

CITY OF JONESBORO

Addressing and Street Naming Standard

SECTION 1: GENERAL PROVISIONS

TITLE:

This standard shall be known and may be cited as the “Jonesboro Addressing and Street Naming Standard”.

PURPOSE:

- 1) The purpose of this standard is to establish a uniform method for naming roads and assigning addresses for real property and structures within the City of Jonesboro.
- 2) The goals of this standard are as follows:
 - a) Facilitate expedient emergency response by fire, law enforcement, medical, rescue, and other emergency services by providing GIS address point data to support the following public safety applications in accordance with the National Emergency Number Association (NENA) standards:
 - NG9-1-1 Location Validation
 - NG9-1-1 Call Routing
 - 9-1-1 Map Display
 - Computer Aided Dispatch (CAD)
 - Emergency Vehicle Routing
 - b) Provide property owners, the public, emergency responders, and government agencies and departments with an accurate and systematic means of identifying and locating property and/or structures.
 - c) Regulate the display of property address numbers and provide for accurate road name signage, installation, and maintenance thereof.
 - d) This document is designed as a reference and serves to provide the city departments and staff, developers, property owners, and the public the addressing standards for residential properties, commercial properties, and other situations in which an address is necessary for obtaining a permit or utility meter in the City of Jonesboro.
- 3) While this standard has been created to establish uniformity, past addressing, and street naming standards may have resulted in addresses or street names that do not follow the guidelines set forth herein. Therefore, inconsistencies to the rules in this policy may exist.

APPLICABILITY:

- 1) This standard applies to all public and private roads, addresses for real property and structures situated within the City of Jonesboro, to include all new or existing buildings or properties and all new or existing roads.
- 2) The City of Jonesboro may name or rename roads and assign or reassign addresses as necessary to further the purpose of this standard, however, any road or street name changes will only occur with approval of the Jonesboro City Council.

ADDRESSING AUTHORITY:

- 1) An Addressing Committee is hereby established, which will consist of the following nine (9) members:
 - a) 911 Addressing Coordinator of the City of Jonesboro
 - b) 911 Addressing Coordinator of Craighead County
 - c) City of Jonesboro GIS Coordinator
 - d) City of Jonesboro E-911 Director
 - e) A representative of the City of Jonesboro Planning Department
 - f) A representative of the Jonesboro Fire Department – Fire Marshall’s Office
 - g) A representative of the Jonesboro Police Department
 - h) A representative of the Jonesboro Street Department
 - i) A representative of Arkansas State University (ASU)
- 2) This committee shall serve as the Addressing Authority for the City of Jonesboro.

DEFINITIONS:

Address: A property location identifier containing the following:
(Address Number / Directional Prefix / Road Name / Building Designator / Secondary Address).
The following elements are required: Address, Road Name and Road Type.
The following elements are optional: Directional Prefix, Building Designator and Secondary Address.

Address Block: An address block is approximately 1/10th of a mile in the address grid. Blocks will generally start and end at major intersections but may cross minor intersections along road segments shorter than 1/10th of a mile. Road segments longer than 1/10th of a mile may include multiple blocks.

Address Database: The computerized format for tracking assigned addresses and road names within a jurisdiction.

Address Grid: An address grid is based upon the Public Land Survey System (PLSS) and divides the jurisdiction into blocks for the purpose of assigning addresses. The address grid should have an East-West baseline and a North-South baseline. There are ten (10) blocks per mile and 100 blocks per square mile. Each block should be approximately 1/10th of a mile or 528 feet in length.

Address Interval: The distance established by the Addressing Authority, to be used between address points.

Address Number: The numeric designation assigned for an addressable structure or property.

Address Range: A term used to identify a series of blocks or addresses on one street.

Addressable Property: A property required to be assigned an address under this standard, generally, the habitable or legally occupied structure on a lot, parcel, or tract, but may also include other structures or sites as determined necessary by the Addressing Authority.

Alpha Addresses: Alpha characters (letters) are typically not permitted in addresses, unless used as an address suffix, or as identifiers for floor levels that are below ground level in a building.

Building Designator: A numeric designator/identifier used for a single building within a multiple unit complex.

Directional Prefix: A one (1) letter descriptor within a road name designating the cardinal direction the road runs away from an address grid baseline. The cardinal direction will be abbreviated as follows:

N = North

S = South

E = East

W = West

A directional prefix is typically only allowed for road/streets that cross an address grid baseline.

