

**ORDINANCE NO. 2024-01**

**AN ORDINANCE TO ADOPT THE BALDWIN COUNTY 9-1-1  
GIS/ADDRESSING OFFICE ADDRESSING STANDARDS WITHIN  
THE TOWN OF MAGNOLIA SPRINGS, ALABAMA**

**BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF  
MAGNOLIA SPRINGS, ALABAMA, DURING A REGULAR SESSION, AS  
FOLLOWS:**

**SECTION I. AUTHORITY**

This ordinance is adopted pursuant to the general police powers granted to Alabama municipalities, Alabama Code Title 11, Chapter 45, Section 1 and in accordance with Alabama Constitution Title 15, Chapter 70.

**SECTION II. ADOPTING THE BALDWIN COUNTY 9-1-1 GIS/ADDRESSING  
OFFICE ADDRESSING STANDARDS WITHIN THE TOWN OF MAGNOLIA  
SPRINGS, ALABAMA**

The Town of Magnolia Springs, Alabama hereby adopts the Baldwin County 9-1-1 GIS/Addressing Office Addressing Standards as they currently exist and as may be modified from time to time in the future in order to maintain a uniform system of building numbers for all service locations requiring an address. See attached “Exhibit A”, for the current Baldwin County 9-1-1 GIS/Addressing Office Addressing Standards.

The Town of Magnolia Springs, Alabama shall comply with the Baldwin County 9-1-1 GIS/Addressing Office Addressing Standards.

Baldwin County 9-1-1 GIS/Addressing Office will be the authority on making the final decisions on addressing in the best interest of emergency response.

**SECTION III. SEVERIBILITY**

The provisions of this Ordinance are severable. If any section, subsection, clause, phase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions hereof.

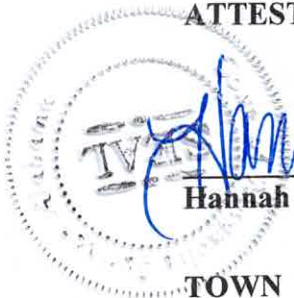
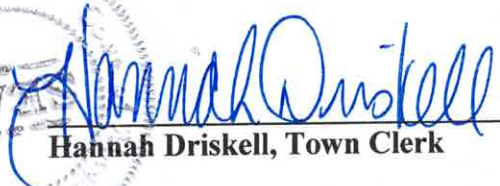
**SECTION IV. EFFECTIVE DATE**

This Ordinance shall be in full force and effect upon its adopted by the Town Council of the Town of Magnolia Springs and publication as required by law.


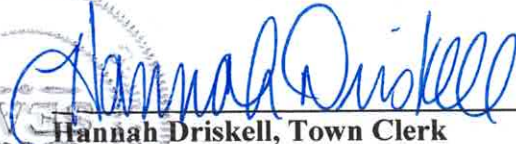
**APPROVED AND ADOPTED** this 23<sup>rd</sup> day of April 2024.

  
\_\_\_\_\_  
Ross Houser, Mayor

ATTEST:

  
  
\_\_\_\_\_  
Hannah Driskell, Town Clerk

**TOWN OF MAGNOLIA SPRINGS, ALABAMA Certificate of Publication.**  
This is to certify that Ordinance Number 2024-01, Town of Magnolia Springs, Alabama, was published by posting on at least three (3) public locations in the Town from April 24, 2024, through May 24, 2024. Posting locations include Magnolia Springs Town Hall, Magnolia Springs Post Office, and United Bank.

  
  
\_\_\_\_\_  
Hannah Driskell, Town Clerk

"Exhibit A"



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**Baldwin County 9-1-1  
GIS/Addressing Office  
Addressing Standards**

9/19/2023





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# Baldwin County 9-1-1 Addressing Standards

## Introduction

Service addresses are assigned by the local addressing authority.

**1985-1987:** The Emergency Communication District (Baldwin County 9-1-1) was established pursuant to Legislative Act No. 84-369, its governing body was established, decisions were made as to the type of addressing system to be used for the unincorporated areas of the county, an individual was awarded the contract to do the initial addressing and road naming, paper and mylar copies of 1986 Ad Valorem tax ownership maps were prepared by Blueline Reprographics of Mobile with address number gridlines, addresses were assigned to structures listed in the county tax records as of 1986, and address cards with the new structure addresses were mailed to the county property-owners-of-record. Some municipalities kept their existing addressing systems.

**Spring 1988:** Responsibility for new address assignments and any other functions related to rural addressing was turned over to the County Building Official. Number assignments, resolution of problems, road naming and all address-related topics remained the responsibility of the Building Department until June 23, 1994, when the Baldwin County 9-1-1 took over many of the duties. Responsibility for road signs, both creation of and proper posting, was turned over to the County Engineer.

**June 1994 to the present:** Baldwin County 9-1-1 has been responsible for most aspects of the county rural addressing program, as ordered in the County Commission Resolution #94-28, amended in May 1995 by Resolution #95-34. As of January 2021, the Baldwin County 9-1-1 manages the County Road Naming for Unincorporated areas by Resolution #2021-043-Amending Resolution #2017-36 relating to Roads/Streets and have revised BCC Policy #4.3-Road Name Policy. Baldwin County 9-1-1 also addresses the following:

- Town of Elberta
- Town of Magnolia Springs
- Town of Silverhill
- City of Spanish Fort
- Town of Perdido Beach

Baldwin County 9-1-1 GIS/Addressing office follows the National Emergency Number Associations (NENA) GIS and Addressing standards and stores its addressing data following NENA's GIS Data Model and Civic Location Data Exchange Format (CLDXF) for Next Generation 9-1-1 compliance. Applying addressing standards allows for a more consistent assignment of addresses for structures and properties. Addressing standards help reduce the amount of time dedicated to assigning addresses, manage customer and staff expectations, and prevent inconsistencies within the addressing database.

This document is designed as a reference and serves to provide office staff, developers, and property owners the addressing standards for residential properties, commercial properties, and other situations in which an address is necessary for emergency response and public safety.



## Addressing Concepts

### Address Numbering

Addresses for structures will be comprised of a numerical House Identifier (the house number) followed by the combined street identifier. The House Identifier or House Number will be comprised of Arabic numerals, 1, 2, 3, 4, 5, 6, 7, 8, 9 and 0. All ten numerals will be applied in accordance with a structure's location along a block range. Baldwin County follows a grid format address schema. The 0,0 point starts at Fort Morgan and travels north and east from that point, meaning numbers will increase from that point as shown in **Figure 10** in the Figures section. The (0,0) starting point in municipalities varies depending on the municipality. *Refer to the Annex section for additional information on municipal addressing.*

*Even House Numbering:* Main house numbers ending in an even number (0, 2, 4, 6, and 8) are generally used on the south side and east side of streets.

*Odd House Numbering:* Main house numbers ending in an odd number (1, 3, 5, 7, and 9) are generally used on the north side and west side of streets.

Additional refinement for locating a residence or business may be provided by assignment of a specific identifier for a building, unit, or suite. These identifiers may be comprised of letters, numbers, or a combination, as described in the body of this document.

### Site Address Identification

Building code requires that numbers be posted on the house visible from the street or road fronting the property. House numbers are checked during final inspection by the County or Municipal Building Department staff. It will be up to the local jurisdiction to enforce that house numbers are posted and visible from the street. Check with local Homeowner Associations (HOA's) for further house numbering requirements within some specific communities.

**Address identification (ICC IRC R319.1 2021 version):** Buildings shall be provided with *approved* address identification. The address identification shall be legible and placed in a position that is visible from the street or road fronting the property. Address identification characters shall contrast with their background. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall not be spelled out. Each character shall be not less than 4 inches (102 mm) in height with a stroke width of not less than 0.5 inch (12.7 mm). Where required by the fire code official, address identification shall be provided in additional *approved* locations to facilitate emergency response. Where access is by means of a private road and the building address cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure. Address identification shall be maintained.

### Building and Unit Standards

The GIS/Addressing Office uses a standardized Building and Unit numbering system for the following:

- Apartment Complexes
- Condominium Complexes (*See also: Pseudo Subdivision and Private Drive Naming Criteria*)
- Office Buildings and High-rises (Residential and Commercial)
- Shopping Centers
- Mobile Home Parks (case by case)
- RV Parks (case by case)
- Boat Slips (case by case)



This Building and Unit numbering standard prevents the duplication of unit numbering on a property and helps to clearly identify the building number, floor number, and suite number for an office or living space or lot numbers for mobile home or RV parks. This standard also prevents using the same number for both the building and the unit (Incorrect: Building #1 Unit #1). Each individual suite within a complex (e.g. shopping mall, industrial center) shall have their suite number displayed on the front door or adjacent to the door. Buildings and Units/Suites, for the structure types listed above, will be represented using numeric designators only. No stand-alone letter designators (A, B, C, etc.) are to be used for these residential projects – apartments, condominium complexes, and residential buildings and high-rises. There may be some units that have letter designations for units, and these are grandfathered in, however if they appear to pose a public safety problem then the GIS/Addressing Office holds the right to change them if necessary.

Building designations are used when there are multiple structures on a parcel, lot, or site.

Unit designations are used when there are multiple addressable spaces within a residential building. The term "Unit" is used by default with the GIS/Addressing Office for residential units and is synonymous with "apartment", etc.

Suite designations are used when there are multiple addressable spaces within a commercial building. The term "Suite" is used by default with the GIS/Addressing Office for commercial units and is synonymous with "office", etc.

*If you have or operate a MLTS phone system that was installed or had a software update post February 2018, please ensure you're compliant with Kari's Law. If your phone system is programmable then regardless of the date of installation, you must comply with Kari's Law.*

*In August 2019, the FCC Commission adopted rules implementing two federal laws that strengthen emergency calling: Kari's Law and Section 506 of RAY BAUM'S Act.*

<https://www.fcc.gov/mlts-911-requirements>

<https://www.ecfr.gov/current/title-47/chapter-I/subchapter-A/part-9>

The Building and Unit standard is explained in **Figure 1** and **Figure 2** in the *Figures* section of this document.

