

Town of Dedham

Addressing Standards and Regulations

1. Purpose

- 1.1. The purpose of these regulations are to enhance the easy and rapid location of structures by public safety personnel and town officials while allowing stream lined integration of addresses between E911, Town databases, and permitting systems by the implementation and use of a Master Address File (MAF) which lists all known and properly formatted addresses for all parcels, buildings and structures within the Town of Dedham.

2. Authority

- 2.1. These regulations are adopted pursuant to and in conjunction with the Town of Dedham Bylaws Chapter Thirty-One, Numbering of Buildings.

3. Administration

- 3.1. The GIS Manager has been designated by the Board of Assessors, Police Chief, and Fire Chief to administer these regulations. The GIS Manager shall be responsible for maintaining an up to date Master Address File (MAF) and for carrying out the duties contained within these regulations.
- 3.2. The GIS Manager is authorized to and shall assign address numbers to all properties and shall approve, in consultation with the Police and Fire Departments, road names in accordance with these regulations. The GIS Manager shall be responsible for maintaining the following official records of these regulations:
 - 3.2.1. Municipal map(s) for official use showing road names, addresses, and parcel identification numbers.
 - 3.2.2. Master Address File (MAF) which includes addresses and parcel identification numbers for all taxable and non-taxable properties.
 - 3.2.3. Official street list which includes the names of all streets, ways, and driveways which have been named and are used in the addressing of properties, buildings, or structures.

4. Requirements

- 4.1. All properties, buildings and structures are required to have a valid address conforming to these regulations which shall be included in the Town of Dedham Master Address File (MAF).
- 4.2. All developments under review by the Planning Board or Zoning Board of Appeals which will result in new or modified addresses for buildings, roads, or other structures shall obtain a valid address from the GIS Manager prior to the final approval of those subdivisions or site plans by the respective boards.
- 4.3. No one may apply for any permit or license within the Town unless the property, building, or structure has a valid address which is included in the MAF. Those applicants that do not possess a valid address according to the Town of Dedham Master Address File (MAF) must:
 - 4.3.1. Demonstrate and provide documentation to prove that an existing address is valid according to these regulations and should be included in the MAF or;
 - 4.3.2. Provide necessary information required in these regulations to allow the GIS Manager to assign a valid address consistent with these regulations.
- 4.4. No one may use or list an address for a property, building, or structure located within the Town of Dedham which is used to send or receive mail, obtain utility service, or obtain a permit or license unless that address is included in the Town of Dedham MAF.

5. Procedure

- 5.1. Existing Property
 - 5.1.1. If an existing property, building or structure is not included in the MAF, the owner or applicant shall petition the GIS Manager via on-line request forms or other approved means to determine if an existing address is valid and/or formatted properly.
 - 5.1.2. The GIS Manager shall determine, based on the location of the parcel, building, or structure, the existing road, adjacent addresses, and the road address range if the existing address is valid. If the GIS Manager determines that an existing address is valid it shall be added to the MAF and that address will then be eligible for permitting and/or licensure.

- 5.1.3. If the GIS Manager determines that the existing address is not valid the GIS Manger will assign a valid address to the parcel, building, or structure according to these regulations. Once assigned the GIS Manager will update the MAF, and distribute the new address information to the caretakers of all databases containing addresses, including the E911 coordinator.
- 5.2. New or Re-Developed Property
 - 5.2.1. For a new or re-developed property, building, or structure, the owner or applicant shall during the review process and prior to final approval by the Planning Board or ZBA petition the GIS Manager via on-line request forms or other approved means to have a valid address or addresses assigned for each proposed parcel, building or structure. The applicant shall submit all necessary information, including but not limited to site plans, subdivision plans, building plans, etc., to the GIS Manager. The GIS Manager will determine and assign a valid address or addresses according to these regulations.
 - 5.2.2. Where a road or roads are proposed the applicant or owner shall propose the name of the road(s) consistent with these regulations.
 - 5.2.3. Proposed road names shall first be reviewed by the GIS Manager and the GIS Manager will then forward for review the proposed road names to the Police Department and Fire Department. If a road name is found to be unacceptable by the GIS Manager, Police Department, or Fire Department, the applicant will be notified, and be asked to supply alternate names.
 - 5.2.4. Once a new or re-developed property, building, or structure has been assigned an address by the GIS Manager, the applicant or owner shall update the proposed plans and/or drawings to clearly show the address or addresses assigned, including road name(s) if applicable, on the final plans under review by the Planning Board or ZBA.
 - 5.2.5. Upon final approval of the plans by either the Planning Board of ZBA, the final approved plans shall be then be forwarded to the GIS Manager. The GIS Manager shall then make the necessary updates to the GIS system, MAF, and notify all caretakers of databases containing addresses of the new address and/or road assignments.

