



Street Naming and Addressing Standards

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Background	These standards will help developers and City staff in determining appropriate street names, street suffixes, and address numbers. The City developed these standards because many street names in Hilliard are similar and several repeat, causing problems for first responders, visitors, and mail delivery. Additionally, there are street names that are too long for signage.
Purpose	The City developed these standards to set street naming expectations and provide guidance to property developers. This document places limits on names and lengths of full street names.
Audience(s)	Commercial and residential developers, public safety officers and staff, citizens, city staff
Published To	City website, OpenGov (linked under Address Request & Plat Approval form)
Life	Permanent
Re-Review Timeline	Every two years

Contents

- Standards 3
 - Street Naming 3
 - Street Names 3
 - Approved Street Suffixes 4
 - Directional Suffixes 6
 - Full Street Names 6
 - Address Numbering 7
 - Address Numbers 7
 - Secondary Units 7
- Contact Us 8

Standards

Street Naming

A street may be a public or private road and is primarily used for vehicular traffic. The standards contained in the following pages apply to public and private streets.

In the table below are examples of street names, street suffixes, directional suffixes, and the combined full street names.

Street Name	Street Suffix	Directional Suffix	Full Street Name
OCEOLA	RD		OCEOLA RD
HANOVER	AVE	S	HANOVER AVE S
INFINITE	LOOP	NW	INFINITE LOOP NW
OSTRICH	CIR		OSTRICH CIR

Street Names

Developers may submit street names for review by City Geographic Information Systems (GIS) staff. Typically, these street names are submitted for review on a proposed plat and displayed on a map. Developers should submit street layouts for the entire site if applying for a section or part.

1. A proposed street name shall be unique and may not duplicate an existing name in ZIP codes:
 - a. 43016 (Dublin)
 - b. 43026 (Hilliard)
 - c. 43119 (Columbus)
 - d. 43221 (Columbus)
 - e. 43228 (Columbus)

These ZIP codes overlap the City of Hilliard, City of Hilliard Police, and Norwich Fire Department service areas. Unique names are critical for public safety and navigation.

2. A proposed name shall not be phonetically the same or like an existing street name within the ZIP codes described in #1.
3. The number of street name characters should be considered with the maximum length of a full street name. See the [Full Street Names section](#).
4. Use street names that are easy to say and spell.
5. A proposed name shall use a single word for the street name.
6. No USPS Street Suffixes¹ may appear in the street name.
7. No USPS Secondary Unit Designators² may appear in the street name.
8. No punctuation may be used in a street name. No numbers may be used in a street name. This includes Arabic numerals and numbers that are spelled out.
9. A full street name shall not form a duplicate intersection with another street name more than once. Use only accepted street suffixes (types).
10. No cardinal (such as south), intercardinal (such as southwest), or secondary intercardinal (such as north-northwest) directions may be used in the name.
11. Existing and new street names shall continue across intersections and roundabouts when possible.

¹ Publication 28 - Postal Addressing Standards, C1 Street Suffix Abbreviations, https://pe.usps.com/text/pub28/28apc_002.htm

² Publication 28 - Postal Addressing Standards, C1 Secondary Unit Designators, https://pe.usps.com/text/pub28/28apc_003.htm

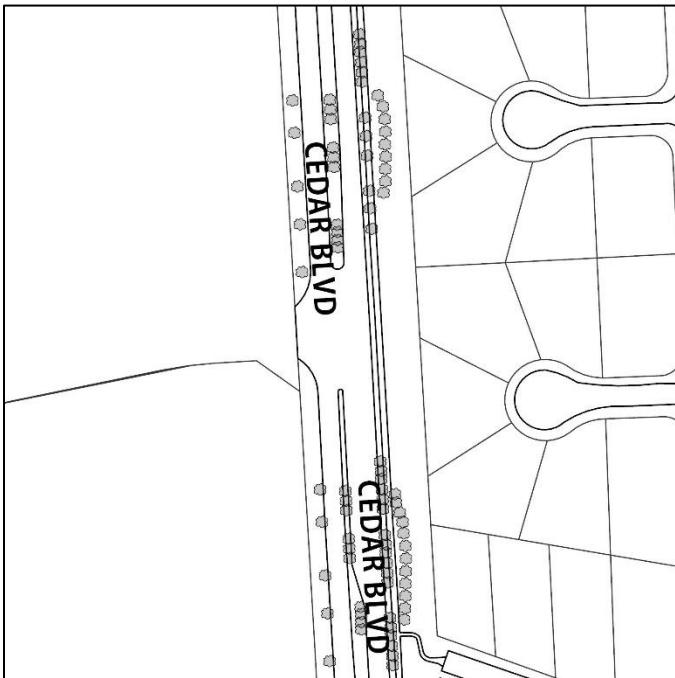
Approved Street Suffixes

The City of Hilliard allows for the following street suffixes (or street types) for new construction. Five suffixes should be chosen based on the design of the street (*) and we have provided definitions and examples on the following pages.