## Distance between Structures/Lots and Address Assignment

Addressing schema is based upon distance, whereas every 5.28 ft (1 mile=5,280 feet) is a potential new address, and each 1,000 numbers equals a mile. This allows for 500 even numbers, and 500 odd numbers in a 1-mile segment of a road centerline.

The GIS/Addressing Office reserves the right to assign addresses by an increment that is consistent with the subdivision being addressed or existing neighboring plans.

## Fraction Addressing - Residential

In older parts of Baldwin County, fraction addressing exists. When adding new addresses to these areas, each request will be reviewed on a case by case basis. Possible addressing assignments include:

- A whole address (if current addressing allows for it).
- A building at an existing address (fraction or whole address).
- An address based on the re-addressing of a few structures or the entire block.

## Address Changes

A change of address may be initiated by a property owner, municipal entity, a public safety agency, or by the GIS/Addressing Office. An address change occurs if or when an address poses an emergency service



response delay for the property owner or surrounding neighbors. If the existing address meets one or more of the following criteria, an address change may be initiated:

1. Out-of-sequence with the neighboring addresses.
2. An odd address on the even side of the street.
3. An even address on the odd side of the street.
4. A duplicate address.
5. Property is incorrectly using an address assigned to another property.
6. Property is accessed from a different street than the address in use.
7. There is no space between house numbers for forthcoming development.
8. The street name has changed, or an easement has been named.
9. Unapproved number being used.
10. Fractional addresses (such as 1/2), and alphanumeric (such as A, B, C)
11. Street names that are duplicates or sound alike.
12. Rural box numbers.
13. Numbers improperly affixed, illegible, unclear, obstructed, or not visible.
14. Condominium or apartment complex Unit/Suite numbers are causing confusion for public safety response.

All address changes are reviewed by the GIS/Addressing office prior to authorizing the address change.

If the address change is to correct one of the above addressing issues or is initiated by the GIS/Addressing Office staff, a fee will not be charged.

Property owners may request a change of address to their existing valid address, as long as the new address meets the addressing standards outlined in this document. The GIS/Addressing office can deny a request to change an address for the following reasons:

1. The request conflicts with the Baldwin County Addressing Standards.
2. There is no space between the house numbers to accommodate the request.
3. The property's address has been changed by the current property owner, within the last year.

All customer-initiated address changes are reviewed by the GIS/Addressing Office prior to approval and processing.

## Exemptions

The exemption process exempts the property owner(s) from the rules & regulations of an actual subdivision. So anytime someone divides property in the county, whether incorporated or unincorporated, they must contact the county or city (if within city limits) to apply for an exemption. Some cities require a plat to be submitted. The County Planning Department is a good starting point if you are unsure. Some areas may be in unincorporated areas but fall inside the city planning jurisdiction. Bay Minette and Magnolia Springs are two municipalities that do their own exemptions within their Extra-Territorial Jurisdiction (ETJ) and do not require you to go through County for approval. Failing to follow this process could lead to fines for the property owner(s) by your Authority Having Jurisdiction (AHJ).

A copy of the approved letter with a diagram of the divisions is required to be sent to GIS/Addressing for address assignment.



(Property owners have always been required to complete the exemption process before applying for an address because we address off the driveway location (in most cases). If the property is being divided, the driveway location could be misunderstood if we can't see the property lines as the owner(s) know them to be.)

## Streets

Street identifiers will be at minimum, a street name followed or preceded by a street type. Directional prefixes may be applied if a street crosses the center axis of a divide within a jurisdiction, to avoid assignment of duplicate addresses or house numbers. The street name and type may be followed by post-directional indicators, which indicate the route of traffic for certain types of highways or access roads. Below are listed various types of streets which may or may not be named. See the *Baldwin County Street Name Standards* (link in **Appendix B**) for more information.

**Important:** Any document or map meeting any of the following criteria should be reviewed by the GIS/Addressing office before Planning approval or recording in the Office of Probate: depicting property layout with roads/drives, or within site planning, or drawings, or plats, or PUDs, or showing easements, ROWs, public or private roads/drives, or multi-unit complexes, or business suite numbers, or apartments, or multi-residential commercial, or containing any unit/suite information.

## Dedicated Right of Way (ROW)

These are streets which have been either dedicated by a recorded subdivision plat or which have been accepted for maintenance and upkeep by a Municipality or by the County if located outside a municipal jurisdiction. Dedicated Rights of Way make up the majority of named streets.

## Freeways and Service Roads

If the property's access opens onto the service road, the address will be assigned from the service road, based on the structure's location along the street range. If the access opens directly onto the freeway or expressway, the address will be assigned from the freeway or expressway based on the structure's location along the street range. *Note:* The same address whole number should not exist both on the service road and the freeway/express way.

Correct: 1234 Baldwin Beach Express NB and 1236 Baldwin Beach Express SVRD

Incorrect: 1234 Baldwin Beach Express NB (freeway) and 1234 Baldwin Beach Express SVRD (service road)

## Private Drive/Access Easement Naming Criteria

In order to name a private driveway or an access easement, one of the following criteria must be met:

- A plan to build a minimum of three primary residential structures.
- Drive is 800 ft or greater in length and the dwelling is hard to see from the main road.
- Multiple properties abutting the easement.

Named private driveways will be assigned an address range and structures along the private driveway or easement will be assigned house numbers consistent with the address range assigned to the private drive.



If the access easement does not meet the Private Drive/Easement Naming Criteria, the easement itself will be assigned an address based on the access location along the street range, and all structures accessed off the easement will be assigned a separate building number.

The GIS/Addressing Office will review all requests to name private driveways and access easements. Any proposal to name a driveway, easement, private street, or dedicated street must adhere to the GIS/Addressing Office *Baldwin County Street Name Standards* (link in **Appendix B**) or follow municipal resolutions or ordinances. This street class shall have a blue street sign with white lettering.

### **Pseudo Subdivision and Private Driveways Naming Criteria**

Pseudo Subdivisions (i.e. Mobile home communities, RV parks, residential/commercial site plans) have private driveways that mimic a street-like network. Often times it is more effective to name and assign a street range to the private driveway and address the structures with individual addresses, similar to a recorded subdivision. In order to be classified as a Pseudo Subdivision, and have individual house numbers assigned to structures, the following criteria must be met:

1. Has a minimum of three structures (commercial or residential).

The GIS/Addressing Office will review all requests to name private driveways and access easements. Any named driveway, easement, private street, or dedicated street must adhere to the GIS/Addressing Office *Baldwin County Street Name Standards* (link in **Appendix B**).

### **When to name an Access Easement**

The GIS/Addressing Office may recommend, during subdivision and site plan review, that an access easement be named if it meets the Private Driveway Naming Criteria and will help facilitate emergency response.

### **Alleys**

Alleys are unnamed accesses and will not be assigned a street name. Structures only accessible by an alley will be reviewed on a case by case basis. Possible address assignments include:

- Addressed by the front door.
- An address off the closest intersecting street.
- A unit off the main property address.
- A unit off an address on the closest intersecting street.

## **Addressing Standards**

### **Apartment Complexes**

The GIS/Addressing Office uses a standard building and unit numbering schema for apartment addressing. See **Figure 2** in the *Figures* section of this document for assigning building numbers and units to properties.

### **Building, Stand-alone**

Typically when there is one building located on a single parcel/lot/site, the address is assigned by the driveway access but please refer to your jurisdictions Annex for possible exceptions (Example: the City of Foley currently uses the front door location to assign street name and numbers.)





## Campus Addressing – University

The addressing schema for new university campuses and additions to older campuses will be reviewed on a case-by-case basis by GIS/Addressing personnel and responding agencies. Other environments which may be considered for the Campus Addressing solution are multi-building, multi-access medical centers, Church sites, and large business parks.

## Commercial Site – Single Building

For stand-alone commercial structures (not part of a larger commercial site and not on a corner) the address will be based on entrance access along the street range. If multiple units exist in the building, the Building and Unit standards shall apply.

For stand-alone commercial structures (not part of a larger commercial site and located on a corner lot) with the front entrance off one street and the driveway entrance off another, efforts will be made to assign the address off the major arterial unless it poses an emergency issue. If multiple units exist in the building, the Building and Unit standards shall apply.

The Building and Unit standard for single structure commercial sites is explained in **Figure 1** in the *Figures* section of this document

*See also:* Downtown Mixed-use Development, Mixed-use Development, Shopping Mall-Enclosed, Street level Mixed-use, and Strip Malls

## Commercial Site – Multiple Buildings

For a commercial site with multiple buildings, a single main address will be assigned, based on the entrance access along the street range, with building numbers for each separate building. If multiple units exist within each building, the Building and Unit standards shall apply.

For commercial site with multiple buildings located on a corner lot, with the front entrance off one street and the driveway entrance off another, efforts will be made to assign the main address off the major arterial unless it poses an emergency issue. If multiple units exist within each building, the Building and Unit standards shall apply.

The Building and Unit standard for multiple commercial buildings on a site is explained in **Figure 2** in the *Figures* section of this document.

*See also:* Downtown Mixed-use Development, Mixed-use Development, Shopping Mall-Enclosed, Street level Mixed-use, and Strip Malls

## Condominium Complexes

The addressing schema for Residential Condominium Complexes will be reviewed on a case by case basis by GIS/Addressing personnel. Depending on the design and layout of the complex, addresses could be assigned using one of the following methods:

- Standard building and unit numbering schema, where site has similar layout as an apartment complex. See **Figure 2**.
- A main address is assigned to each structure based on the front door access along the street range.





- If the layout of private drive accesses resembles a street-like network, Private Drive Naming Criteria will be applied, to enable addressing. Once Private Drives have been named, individual addresses will be assigned based on front door access along the street range of the private drive.
- If private driveways are named, units must be assigned house numbers from the named private drive, instead of using a single address for the entire Condominium with a unit number.

When a jurisdiction is made aware of a condominium conversion for a developed property, the jurisdiction shall provide copies of the proposed declarations of condominium documents to GIS/Addressing including building layouts showing individual units with building number and floor number.

See Pseudo Subdivision and Private Drive Naming Criteria for assigning street names to private driveways.

