

VOL \_\_\_\_\_ PAGE \_\_\_\_\_

STATE OF TEXAS  
COUNTY OF WASHINGTON

**WASHINGTON COMMISSIONERS COURT  
COUNTY ADDRESSING STANDARDS AND PROCEDURES  
ADOPTED:**

WHEREAS, Washington County desires to continue to improve the emergency service for all residents in the unincorporated area of the county by developing, implementing, and maintaining an Enhanced 9-1-1 emergency system; and

WHEREAS, efficient operation of the automatic location identification feature of the E-9-1-1 system requires a comprehensive method of addressing in Washington County; and

WHEREAS, maintaining a county-wide addressing system of road names and property numbers in Washington County may substantially reduce the response time of emergency service providers; and

WHEREAS, on ( 3/22/2022 ), Washington Commissioners Court seek to formally adopt updated County Addressing Standards and Procedures under county road maps under Chapter 258 of the Texas Transportation Code;

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners Court of Washington County, in a regular meeting duly convened, and acting in its capacity as the governing body of Washington County, does hereby

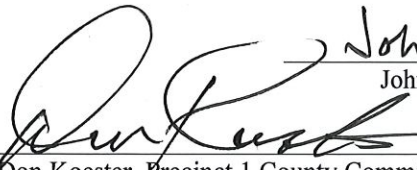
ADOPT the *Washington County Addressing Standards and Procedures* attached hereto; and

Request the owner or occupants of properties in unincorporated areas of the county to:

- (a) Obtain address number signs that comply with the attached standards and specifications; and
- (b) Install and maintain those signs at the locations and in the manner required by those standards and specifications.

Copies of the standards and specifications may be obtained at the Washington County Clerk's Office. Knowingly failing or refusing to comply with this Order is a Class C Misdemeanor. This Order shall be effective upon its adoption by Commissioners Court and its publication once in a newspaper of general circulation in the county.

ADOPTED by the Commissioners Court of Washington County, Texas on this day 3/22/2022.

  
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 Don Koester, Precinct 1 County Commissioner

  
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 John Durrenberger, County Judge

  
 \_\_\_\_\_  
 Candice Bullock, Precinct 2 County Commissioner

  
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 Kirk Hanath, Precinct 3 County Commissioner

  
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 Joy Fuchs, Precinct 4 County Commissioner

ATTEST:  
  
 \_\_\_\_\_  
 Beth Rothermel, County Clerk



The *Washington County Addressing Standards and Procedures* is to establish a uniform addressing system to name roads, determine address ranges of roads, and assign physical address numbers to property located in the unincorporated area of Washington County to enable people to readily locate addresses. The *Washington County Addressing Standards and Procedures* apply to all existing roads as of this date and any new roads that may be established hereafter.

## 1. ADMINISTRATIVE PROCEDURE

It shall be the duty of the Addressing Coordinator to maintain the County Addressing Program (CAP). The responsibilities of the Addressing Coordinator include:

- A. Assign physical addresses for new residents.
- B. Maintain the county Master Street Addressing Guide (MSAG).
- C. Submit applications for road names to the Commissioners Court.
- D. Oversee the installation and maintenance of road signs.
- E. Process requests for maps and address information.

Applications for addresses and road names shall be made available to the public by the Addressing Coordinator. A current copy of the MSAG will be filed in the 9-1-1 Addressing Coordinator's Office as a public record.

## 2. ROAD NAME APPROVAL PROCESS

Authority to approve road names rests with the Commissioners Court. Applications for road names will be submitted to the Commissioners Court by the Addressing Coordinator. The Court may adopt new road names only after conducting a public hearing on the proposed resolution. Two weeks public notice must be provided before any hearing involving addressing.

Approval of a road name is necessary if:

1. Construction of a new road that is continuously accessible by the public;
2. Property owners along a private road want to have an official road name;
3. A road name conflicts with one or more of the 11 (eleven) road name guidelines;
4. Request for a road name change is submitted by a Washington County resident.

Renaming a road should be avoided, unless it is absolutely necessary to change the name.

## 3. ADDRESSING SYSTEM

Washington County uses a grid style addressing system.<sup>1</sup> There are several components to this type of address system. The following list provides a definition of each element.

### A. REFERENCE POINT

*The center of an imaginary grid placed over the geographical area of a studied territory. Its sole function is to determine the low address of each road's address range.*

Washington County uses an imaginary grid with a Reference Point at the intersection of State Highway 36 and US Highway 290 in Brenham, Texas. From this location, the addressing grid extends out to the county line in every direction.