- | | | |
|-----------------------|---------------------|-----------------|
| 1. AVENUE (AVE) | 5. DRIVE (DR) | 9. PLACE (PL) |
| 2. BOULEVARD (BLVD) * | 6. LANE (LN) | 10. ROAD (RD) |
| 3. CIRCLE (CIR) * | 7. LOOP (LOOP) * | 11. STREET (ST) |
| 4. COURT (CT) * | 8. PARKWAY (PKWY) * | |

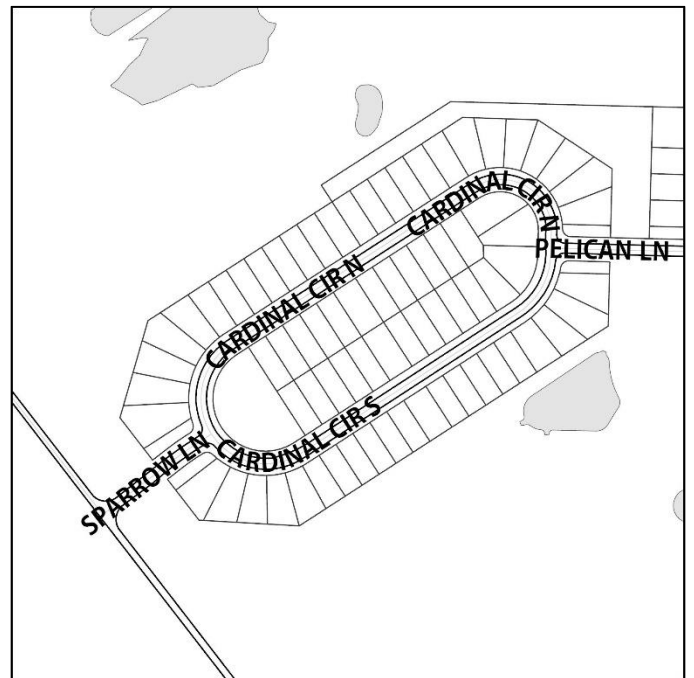
2. Boulevard (Blvd)

A divided, tree-lined roadway.



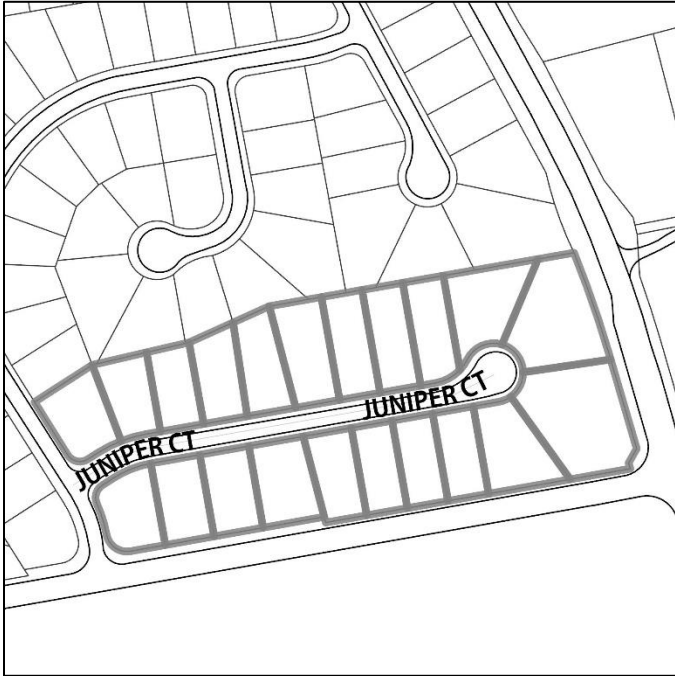
3. Circle (Cir)

A curved roadway starting and ending on itself, split directionally to prevent the roadway from intersecting with itself. Circle roadways may have intersections with other roadways.