### Corner lots

For all corner lots within a subdivision, a main address will be assigned based on driveway access to the property. Exceptions may be given on a case-by-case basis if a responding public safety agency agrees that the front door may be a better option for ease of accessing during an emergency response.

For residential corner lots that consist of a duplex, triplex, quadplex, condo or townhome that has front doors facing different streets, separate addresses may be assigned based off of the street that the front doors face (See **duplexes and garage apartments**).

### Cul-de-sacs

The cul-de-sac and the street it intersects shall have opposing address ranges. Using a different address range for the cul-de-sac (different from the intersecting street) should prevent duplicate and often confusing main addresses on the corner lots of both streets.

### Demolition Properties

Use the existing main address of the structure to be demolished. GIS/Addressing should be notified when a structure is removed from the property and made vacant or a change to structure type is made.

### Duplexes

A main address will be assigned to each separate unit if numbers allow. Otherwise, a main address will be assigned with a letter suffix, starting with the letter A and ending in letter B. Separate main addresses can be assigned to corner lot duplexes with entrances on different streets (see **corner lot**).

### Triplexes

A main address will be assigned to each separate unit if numbers allow. Otherwise, a main address will be assigned with letter suffixes, starting with the letter A and ending with letter C. Separate main addresses can be assigned to corner lot triplexes with entrances on different streets (see **Corner Lot**). If only one unit has an entrance on a different street, the remaining two units will use suffixes, starting with the letter A.

### Quadplexes

A main address will be assigned to each of the 4 separate units if numbers allow. Otherwise, a main address will be assigned letter suffixes, starting with the letter A and ending in the letter D. Separate



main addresses can be assigned to corner lot quadplexes with entrances on different streets (see Corner Lot).

## Garage Apartments

Secondary residences sometimes referred to as guest house or mother-in-law suites will be assigned as a secondary address different from the primary structure. If the garage apartment is attached, this will be reviewed case-by-case on whether it too requires a separate address.

## Flag Lots

Flag lots will be assigned an address based upon the access to the lots or structures, with limitations based upon neighboring addresses.

Note that many re-sub's with flag lots to multiple lots, but provide only a single physical access (driveway) to structures on those lots.

Addressing schemas that may apply:

- Building, Stand alone
- Commercial, Single building
- Commercial, Multiple buildings
- Duplexes/Triplexes/Quadplexes
- Stacked addresses

See **Figure 8** in the *Figures* section for address assignment of Flag Lots.

## High Rise – Commercial

The GIS/Addressing Office uses a standard building and unit numbering schema for high-rise commercial addressing. See **Figure 1** in the *Figures* section of this document for assigning Building and Units to single multi-story buildings on a property.

## High-rise – Residential

The GIS/Addressing Office uses a standard building and unit numbering schema for high-rise residential addressing. See **Figure 1** in the *Figures* section of this document for assigning Building and Units to single multi-story buildings on a property.

## Hospitals

The addressing schema for new hospital campuses will be reviewed on a case by case basis by GIS/Addressing personnel and responding public safety agencies.

## Mobile Home and RV Resort Communities

All streets in a mobile home park or RV Resort shall be named, and spaces numbered to conform with block numbers on adjacent public streets.

Names selected for use naming private drives in Mobile Home or RV Resort Communities may not duplicate existing street names that are already in use. Refer to the Street Name Standards for guidance in selecting names for private drives. Names must be reserved for use by Addressing. Signage must be installed at intersections accurately reflecting the street name, and street type.

See Pseudo Subdivision and Private Drive Naming Criteria for assigning street names to private driveways.



## Office Building

The GIS/Addressing Office uses a standard building and unit numbering schema for office building addressing. See **Figure 1** and **Figure 2** in the *Figures* section of this document for assigning Building and Units to properties.

## Park Facing or Courtyard Facing Structures

Addresses will be assigned off the street based on driveway or right-of-way access location, even if park land is located between the structure and street access.

## Residential, Primary Structures

Address is assigned off the street with driveway access. If a corner lot drive loops to both streets then the front door facing will be used for the assignment. Address number is determined by the structure's driveway location along the street range.

## Rural Addressing

The address is assigned based on the access location along the street range. Multiple main addresses can exist on one large parcel as long as there are separate entrances, along the street, for each structure. If a driveway is more than 800 ft it may require a name and the address will then be assigned off this named drive; this includes private drives.

## Shopping Center, Shopping Plaza and Strip Mall

Each business within a shopping center will be assigned individual street numbers or if this is not possible a single main address with suite numbers for each business.

Recommendations:

- Street or Unit numbers increase in value as the street range increases in value.
- Leave numerical space between unit numbers in order to allow for future expansion (example: #100, #105, and #110).
- A recommended two digit increase for every 10 ft. of frontage.

See **Figure 6** in the *Figures* section of this document.

*See also:* Commercial Site – Single Building, Commercial Site – Multiple Buildings, Shopping Plazas, and Strip Mall

## Shopping Mall – Enclosed

A main address, with unit numbers designated for each business, will be assigned based on structure access along the street range. If the mall has multiple access points from various streets, one street will be chosen to host the main address.

## Stacked Addresses

Stacked addresses are residential structures that share a common access. If the access driveway does not meet the Private Drive/Easement Naming criteria, the access itself will be assigned an address based on its location along the street range, and all structures accessed off the easement will be assigned a building number or unit number.

The Stacked Addresses standard is explained in **Figure 3** in the *Figures* section of this document.



## Through Lots

A through lot has an adjacent lot on either side and street frontage on two streets. The lot goes “through” the block to the other side.

*One structure on a through lot:* Address is assigned off the street the front door faces.

*Multiple structures on a through lot:* The GIS/Addressing Office will review on a case by case basis. Accessory buildings will be addressed based on access.

*New subdivision with through lots:* The GIS/Addressing Office will review plat notes or contact the developer for access information prior to address assignment.

Through Lot examples are in **Figure 9** in the *Figures* section of this document.

## Townhomes, Single-Family Attached

An address is assigned on the street with front door access. Each residential space will be assigned a main address based on the location of entry along the street range.

Separate main addresses can be assigned to corner lot structures with entrances on different streets (see Corner Lot).

The Townhomes and Single-Family Attached standard is explained in **Figure 4** in the *Figures* section of this document.

## Vacant Properties

Vacant properties are not assigned an address. The only exceptions are for culvert permits, utility poles, agriculture pumps, and other utilities.

Vacant property within subdivisions may be assigned a pre-address for address planning purposes but are not typically released until driveway and dwelling locations are confirmed. (*See also:* Corner Lot).

The GIS/Addressing Office reserves the right to change an address if an access has been changed.

## Mixed-Use Addressing Standards

### Downtown Mixed-use Development

Downtown mixed-use developments will be reviewed on a case by case basis. Depending on the site plan layout and how the commercial and residential units are accessed (street access or lobby access); downtown mixed-use developments may be addressed using one or more of the following standards:

- Building and Unit Standards
- High-rise Residential
- Street level Mixed-use

Examples of Downtown Mixed-use Developments:

- Downtown Foley
- Portico Development Downtown Fairhope – 561 Fairhope Ave

Considerations for addressing downtown mixed-use development:



- Residential and Commercial unit typing. First floor addressing of units accessed off of the street may have to use unit/suite number with base address.

The Downtown Mixed-use Development standard is explained in **Figure 5** in the *Figures* section of this document.

See also: **High-rise Residential, Mixed-use Development, and Street-Level Mixed-Use**

## Mixed-use Development

Address assignments for mixed-use developments will be reviewed on a case by case basis. Depending on the site plan layout, street-like networks, and commercial and residential building access, mixed-use developments may be addressed using one or more of the following standards:

- Building and Unit Standards
- Strip Mall, Shopping Centers, Shopping Plazas
- High-rise Residential
- Shopping Mall
- Pseudo Subdivision and Private Driveway Naming Criteria
- Street level Mixed-use
- Downtown Mixed-use Development
- Townhomes

Examples of Mixed-use Developments in the area:

- The Wharf
- Amber Isle, 22701-22843 Perdido Beach Blvd.
- Village of Tannin, Tannin Blvd. & Market St.
- Romar Lakes, 24037-24131 Perdido Beach Blvd.
- San Roc Cay Marina (GB), 27267-27269 Perdido Beach Blvd.
- Caribe Resort (PUD), 28099-2107 Perdido Beach Blvd.
- Bear Point Marina (MR), 5749 Bay La Launch Ave.
- Sportsman Marina (PUD), 27884-27888 Canal Rd.

*For every 10 feet of frontage, there is a recommended two-digit increase for an address or unit.*

## Street Level Mixed-use

Residences or businesses with front door access to the street will be assigned a main address, based on the location of the entrance along the street range. Residences or businesses *sharing* door access to the street will be assigned unit numbers at a single main address, based on the location of the entrance along the street range.

See **Figure 7** in the *Figures* section of this document for assigning addresses to Street Level Mixed use.

*See also:* Downtown Mixed-use Development

## Building and Unit Types

For certain types of buildings and units, the GIS/Addressing Office will assign a designator to our Additional Location Information field that describes the type of building or unit as part of the Additional Location Information field. Not all jurisdictions may require an address to be assigned to certain categories. Generally, each power meter needs its own address/unit assigned.



Some of the more popular unit types are listed below. For a list of building and unit types that fall into this category, see **Appendix A: Additional Location Information**.

## Billboards

Billboards will be assigned a numeric address based on the billboard's access along the street range. If a Billboard requires a suffix, a letter will be assigned accordingly: A, B, C, D, etc. "Billboard" will be assigned to our Additional Location Information field.

## Boat Docks

A boat dock with one or more slips, requiring an address for a meter or permit, is assigned the main address of the property with the unit "Slip" as a designator with the addition of a number (Slip 1, Slip 2, Slip 3, etc.). No dashes should be used. "Boat Dock" will be assigned to our Additional Location Information field.

Example with one slip:  
5520 Lakeshore Dr Slip 1

Example with multiple slips:  
1234 Sunnyvale St (Main Address)  
Boat slip 1 = 1234 Sunnyvale St Slip 1  
Boat slip 2 = 1234 Sunnyvale St Slip 2  
Boat slip 15 = 1234 Sunnyvale St Slip 15

## Cable Boxes/Phone Boxes

Power supplies installed by cable companies and phone companies are assigned a numeric address based on access to the supply. If a power supply requires an additional meter or unit, a letter suffix will be assigned accordingly: A, B, C, D, etc. "Utility" will be assigned to our Additional Location Information field.

