

CITY OF FRANKLIN

# ADDRESSING MANUAL

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FRANKLIN  
TENNESSEE



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**Contents**

SECTION 1 Purpose ..... 3

SECTION 2 Existing Addresses and Street Names and Subdivision Names ..... 4

SECTION 3 Street Names and Subdivision Names ..... 4

SECTION 4 Addressing..... 5

    Residential Development..... 6

    Apartment Complex Development Address Criteria ..... 6

SECTION 5 Addressing for Commercial Development.....7

    Single Building Projects.....7

    Multi Building Complexes.....7

SECTION 6 Telecommunication Towers.....8

SECTION 7 Commercial, Office and Industrial Suite Labeling ..... 8

    Single Building One-Story Projects ..... 8

    Single Building Multiple-Story Projects ..... 9

SECTION 8 Hotel and Suite Addressing..... 9

SECTION 9 Premises Identification: ..... 9

SECTION 10 Changes to Numerical Address or Suite Numbering ..... 10

SECTION 11 General Definitions ..... 10

SECTION 12 Fees ..... 11

SECTION 13 Process on How to Change a Street Name ..... 11

SECTION 14 Appeals Process for Denial of Street Name Change ..... 12

## **SECTION 1: PURPOSE**

The prevalence of enhanced computer aided dispatch services (E-911 systems) has made it essential that proper addressing be done in a coordinated and regimented manner. A central and crucial component of the Emergency Service System is a comprehensive, accurate, and sequential addressing system.

It is necessary to establish a standardized, accurate, and predictable address system for Fire, Police, and other service entities. Further, it is critical for the addressing of parcels and buildings to be done both methodically and sequentially, following a single set of standards and following established NENA (National Emergency Numbering Association) standards.

This document describes standards and processes to be applied for street name and subdivision name identification and numerical addressing of all parcels and buildings within the City of Franklin corporate limits. It is intended to serve as a reference for various departments and agencies involved with the use, issuance, and maintenance of addresses.

The guidelines in this document are a focused compilation of existing and adopted addressing policies. These standards are coordinated between the Franklin Fire Department, Franklin Police Department, Franklin GIS Department, and the United States Postal Service. This document serves as a guide for developers, managers, and owners when addressing new or rehabilitated projects.

Any interpretation of these guidelines shall be reviewed first by the Building and Neighborhood Services Department or (BNS) Director or Addressing Designee. Any unresolved issues will be left to the discretion of the City of Franklin Municipal Planning Commission.

## **SECTION 2: EXISTING ADDRESSES, STREET NAMES, AND SUBDIVISION NAMES**

All addresses, street names and subdivision names shall fall under these regulations. However, certain non-conforming addresses, street names or subdivision names may be considered exempt. This shall be determined on a case-by-case basis, with consideration from the City of Franklin BNS Director, the United States Post Office, and Williamson County E-911 Center. The intent of these regulations is that all new developments and any revisions to existing developments, structures, businesses, or homes shall comply with the provisions of these regulations. Every attempt to preserve existing addresses shall be reviewed, but ultimately, the public safety demand for clear addressing of all properties shall prevail.

## **SECTION 3: STREET AND SUBDIVISION NAMES**

Street names shall be used to identify all public and private streets hereafter constructed within the City of Franklin. The Building and Neighborhood Services Department or BNS, in coordination with Williamson County E-911 Center, shall approve the use of all proposed street and subdivision names within the City of Franklin jurisdiction. The process for approving proposed street names and subdivision names is to be in accordance with the following.

1. Proposed street and subdivision names shall be verified by the Building and Neighborhood Services Department or BNS and Williamson County E-911 Center prior to development plan review.
2. Numerical addresses and street names shall be finalized prior to final site plan review.
3. The maximum length for a street name including spaces and the appropriate suffix abbreviation is 17 characters.
4. The duplication of existing street names and subdivision names within the boundaries of the City of Franklin and Williamson County shall not be permitted. (For example: Cool Springs Boulevard and Cool Springs Road).
5. Street or subdivision names shall not contain any punctuation or special characters. Only alphabetical symbols A through Z shall be permitted.
6. The use of similar (phonetic duplications) sounding street and subdivision names shall not be permitted within any portion of a specific plan or development.
7. Generally, street and subdivision names shall be of English language origin and shall be easy to spell and pronounce. The use of street and subdivision names which are difficult to pronounce shall not be permitted.
8. Only recognized street types (prefixes, suffixes) as listed in the *Master Street Addressing Guide* (MSAG) shall be used.
9. The applicant shall submit an addressing plan to the Planning and Sustainability Department showing proposed subdivision and street names for addressing at the first formal submittal for the review process.