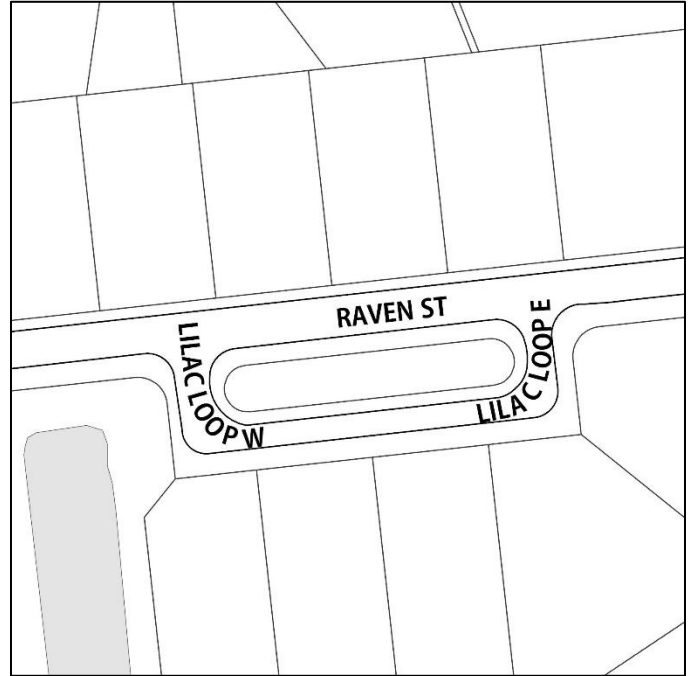
4. Court (Ct)

A roadway with ending with a cul-de-sac.



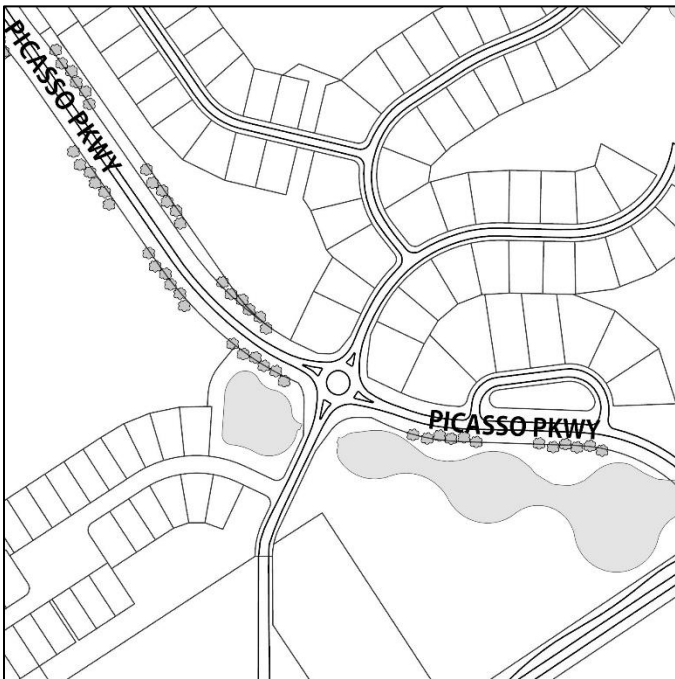
7. Loop (Loop)

A curved or curvilinear roadway that does not continue on the opposite side of an intersecting roadway. A loop will be split directionally to prevent two duplicate intersections.



8. Parkway (Pkw)

A special scenic route or park roadway abutting a park, green way, or conservation area where zoning or topography would prohibit development on at least one side of the roadway.



Directional Suffixes

If required, a cardinal or intercardinal directional suffix may be added after the street suffix. These would typically only apply to loops, circles, and squares (see the diagrams included in the Street Suffixes section) and help prevent a roadway from intersecting with itself.

Directional Suffix	Directional Suffix Abbr.
NORTH	N
SOUTH	S
EAST	E
WEST	W
NORTHEAST	NE
NORTHWEST	NW
SOUTHEAST	SE
SOUTHWEST	SW

Full Street Names

A full street name consists of the name and suffix, and directional suffix (if applicable).

A full street name shall not exceed the maximum sign blade length as established in City of Hilliard Street Name Sign Specifications (TC-1)³. A full street name with 10 characters or less does not require submittal of sign layout prior to approval. For street names with more than 10 characters, the applicant is required to submit a computer-generated sign layout in accordance with the City of Hilliard Street Name Sign specifications (TC-1) to ensure that the street name can fit on the maximum blade size. Modification of the font, lettering height, or standard spacing is not permitted.

