

ARTICLE 1600 ADDRESSING

Sec. 1600.01 Purpose.

This article establishes standard addressing rules and guidelines for assigning street names and address numbers to provide a common systematic means by which people, places, and events can be located within the community. This will simplify the maintenance, exchange, and interpretation of address information and provide for the protection of public health and safety of all persons living, working or visiting in the City of Bentonville. The rules and guidelines in this section are designed to facilitate the proper assignment of addresses to properties for possible addressing scenario that occurs in Bentonville. Structures must be assigned addresses in a logical, easy to understand manner in order to help citizens and emergency personnel quickly locate people, places and events.

(Ord. No. 2012-58, §12, 07-24-2012; Ord. No. 2017-196, § 2, 11-28-2017)

Sec. 1600.02 Authority.

The GIS Coordinator, or his or her designee, shall be responsible for the general administration of street names and addressing. This consists of assigning new street names, maintaining records of all street names, assigning numbered addresses, resolving conflicts in address numbers, reassigning numbers or proposing changes that are necessary for the health, safety, and welfare of the public.

(Ord. No. 2017-196, § 2, 11-28-2017)

Sec. 1600.03 Address maintenance.

It shall be the duty of the GIS Department, under the general supervision of the GIS Coordinator, to prepare and maintain street address numbering maps and, when a new building is built, or for any reason a number is required, to issue such number. It shall be the duty of the GIS Department to review street number assignments, resolve conflicts in numbers, reassign numbers, or propose any changes which are necessary.

(Ord. No. 2017-196, § 2, 11-28-2017)

Sec. 1600.04 Alleys.

Naming of alleys and addressing off of alleys shall follow the same regulations for streets provided for in this article. Except, regardless of direction, all alleys shall have a suffix of "Alley."

(Ord. No. 2017-196, § 2, 11-28-2017)

Sec. 1600.05 Display of address.

Assigned address shall be displayed on the property at all times as required by the currently adopted Arkansas Fire Protection Code. Address shall be posted on the structure near the main entrance of the structure. If the address is not visible from the public street from which it is addressed, an additional posting of the address may be required by the Fire Marshal.

(Ord. No. 2017-196, § 2, 11-28-2017)

Sec. 1600.06 Street address map.

(a) *Official map.* The official Street Address Map is a part of this ordinance and shall contain the ordinance numbers and certifications which appear upon this document. The map shall identify all named street names and addresses.

(b) *Updating.* The official Street Address Map shall be automatically updated by the GIS Department upon final plat approval of any plat, large scale development, or Planned Unit Development.

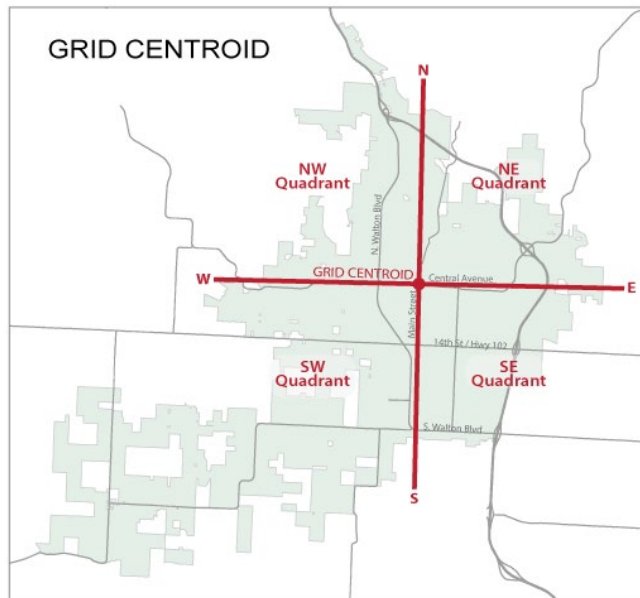
(Ord. No. 98-56, § 1, 06-22-1998; Ord. 2003-100, §1; Ord. No. 2012-58, §12, 07-24-2012; Ord. No. 2017-196, § 2, 11-28-2017)

SEC. 1600.07 Grid centroid.

(a) *Directional grid centroid.* The directional grid centroid is the intersection of Main Street and Central Avenue. The north and south centerline is a line extending east and west from the grid centroid to the city limits and the addressing boundary. The east and west centerline is a line extending north and south from the grid centroid to the city limits and the addressing boundary.

(b) *Address grid centroid.* The address grid centroid is the intersection of Main Street and Central Avenue for the purpose of numbering houses and buildings. Each street running north, south, east, and west shall have its beginning at the centroid with the address numbers increase proceeding north, south, east and west. The numbering to begin at this initial point with the number one hundred (100) and ending with the number one hundred ninety nine (199), at the next street, and increasing in like manner, to the corporate limits of the city as they now exist or may hereafter be extended.

(c) *Quadrants.* The City of Bentonville shall be broken into four quadrants, NE, NW, SW, and SE, based on the grid centroid shown below.