5.2.6. The GIS Manager shall also tentatively assign new parcel identification numbers and forward plans and other documents received from the Planning Board or ZBA to the Assessors Department with the proposed numbering scheme for their approval. Upon approval of the parcel identification numbering scheme the Assessors shall then make the necessary updates in their system and the property, building or structure, will then be eligible for permitting and/or licensure.

6. Master Address File

- 6.1. The GIS Manager shall maintain and incorporate all known existing and newly assigned addresses in a comprehensive Master Address File (MAF).
- 6.2. The GIS Manager shall cause to be updated, or shall distribute the MAF to the caretakers of all address related databases with the latest information to ensure that all permits and licenses are uniformly addresses and can be readily located.
- 6.3. The GIS Manager shall coordinate with the Town's designated E911 Coordinator to ensure that the statewide E911 system is as up to date as practical.
- 6.4. The E911 Coordinator shall notify the GIS Manager and/or provide a copy to the GIS Manager of any correspondence with the State E911 regarding addresses.

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7. Naming System

- 7.1. All roads that provide legal frontage to a structure shall be named regardless of whether the ownership is public or private. A "road" refers to any highway, road, street, avenue, lane, private way, access driveway, or similar paved, gravel, or dirt thoroughfare. A road name assigned or approved by the municipality shall not constitute or imply acceptance of the road as a public way. In addition, in special circumstances private drives may be named when it is determined to be in the public interest when considering emergency response.
- 7.2. The naming of roads where no legal road or right-of-way exists shall be avoided to the extent practical. In general naming of driveways or access roads shall be reserved for complex campus style developments which have one or more distinct roads which are significantly separated from the adjacent road network. The use of vanity road names for convenience or marketing is strictly prohibited.
- 7.3. The following criteria shall govern the naming system:
 - 7.3.1. No two roads shall be given the same name (ex. Pine Rd and Pine Ln).
 - 7.3.2. No two roads shall have similar-sounding names (ex. Beech Ln and Peach Ln, Beach Ave and Beech Ave, Main St and Maine St, or Apple Hill Rd and Apple Rd).
 - 7.3.3. Each road shall have the same name throughout its entire length.
 - 7.3.4. Each road should have one -- and only one -- correct name. A named road should be essentially continuous, without gaps. Road names should only change when there is a substantial intersection, or at municipal boundaries.
 - 7.3.5. When needing to re-name a road with two names in different sections, the name of the road that is used for the longest distance or is most heavily traveled should be kept.
 - 7.3.6. Avoid special characters, such as hyphens, apostrophes, periods, or decimals, in road names.
 - 7.3.7. When having to re-name roads with similar-sounding names, consider the following:

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- 7.3.7.1. The road with a name of historical significance should have its name retained.
- 7.3.7.2. The road that has retained its name for the longest time or has been consistently signed for the longest time should retain its name. The same would be true for a road with a more descriptive name.
- 7.3.8. When naming roads that connect two other roads but have a middle section that is closed permanently, consider the following options:
 - 7.3.8.1. Retain the current name for one end of the road and assign a different name to the other end of the road.
 - 7.3.8.2. Assign a pre-directional to each end of the road, such as North Mountain Road and South Mountain Road.
- 7.3.9. Roads within large multi-structure complexes (e.g., business campus, multi-unit apartment complex) may be named and each structure individually addressed.
- 7.3.10. Keep road names short. They are easier to remember.
- 7.3.11. When naming new roads, consider the following suggested road suffixes:
 - 7.3.11.1. Circle - Short road that returns to itself; circular or semi-circular roads.
 - 7.3.11.2. Court - Permanently closed road such as a cul-de-sac; dead-end road, usually under 1,000 feet in length; or horseshoe-shaped road.
 - 7.3.11.3. Lane - Fire road or private road.
 - 7.3.11.4. Loop - Short drive that begins and ends on the same road.
 - 7.3.11.5. Road - Most common designation for a secondary thoroughfare; generally indicates a heavily traveled route.
 - 7.3.11.6. Street - Usually found in downtown or more congested areas