## Carport

A carport, requiring an address for a meter or permit, is assigned the main address of the property with the unit "Carport" as a designator. If multiple carports exist on a property, each carport will be assigned the unit "Carport" with the addition of a number (Carport 1, Carport 2, Carport 3, etc.). No dashes should be used.

## Cell Towers\Towers

Communication Towers will be assigned a numeric address based on the tower's access along the street range. If a tower requires an additional meter or no whole numbers are available, a letter suffix will be assigned accordingly: -A, -B, -C, -D, etc.

If multiple towers exist on one pad site, and the street range allows it, a separate numeric address will be assigned to each tower. Depending on tower type cell- "Wireless Tower" or radio- "Radio Tower" will be assigned to our Additional Location Information field. We also maintain a separate towers layer in GIS and each tower will be added to this layer.

## Construction Loops

A temporary numeric address could possibly be assigned based on access along the street range. (case-by-case) "Temporary" will be assigned to our Additional Location Information field and reviewed periodically.



## Dumpster

A dumpster, requiring an address for a meter or permit, is assigned the main address of the property with the unit "Dumpster" as a designator. If multiple dumpsters exist on a property, each dumpster will be assigned the unit "Dumpster" with the addition of a number (Dumpster 1, Dumpster 2, Dumpster 3, etc.). No dashes should be used. "Dumpster" will be assigned to our Additional Location field.

## Elevators

Elevators are assigned the main address of the property they reside on, with the unit "Elevator" as a designator. If multiple elevators exist on a property, each elevator will be assigned the unit "Elevator" with the addition of a number (Elevator 1, Elevator 2, Elevator 3, etc.). No dashes should be used. "Elevator" will be assigned to our Additional Location Information field.

## Food Trucks-Permanent

Food trucks are assigned the main address of the property they reside on, with the unit "Food Truck" as a designator. If multiple food trailers exist on a property, each food trailer will be assigned the unit "Food Truck" with the addition of a number (Food Truck 1, Food Truck 2, Food Truck 3, etc.). No dashes should be used. "Food Truck" will be assigned to our Additional Location Information field.

## Gates

A gate that has a power supply separate from the house will be assigned a numeric address based on gate access along the nearest named street's range. The gate must have a separate power meter from the main structure. This includes gated community gates, property access gates, and Parks and Recreation gates. "Gate" will be assigned to our Additional Location Information field.

## Guard Station

If the guard station exists on a property with an existing main address, the main address with a building designation of "Security" will be used in the Additional Location Information field. If the guard station exists as a single structure with street access, a main address will be assigned based on the structure's access along the street range. "Security" will be assigned to our Additional Location Information field.

## Lift Station

A lift station is considered a critical facility and therefore should be assigned a numerical address based on its location along the street. "Lift Station" will be assigned to our Additional Location Information field.

## Park Entrances

For municipal parks, a main address will be assigned based on the park's access along the street range. A small local park will generally have only one main address most of the time. Larger parks containing sports complexes, or State Parks could have multiple buildings throughout the park each individually addressed. We also maintain a separate park layer in our GIS and it too will need the main point of location added. "Park" will be assigned to our Additional Location Information field.

## Parking Garage

A stand-alone parking garage, requiring an address for a meter or permit, is assigned the main address of the property with the building "Garage" as a designator in the building number column. If multiple parking garages exist on a property, each parking garage will be assigned the building "Garage" with the addition of a number (Garage 1, Garage 2, Garage 3, etc.). No dashes should be used.



A parking garage that is contained within a building (i.e. first few levels of a building, such as a hotel), requiring an address for a meter or permit, is assigned the main address of the property with the unit "Garage" as a designator.

## Pools

It is important to note that most public pools are required to have a pool phone per Alabama Health Department. For this and other reasons these pools require their own address assignment.

*A pool at an apartment complex or condominiums:* Will be assigned the same address as the pool house or clubhouse that resides with it. If no structure, it will be assigned separately. "Outdoor Pool" will be assigned to our Additional Location Information field. If the Pool is indoors, it will be assigned "Indoor Pool".

*Pool at Municipal Park:* If the pool shares the same access as the park, use the park address. If pool access is different from main park access, assigned a separate whole address to the pool. "Outdoor Pool" or "Indoor Pool" will be assigned to our Additional Location Information field based on outdoor/indoor location.

To further clarify, if there are multiple pools on campus or in a subdivision separated from each other they may require additional location description.

The description Indoor/Outdoor Pool should be used where there are both a pool and spa in the same area sharing the same phone. If a spa is alone and has a pool phone it should be given a description of Indoor Spa or Outdoor Spa. Pool or Spa can be substituted with options below and must be communicated to GIS/Addressing:

If there is only a single indoor pool phone at the address (include [[#] FLOOR]:

INDOOR POOL GROUND FLOOR  
INDOOR SPA 14TH FLOOR

If there are multiple pool phones indoors at the same street number, then they must be differentiated as such with floor #:

INDOOR POOL GROUND FLOOR N  
INDOOR POOL GROUND FLOOR E  
INDOOR SPA 15TH FLOOR S  
INDOOR SPA 15TH FLOOR W

If there is only a single outdoor pool phone at the address:

OUTDOOR POOL  
OUTDOOR SPA

If there are multiple pool phones outdoors at the same street number, then they must be differentiated as such:

OUTDOOR POOL N  
OUTDOOR POOL E  
OUTDOOR POOL S  
OUTDOOR POOL W  
ROOFTOP POOL

## Temporary Addresses

On very rare occasions a temporary address may be necessary to use depending on the situation. These addresses should NOT be used on pool phones, elevator phones or anywhere an amenity or dwelling will continue to reside beyond construction completion. A temporary address will be assigned based on access along the main street and the address letter should clearly state TEMPORARY in BOLD RED lettering. Examples: Construction trailers, cell on wheels (COW – temporary Cell Towers). "Temporary" will be assigned to our Additional Location Information field.





## Toll Booths and Toll Tag Readers

If a toll booth has the potential to be staffed, a whole number will be assigned. If requested a toll tag reader can also be assigned a numeric. "Toll" will be assigned to our Additional Location Information field.

*Toll booth or toll tag reader on an entrance ramp:* addresses based on the street range at the beginning of the entrance ramp and addressed off the service road.

*Toll booth or toll tag reader on an exit ramp:* address based on the street range at the beginning (entrance) of the exit ramp and addressed off of toll road through lanes.

## Transformers

A transformer requiring an address for a meter or permit is assigned the main address of the property with the building "Transformer" as a designator. If multiple transformers exist on a property, each transformer will be assigned the building "Transformer" with the addition of a number (Transformer 1, Transformer 2, Transformer 3, etc.). No dashes should be used. "Transformer" will be assigned to our Additional Location Information field.

## Additional structures that could receive an address:

Irrigation Meters  
Subdivision Entrances/Lighted signs  
Trail Entrances/Benches  
Water Pumps  
Boat Launch

## ½ Addresses

The GIS/Addressing Office will no longer assign "1/2" addresses. There continue to be a handful of addresses issued in the past and these will continue to be recognized. If they cause a public safety issue these addresses will be changed.

Example:  
18 ½ Fig Ave

## Fire Hydrants

Hydrants are not assigned addresses but instead assigned nearest physical or the nearest road centerline address and are kept in the hydrants GIS layer separate from address points.



## Figures

### Figure 1: Single Multi-story Building on a Site (High-rises and Office Buildings)

- Numbering schema should be used for high-rise buildings or single office buildings, where only one building exists on the property.
- Prevents duplication of units on a property.
- Unit number identifies the building, floor, and apartment/suite number.

Unit Number Schema:	Floor # <u>X*</u> or <u>XX</u>	Unit # <u>XX</u>
	Floor 78	#7801 #7810 #7818
	Floor 50	#5001 #5010 #5018
	Floor 25	#2501 #2510 #2518
	Floor 10	#1001 #1010 #1018
	Floor 2	#201 #210 #218
	Floor 1	#101 #110 #118

\*For single digit buildings or floors, do not add a leading zero.



**Figure 2: Multiple Multi-story Buildings on a Site (Apartments, Condominiums, and Office Parks)**

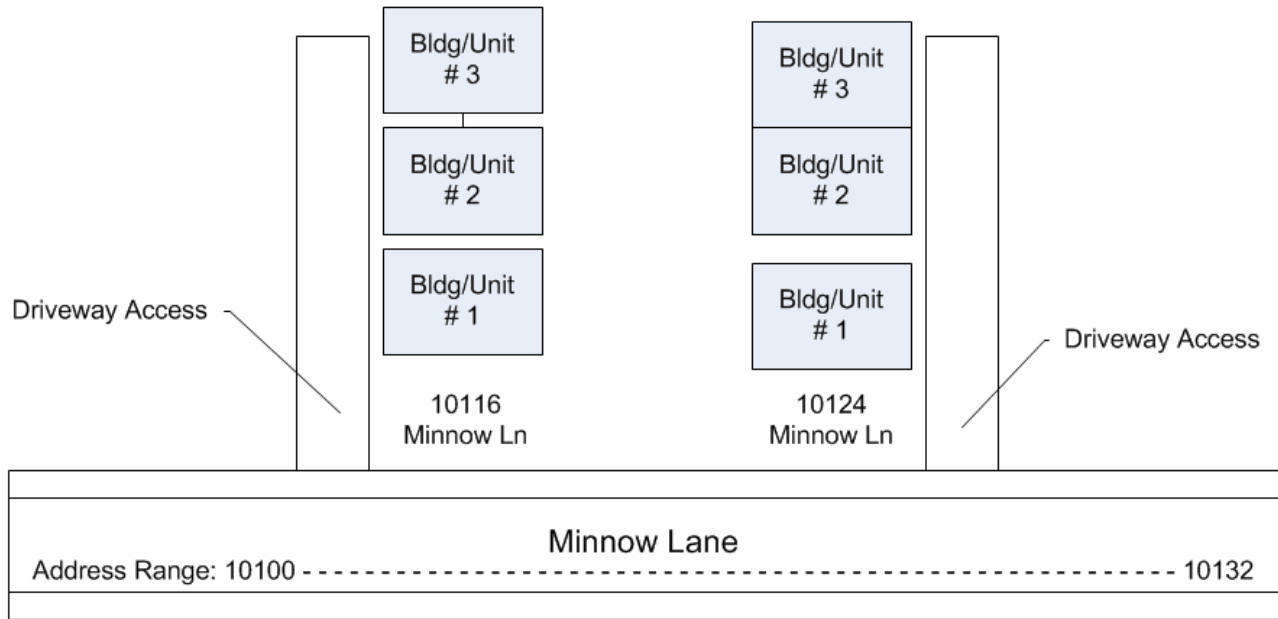
- A 4/5-digit numbering schema shall be used for apartments, condominiums, and office parks where more than one or up to nine buildings exist on the property. Properties with more than 10 buildings will be reviewed on a case-by-case basis by the GIS/Addressing Office.
- Prevents duplication of units on property.
- Unit number identifies the building number, floor number and the apartment/suite number.