(Ord. No. 98-56, § 1, 06-22-1998; Ord. 2003-100, § 1, 06-10-2003; Ord. No. 2012-58, § 12, 07-24-2012; Ord. No. 2017-196, § 2, 11-28-2017)

Sec.1600.08 Street naming process.

(a) *Street names for new development.*

- (1) *Preliminary plats.* When preliminary plats are submitted for review, all proposed public & private streets that require naming must be identified. Proposed street names shall be shown on the preliminary plat for review and approval by the GIS Department.
- (2) *Final plats.* The street names shown on the final plat shall be consistent with those shown on the preliminary plat. The GIS will review for final acceptance.

(b) *Renaming existing streets.*

- (1) *City action.* GIS, City Council, City Planning Commission, or the Mayor may initiate the renaming of any street or alley within the corporate limits of Bentonville.
- (2) *Public request.*
 - a. *Application.* Any one or more interested parties may request to rename a street by submitting an application provided by the GIS Department to the GIS Coordinator.
 - b. *Signatures.* A complete and valid application must have the signatures of 100% of property owners abutting the street or alley to be renamed and 80% of those property owners must agree to the name change.
 - c. *Departmental review.* Upon receiving the completed application and required additional information, the GIS Coordinator shall transmit copies to the affected city departments for review and recommendations.
 - d. *Traffic Safety & Signage Committee review.* The GIS Coordinator shall present the original application and the recommendations to the Traffic Safety & Signage Committee for review and approval.

(Ord. No. 2017-196, § 2, 11-28-2017)

Sec. 1600.09 Street naming standards.

(a) *Maximum length.* Full street names, including the suffix and directional (prefix) should be limited to a maximum of seventeen (17) characters in length.

(b) *Special characters prohibited.* Street names should avoid the use of words or syllables that might be confused with directional or street type designations (*i.e. Northglen Drive or Circle Drive*).

(c) *Duplicates prohibited.* Street names shall not be duplicated.

- (1) *Different suffixes.* Two streets that have the same name but two different suffixes shall be considered to be a duplicate street name (*i.e. Oak Lane, Oak Avenue*).
- (2) *Similar sounding names.* Street names that sound phonetically similar, despite differences in spelling, shall be considered a duplicate street name (*i.e. Beach Avenue & Beech Avenue; Main Street & Maine Street; Apple Road & Apple Hill Road*).

(d) *Numeric names.* Numeric street names should end with the appropriate numeric format for the particular number (*i.e. 45th, 32nd, 3rd*).

Art. 1600 Addressing

(e) *Proper names.* No street shall be named after a person’s first or last name, unless specifically directed to do so by proclamation from the City Council in honor of an individual.

(f) *State and federal highways.* Streets that are also state and federal highways will be identified by their local street name followed by their state or federal designation on the Official Street Address Map (i.e. E. Central / E. Highway 72).

(g) *Aligned streets.* All proposed streets that are in obvious alignment with other existing and named streets shall bear the assigned name of the existing street.

(h) *Cul-de-sacs.* A cul-de-sac must be named if it serves four or more homes or dwellings, regardless of street length. If a cul-de-sac is a continuation of a street, it shall have the same name with another suffix, such as “cove”, “lane”, “place” or “terrace” to indicate the dead-end.

(i) *Loop streets.* The street name suffixes on loop streets shall be “loop”, “circle”, “court” or other name indicating a closed street layout. Loop streets shall not have a suffix of “road” or “avenue.”

(j) *Prefix (directional) abbreviations.* Prefixes shall be assigned to all street names and part of the address according to the table below (i.e. 305 SW A Street).

Directional abbreviation standards.

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

(k) *Suffix.* Suffixes shall be assigned to any officially named street and become part of the address, according to the table below. (i.e. 305 SW A Street).

Street Suffix Standards

Direction	Suffix
East - West	Avenue or Boulevard
North - South	Road or Street

(Ord. No. 98-56, § 1, 06-22-1998; Ord. 2003-100, § 1, 06-10-2003; Ord. No. 2012-58, § 12, 07-24-2012; Ord. No. 2017-196, § 2, 11-28-2017)

Sec. 1600.10 Addressing process.

Address block ranges will be assigned to streets shown on approved preliminary plats. Individual physical addresses must be assigned to lots and/or structures prior to approval of final plat. Suite numbers will be assigned at time of tenant infill.

(Ord. No. 98-56, § 1, 06-22-1998; Ord. 2003-100, § 1, 06-10-2003; Ord. No. 2012-58, § 12, 07-24-2012; Ord. No. 2017-196, § 2, 11-28-2017)

Sec. 1600.11 Addressing standards.

When a new street has been approved, it must be assigned an address range. Each individual property, habitable and/or substantial structure shall be assigned numbers in accordance with the standards established in this article. Addresses should not be assigned to structures that are simply accessory to another building or insubstantial in nature.