Multiple Unit Complex: An apartment, condominium, or business complex where there exist multiple addressable buildings on a single site.

Multiple Unit Structure: A single structure which contains two or more addressable units.

Road: Any public and/or private thoroughfare or road type listed in this document.

Road Types: An abbreviated word used in conjunction with a road name to describe the character of the road and will be in accordance with current USPS Published Standards.

Secondary Address: An additional address number that is used to identify a separate unit on a single lot, parcel, tract of land, or within a multiple unit complex. A secondary address at a minimum shall consist of a unit designator and a numeric identifier. A secondary address within a multiple unit complex shall consist of a building designator, a unit designator, and a numeric identifier. Unit and numeric identifiers shall increase in value as the street range increases in value.

Staggered Addresses: Staggered addressing is the method of forcing the address from one side of the street to match or nearly match with the other side of the street. It often occurs in a new subdivision with curvilinear streets that have more lots on one side of the street than the other. When this occurs, addresses on the short side of the block are eliminated, or staggered, to keep facing addresses more closely aligned with each other. It is desirable for public safety services to know that the address across the street is at or near the same physical address, and it is desirable to have a strong association with beginning and ending address sequences at intersections or address break points.

Unit Designator: An abbreviated word used in conjunction with a secondary address to describe the character of the unit and will be in accordance with current USPS Published Standards.

Utility Site: A parcel containing any type of utility service, located on a legal parcel of land with no association to a building and requiring periodic maintenance or readings by utility company personnel.

SECTION 2: ADDRESSING STANDARD

Addressing Requirements:

- 1) Any property owner who has an addressable property, that has not been assigned an address, shall be responsible for obtaining a physical address.
- 2) An address is to be assigned for all structures being constructed, prior to the issuance of a building permit. It shall be the property owner's responsibility to submit a site plan, showing any structures and driveways located on the property to the Addressing Authority for the purpose of assigning an address point.

Address Changes:

A change of address may be initiated by a property owner or by the Addressing Authority.

A City-initiated address change occurs 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, and it is determined that the existing address poses a response delay for emergency services, an address change may be initiated by the Addressing Authority.

- Out-of-sequence with the neighboring addresses.
- An odd address on the even side of the street.
- An even address on the odd side of the street.
- A duplicate address.
- Property is incorrectly using an address assigned to another property.
- Property is accessed from a different street than the address in use.
- There is no space between house numbers for forthcoming development.
- The street name has changed, or an easement has been named.

All City-initiated address changes are reviewed by the Addressing Committee prior to authorizing the address change. The Addressing Committee is composed of representatives from departments and agencies who have experience and a vested interest in maintaining accurate addressing information.

Property owners may request a change of address to their existing address, if the new address meets the addressing standards outlined in this document. The Addressing Authority can deny a request to change an address for the following reasons:

- The request conflicts with the City of Jonesboro – Addressing and Street Naming Standard.
- There is no space between the house numbers to accommodate the request.

All customer-initiated address changes are to be reviewed by the Addressing Authority prior to approval and processing of the request.

Address Components:

Addressing components shall consist of an address number, a directional prefix (if applicable), a primary road/street name, a road/street type, building identifier (if applicable), and a secondary address (if applicable). The order of these address components shall be as indicated in the following example:

- 1) Address Number - 300
- 2) Directional Prefix - S
- 3) Primary Street Name - Church
- 4) Road Type - St
- 5) Building Identifier - (If Applicable)
- 6) Secondary Address - STE 305

Address Numbers:

