable within their respective boundaries:

City of Taylors Falls
City of Center City
City of Rush City
City of North Branch

C. Review Process

This policy shall be reviewed on an annual basis, or more often as deemed necessary, by the 911 Database/ Addressing person in conjunction with representatives from the Dispatch/ Sheriffs Department.

Section 2 Address Requests

A. Requirements

The following must be submitted at the time of application for an address:

1. Completed application form
2. Land Use Permit
3. Site Plan/ Survey showing location of principal dwellings and driveway
4. Tax Parcel Identification Number

B. Address Request for New Developments

The application for addressing subdivisions, condominiums, and mobile or manufactured home developments requires that a final site plan showing all road names and location of roads be presented to the address official prior to the final approval by the Chisago County Board or City Council. The developer will be responsible for any applicable addressing fee at the time of the application.

Official addresses shall be issued for each individual site/lot by the addressing office at the time a building permit is applied for. The owner will be required to submit a copy of a Land Use Permit and a site plan to obtain the address.

Section 3 Numeric Assignment

A. Frontage Interval/ Address Style

The addressing system is based off of a Grid that originates in St. Paul at the State Capital. North/South roads are named designations that use Ave. as a street type (i.e. Falcon Ave). East/West roads are numbered designations that use St. as a street type (i.e. 360th St).

Addresses are based on 1000 addresses per mile. Chisago County uses 5 digit addressing. Addresses are assigned based on the driveway entrance, not the front of the structure.

The county is divided by a “0” addressing line in Nessel and Fish Lake Township. Addresses increase East and West of this line starting at 1.

B. Odd/Even Number Locations

Odd numbers are on the East and South sides of roads in Chisago County. Even numbers are on the West and North sides of roads in Chisago County.

C. Fractional, Alphanumeric, Hyphenated Addresses

There shall be no use of fractional addresses, alphanumeric address numbers or hyphenated address numbers.

D. Component Order

Components of a street address shall always be in the following order:
Address number, directional prefix (if any), street name, street type, designation of apartment or suite, and apartment/suite number.

E. Diagonal Streets

Diagonal streets shall be treated as either North/South or East/West streets. Once orientation is established it shall be used throughout the entire length of the road. The orientation will not change even if the road changed direction.

- Blvd. can be used as the street type for roads that are diagonal from Southwest to Northeast
- Rd. can be used as the street type for roads that are diagonal from Southeast to Northwest.

- Trl. can be used as the street type for roads that meander or don't follow the grid.

F. Cul-De-Sacs

Cul-De-Sacs shall be addressed using the grid system with odd numbered houses on the south and east sides, and even numbered houses on the north and west sides.

- Ct., Cir., or Cove can be used for roads that end in a cul-de sac.

G. Private Driveways/ Unnamed roads

Private drives/ unnamed roads need to be named and addressed if there are three or more residents/ businesses on it.

With two dwellings/ businesses on a private driveway, there shall be two separate addresses, with the structure closer to the main road having the lower of the two addresses.

H. Corner Lots

Like all other addresses, the addresses for corner lots shall be determined by where the driveway comes out on. The assigned address will be determined by the site plan presented at the time a building permit is requested.

I. Single Family Residences

Single family residences shall receive its own individual address determined by the basic rules for distance and direction.

J. Duplex Residences

A duplex shall be addressed with each unit receiving its own individual address determined by the basic rules for distance and direction.

K. Apartment Buildings

Apartments shall be numbered with the main building receiving one address. Each individual apartment shall be assigned by the owner/manager of the apartment complex.

L. Mobile Home Parks

Each mobile home park shall receive one main address. Lot numbers shall be assigned by the mobile home park manager.

M. Townhouses

Townhouses shall be assigned an individual address for each unit following the basic rules for distance and direction.

N. Individual Commercial Buildings

Individual commercial buildings shall be given one address to the road/street on which the driveway access is located as determined by the basic rules for distance and direction. When a business faces a main road, but is accessed from a secondary road, an address will be allowed to the main road if the primary entrance faces the main road.

An individual building, which housed more than one business, shall require a separate address for each unit.

O. Strip Commercial Buildings

Strip commercial buildings shall receive one address for the entire building. Each business shall receive a separate suite number assigned by the owner/manager of the strip commercial building.

P. Miscellaneous Structures

Outbuildings having their own access drive and their own separate utility shall be assigned an address following the basic rules for distance and direction.

Q. Wireless Towers

A wireless tower shall be assigned one address determined by the basic rules for distance and direction.