### B. BASE LINES

*The two grid lines that intersect the Reference Point. They are perpendicular to one another and extend west-east and north-south. For addressing purposes, the Base Lines are associated with major roadways to assign directionals to long continuous roads.*

Washington County's Base Lines are State Highway 36 and US Highway 290. They are the line of division between different portions of long continuous roads, such as State Highway 36 NORTH and State Highway 36 SOUTH or US Highway EAST and US Highway 290 WEST.

#### C. GRID LINES

*The point where Block Intervals (see below) change to the next higher hundred number.*

Washington County uses a 1 (one) mile Grid Line structure.

#### D. BLOCK INTERVAL

*The distance between Grid Lines. Block Intervals increase from the Reference Point.*

Each Block Interval in Washington County is divided into ten (10) sub-blocks to accurately assign a Low Address (see below) to each road. Each one is numbered 1, 2, 3, and so on. A sub-block is approximately 528 (five hundred and twenty-eight) feet long.

#### E. LOW ADDRESS

*The lowest assignable physical address on a road. It is determined by first marking the endpoint of a road closest to the Reference Point. Second, using this endpoint, a perpendicular line is drawn to the Base Line running parallel to the length of the road. By identifying the Block Interval and sub-block at this intersection, a Low Address is calculated.*

Exceptions to the rule will be made for all roads that cross municipal-to-county and county-to-County jurisdictional lines. For streets that extend into the county from within the Geographical jurisdiction of a municipality, the Low Address in the unincorporated area will be above the highest address within the city limits. For roads crossing county lines, every effort will be made to make addresses continuous, even if this requires that the address range begins in the adjacent county and increases as it enters Washington County.

#### F. FRONTAGE INTERVAL

*The standard distance used to assign property numbers. The interval should be small enough to accommodate future growth.*

In Washington County, physical addresses will be calculated using a small, equal interval of 5.28 (five point twenty-eight hundredths) feet. This means that there is a potential 1,000 (one-thousand) address numbers (500 separate numbers on each side of the road) in each Block Interval and 100 in each sub-block (50 on each side of the road.)

#### G. EVEN-ODD ASSIGNMENT OF NUMBERS

*From the Low Address endpoint to the end of the road, even numbered addresses are located on the right side and the odd numbered addresses are on the left side.*

### 4. ADDRESS FORMAT

All residents and businesses located in the unincorporated area of Washington County will be assigned a physical address by the Addressing Coordinator. County assigned addresses are both deliverable and 9-1-1 addresses.

To ensure compatibility with the United States Postal Service, all addresses assigned by the County comply with the United States Postal Service Postal Addressing Standards, Publication 28 guidelines.

The order of address components is

- (1) Primary address number;
- (2) Pre-directional;
- (3) Primary road name;
- (4) Suffix;
- (5) Post-directional; and
- (6) Secondary address number if any.

## 5. ADOPTING A ROAD NAME

The addressing guidelines apply equally to public roads, private subdivisions, and other private roads located within the geographical jurisdiction of Washington County. The intent of the road name approval process is to avoid duplicate or similar road names and to protect the continuity of existing roads. The following addressing guidelines have been developed to assist the county in achieving these objectives.

The County addressing guidelines conform with the addressing guidelines in the United States Postal Service's Postal Addressing Standards, Publication 28. Where applicable, USPS standards are cited under the "Examples/Comments" column to support a corresponding County guideline.

The addressing approval process will proceed in the following order:

- (1) Primary road name;
- (2) Suffix;
- (3) Predirectional;
- (4) Postdirectional; and
- (5) Secondary address number if any.

A PRIVATE DRIVEWAY containing multiple family structures can be recognized by the Commissioners Court as a private roadway. If a private road with no structures leads to one or more private roads with multiple structures, then that private road must be named, too. A private road must be accessible at all times, 365 days a year.

Road names must be submitted to the Address Coordinator by the property owner or developer(s). The Commissioners Court will consider a simple majority of the property owners with easement rights on that road as adequate documentation to support the request. The agreement must be expressed in the form of a petition, signed by the property owners. The road name must meet the same addressing guidelines as all public roads. In the case of a dispute, the Commissioners Court reserves the right to not recognize the private drive as a private road. This will mean that the residents on the private drive will be addressed on the connecting public road.