- Address numbers will be comprised of a numerical identifier followed by the combined street identifier.
- Address numbers should be uniform, consecutive, allow for expansion and be comparable to parallel roads.
- Addresses shall be staggered when necessary to keep them more aligned with addresses on the opposite side of the street.
- Primary address numbers will be assigned off the street the front entrance door faces, or from the street providing the main access point to the front door of the structure.
Example: Structure where the front door of the structure faces a parking lot on the side of the building.
- Primary address numbers shall be a minimum of three (3) digits in length.
- **Address Point Intervals:** Address numbers will be assigned by a standardized system, using an address interval of 26.4 feet. The established interval of 26.4 feet is to be measured from the starting point of each road centerline, after determining the appropriate block number. This allows an address point to be assigned every 26.4 feet to allow for future expansion and growth. There are one hundred numbers available to be used in each block. Private numbering systems that do not follow the methods set forth in this Policy are not to be accepted.
- **Address Point Placement:** The address point placement for a parcel, site, or structure on the map will be in the visual center of the addressed structure polygon showing on the site plan or aerial imagery.
- **Address Suffixes:** An address suffix is typically assigned to properties that are unoccupied and require a permit, (e.g., utility boxes or meters), or for emergency service location purposes. If a suffix is required, a letter (A, B, C, etc.) is to be used. Some common structures that are most often assigned an address suffix are billboards, utility boxes or meters, cell towers, fire hydrants, lift stations, traffic signals, etc.

- **Arabic Numerals:** Address numbers 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 an assigned location using the appropriate block number and the following address interval of 26.4 feet. Address numbers will never include leading zeros or non-numeric characters.
- **Block Numbers:** The numbering of blocks along a road shall begin at an established N, S, E, & W point of origin and be numbered sequentially as they proceed outward from that point. No address should be out of sequence in relation to the adjacent addresses. Blocks are approximately 528 feet (1/10th of a mile) in length, with the first block being designated as the 100 block. The hundred series shall change every 528 feet, or upon crossing a major intersecting road, or in best possible alignment with the established address grid. Each block along a road may have up to one hundred address numbers. The N, S, E, & W starting point in Jonesboro is located at the intersection of Main St and the BNSF railroad. Therefore, the East-West baseline will be Main St, and the North-South baseline will be the BNSF railroad.
- **Even House Numbers:** Main address numbers ending in an even number (0, 2, 4, 6, and 8) are to be used on the north and east sides of roads/streets.
- **Odd House Numbers:** Main address numbers ending in an odd number (1, 3, 5, 7, and 9) are to be used on the south and west sides of roads/streets.
- **Corner Lots:** The intersection of two or more streets may receive an address assigned to each street for undeveloped parcels or subdivisions. The final address shall be determined when the site plan is submitted for the issuance of a building permit. The final address will be verified by the city building inspector prior to the issuance of a Certificate of Occupancy. The structure will be addressed based on the road/street that the main entrance of the structure faces.
- **Fractional Addresses:** Fractional (1/2) addresses shall not be used.

Directional Prefixes:

- Directional prefixes and suffixes are not permitted, unless the street crosses the base lines established by the Addressing Authority.
- The following cardinal directions are to be used for directional prefixes:

N	=	North
S	=	South
E	=	East
W	=	West
- Compound directional prefixes (NE, NW, SE, & SW) are not to be used.

Building and Unit Standards:

The City of Jonesboro uses a standardized Building and Unit identifying system for the following:

- Apartment Complexes
- Condominium Complexes
- Office Buildings & Office Parks
- High-Rise Buildings (Commercial and Residential)
- Shopping Centers & Strip Malls

This Building and Unit identifying standard prevents the duplication of unit numbering on a property and helps to clearly determine the building identifier, unit type and number, and floor number in a Multi-Unit Structure or Multi-Unit Complex.

Buildings and Units, 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 as building identifiers or unit identifiers for these structures.

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 building.

Building Unit Identifier:

- Multi-Unit Complexes shall be assigned one address for the property based upon the road from which vehicular access to the structures is obtained.
- Structures within a multi-unit complex shall be assigned a building designator for each structure as opposed to a unique address unless an exception is granted by the Addressing Authority.
- Numeric identifiers shall be used as building identifiers.
- Building identifiers in a secondary address shall be labeled, in the master address database, using “BLDG” along with the number assigned as the building identifier, (e.g., BLDG 3)
- The building identifier shall be clearly posted on the front and sides of the building that are visible from the access road the building is located on. These identifiers are to be a minimum of 8” tall and contrast to the background they are mounted on.