10. All street names and subdivision names shall also be approved by the Williamson County Emergency Operations Center (EOC).
11. Upon acceptance/approval by the E-911 Center, the Building and Neighborhood Services Department or BNS shall make a recommendation to the Franklin Municipal Planning Commission as to acceptance or denial of the proposed street names and subdivision names.
12. The Franklin Municipal Planning Commission shall have final approval of all new street and subdivision names.
13. Changing a street name or subdivision name shall require the final approval of the Board of Mayor and Aldermen (BOMA) for (1) one reading by resolution.
14. Assigning street names to a driveway shall be reviewed on a case –by-case bases.
15. Alleys shall not be named.

#### **SECTION 4: ADDRESSING**

All new and existing parcels and buildings within the City of Franklin shall have an approved sequential numerical address and shall be consistent with the range of addresses found along the street in which the entity faces.

The Building and Neighborhood Services Department or BNS shall review any out-of-sequence addresses. Any out-of-sequence addresses are subject to reassignment to be consistent with the range of addresses found along the street in which the entity faces. Out-of-sequence addresses shall conform to the proper address standard sequence. Partial address numbers, such as ½, shall not be allowed. A letter shall not be a part of the numerical address unless approved by Building and Neighborhood Services Department or BNS (For example: 1101A Hillsboro Road).

Using the minimum zoning lot width to dictate the numbering sequence by increasing the range by a factor of two (2) by using the center of the driveway or structure.

Odd and even numbers shall be assigned as odd numbers on the left side, from the point of beginning and even numbers on the right side from the point of beginning. The point of beginning shall be determined in relation to the larger addressing pattern in the area of the proposed or existing development under review.

The City of Franklin Municipal Planning Commission or Building and Neighborhood Services Department or BNS designated representative shall approve the use of all proposed numerical addressing within the City.

### **Residential Development**

1. A numerical address shall be assigned for each proposed lot within a single-family residential development. Each approved address shall be consistent with the address range.
2. All residential development, including all subdivisions, townhomes, attached homes, row houses, duplexes, triplexes, single-family homes, cluster developments, and off-street residential complexes, shall be assigned a numerical address for each residential dwelling unit.
3. Any secondary residential building proposed for a parcel with an existing residential dwelling unit shall be addressed using an approved numerical address consistent with the existing street address range prior to issuance of a building permit.
4. A change in existing address sequencing shall be approved by the Building and Neighborhood Services Department or BNS designee and recommended to FMPC and BOMA for final approval.
  - a. There is a duplication or out-of-sequence street number address.
  - b. A secondary residential dwelling requires an address and a “A” or “B” can be utilized along with the numerical address.
5. Addressing identification of buildings shall be consistent with identification and signage requirements described in this document in SECTION 9: Premise Identification.
6. Open space lots that contain utilities shall be addressed and the address will be placed in the location field of the associated permit.
7. The address for a corner lot shall be dependent on the street the front door faces. An applicant shall select the street which the building will front prior to final Building and Neighborhood Services Department or BNS sign-off on the Addressing Plan for a final plat, site plan, or development plan.
8. Addresses shall be on final plats before approval or recording of final plat.

### **Apartment Complex Development**

1. Individual buildings within the complex shall be numbered in consecutive order as approved by the Building and Neighborhood Services Department or BNS. The building numbering sequence shall start on the right side of the “main” approved addressed entrance and flow in a counterclockwise direction consecutively numbering each building from outward to inward keeping even numbers on the right and odd numbers on the left.
2. Individual apartment unit identification numbers shall begin with the building number; then floor number; and then unit number. (Example: 1000 Just Street Apt. 1101). All apartment complexes shall follow this sequence.
3. No alphas, hyphens, or duplications shall be used.