	Unit Number Schema:			Building # <u>X</u> *	Floor # <u>X</u> * or <u>XX</u>	Unit # <u>XX</u>			
Floor 25	#12501	#12502	#12503	#22501	#22502	#22503	#92501	#92502	#92503
Floor 10	#11001	#11002	#11003	#21001	#21002	#21003	#91001	#91002	#91003
Floor 2	#1201	#1202	#1203	#2201	#2202	#2203	#9201	#9202	#9203
Floor 1	#1101	#1102	#1103	#2101	#2102	#2103	#9101	#9102	#9103
	Building # 1			Building # 2			Building # 9		

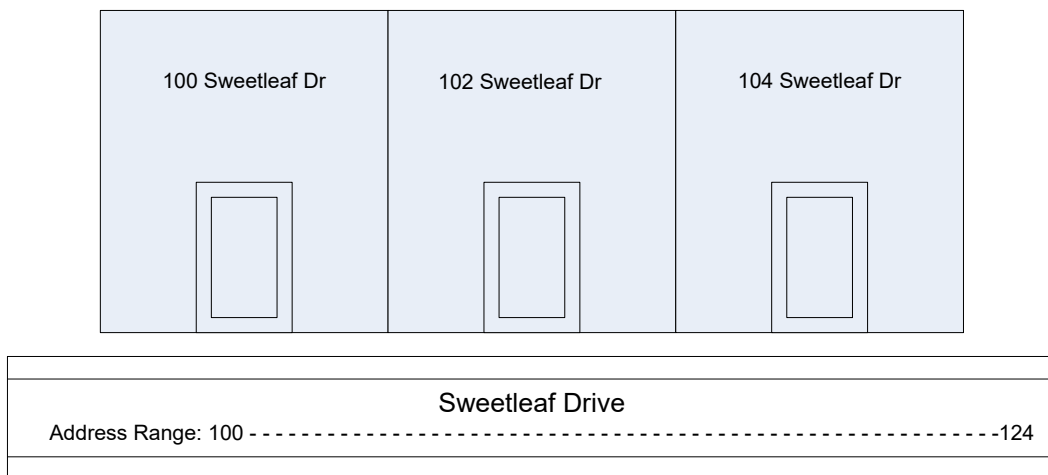
\*For single digit buildings or floors, do not add a leading zero.