Secondary Address Guidelines:

- Structures with multiple units residing within the same building shall have one primary address assigned for the building, with unit-level addressing assigned to the individual units. The primary address will be assigned on the dedicated street on which the main entrance faces. The unit level addressing will be referred to as a secondary address.
- Secondary addresses shall be comprised of Arabic numerals (1, 2, 3, 4, 5, 6, 7, 8, 9, and 0).
- Secondary addresses shall increase in value as the street range increases in value.
- Secondary addresses are not to be alpha characters (letters).
- Secondary addresses shall be established by the Addressing Authority prior to the issuance of a building permit. When a building slated for new construction or remodeling has units that will require a secondary address, floorplans showing the location of those units within the structure shall be submitted to the Addressing Authority prior to the issuance of a building permit.
- Should a remodel of a multi-unit structure alter the number or configuration of units, the addresses of units within said structure shall be updated to remain in compliance with this section.
- Should a remodel of a single-unit structure create a multiple-unit structure, the addresses of units within said structure shall be updated to remain in compliance with this section.
- When secondary addresses are assigned to multiple structures with individual building designations, the secondary address shall include the building identifier.

- All above-ground units shall be assigned a three-digit number (or higher) where the beginning number(s) shall represent the floor level upon which the unit is located, and the last two digits shall represent the unit number (e.g., first floor units would be assigned three-digit numbers beginning with the number “1”, and fifteenth floor units would be assigned four-digit numbers beginning with the number “15”). (e.g., 300 S Church St, STE 304).
- Units with basements will use secondary addresses that include the alpha character “B” to indicate “Basement”. All below-ground units shall be assigned a unit number that begins with the letter “B” followed by a three-digit number, where the beginning number shall represent the floor level of the unit below ground and the last two digits shall represent the unit number. (e.g., 300 S Church St, STE B112).
- When secondary addresses are assigned to individual multi-occupied structures, such as residential apartments or commercial office suites, or non-occupied secondary address points, the following unit types shall be used as appropriate for the unit designator in the master address database.
 - a) APT (Apartment) - Used for individual residential dwelling spaces.
 - b) FIELD (Field) - Used for sports fields at schools and city parks.
 - c) GAR (Garage) - Used for stand-alone parking garages.
 - d) GATE (Gate) - Used for access gates and gate houses.
 - e) LOT (Lot) - Used for mobile home parks.
 - f) POOL (Pools) - Used for swimming pools.
 - g) ROOM (Room) - Used for hotels, motels, and college dorms.
 - h) SITE (Site) - Used for campgrounds, campsites, RV parks and food truck sites.
 - i) STE (Suite) - Used for individual commercial office spaces.
 - j) TWR (Tower) - Used for cellular, radio and television tower sites.
 - k) UNIT (Unit) - Used for occupied secondary residences, and areas, spaces and units not described above.

Special Considerations:

1. Condominiums:

The addressing schema for Residential Condominium Complexes will be reviewed on a case-by-cases basis by the Addressing Authority. 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 the site has similar layout as an apartment complex.
- A primary address is assigned to each structure based on the front door access along the street range.
- If private driveways are named, units will be assigned house numbers from the named private drive, instead of using a single address for the entire complex with unit numbers.

2. Courtyard & Parking Lot Facing Structures:

When the buildings main entrance faces a parking lot or courtyard located on the side of the building, the address shall be assigned at the access point to the parking lot providing access to the main entrance.

3. Cul-de-sacs:

The cul-de-sac and the street it intersects should have opposing address ranges, when possible, to prevent duplicate and often confusing primary addresses on the corner lots of both streets.

4. Duplexes, Triplexes and Fourplexes:

A primary address will be assigned with numeric identifiers being used for the secondary addresses, starting with the number "1".

5. Flag Lots:

Flag lots will be assigned an address based on the access to the lots or structures, paying close attention to neighboring address crowding. The primary address will be assigned based on the point of access to the property from the road or street.

6. Food Trucks or Trailers:

Food trucks or trailers, with a permanent utility connection, will be assigned a secondary address off the property they reside on. "SITE" shall be used as the unit type in the database.

7. 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 road/street range.

8. Mobile Home Parks:

Mobile Home Parks which contain dwelling units fronting on a public road shall be assigned one address for each dwelling unit. Mobile Home Parks which contain dwelling units fronting on a private access road shall be assigned one primary address for the entire property, and individual lots will be assigned secondary addresses.

9. Parking Lots:

Parking lots will only be assigned an address at the discretion of the Addressing Authority.

10. Rural Addressing:

Rural address points shall be assigned based on the access location along the road/street range, using the 26.4 feet interval. Multiple primary addresses can exist on one large parcel if there are separate entrances, along the road/street, for each structure. To obtain a building permit in the city, the lot must be a recorded plat.