8. Numbering System

- 8.1. The following criteria shall govern the address numbering system:

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- 8.1.1. For new roads, numbers shall be assigned every 25 (twenty five) feet along the both sides of the centerline of the road beginning at the intersection with the centerline of the intersecting road, with even numbers appearing on the left side of the road and odd numbers appearing on the right side of the road, as the numbers ascend. Property numbers should begin from the numbering origin and ascend in consecutive numerical sequence, e.g., 1-2-3-4-5-6-etc...
- 8.1.2. The number assigned to each structure shall be that of the numbered interval falling closest to the front door or the driveway of said structure if the front door cannot be seen from the main road.
- 8.1.3. Addresses should be assigned to each habitable or substantial structure. Addresses should not be assigned to structures that are simply accessory to another building or insubstantial in nature. For example, a detached garage for a single-family residence does not need an address, but a commercial parking garage should have an address.
- 8.1.4. For existing roads which have existing addresses, the existing numbering scheme shall be followed to the extent practical, with addresses interpolated from surrounding addresses.
- 8.1.5. Addresses should always be assigned so that they are in numeric sequence. Where two or more buildings addressed off of the same street are located in a "stacked" configuration (one building behind the other), the stacked building closest to the street should have a lower address number than a building farther away.
- 8.1.6. For dead end roads, numbering shall originate at the intersection of the adjacent road and terminate at the dead end. For other roads, the numbering should originate from the roadway with the highest traffic volume, or from the end of the road which emergency responders are most likely to enter the road from. Where a road connects to two roads of approximately equal volume, the numbering should originate from the intersection which is located closest to the intersection of Washington Street and High Street, which shall be considered as the "Center" of Town for the purposes of these regulations.

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- 8.1.7. Where a single building has multiple exterior entrances for separate tenant spaces or separate residential units, a separate address number should be assigned to each such exterior door. Where a single building has multiple doors leading to a shared hallway or lobby, only one address should be assigned. Each door may be distinguished by a unit, suite, or apartment number. Every structure with more than one principle use or occupancy shall have a separate number for each use or occupancy, i.e. duplexes will have two separate numbers; apartments will have one road number with an apartment number, such as 235 Maple Rd Apt 2.
- 8.1.8. Addresses located across the street from each other should be assigned so that they are nearly equal. Where there are more addresses on one side of the street, addresses assigned to the other side will be more widely spaced so that addressing consistency is maintained for addresses across from one another.
- 8.1.9. There should be no fractional addresses (34½ Ash St), alphanumeric address numbers (123A Main St), nor hyphenated address numbers (41-656 Bell St). Address Ranges for the parent parcel are acceptable (10-12 High St).
- 8.1.10. Apartments should be assigned a primary road address, with numbers (not letters) as secondary location indicators, e.g., 111 Main St Apt 101. Use apartment numbers to indicate the floor location, e.g., Apt 303 is the third apartment on the third floor. For apartment complexes with multiple buildings with the same road address the first digit in the apartment number shall represent the building number, e.g., 111 Main St Apt 2305 where the apartment is fifth apartment located in building two, on the third floor.
- 8.1.11. Numbering of circular roads should begin at the point where emergency responders are most likely to enter the road, so numbers will ascend as responders search for a location. Where there is no obvious end with greater traffic flow, the starting point should be selected at the end closer to the intersection of Washington Street and High Street.
- 8.1.12. Condominiums shall be addressed as though they were apartments with the exception that “Unit” be substituted in place of the “Apt” designation.