Street Name	Street Suffix	Directional Suffix	Full Street Name
OCEOLA	RD		OCEOLA RD
HANOVER	AVE	S	HANOVER AVE S
INFINITE	LOOP	NW	INFINITE LOOP NW
OSTRICH	CIR		OSTRICH CIR

³ Hilliard Standard Drawings, https://hilliardohio.gov/wp-content/uploads/2020/10/hilliard_standard_drawings.pdf

Address Numbering

Examples of addresses:

Address Number	Street Name (see previous section)	Street Suffix (see previous section)	Directional Suffix (see previous section)	Secondary Unit Designator	Secondary Unit Number
3800	ANDROMEDA	BLVD			
2356	VEGA	AVE	W	APT	101
3467	EARTH	LN		STE	205

Address Numbers

1. Address numbers are based on an existing grid and will be issued by GIS staff. Developers should not propose address numbers.
2. Address numbers will be assigned at each entrance.
3. Odd numbers shall be on west and south sides of the street.
4. Even numbers shall be on east and north sides of the street.
5. No alpha letters or hyphenation are allowed as part of the address number. Examples of such addresses are 12A Elm Street and 27-B Main Street.

Special Circumstances

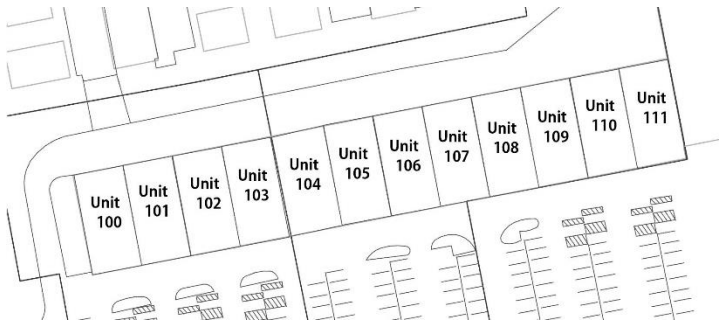
- **Circles:** Address numbers shall be assigned in a regular manner to the side of the street having the greatest property frontage along the street, using consecutive odd or even numbering. Numbers will then be assigned to the side having the shorter frontage so that these numbers correspond with the properties on the opposite side of the street. Even numbers will be assigned on the outside of the circle, and odd numbers will be assigned on the inside of the circle.
- **Loops:** When a looped street is split in two halves as distinguished by a street name change of any sort (including a simple directional prefix or suffix change), the two halves are assigned address numbers separately. Numbering is based on the predominant direction of that portion of the looped street.
- **Non-Building Addresses:** Ancillary structures may require unique addresses for permitting and locational purposes.

Secondary Units

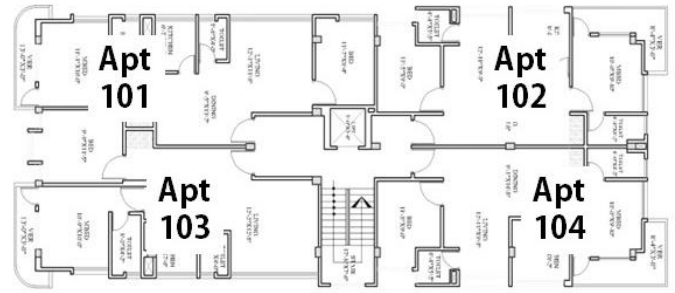
GIS staff will avoid assigning secondary units, when possible, at the request of the Northwest Regional Emergency Communications Center (NRECC), which dispatches first responders for the City of Hilliard Police and Norwich Township Fire Department. However, there may be instances when Secondary Units are necessary.

Developers shall submit floor plans and indicate which units should have secondary unit addresses and whether the use is Commercial or Residential.

Floor Plan Example 1: Single-Floor Commercial Shopping Center



Floor Plan Example 2: Apartment Building with Multiple Floors



Secondary Unit Designators

When needed, the City of Hilliard will use the following Secondary Unit Designators for new construction.

Secondary Unit Designator	Secondary Unit Designator Abbr.	Use
SUITE	STE	Commercial
APARTMENT	APT	Residential
LOT	LOT	Commercial or Residential
UNIT	UNIT	Commercial or Residential
SPACE	SPC	Commercial

Secondary Unit Numbers

Secondary Unit Numbers shall be three characters.

1. Above-grade Secondary Unit Numbers (most common) shall reflect the floor for which it is located, with a number appended to the floor number. For instance, a unit on the first floor may be APT 101; a unit on the third floor may be STE 305.
2. Below-grade Secondary Unit Numbers (least common) shall reflect the floor for which it is located, with a number appended to a floor letter. For instance, a unit on the first below-grade floor may be APT A01; a unit on the second below-grade floor may be STE B05.

Contact Us

Request Addresses Online: Use the OpenGov Address Request & Plat Approval at: <https://hilliardoh.viewpointcloud.com/categories/1080/record-types/6535>

Email: gis1@hilliardohio.gov

Call: (614) 334-1258