4. Addressing for residential condominiums converted from an existing multi-residential development (apartment complex) shall take place as follows:
  - a. The previous overall apartment address shall be used as the overall condominium complex address. In addition, all previous apartment unit numbers defined under Apartment Complex Development Address criteria in this section shall be converted to condominium unit numbers and used in the same manner. Each individual condominium address is to consist of the overall condominium complex address and the condominium unit number (For example: 9600 Main Street, Unit 101).

## **SECTION 5: ADDRESSING FOR COMMERCIAL DEVELOPMENT**

### **Single Building Projects**

1. At time of submittal to the Planning and Sustainability Department, addressing shall be completed by Building and Neighborhood Services Department or BNS staff. Address numbers shall be consistent with the range of addresses found along the street in which they face. Addressing identification of buildings shall be consistent with identification and signage requirements described in this document in SECTION 9: Premises Identification.

### **Multi-Building Complexes**

1. At time of submittal to the Planning and Sustainability Department, an Addressing Plan is required. Building frontage and building access shall be the primary factor for determining the final building address.
2. Commercial projects shall be assigned an individual approved numerical address for each occupied building. Address numbers shall be consistent with the range of addresses found along the street in which they face and assigned address numbers shall be in sequence, utilizing the most logical sequence scheme available.
3. All sales and construction job site trailers used during the construction of a project shall be assigned an address. The address will expire within one (1) year from the date assigned.
4. If buildings are reconfigured on a site, the applicant shall verify, through a submittal to the Building and Neighborhood Services Department or BNS Director or Designee, that the addresses and street names within the development are not impacted. Addresses or street names that are impacted, new addresses and/or street names shall be provided. Furthermore, if these changes create inconsistencies with a recorded plat, the applicant shall submit a revision to the plat detailing the

corrections, following the process outlined in the *City of Franklin Planning and Zoning Administrative Manual*.

5. Individual buildings attached at the roofline and separated by breezeways shall be issued a separate, approved address for each building.
6. Addressing identification of buildings shall be consistent with identification and signage requirements described in this document, in the SECTION 9: Premises Identification.
7. Any suites that are below the 1<sup>st</sup> floor level (basement level) shall be assigned suite numbers in the 10's range. Example: (1645 West McEwen Drive Suite 10)

#### **SECTION 6: TELECOMMUNICATION TOWERS**

Telecommunication Towers' and maintenance or mechanical buildings are an essential part of Next Generation 911 (NG911). Maintenance buildings shall be assigned one address. In the case of a telecommunication tower being placed on top of a building, the telecommunication tower shall utilize the building address, and shall be assigned a suite number.

#### **SECTION 7: COMMERCIAL, OFFICE AND INDUSTRIAL SUITE LABELING**

At the time of building permit application and plan submittal to the Building and Neighborhood Services Department or BNS, the project applicant shall submit a proposed plan that shows the suite labeling for individual tenant spaces for the building. The proposed suite numbers shall be in accordance with the following criteria:

Each tenant space shall be assigned suite numbers in sequential order beginning with 100 and the spaces shall be only in multiples of 100. Alpha letters (suite A) shall not be used unless specifically approved by Building and Neighborhood Services Department or BNS. Tenant space addressing shall take into consideration the potential for future space division.

##### **Single Building One-Story Projects**

1. The one-story building shall have an approved, assigned address and shall use the 100 series for suite numbers.
2. Exterior suite number shall have the three-digit number posted above or beside the entrance door.
3. Interior suites shall be even numbers on the right side of the corridor or hallway. Odd numbers shall be on the opposite side.
4. Every interior suite shall have the three-digit number posted at each entrance door or beside. The first digit shall indicate the floor number. The second and third digit shall indicate the actual room number.



5. Addressing identification of buildings and suite identification shall be consistent with identification and signage requirements described in this document in Section 9: Premises Identification.