11. RV Parks:

RV Parks shall be assigned one primary address for the entire property, and individual sites will be assigned secondary addresses.

12. Secondary Residence (Attached or Detached):

Secondary residences, that are occupied dwellings, will be assigned as a separate unit, using a numeric identifier as the secondary address. This does not apply to separate accessory structures that are unoccupied, such as detached garages, shops, and storage buildings. These will be addressed on a case-by-case basis by the Addressing Authority.

13. Shopping Centers and Strip Malls:

Shopping Centers and Strip Malls will be assigned a single primary address with secondary addresses for each business.

Recommendations:

- Unit numbers shall increase in value as the street range increases in value.
- Leave numerical space between unit numbers to allow for future expansion, using a unit number increase for every 10 ft. of frontage.
- Strip Malls may also be assigned a primary address for each structure based on the front door access along the road/street range as determined by the Addressing Committee.

14. Shopping Mall (Enclosed):

A primary address, with secondary 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 primary address.

15. Through Lots:

A through lot can have a drive on either side providing access from two streets.

One structure on a through lot: Primary address is to be assigned off the street the front door faces.

Multiple structures on a through lot: These will be addressed on a case-by-case basis by the Addressing Authority.

16. Townhomes and Single Family Attached:

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

Address Display:

Address markers play a key role in both emergency services and the public being able to locate a structure or property. Therefore, on existing structures which do not currently have an address displayed, or on any structure hereafter erected, the owner of the structure or property shall conspicuously place the correct address on their structure or property as required in this standard as follows:

- Primary addresses, and secondary addresses, as necessary, shall be displayed on all new and existing structures. Letters, numbers, and symbols shall meet the following standards:
 - a) The posted address shall be metal or other durable material.
 - b) The numbering/lettering shall be at least four inches in height, with a one-half inch stroke width minimum on residential structures.
 - c) The numbering/lettering shall be at least six inches in height, with a one-half inch stroke width minimum on non-residential structures.
 - d) The numbering/lettering shall be at least eight inches in height, with a one-inch stroke width minimum on building identifiers.
 - e) The marker shall contrast with its background and be reflective in nature to be observed by emergency services at night.

- f) Primary address markers shall be placed in a conspicuous location on the front of the structure and shall be clearly legible and visible from the street or road fronting the property.
 - g) On multi-structure complexes, the Building Unit Identifiers shall be placed in a conspicuous location on all sides of the structure that are visible from the street or road providing access to the structure.
 - h) On multi-unit structures, the secondary address marker shall clearly indicate the point of ingress and egress to the designated unit(s).
 - i) If there is more than one (1) point of ingress and egress to the unit, each point of ingress and egress shall display the appropriate primary or secondary address marker.
 - j) Commercial structures that have a road frontage sign for the business shall display the primary address on the frontage sign. This display shall be clearly legible and visible on all sides of the frontage sign from which emergency responders may approach the location. All primary addresses associated with the signage shall be displayed on the frontage sign. In addition to being displayed on the frontage sign, primary and secondary addresses shall be displayed on the business itself, as indicated above. This same standard will apply to residential properties that use a frontage sign, such as apartment complexes, assisted living facilities, etc. Existing frontage signs are exempt from this requirement, unless more than fifty percent of the sign is being replaced.
 - k) Residential structures more than 100 feet from the road fronting the property, shall display the address on a sign, monument, or post not less than three (3) feet, nor more than six (6) feet above the ground and located at the entrance to the property from the road. In addition, the structure shall have an address displayed on the structure as specified herein.
 - l) Addresses painted and/or stenciled on a curb will not be considered a sufficient secondary display.
- A temporary address shall be displayed at any construction site until a permanent display can be posted.
 - A certificate of occupancy shall not be issued until a permanent address marker, complying with the requirements herein, is posted on a structure.
 - The cost of address markers specified herein, new or replacement, will be the responsibility of the property owner.