### 5-A. PRIMARY ROAD NAME – RULES, DEFINITIONS, and EXAMPLES:

- 1. Duplication of an existing road name is prohibited: use of the same primary road name with a different suffix is considered duplication.**

Duplication is determined by comparing a proposed road name to existing road names listed on the Master Street Addressing Guide (MSAG) as of the application date. If a proposed road name matches an existing one in spelling, it is a duplicate. **Or**, A road name is considered a duplicate if only the suffix is different: Smith LN verses Smith RD or Bullard RD and Bullard ST.

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**2. Avoid sound-alike and confusing names.**

A sound-alike road name is defined as any road name that is different in spelling but sounds-like an existing road name. Examples of sound-alike names are Main ST vs Maine ST, Robbin LN vs Robin DR, or Beach RD vs Beech RD.

Confusing words are generic words that may call to question whether they are actually a road name or a description of a road. Examples of confusing names: Nameless RD, Dirt LN, Circle LP, Crossroad RD, Short ST, or Gravel ST.

**3. The duplication of a word as the first word of a combined or compound road names shall be limited to four occurrences.**

The fifth occurrence of a word as the first word of a combined or compound road name will be rejected as illustrated here: Sundown LN, Sun Valley DR, Sunnyvale ST, Sunfish CT, and ~~Sunflower LP~~. Or Oakview LN, Oak Tree DR, Oak Hill ST, Oaklawn CT, and ~~Oak Way LP~~.

**4. Maximum character length shall not exceed 13 characters, including blank spaces.**

Length limit for road name components:

Prefix Directional – 2 characters

Suffix – 4 characters

Primary Road Name – 13 characters

Post Directional – 2 characters

**5. Maximum number of words is three.**

Road names can consist of one, two, or three words – no more:

Martin L. King ST

~~Run Of The Oaks LN~~

**6. Words indicating road types or directionals are not acceptable.**

Directional: South End RD, Northside LN, or West Loop ST.

Road Type: Lane BLVD, Court LP, or Avenue of Pine ST

**7. Use of hyphens, apostrophes, periods or dashes are not allowed.**

Special characters required for the correct spelling of any word, including foreign words translated into English, are to be omitted, USPS Pub 28, Appendix D, Section D5. Prefixes and suffixes, including directionals, shall not include special characters; Pub 28, Appendix C, sections C1-C2.

**8. Use of a family or individual's name is discouraged.**

Where a family or individual's name is proposed, the applicant must show a majority of support from land owners and residents along the road, i.e., a petition. **If this is not attained, the family or individual's name will be withdrawn. The process will start over until a road name is accepted**

**9. A continuous road shall have one road name.**

A road name should not change at a curve, intersection, or some other point along a continuous road. This rule applies to new roads that are continuous with existing roads. A road which transects jurisdictional boundaries shall retain the same road name when possible; municipal-to-county and county-to-county.

**10. Titular words are not permitted.**

Tendency to abbreviate titular words makes unsuitable for use as road names. Examples of inappropriate titular names: Doctor DR – DR DR, Mister LN – MR LN, General RD – GEN RD, or Saint ST, ST ST.

**11. Avoid names that are offensive or derogatory in spelling or pronunciation.**

Community morals and values should be used to determine what is and is not appropriate for a road name.

**5. B. SUFFIX**

All primary road names must be assigned a descriptive suffix. The characteristics of a roadway determine its appropriate suffix. For consistency reasons, the road name approval includes the designation of an appropriate road name suffix.

The following list describes some of the more commonly used suffixes. It is not meant to be an exhaustive resource of suffixes. For a more detailed listing, refer to the USPS's standardized suffix abbreviations (see USPS Pub 28, Appendix C, sections C1-C2.)

<b>SUFFIX</b>	<b>ABBREVIATION</b>	<b>DESCRIPTION</b>	<b>OPTIONS</b>
<b>AVENUE</b>	<b>AVE</b>	Reflects a street at least 1500 feet in length and generally runs north - south.	<b>PARKWAY</b>
<b>BEND</b>	<b>BND</b>	Indicates a roadway that winds, meanders, or twists. It can be used on a circular or looping road, too.	<b>CIRCLE or LOOP</b>
<b>BOULEVARD</b>	<b>BLVD</b>	Designate a street with a minimum 90 feet of right-of-way width. It is typically divided by a landscaped center median.	<b>None</b>
<b>BYPASS</b>	<b>BYP</b>	Characterizes the frontage roadway of an interstate thoroughfare.	<b>FEEDER</b>
<b>CIRCLE</b>	<b>CIR</b>	Describes a circular roadway. A Circle must begin and end on the same road. <u>CIRCLE</u> is not appropriate for a cul de sac street.	<b>BEND or LOOP</b>
<b>COURT</b>	<b>CT</b>	Reserved for cul de sac style streets. Typically, COURT streets are less than 500 feet in length.	<b>COVE or PLACE</b>