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- 8.1.13. Corner lots should be assigned a number according to where the front door faces the road. When the front door is obscured or if the structure is best reached for emergency purposes by the driveway, assign the property number based on where the driveway falls on the road.
- 8.1.14. If a street forms a closed loop, addressing should proceed clockwise from the base of the loop (see figure below) unless the configuration of the road directs traffic otherwise.
- 8.1.15. Cul-de-sacs without buildings in the center portion should be numbered as if the center line of the street bisects the cul-de-sac with odd numbers on the right and even numbers on the left. If buildings are located in the cul-de-sac, the cul-de-sac should be treated as a closed loop and numbered according to 8.1.14.
- 8.1.16. Office suites should be assigned numbers with a primary road address, followed by a numbered (not lettered) secondary location indicator, e.g., 325 Memorial Dr Suite 312. Suite numbers should also be used to indicate floor location.

9. Addressing Standards

- 9.1. The following are the accepted components of new or existing addresses in the Town of Dedham. All addresses should be capitalized and free of punctuation.
 - 9.1.1. Street number - (300 EAST ST) The street number should be an integer value.
 - 9.1.2. Prefix direction - (7 S STONEMILL DR) Acceptable street direction standard abbreviations are: N, S, E, W, NE, SE, NW, and SW.
 - 9.1.3. Street name - (269 COMMON ST) Streets should be referred to by their official name. Any new street added to the town must first be approved by the GIS Manager, and the name reviewed and approved by the Police Department and Fire Department.
 - 9.1.4. Street Suffix - (28 BERKELEY RD) Street suffixes shall be abbreviated using standard US Postal Service standards. Acceptable street suffixes include: AVE, BLVD, CIR, CT, DR, HWY, HL, LN, PKWY, PL, RD, ROW, SQ, ST, TER, and WAY.
 - 9.1.5. Suffix qualifier - (150 MILTON ST REAR) Suffix qualifiers will be added after street types in cases where additional clarification is required.
 - 9.1.6. Secondary unit designator - (40 HIGH ST UNIT 300) Secondary unit designators are used to designate apartments, suites, and condominium units which share the same street number address. Acceptable secondary unit designations include: UNIT, APT, BLDG, and SUITE.

10. Parcel Identification Number Standards

- 10.1. Each taxable and tax exempt parcel, including condominiums within the Town of Dedham shall be assigned a parcel identification number (ID). Non-taxable buildings or structures that require an address but do not receive an individual tax bill shall be assigned a Secondary Parcel ID number to facilitate identification and location of the addresses in conjunction with the MAF, GIS, and other address related databases.
- 10.2. Parcel identification numbers shall be made up of the following components:

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- 10.2.1. Map Number – This number corresponds to the location of a parcel, or parent parcel in cases of condominiums or secondary addresses, in relation to the existing map grid system of 204 rectangles maintained by the Board of Assessors. In cases where a property is located in multiple maps, the property shall be assigned a map number based on the map which contains the largest portion of the property or the centroid of the parcel (final decision for map numbers lie with the assessors department).
- 10.2.2. Block Number – Unique block numbers are assigned to all properties within a specific map number. New block numbers are assigned in sequence.
- 10.2.3. Lot Number – Unique block numbers are assigned when a parcel contains multiple properties that are tracked by the assessor’s department (e.g., condo units). Each separate taxable unit is given a unique lot number within the parent block. New lot numbers are assigned in sequence. Not all properties will contain a lot number in the assessor’s database; in those cases, a zero will be added to those properties in the MAF.
- 10.2.4. Secondary Unit ID (SUID) Number – This number is assigned to all secondary units that are not tracked by the assessing department in order to maintain a record for them in the other town databases. Secondary unit IDs are assigned in the same manner as block and lot numbers. If the property containing the secondary unit does not contain a Lot Number a zero will be place in the Lot number field for the secondary unit. The zero will not be placed in the actual parent parcel’s Property ID. Example: Parcel 65-12 rents out an apartment, the apartment’s Property ID is 65-12-0-1. Note the zero doesn’t affect the parent parcel (65-12). Secondary Unit ID’s are not included in the assessors database, but in the MAF only.