Feature Type:

The feature type defines the primary use for a building(s) at a physical address point. Following are the feature types recognized by the State of Arkansas GIS Office and approved to be used for address points in the City of Jonesboro master address database:

Feature Type	Definition
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Agricultural:	Buildings, sites, and structures related to agricultural activity. Barns, sheds, grain silos, irrigation well heads, etc., fall into this category. These sites are uninhabited and mail is typically not delivered to these locations.
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Commercial:	Buildings sites and structures related to commercial activity. A location where money is exchanged for goods or services.
Educational:	Buildings, sites, and structures related to educational activity. Public and private schools, colleges, universities, bus shops, gymnasiums, sports fields etc., are included. Exceptions include educational dormitories, which are residential feature types.
Governmental:	Buildings, sites, and structures related to governmental activities. Includes municipal, county, state, or federal locations.
Inactive:	Preconstruction locations or buildings, sites and structures that are no longer in use. Examples may include locations which have been platted and recorded as lots or subdivision tracts where addresses are assigned but no construction has begun. Other examples may include locations that are closed, vacant, or dilapidated structures that are no longer in use. May include locations where a structure previously existed, and the structure has been demolished and removed. These addresses are retained in perpetuity in the event of future development.
Industrial:	Buildings, sites, and structures related to industrial activity. Industrial activity can be any location where commodities, goods, or utilities are processed, prepared, or produced. Examples include factories, warehouses, transportation terminals, various forms of energy utility sites such as water storage tanks, bulk propane storage tanks, natural gas compression stations, oil rigs, oil pipeline sites, cellular sites, telecommunication towers and switching stations, electric power substations, and railroad switching terminals.
Landmark:	Used for known landmarks. Examples include local, state, or national structures or features that are symbolically recognized for navigation. Examples include mile marker posts, cemeteries, statues, or memorials. These sites are uninhabited, and mail is not delivered to these locations.
Medical:	Buildings, sites, and structures related to providing primary medical or healthcare services. Examples include hospitals, family practice clinics, pediatricians, specialty clinics, dentist, eye doctors, etc.
Recreational:	Buildings, sites, and structures related to recreational activity. Examples include skate or bike parks, baseball or soccer fields, tennis courts, fairgrounds, camp sites, boat ramps, scenic overlooks, parks, trail heads, etc.
Religious:	Buildings, sites, and structures related to religious activity.
Residential:	Buildings, sites, and structures that are residential in nature, such as homes, duplexes, apartments, condominiums, dormitories, group quarters, long term care facilities, etc.
Exception:	This value is reserved for address feature types that are determined to be exceptions to the list above.

SECTION 3: ROAD & STREET NAMING STANDARD

The naming of any new street or the renaming of any existing street within the City of Jonesboro, must comply with the street naming standards described below. The standards presented combine requirements from the National Emergency Number Association (NENA), the Arkansas Fire Prevention Code (2021 Edition), and the United States Postal Service Publication 28.

Road Naming Standards:

- All proposed street names (public and private) shall be approved by the Addressing Authority for the City of Jonesboro.
- All new or unnamed existing roads providing access to addressable parcels, structures, or units shall be named.
- Each street name in the City of Jonesboro must consist of at least two (2) parts:
 - 1) Primary Name
 - 2) Street Type

EXAMPLE: BERKSHIRE CV

- BERKSHIRE (Primary Name)
 - CV (Street Type)
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- The character limit for a street name, including the primary name, street type, word spaces, and a directional prefix (if applicable), shall not exceed twenty-five (25) characters. It is recommended that the primary name itself be less than fifteen (15) characters.
 - Street names shall be comprised only of characters using the standard English alphabet.
 - No special characters (dashes, apostrophes, periods, slashes, etc.) shall be used.
 - Street names that are frivolous, contain complicated words, and unconventional spellings or pronunciations will not be used.
 - Street names that contain derogatory, offensive, or obscene terms will not be allowed.
 - Street names shall not include abbreviations (e.g., “St Charles” vs “Saint Charles”), except for numbered streets, which may be written in their abbreviated format (e.g., “1st for “First”, 2nd for “Second”, etc.).
 - Articles (e.g., “The”, “A”, or “An”) shall not be used to begin street names.
 - Street names not forming words (e.g., A, B, C, etc.) are not permitted.
 - Directional prefixes may be required when a street crosses over a baseline, to avoid assignment of duplicate addresses. 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.
 - Cardinal directions are not to be spelled out, and no punctuation is to be used. The use of the four letters, N, S, E or W will be used for directional prefixes.
 - Cardinal direction words, NORTH, SOUTH, EAST, and WEST will not be used as part of a street name.