**Figure 3: Stacked Addresses**

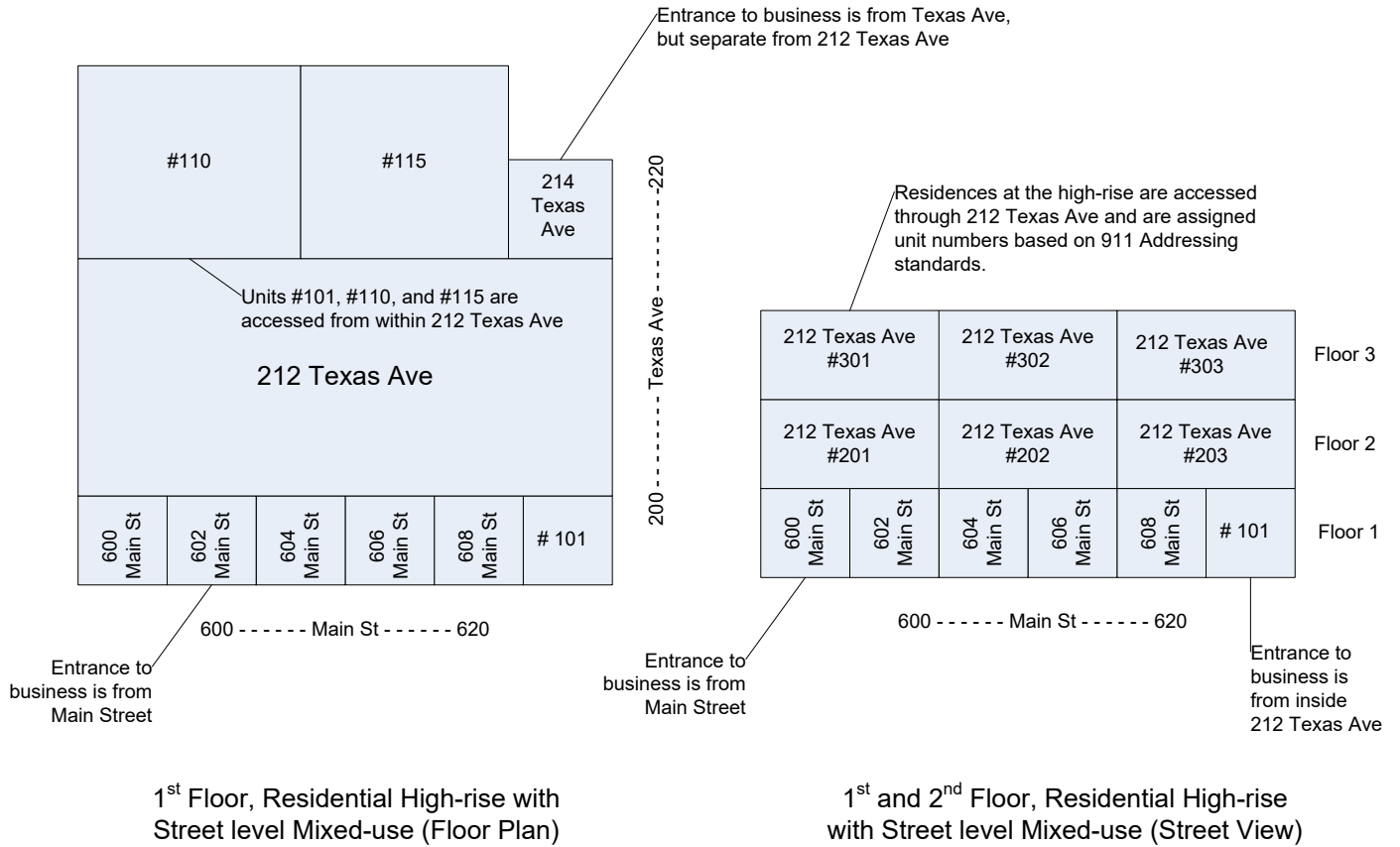


**Figure 4: Townhomes and Single-Family Attached**



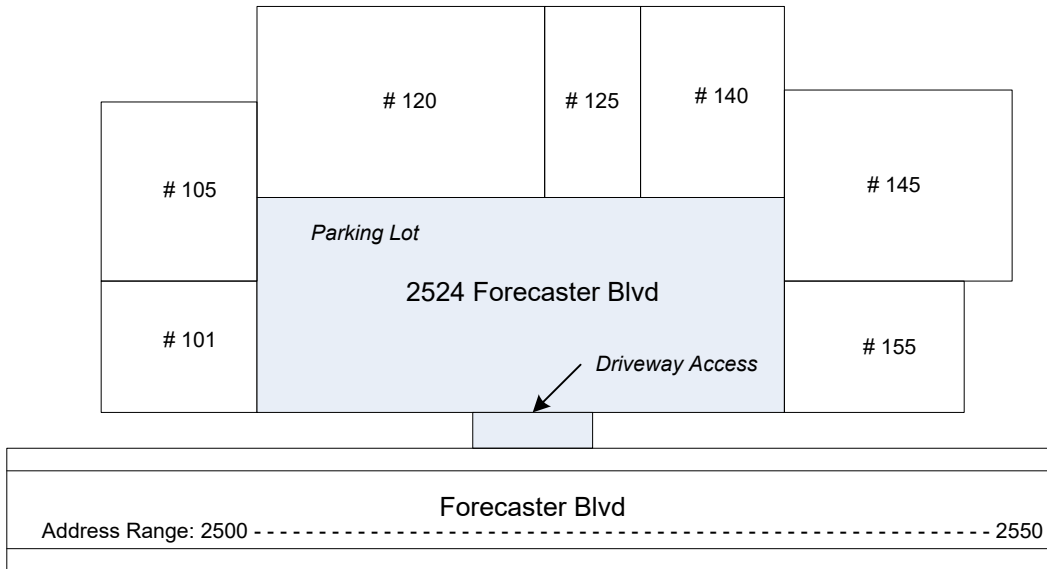


**Figure 5: Downtown Mixed-use Development**



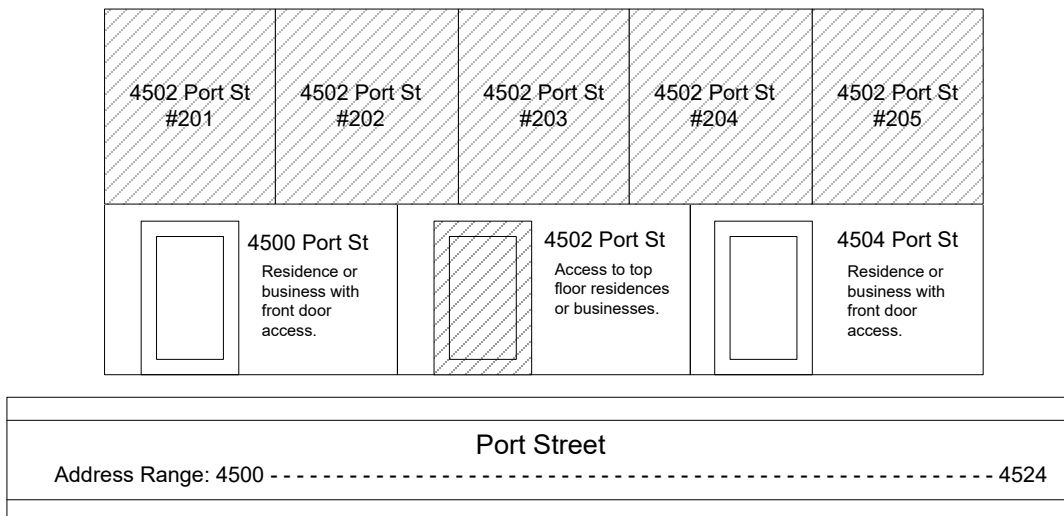


**Figure 6: Shopping Center, Shopping Plaza, Strip Malls**



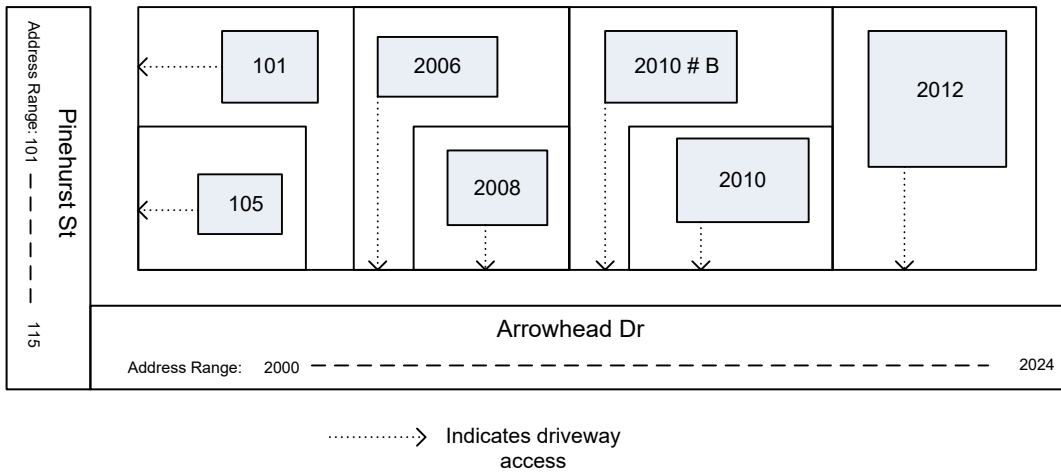
**Figure 7: Street Level Mixed-use Development**

- Residences or businesses with front door access to the street will be assigned a main address, based on the entrance's location along the street range.
- Residences or businesses sharing door access to the street will be assigned unit numbers at a single main address, based on the entrance's location along the street range.
- For Street Level Mixed-use for downtown blocks, please see "Street Level Mixed-use, Downtown."

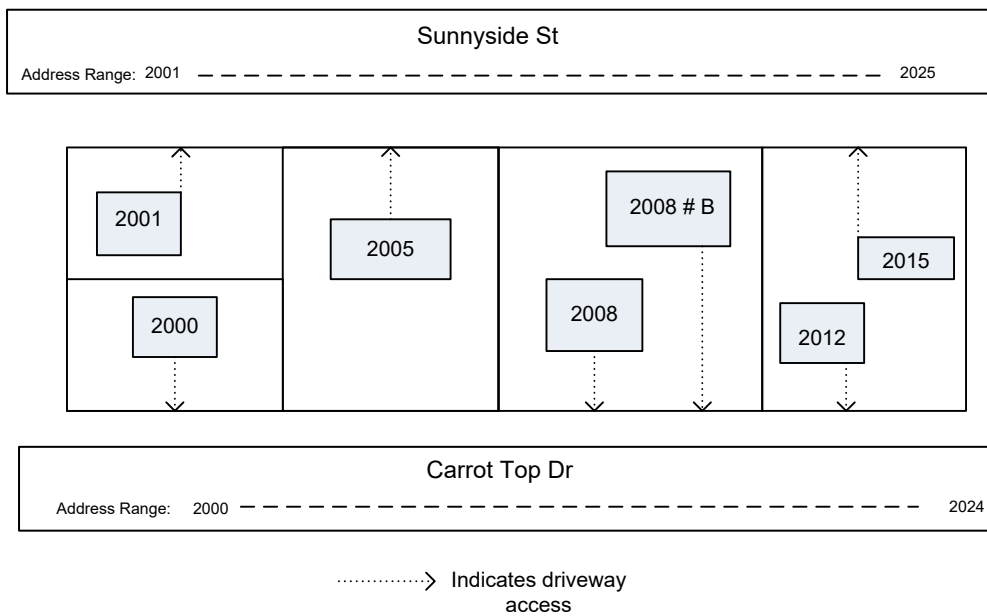




**Figure 8: Flag Lots**

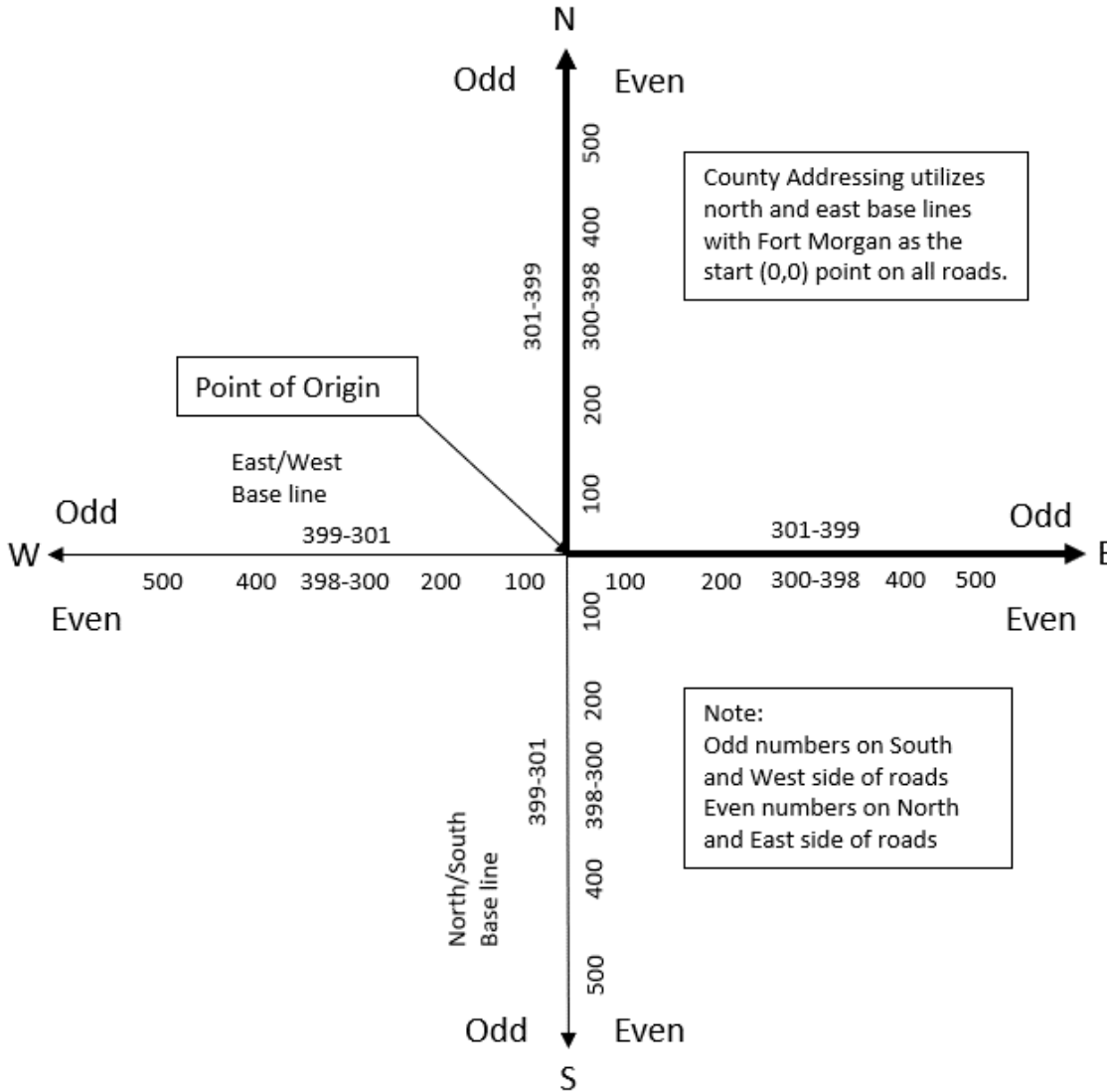


**Figure 9: Through Lots**

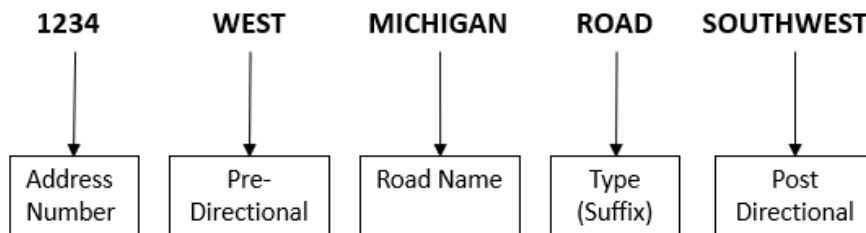




**Figure 10: Addressing Grid**



**Figure 11: Components of an Address**







## Appendix A: Additional Location Information

### Additional Location Info

*-Not all types listed.*

### Description

ATM	automatic teller machine building
Billboard	billboard
Boat Launch	boat ramp/launch
Carport	carport
Carwash	carwash
Clubhouse	clubhouse
Boat Dock	boat dock/dock
Dumpster	dumpster
Elevator #	elevator with assigned number
Food Truck	food truck
Garage	stand-a-lone parking garage
Gate	gate house
Guest	guest house
Lift Station	lift station
Lobby	lobby
Mail House	mail house
Maintenance	maintenance
Office	generally a business unit where office duties are performed
Playground	playground
Indoor Pool/Spa	pool(s) or group of indoor pools/spas
Outdoor Pool/Spa	pool(s) or grouping of outdoor pools/spas
Pump	pump house/station
Radio Tower	communications tower
Recreation	recreation, gym, exercise
Security	guard shed
Shop	workshop
Storage	storage building
Toll	toll booth/tag readers
Transformer	transformer
Trash Compactor	trash compactor
Water Tower	water tower
Wireless Tower	communications tower
Well	well house
Utility	ATT box, utility pole, etc



# Appendix B: Helpful Addressing Resources

## GIS and Addressing Website and Contact Information

Website: <http://www.baldwin911.org>

Mailing Address:  
911 Telecommunicator Cir  
Robertsdale, AL 36567-4187

Phone: 251-947-3911  
Fax: 251-947-2740

E-mail: [addressing@baldwin911.org](mailto:addressing@baldwin911.org)

## Baldwin County Street Name Standards

The naming of any new street or the renaming of existing streets within Baldwin County must comply with the street naming standards. The standards presented combine requirements from the National Emergency Number Association (NENA), the Federal Geographic Data Committee (FGDC), the United States Postal Services Publication 28, and certain applicable portions of the Baldwin County and Municipal Codes.