### **Single Building Multiple-Story Projects**

1. A multiple-story building shall have an approved assigned address and each floor shall use the 100 series for the first floor, the 200 series for the second floor. The 300 series for the third floor, the 400 series for the fourth floor, etc.
2. Every suite shall have a number posted at each entrance door. The first digit shall indicate the floor number. The second and third digit shall indicate the actual room number.
3. Interior suites shall be even numbers on the right side of the corridor or hallway. Odd numbers shall be on the opposite side.
4. Addressing identification of buildings and suite identification shall be consistent with identification and signage requirements described in this document under SECTION 9: Premises Identification.

### **SECTION 8: HOTEL AND SUITE ADDRESSING**

The applicant is to provide an addressing plan including the identification number of each room as described below. A copy of the plan shall be submitted for approval by the Building and Neighborhood Services Department or BNS. Each room is to have a unique number in accordance with the floor the room shall be located on, as described in the following.

Every guest room is to have a room number posted on the door. The first digit is to indicate the floor and the second and third digits are to indicate the individual room on the floor. All other rooms with a door on a fire-rated corridor or available to the public shall have a two-digit room number posted at the door along with a simple description of the use such as “meeting room”, “office”, “storage”, “housekeeping”, etc. The first digit is to indicate the floor. The second digit is to indicate the individual room on the floor. Rooms shall be numbered with even numbers on the right side of the corridor or hallway and odd numbers on the other side.

### **SECTION 9: PREMISES IDENTIFICATION**

Building address numbers shall be plainly visible from the street fronting the building. Numbers shall contrast with their background and shall be either internally or externally illuminated so they can be easily seen from the street fronting the building. When the front of the building does not face the street from which it is

addressed, the sides of the building facing said street shall also have complying numbers. Building address numbers shall conform in accordance to the regulations in Title 7, Fire Code, of the Franklin Municipal Code.

#### **SECTION 10: CHANGES TO NUMERICAL ADDRESS, SUITE NUMBERING OR SUBDIVISION NAME**

No guideline can anticipate every condition or question related to any addressing and street naming circumstance. However, the prescribed methods described in this document are to outline many addressing situations. Changes to approved or existing street names addresses or suite numbers may require a plat revision. The Building and Neighborhood Services Department or BNS Director, or Designee, shall make the determination on whether a plat revision shall be required. If required, this revision to the recorded plat shall follow the standards and procedures for plat revision as outlined in the Franklin Subdivision Regulations and the *Franklin Planning and Zoning Administrative Manual*. The applicant requesting changes to the approved or existing street name, address, or suite number shall be responsible for all fees associated with the plat revision.

Any changes made to an existing subdivision name shall require the applicant to record an instrument or record a new plat with all information on the new plat and stating the new subdivision name. Applicant shall pay all required fees associated with changing a subdivision name; these fees can be found in Title 22 of the Franklin Municipal Code. Any future changes to these guidelines shall be communicated to the community through official notices.

#### **SECTION 11: GENERAL DEFINITIONS:**

1. Circle Street: Streets which begin and end with connections on the same street.
2. Corner Lot: A lot bordering on two (2) streets intersecting at an angle not greater than 135 degrees.
3. Cul-de-sac: A minor street having but one end open for vehicular traffic and the other end permanently closed by a turn-around for vehicles.
4. E-911: Enhanced 911 is a telecommunications-based system that automatically associates a physical address with the calling party's telephone number and routes the call to the appropriate PSAP.
5. Formal Submittal: Is the very first time a project is submitted to The Planning and Sustainability Department for review.
6. MSAG: Master Street Addressing Guide is critical for the successful implementation of an E-911 system. The MSAG is given to a phone company after it has been 100% verified.