R. Historical Road Names

The addition of historical road names to existing streets is not a procedure Chisago County encourages, however if the name has a significant meaning to the community, it may be added. If a historical name is to be added to an existing road, the official road name will not be changed. The road will have a sign that will be of a different color and design from the street sign, clearly stating that the historical street name is for historical use only and is not an official road name. The historical name will not be used for any addressing at any time.

Section 4 Address Corrections

A. Numeric Correction

It shall be the intent of this policy to discourage the practice of making any change in addresses except:

1. If the existing address number is not in sequence and/or does not run consecutively in the same direction as the county address system.
2. If the existing number is such that the assignment of address numbers for new buildings is not practical and in keeping with the requirements of this ordinance.
3. When an easement becomes a named private drive and the structures must reflect the new road name using the correct numerical range for the new road.
4. When an address is duplicated or otherwise violates this policy.

In the case of a numeric address change, the following procedure shall be followed:

1. The reason for the numeric change shall be documented with date and reporting party.
2. A new address shall be determined using the County address standards.
3. Notification shall be sent to the following:
 - a. Resident
 - b. Local Post Office
 - c. City Office if within the boundaries of an incorporated city, or township offices if within a township
4. The resident shall be responsible for supplying their individual utility companies with a copy of the official change of address form.

B. Street Name Changes

Street name changes shall only be allowed when the name is a duplicate of another street within a designated postal area or within Chisago County and interferes with the accurate dispatch of emergency vehicles or postal delivery. 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.

In the case of a street name change, the following procedure will be followed:

1. The reason for street name change and the proper new street name shall be documented with date and reporting party.
2. The property owners will be contacted in written form.
3. Upon completion of the new street name by Chisago County, confirmation of the new street name will be mailed to each property owner affected by the change.

4. Notification of any street name changes will be sent to:
 - a. Property owners
 - b. Post Office
 - c. City and/or Township offices
 - d. Affected school district
 - e. Chisago County clerk

Section 5 Street Name Requirements

A. Street/Road Designation

Every existing, proposed, or constructed roadway that provides, or will provide access to three (3) or more buildable lots shall be identified as a street/road.

B. Street Naming Responsibility

Application for new street names, or to reserve street names for development, is to be made through the Chisago County Addressing Staff.

The applicant must submit to the Chisago County Addressing Staff

1. A proposal of three different street name choices, which comply with the street naming requirements
2. New developments require a list of all street names being requested and a site plan showing the layout of the streets.

A site plan showing the layout of the approved street names shall also be submitted to the appropriate addressing agency for approval.

C. Naming New Roads

When the application is made for a new road name, the name will be run through the Chisago County Addressing database to check for duplication. Street names may not be reserved. All street names will conform to the standard set in this policy.

In a development in which any given street constitutes a loop and in which a portion of that loop crosses over another street creating an intersection, each segment of the loop divided by that street shall be designated by a separate name.

Street names become final upon the issuance of a road approach construction permit or final plat approval.

D. Street Name Selection

Boulevard	Manor
Cove	Parkway
Court	Place
Circle	Road
Drive	Run
Estate	Street
Isle	Terrace
Landing	Trail
Lane	Way

Section 6 Addressing Scheme

A. East/West Roads

All East/West running roads shall be of numbered designations and use St. as the suffix. They will conform to NENA standards. The lowest numbered street is 240th St at the far southern edge of Chisago County, the highest numbered street is 540th St at the far northern edge of Chisago County. Every .10 mile a new road name is issued.

B. North/ South Roads

All North/South running roads shall be of named designations based on an alphabetic grid, and they will use Ave as the suffix. They will conform to NENA standards. The naming grid starts with names beginning with “A” at the 0 line in Nessel and Fish Lake townships. From there, they follow alphabetic order, ending on names starting with “V” at the far eastern edge of Chisago County, and ending with “B” at the far western edge of Chisago County. Every .10 mile a new road name is issued

C. Numeric Order

All North/South running roads shall be addressed based on the East/West roads that intersect them. For every one mile of road, a range of 1000 addresses shall be given. For example, a segment of Greenway Ave between 240th St and 250th St will have an address range of 24000 to 24999.

All East/West roads shall be addressed in a similar manner. In conjunction with the alphabetic name, a number is given that corresponds to the address range for the East/West running road. For example, a segment of 270th St between the Gentry Ave and Hemingway Ave will have an address range of 6300 to 7299.