## Baldwin County Address Street Name Master List

A master list of all existing and reserved street names within Baldwin County can be found on the Baldwin County 9-1-1 website or emailed as a request to GIS/Addressing:

<http://www.baldwin911.org>



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# Annex

## City of Bay Minette

Road naming and Addressing in the City of Bay Minette is handled by Baldwin County 9-1-1.

## City of Daphne

The City of Daphne currently addresses their jurisdiction with assistance from Baldwin County 9-1-1 GIS/Addressing Office.

## Town of Elberta

Road naming and Addressing in the Town of Elberta is handled by Baldwin County 9-1-1.

## City of Fairhope

The City of Fairhope currently addresses their jurisdiction with assistance from Baldwin County 9-1-1 GIS/Addressing Office.

### **Additional Addressing Information from Fairhope Subdivision Regulations:**

- 3) Street Names- Proposed streets in alignment with existing, named streets shall have the name of the existing street. In no case shall duplicate or similar street names be approved, irrespective of the prefix or suffix used. Naming shall be consistent with the general direction of the street. Streets running east and west shall be called Avenues and streets running north and south shall be Streets.

## City of Foley

The City of Foley currently addresses their jurisdiction with assistance from Baldwin County 9-1-1 GIS/Addressing Office.

Additional Addressing Information pulled from Probate Instrument # 1438521.

BE IT ORDAINED by the Mayor and Council of the City of Foley at its meeting on the 6th day of January 2014 as follows:

### **PURPOSE:**

The purpose of this Ordinance is:

- 1) To establish a uniform city wide system of assigning addresses to facilitate the locating of buildings in order to protect the public health and safety by enabling a quicker response time by police, fire, ambulance, and other emergency services.



- 2) To establish the authority of the city to issue and/ or change addresses and/ or street names as outlined in this ordinance.
- 3) To establish guidelines for non-compliance of this ordinance.

**DEFINITIONS:**

ADDRESS means the combination of a number, street name, type, prefix and/or suffix. ADDRESS NUMBER means a set of numbers as assigned.

STREET means the full right-of-way of a thoroughfare which affords the principal means of access to abutting property.

PRIVATE STREET/EASEMENT means a privately owned and maintained street/easement that provides access to multiple structures.

STREET NAME means a proper name of the street.

STREET PREFIX shall be considered North, South, East or West and shall appear just before the proper name and shall be abbreviated N, S, E, or W, or any combination thereof.

STREET SUFFIX shall be considered North, South, East or West and shall appear just after the proper name and shall be abbreviated N, S, E, or W, or any combination thereof.

STREET TYPE shall describe the type of street and will adhere to E-911 standard abbreviations.

**ADDRESSING GUIDELINES:**

**NUMBERING:**

- 1) Even numbers shall be on the South and East sides of the street, and odd numbers shall be on the North and West sides of the street
- 2) If a street changes direction, the established numbering remains the same throughout the entire length of the street

**STREET NAMES:**

- 1) Street names must be approved in advance by Community Development Department and E-911 personnel prior to the approval of a subdivision or the naming of a private or public street
- 2) The Mayor and Council shall have the authority to name streets within the city limits of Foley or change the name of a street as deemed necessary, subject to E-911 review.
- 3) Developers may request names for new streets provided the names are approved as required by this ordinance.
- 4) A street shall not be given a name which duplicates the name of any other street, or which is similar enough to an existing street name to cause confusion in an emergency situation.

**STREET SIGNS:**

In cooperation with standards for signs, signals, and pavement markings throughout the United States as established by the United States Department of Transportation Federal Highway Administration in



the Manual on Uniform Traffic Control Devices, and in conjunction with Traffic Sign Retro Reflectivity Policies and other requirements, the following street sign guidelines are hereby implemented.

- 1) Official colors for city street signs will be green with white lettering.
- 2) Official colors for private street signs will be blue with white lettering.
- 3) A subdivision developer will be responsible for making sure a street sign is installed prior to final plat approval.
- 4) Private street signs will be the responsibility of the developer or property owner. All street names must be approved prior to any sign being installed.

**DISPLAY OF ADDRESS:**

- 1) The assigned address numbers shall be placed on the front of the structure and shall be placed in a position that is plainly legible and visible from the street.
- 2) If the structure is not visible from the street, the number must also be clearly posted on a mailbox or sign at the entrance of the driveway.
- 3) Address numbers displayed on building fronts shall be of a contrasting and/or reflective color to their background and shall not be less than four inches ( 4") in height
- 4) The owner shall be requested to comply with properly displaying the address within thirty (30) days from the date of notification. If the owner has not properly displayed their address after thirty (30) days, the owner will be considered in non-compliance.

**CHANGING ADDRESS NUMBERS:**

It shall be the policy of this ordinance to discourage the practice of changing existing addresses or address numbers which are already in use except:

- 1) When the existing address number is not in sequence and/or does not run consecutively in the same direction as the city address system.
- 2) When the existing number is such that the assignment of address numbers for new structures is not practical in keeping with the requirements.
- 3) When a new street is constructed which results in the most appropriate address for the structure to be off of the new street rather than the original street
- 4) When an addressing duplication occurs.
- 5) When the address of an annexed structure results in any of the above mentioned situations, the address number may be changed to be in compliance with this ordinance.
- 6) When circumstances clearly make the dispatching of emergency vehicles impractical and it is determined that an address needs to be changed for safety and emergency purposes.

**CHANGING EXISTING STREET NAME:**

It is the intent of this ordinance to discourage the practice of changing existing street names except:

- 1) When two identical or similar street names exist
- 2) When it is determined an error was made with the incorrect name being printed on the street sign.
- 3) When the address of an annexed structure results in any of the above mentioned situations, the street name may be changed to be in compliance with this ordinance.





- 4) When circumstances clearly make the dispatching of emergency vehicles impractical and it is determined that an address needs to be changed for safety and emergency purposes.

**NOTIFICATION OF NEW ADDRESS:**

Community Development Department personnel shall assign an address and provide the following information to other departments/agencies as needed:

**SUBDIVISIONS:**

- 1) Vicinity map and addressed plat containing the address number and street name including prefix/suffix.

**NEW STRUCTURES:**

- 1) The address number and street name including prefix/suffix.

**NOTIFICATION OF CHANGE OF ADDRESS:**

Community Development Department personnel shall change an address and provide the following information to other departments/agencies as needed:

**ADDRESS CORRECTIONS:**

- 1) The Address Correction Notification will be used by Community Development Department personnel when an address is changed pursuant to this Ordinance to notify the resident and/ or owner of the following:
  - A) The old address.
  - B) The new address.
  - C) The reason for the change.
- 2) The owner shall be requested to comply with the address change within a thirty (30) day period of time and to report completion of such change to the Community Development Department immediately after the change is made. If the owner has not changed the address within thirty (30) days, they will be considered in non-compliance of this ordinance.
- 3) If the owner has not properly displayed the new address on the structure as outlined in this ordinance within thirty (30) days, they will be considered in non-compliance of this ordinance.
- 4) All expenses incurred from changing the address will be the responsibility of the owner.

**NON-COMPLIANCE:**

Failing to comply with this ordinance will result in the following actions:

- 1) A final Notice of Non-Compliance will be sent stating the correct address, which will offer the option to correct the address or to sign the Address Refusal Letter.
- 2) If the owner does not return the signed Address Refusal Letter by the deadline date, the address will be automatically corrected as stated in the letter and the post office will be notified of the corrected address along with other agencies as deemed necessary.
- 3) By the owner signing the Address Refusal Letter, the property owner accepts responsibility of the consequences that may result from confusion caused by the address discrepancy during an



emergency situation, which will hold harmless and release liability on the City of Foley and/or any emergency response agencies.

**EFFECTIVE DATE:**

This Ordinance shall take effect immediately after adoption by The City of Foley and publication as required by law.

**SEVERABILITY:**

If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid of unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

**PASSED, APPROVED AND ADOPTED this 6<sup>th</sup> day of January, 2014.**

(Ord. No. 14-1000-ORD)

## **City of Gulf Shores**

The City of Gulf Shores currently addresses their jurisdiction with assistance from Baldwin County 9-1-1 GIS/Addressing Office.

**ARTICLE I. - IN GENERAL**

**Sec. 20-1. - Uniform address system—Established; adoption of maps.**

There is hereby established a uniform system for addressing all structures located in the city and police jurisdiction, except as hereinafter provided. All structures, present and future, shall be numbered in accordance with the provisions hereof. A uniform system of addressing properties as shown on maps maintained by and within the office of the city clerk is hereby adopted for use within the city, which maps and all explanatory matter thereon are hereby adopted and, by reference, made a part of this Code.