<b>COVE</b>	<b>CV</b>	Identifies cul de sac style streets. COVE is reserved to describe streets with a circular dead end.	<b>COURT</b> or <b>PLACE</b>
<b>DRIVE</b>	<b>DR</b>	Describes a thoroughfare street that carries a high level of traffic.	<b>ROAD</b> or <b>STREET</b>
<b>HIGHWAY</b>	<b>HWY</b>	Characterizes a state or federal highway. Routes are designated as highways.	None
<b>LANE</b>	<b>LN</b>	Indicates a secondary street connecting to a local thoroughfare. In most cases, it is used on roads with no outlet to indicate a dead end.	<b>DRIVE</b> or <b>ROAD</b> or <b>STREET</b>
<b>LOOP</b>	<b>LP</b>	Reserved for short roads that return to themselves. Also appropriate for circular or semicircular roads. Loops can be short roadways that begin and end on the same road.	<b>CIRCLE</b> or <b>BEND</b>
<b>PARKWAY</b>	<b>PKWY</b>	Reflects a street at least 1500 feet in length. A PARKWAY often is a special scenic route or park drive, generally, designated by a name.	<b>AVENUE</b> (see note)
<b>PATH</b>	<b>PATH</b>	Designates a minor local road running in a diagonal direction.	None.
<b>PLACE</b>	<b>PL</b>	Identifies cul de sac style streets. PLACE is reserved to describe streets with a circular dead end.	<b>COVE</b> or <b>COURT</b>
<b>ROAD</b>	<b>RD</b>	Describes a local through road.	<b>DRIVE</b> or <b>STREET</b>
<b>STREET</b>	<b>ST</b>	Describes a local through road.	<b>DRIVE</b> or <b>ROAD</b>
<b>TRAIL</b>	<b>TL</b>	Any curvilinear road. A diagonal local road serving as a collector for one or more local thoroughfares.	None.
<b>WAY</b>	<b>WAY</b>	Diagonal road less than 1,000 feet in length. A minor road that changes direction or begins and ends on the same thoroughfare.	None.

### 5. C. ROAD NAME DIRECTIONAL

Directionals shall only be assigned to continuous roads that transect the Base Lines of the county address grid. They should be used only when directional designations will be helpful in identifying the location of addresses along different, but continuous, portions of a road.

Direction may be indicated by either a pre or post directional. Directionals are optional; Different portions of continuous roads transecting State Highway 36 and US Highway 290 do not have to use directionals. County roads will not use predirectionals. State thoroughfares will use post directionals.

Acceptable abbreviations for either pre or post directionals are:

North	N	South	S
East	E	West	W
Northeast	NE	Northwest	NW
Southeast	SE	Southwest	SW

### 5.D. PHYSICAL ADDRESS DESIGNATION

A physical address designation in Washington County is a three-to-five-digit sequence of numbers that denotes the location of a property on a road. Using a small, equal interval of 10.56 (ten point fifty-six hundredths) feet, numbering will remain consecutive along roads while allowing for future infill.

PRIMARY STRUCTURES, both residential and business, will receive a physical address based upon the point at which their driveway intersects a named road. For properties with rear dwellings, a separate or subordinate designation can be assigned. If the secondary structure has a separate driveway, it should have a separate physical address from the road.

AGRICULTURAL BUILDINGS may also be assigned a separate physical address, such as a barn, poultry house, outbuilding or equipment storage building, even if located on an addressed property.

COMMERCIAL and INDUSTRIAL BUILDING sites will be assigned one physical address. Auxiliary buildings where business is transacted would receive a building number or letter.

CONFLICTING ADDRESS NUMBERS – Any previously adopted address which conflicts with the number assigned by the Addressing Coordinator shall be reassigned.

LONG DRIVEWAY or PRIVATE ROADS WITH ONLY ONE- OR TWO-FAMILY STRUCTURES – The physical address in such situations will be assigned at the juncture of the driveway with the named road.