(a) *Numbers only.* Only numbers shall be used to address streets. Fractions, alphabets and/or decimals shall not be used for main addresses, apartments, or suites.

(b) *Odd and even numbers.* Even numbers shall be placed on the right hand side of the street and odd numbers on the left hand side of the street, using the address grid centroid as the point of beginning.

(c) *Labels.*

(1) *Main address.* Main addresses shall be property address identifiers that are used to divide a single numeric address into identifiable subsets for location purposes.

(2) *Suite (STE).* Suite addresses shall be assigned to tenants within main address structures for commercial properties.

(3) *Apartments (APTS).* Apartment addresses shall be assigned to tenants within main address structures for residential properties.

(4) *Temporary (TEMP).* Temporary addresses are assigned to non-permanent structures, such as food trucks & work trailers.

(d) *Renumbering.* When the GIS Department determines that renumbering is necessary, renumbering shall be done in accordance to the numbering rules in this article and in anticipation of possible future changes. When an address change has been assigned, the GIS Department shall inform and direct the property owner(s) to use and display the new address.

(e) *Corner lots.* Structures on corner lots shall not be given dual addresses. The structure on a corner lot shall be addressed off of the street where the front entrance is located.

(Ord. No. 98-56, § 1, 06-22-1998; Ord. 2003-100, § 1, 06-10-2003; Ord. No. 2012-58, § 12, 07-24-2012; Ord. No. 2017-196, § 2, 11-28-2017)

Sec. 1600.12 Multifamily addressing.

When addressing any residential property other than a detached single family unit, one of the following scenarios shall be used.

Art. 1600 Addressing

(a) *Apartments.*

- (1) *Building address.* Buildings that contain multiple residential units, such as apartments, condominiums, or mixed-use buildings with residential uses, shall be assigned a main address for each structure and a unit number for each apartment within the structure.
- (2) *On private streets.* Apartment buildings not located on public streets will be assigned a private street designator. These apartment buildings shall be assigned individual addresses.
- (3) *Unit Address.* Each dwelling unit or apartment within the building shall be assigned an apartment number in sequence, increasing from the centroid.
- (4) *Multiple floors.* When units are on multiple floors, they are assigned apartment numbers expressed in 100's corresponding to the floor number (*i.e. first floor is 100-199, second floor is 200-299, etc.*).

(b) *Duplexes.* Duplexes shall be given a main address and unit numbers, with unit numbers increasing from the centroid. (*i.e. for units 1 & 2, unit 1 shall be closest to the centroid and unit 2 furthest from the centroid*).

(c) *Townhouse.* Each unit within a townhome development shall have a separate address number and not a unit number.

(d) *Official address.* The official address for each multifamily structure, except townhouses, shall be the main address followed by the unit/apartment number (*i.e. 329 E. Central Avenue, Apt. 11*).

(Ord. No. 98-56, § 1, 06-22-1998; Ord. 2003-100, §1; Ord. No. 2012-58, §12, 07-24-2012)

Sec.1600.13 Commercial addressing.

(a) *Single level businesses (malls/strip malls).* Each individual building within a development shall be assigned a separate address with lease spaces assigned a suite number between 1 and 99, in accordance with the suite standards in this section.

(b) *Multi-level businesses (office buildings).* Each individual building within a development shall be assigned a separate address with lease spaces assigned a suite number expressed in 100's corresponding to the floor number (*i.e. first floor is 100-199, second floor is 200-299, etc.*), in accordance with the suite standards in this section. *Address Example: 609 SW 8th Street, Ste. 335 (Third Floor, Room 335).*

(c) *Suites.*

- (1) *Odd/even.* Buildings addressed with odd numbers shall initially be addressed with odd suite numbers and buildings addressed with even numbers shall initially be addressed with even suite numbers. Suite numbers increase according to the layout location from the centroid.
- (2) *Suite split.* In the event of a suite split, the newly created suite shall be assigned the next lowest available number, disregarding the odd/even numbering required at initial addressing (*i.e. for a split between suites 3 and 5 in the odd building addressed 201, the newly created suite would be numbered suite 4*).
- (3) *Suite spacing.* Spacing between addresses should be considered to accommodate a change in tenant and subdividing suites over time.

Art. 1600 Addressing

(Ord. No. 98-56, § 1, 06-22-1998; Ord. 2003-100, § 1, 06-10-2003; Ord. No. 2012-58, § 12, 07-24-2012; Ord. No. 2017-196, § 2, 11-28-2017)

Sec. 1600.14 Enforcement procedures.

The enforcement of address numbers ensures public safety and promotes efficient delivery services. For new structures and renovations it shall be the duty of the inspectors to verify the correct address at the time of a final inspection. Neither the certificate of occupancy nor a certificate of compliance shall be issued unless the address meets the terms of this article.

(Ord. No. 2017-196, § 2, 11-28-2017)

Art. 1600 Addressing