(Ord. No. 264, § 1, 8-8-83; Ord. No. 1047, § 1, 2-25-02)

**Sec. 20-2. - Same—Definitions.**

**Address:** A unique alphanumeric descriptor which identifies the proper location of a parcel of land, building or other structure within the city or its police jurisdiction.

**Address format:** Addresses will generally consist of the following components: Frontage number, directional, street name, street type, and substructure suffix (usually a suite or building number/letter).

**Avenue:** Generally used to designate local streets trending in an east/west direction.

**Frontage number:** Prefix component of a site's address which is numerically sequenced and uniquely assigned to a parcel, structure, or building along a street according to its relative distance from the city's address reference point.

**Numerical assignment:** Even numbers are used to identify properties or buildings on the north or east side of a street; odd numbers are used to identify properties or buildings on the south or west side of a street.



**Reference point:** Refers to the origin for the address grid for the city which is the intersection of State Highway 59 and State Highway 182. Addresses are measured east or west of State Highway 59 and north or south of State Highway 182.

**Street:** Generally used to designate local and collector streets trending in a north/south direction.

(Ord. No. 1047, § 2, 2-25-02)

**Sec. 20-3. - Same—Attaching assigned address numerals/letters; guidelines.**

The city council hereby recognizes the uniform system whereby each property has been assigned its respective alphanumeric address. The owner shall permanently place or cause to be permanently placed at or onto each structure, other than outbuildings controlled by such owner, the frontage number portion of the alphanumeric address assigned by the city clerk or the clerk's authorized representative, under such uniform system and shall adhere to the following guidelines:

- 1) The owner of a structure or building existing on the effective date of this section shall cause to be displayed on such building or structure the assigned frontage number. An owner who does not have the assigned address for a building or structure on his property shall apply for and obtain the properly assigned address from the city clerk or the clerk's authorized representative. In order to obtain the correct number, the owner must identify such owner's property by providing a legal description. The frontage number shall be placed within twenty (20) days after the assignment as noted in the following subsections. The cost of the numerals shall be borne by the property owner. The owner shall use numbers and or letters not less than four (4) inches in height, and the numbers shall be made of durable and clearly visible material. Such numbers/letters shall be maintained in a condition that preserves their readability from the street.
- 2) In order to preserve continuity and uniformity of the number of houses, buildings, or structures, whenever any house, building, or structure shall be erected or located in the city it shall be the duty of the owner to procure the correct address as assigned by the city for the property. The owner shall fasten the frontage number so assigned upon or near such building as provided by such sections. No building permit shall be issued for any house, building, or structure until the owner has procured from the city clerk or authorized representative the official address of the premises. The final occupancy certificate of any structure erected or repaired, altered or modified shall be withheld by the building official until permanent and proper frontage numbers have been affixed to or at the structure consistent with this section.
- 3) Frontage numbers shall be placed immediately above, on, or at the side of the most conspicuous entrance for each dwelling or building, so that the number can be easily viewed from the street or other primary access. In addition to the placement of numerals on the principal building, whenever any building is situated more than fifty (50) feet from the front property line the frontage number of such property shall be conspicuously displayed on the owner's property at the property line, near the walkway, driveway, or entrance to such building upon a gatepost, fence, post, sign, mailbox or other appropriate place so as to be easily viewed from the street or other primary access when approaching from either direction, if applicable. Such sign or other display method shall conform to the zoning provisions of Ordinance No. 235 adopted May 10, 1982.
- 4) For the purposes of facilitating the assignment of correct addresses, appropriate records of all streets, avenues, and public ways within the city, showing the proper numbering of all houses and other buildings, shall be kept on file in the office of the city clerk or authorized



representative. These records shall be open to inspection by all persons during the office hours of city hall.

- 5) It shall be the duty of the city clerk or the clerk's authorized representative to inform any party applying therefor of the address belonging to or embraced within the limits of any such lot or property, as provided in sections 20-1 through 20-3. In case of conflict as to the proper address to be assigned to any building, the city clerk or authorized representative shall determine the address of such building. Addresses shall not be moved from one house to another and shall remain on the structure or location to which assigned unless changed by the authority of the city.

(Ord. No. 264, § 2, 8-8-83; Ord. No. 1047, §§ 2, 3, 2-25-02)

**Sec. 20-4. - Same—Lots with gulfside yards.**

On properties with gulfside yards, frontage numbers shall also be placed on the gulf side of the building so that the number can be easily read from the mean high tide line. In the case where a dune walkover exists to serve the property, the numbers shall also be displayed at the end of the walkover and oriented toward the gulf. Implementation and enforcement of the above will be according to procedures as established by the fire chief.

(Ord. No. 1486, § 1, 6-25-07)

**Sec. 20-5. - Same—Notice to comply.**

If the owner of any property required to be numbered herein fails to obtain, attach and maintain the proper numerical address for such property, the city shall serve upon such owner a notice requiring such owner to comply with the requirements of sections 20-3 and 20-4; and if such owner neglects to do so within thirty (30) days after being notified, such owner shall be deemed to be in violation of this Code. Such violation shall not be considered a criminal offense or misdemeanor and shall be administratively adjudicated by the municipal court. Fines for violations shall be fifty dollars (\$50.00) and may be assessed as a separate violation for each day the violation exists. No court costs or other fees shall apply.

(Ord. No. 264, § 3, 8-8-83; Ord. No. 1047, §§ 2, 4, 2-25-02; Ord. No. 1486, § 1, 6-25-07)

**Secs. 20-5—20-19. - Reserved.**

**Sec. 7-126. - Addressing/signage standards for beach fronting properties with dune walkovers.**

- a) For all locations other than multi-family developments, street address (911) numbers shall be provided on the seaward side of structures. The numbers shall be of contrasting color and be a minimum of four (4) inches in height.
- b) For all multi-family developments, an eighteen-inch by twenty-eight-inch sign shall be provided. The sign shall have four (4) lines with the name of the development occupying the top two (2) lines, the address numbers occupying the third line and the street name occupying the fourth line of the sign with a minimum of three-inch letters and numbers. The sign shall have a green background with white letters. The sign shall be a freestanding sign supported by a minimum of one (1), four-inch by four-inch ten-footpost located on the seaward side of the dunes, but not south of the established Mean High Tide Line, with the sign facing south. The height of the



signs shall be a minimum of four (4) feet to the bottom of the sign from grade and a maximum of five (5) feet to the bottom of the sign from grade at time of construction.

- c) For all multi-family developments, the International Flag System (Beach Warning Sign) shall be posted on the site nearest the point of ingress/egress to the beach.
- d) It shall be the responsibility of the property owner/homeowner's association to maintain the required signage at the required locations. The City of Gulf Shores Building Department and Fire Department will make routine inspections to verify the signs are in compliance with this section. Anyone found not in compliance with this section will be subject to penalties and fines as allowed within the City of Gulf Shores' Code of Ordinances.
- e) The requirements of this section shall not exempt any requirements as established in other ordinances adopted by the City of Gulf Shores regarding signage.

(Ord. No. 1552, § 1, 7-13-09)

**Additional Addressing Information from Gulf Shores Subdivision Regulations:**

**8. Street Names.** New street names shall not duplicate or be similar to existing street names and for proposed streets which are in alignment with existing streets the street name shall be projected.

Naming shall be consistent with the directional line of the street as follows:

Through streets lying east and west - - - - - Avenues

Through streets lying north and south - - - - - Streets

Through streets lying other than what can be termed north and south or east and west - - - - - Roads

Cul-de-sacs and other noncontinuous streets - - - - - Lanes, Places, Courts, Drives

Circular or "U" shaped streets- - - - - Circles

**9. Street Name and Regulatory Signs.** Street name signs are to be placed at all intersections within or abutting the subdivision the type and location of which shall be approved by the City.

**10. Street Lights.** Installation of street lights shall be required in accordance with design and specification standards approved by the City.

**11. Reserve Strips.** Private reserve strips controlling access to streets shall be prohibited.

**12. Half-Streets.** Where there exists a dedicated or platted half street adjacent to the tract to be subdivided, the other half shall be platted. New half-streets or half alleys shall be prohibited.

**13. Private Streets.** There shall be no private street platted within a subdivision where abutting properties will be sold to the public except in instances where the Planning Commission establishes that the maintenance of private streets will be adequately and continuously financed by assessments against adjoining properties established by covenants and administered through a homeowners association. Such covenants shall provide for flexible maximum assessments so that adjustments may be made for inflationary price rises and that the assessments shall be a charge or lien on the land. Private streets shall be designed so that they will in no way interfere with the logical extension of the street system serving the surrounding area or with the extension of arterial streets. Private streets shall be approved as to design in accordance with the standards in this section.

**14. Additional Width on Existing Streets.** Unless otherwise waived by the Planning Commission, subdivisions that adjoin existing streets with inadequate right-of-way shall dedicate additional right-of-way to meet the minimum street width requirements as follows:

- a. The entire right-of-way shall be provided where any part of the subdivision is on both sides of the existing street.



- b. When the subdivision is located on only one side of an existing street, a minimum of one-half of the required right-of-way from the centerline of existing street shall be provided.

## **City of Loxley**

The City of Loxley currently addresses their jurisdiction with assistance from Baldwin County 9-1-1 GIS/Addressing Office.

## **Town of Magnolia Springs**

Road naming and Addressing in the Town of Magnolia Springs is handled by Baldwin County 9-1-1.

## **City of Orange Beach**

The City of Orange Beach currently addresses their jurisdiction with assistance from Baldwin County 9-1-1 GIS/Addressing Office.

## **Town of Perdido Beach**

Road naming and Addressing in the Town of Perdido Beach is handled by Baldwin County 9-1-1.

## **City of Robertsdale**

The City of Robertsdale currently addresses their jurisdiction with assistance from Baldwin County 9-1-1 GIS/Addressing Office.

## **Town of Silverhill**

Road naming and Addressing in the Town of Silverhill is handled by Baldwin County 9-1-1.

## **City of Spanish Fort**

Road naming and Addressing in the City of Spanish Fort is handled by Baldwin County 9-1-1.

## **Town of Summerdale**

The Town of Summerdale currently addresses their jurisdiction with assistance from Baldwin County 9-1-1 GIS/Addressing Office.