MULTIPLE UNITS located on a single parcel, such as mobile home parks, apartments, or office buildings, should have the same street number and also be assigned unit, apartment, suite, or other sub-designations. Multi-unit structures, such as townhomes, duplexes, or four-plex's, should use individually addressed primary numbers whenever possible.

FRACTIONAL ADDRESSES are not allowed, such as 108 ½ Parker Lane.

UNIMPROVED, VACANT PROPERTY will not be assigned a number until a driveway is underway, a structure is built, or a structure moved on site. An address can be assigned prior to



the completion or start of construction to assist the property owner or resident in receiving basic services.

NEW STRUCTURES will be assigned a physical address according to the original drawings of a final subdivision plat, mobile (manufactured) home park plan, planned unit development or any other plan requiring the approval of the County of Washington.

PERMIT APPROVAL by the county will be withheld until a physical address has been issued by the Addressing Coordinator of Washington County following the implementation of this resolution.

## 6. PROPERTY NUMBERS

**DISPLAY OF PROPERTY NUMBERS.** It shall be the duty of every owner of a building (residential or commercial) in the unincorporated area of Washington County to display and maintain the PROPERTY NUMBER of said building in compliance with the County Addressing Standards Resolution at all times.

Display of the assigned Property Number shall be required with sixty (60) days of the date of notification by the 9-1-1 Rural Addressing Office.

**ASSIGNMENT OF PROPERTY NUMBERS** – The 9-1-1 Addressing Coordinator or a representative of the 9-1-1 Rural Addressing Office shall be responsible for assigning a building a unique Property Number.

Upon request by the owner, buildings constructed after the enactment of the County Addressing Standards Resolution shall be assigned a Property Number after a “Request for Physical Address” form is completed by the 9-1-1 Rural Addressing personnel.

### SIZE AND DISPLAY OF PROPERTY NUMBERS:

- A. The figure or figures comprising the *Property Number* to be displayed shall be at least four (4) inches in height. The color of the figures shall be reflective, and in sharp contrast to the color of the background surface or material, which may or may not be reflective.
- B. The *Property Number* shall be placed in a prominent location on the property as to be plainly visible from the point of access to the property and from the center of the road serving the building at all times between sunset and sunrise.
- C. Whenever practical the *Property Number* shall be placed near some light or other source of illumination so that the numbers may be readily seen at night.
- D. The placement of the *Property Number* shall be free of obstruction by trees, shrubbery, columns or extensions of the building.
- E. If the building that the *Property Number* has been assigned to is more than seventy-five (75) feet from the edge of right-of-way of the road serving the structure, the *Property Number* shall, in addition to the other requirements of this resolution, be displayed on a sign readily visible from the road and in no event further back than twenty-five (25) feet from the road right-of-way.

## 7. STREET SIGNS

All streets must have a sign constructed according to the following standards:

**MATERIAL** – Engineer grade reflective sheeting on aluminum or high intensity prismatic or other TxDOT- approved medium.

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**REFLECTIVE SHEETING COLOR** – County Road Signs will consist of white lettering on green background. Private Road Signs will consist of green lettering on white background. The size of the road sign will be determined by the M.P.H. of the road it will be posted on, according to current MUTCD and/or FHWA laws.

**MINIMUM SIZE AND LETTERING** –

Use 4” upper case initial letter and smaller lowercase letters for the remainder of the street name on 6” name sign blanks or use 6” initial letter and smaller lowercase letters for the remainder of the street name on 8” or 9” name sign blanks.

Use a minimum of 2” upper case letters for road name suffix, such as LN or ST

Use a minimum of 2” numbers positioned in the bottom right corner of the sign to designate the block number of the road, if desired.

**VISIBILITY** – The sign should be free of any brush, limbs, etc., which would inhibit the clear view of the sign from the road/street.

**PLACEMENT, INSTALLATION, AND REPLACEMENT** – Reflective road signs shall be installed in accordance with Texas Department of Transportation (TxDOT) standards whenever possible, under the direction of the County Commissioners of the precinct in which the sign is to be installed. Commissioners shall notify the 9-1-1 Addressing Office when replacement signs are needed for County roads under their jurisdiction. The 9-1-1 Addressing Office staff will create the sign and notify the Commissioner when it is ready for installation.

Washington County may charge residents of a Private Road for a replacement road sign, according to current policy approved through Commissioners Court.

Washington County may offer Property Number signs to residents according to current policy approved through Commissioners Court.

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