7. NENA: National Emergency Number Association is guidelines used to implement a valid address system.
8. PSAP: Public Safety Answering Point is the final destination of an E-911 call (where the 911 operator sits) is a Public Safety Answering Point.
9. Boulevard (Blvd.) and Parkway (Pkwy.): A broad street often lined with trees. Usually used for arterials or collectors.
10. Court (Ct.), Terrace (Ter.) and Cove (Cv.): A minor street, often a cul-de-sac, generally less than 500 feet long, which ends in a turnabout. Also, a short horseshoe- shaped street.
11. Drive (Dr.): Usually not as straight as an Avenue or Street used in residential and commercial developments.
12. Highway (Hwy), Bypass (Byp): Designated State or Federal Primary road
13. Lane (Ln.) and Place (Pl.): A reduced right-of-way branching from courts, places or ways. A curving street generally less than 1,000 feet. An uninterrupted street ending in a cul-de-sac and designated by a name.
14. Loop (Loop) and Circle (Cir.): Circular or semi-circular street. A circle can be a street that returns to its self. A loop can be a short drive that begins and ends on the same street. A circle is usually longer than a loop and can be a secondary street that begins and circles back to terminate on the same street.
15. Street (St.), Avenue (Ave.) and Crossing (Xing.): Minor local thoroughfare that is frequently used and carries heavy traffic. Can be considered a secondary facility connecting with a federal or state highway.
16. Subdivision Name: is an approved name given to each development that is submitted to the City of Franklin.
17. Telecommunication Tower: A tower, pole, or similar structure that supports a telecommunications antenna operated for commercial purpose above ground in a fixed location, free standing, guyed, or on a building or other structure.
18. Way (Way) and Trail (Trl.): A dead-end right-of-way generally less than 1,000 feet long. A minor street that changes direction or begins and ends on the same thoroughfare that is generally a private, but sometimes public, street.
19. Mews: is an enhanced alley and is used when residential structures face an open space lot that is greater than 75 feet in depth
20. BNS: Building and Neighborhood Services
21. BNS Designee: a person who has been designated.

## **SECTION 12: FEES**

All fees shall be found in Title 22 of the Franklin Municipal Code.

### **SECTION 13: PROCESS REQUIRED TO CHANGE A STREET NAME OR SUBDIVISION NAME**

1. The How to Change a Street Name or Subdivision Name Form can be obtained from the Building and Neighborhood Services Department or BNS.
2. The Street Name or Subdivision Name change application shall be submitted to the Building and Neighborhood Services Department or BNS for approval. There shall be six (6) names submitted.
3. 100% of the property owners, residents and tenants shall be in favor of the street or subdivision name change.
4. Bring the form and the processing fee (see Municipal Code Title 22 for fees) to the Building and Neighborhood Services Department or BNS Department. The Street Name or Subdivision Name Change application form with the original signatures (no faxes or photocopies) shall be submitted to the Building and Neighborhood Services Department or BNS Department, according to the FMPC/ Administrative Meetings and Deadline Schedule. The proposed name change is then placed on the next available FMPC meeting agenda.
5. After approval, Building and Neighborhood Services Department or BNS Department shall notify all residents by certified mail to inform them of the street name or subdivision name change. The Building and Neighborhood Services Department or BNS Department shall also notify the United States Postal Service, E-911 Emergency, and Williamson County Register of Deeds and The Williamson County Elections Office of the street name or subdivision name change.
6. Property owners, residents and tenants shall be responsible for notifying all other correspondents about the street name change.

### **SECTION 14: APPEALS PROCESS FOR FMPC DENIAL OF STREET NAME OR SUBDIVISION NAME CHANGE**

Appeals to any FMPC denials of a street name or subdivision name change shall be made to the Board of Mayor and Alderman (BOMA).

1. The appeal shall be filed with the
  - a. The Addressing Manual Appeal Application;
  - b. A letter or justification for appeal;
  - c. Applicable drawings, illustrations, and so forth, to accompany the request; and
  - d. Any additional information as determined by the Building and Neighborhood Services Department or BNS Department that shall be necessary to obtain a review by the city staff and/or by the Board of Mayor and Alderman (BOMA).
2. The appeal shall be acted upon by the Board of Mayor and Aldermen (BOMA) and shall require only one (1) reading.

If an appeal is granted by the Board of Mayor and Aldermen (BOMA) and the street name changes any portion of a recorded plat, a revised plat shall be submitted to the City of Franklin Planning and Sustainability Department for review. The review of the final plat revised to incorporate such changes as approved in the appeal, shall follow the final plat review process, as outlined in the *Planning and Zoning Administrative Manual*.

If an appeal is granted by the Board of Mayor and Alderman (BOMA) and the subdivision name changes any portion of a recorded plat, a plat shall be re-recorded at Williamson County Register of Deeds Office. All fees required for any changes to a recorded plat still apply and can be found in Title 22 of the *Franklin Municipal Code*

# FORMS