- Roads which meander or change from one predominant direction to another shall be assigned a directional prefix, if required, according to the general direction of travel of such road.
- Duplicate and/or homonym street names will not be allowed.
- Road names shall not include words used as road types (e.g., “Circle St” or “Avenue Way”).
- Private driveways and/or easements serving three (3) or more addressable parcels, structures, or units shall be named as a private road. Named private driveways will be assigned an address range and structures along the private driveway will be assigned house numbers consistent with the address range assigned to the private drive. Only access easements may be named; utility easements will not be named.
- Any new street that aligns with an existing street will assume the name of the existing thoroughfare. Existing street names shall continue across intersections and roundabouts.
- Proposed streets may be offset by no more than 200 feet in any direction and receive the name of the nearest aligned street. Any street more than 200 feet out of alignment will receive a unique name.
- Another street name shall never be situated between offset streets with the same name.
- A parking lot aisle will not be given a street name, due to parking lots not being considered thoroughfares.

Thoroughfare Types:

Street and Thoroughfare Types are used to describe the characteristics of a street. The following definitions will be applied to new streets and thoroughfares; however, these definitions may not have been applied when existing streets were established and named. These definitions serve as a guide; however, the Addressing Authority may approve deviations when needed to prevent confusion and maintain consistency.

Avenue (AVE) – A thoroughfare that is greater than 1,500 feet in length and runs east-west, usually terminating at a north-south street.

Boulevard (BLVD) – A street with a median that has a right-of-way greater than 90 feet in width. Usually located in residential areas with shade trees or shrubbery in the center.

Circle (CIR) – A street that begins and circles back to terminate on the same road, that does not have 90 degree turns.

Court (CT) – Permanently closed street, like a cul-de-sac, less than 500 feet in length.

Cove (CV) – A short road with a dead end or cul-de-sac.

Drive (DR) – A curvilinear street that is longer than 1000 feet in length.

Highway (HWY) – Typically designated by state or federal highway departments. Can run north-south or east-west.

Interstate – Roads of the highest order, having limited access.

Lane (LN) – An uninterrupted curving street ending in a cul-de-sac, that is less than 1000 feet in length.

Parkway (PKWY) – A thoroughfare designated as a collector or arterial, with a median reflecting the parkway character implied in the name.

Place (PL) – A short, permanently dead-end street, terminating in a cul-de-sac, or a short through street, not longer than 600 feet in length.

Road (RD) – A designated thoroughfare that can run in any direction, usually with heavy traffic volume.

Street (ST) A thoroughfare that runs north-south and usually terminates at an east-west avenue.

Trail (TRL) – A local street, that may sometimes be a curvilinear street.

Way (WAY) – A dead-end less than 1000 feet in length that does not run perpendicular to the base street.

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:

- An address off the closest intersecting street.
- A unit identifier off the primary property address.
- A unit identifier off an address on the closest intersecting street.

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 the city, or by the county, if located outside a city jurisdiction. Dedicated Rights of Way make up most named streets.

Road Name Signs:

Road Name Signs Required:

All private and public roads shall have approved road name signs posted at every intersection in compliance with federal, state, and local laws and regulations. Road name signs shall be installed pursuant to this section.

1. Prior to the filing of a final plat, the developer shall install proper road name signs to be located per the City of Jonesboro – Street Department standards and in accordance with the specifications and requirements of this chapter.

Standards for Signage of Streets and Roads:

1. All public and private roads, and streets, shall be designated by street names on signs that are clearly visible and legible from the roadway. All road signs shall be constructed, located, and installed in accordance with standards adopted by the City of Jonesboro – Street Department.
2. Road and street signs shall be located at intersections and be legible from all directions of vehicle travel for not less than one hundred feet.
 - (a) All letters and numbers shall be a minimum of four inches in height, with a one-half inch stroke, and shall be reflectorized and contrasting with the background color of the sign.
 - (b) Signs shall be mounted a minimum of six feet above the surface of the road.
 - (c) On other than through-traffic roads, signs identifying pertinent information shall be placed at the entrance to such roads.
 - (d) Signs shall be installed in a horizontal orientation.
 - (e) Signs shall be installed prior to final acceptance of road improvements.
3. Block numbers are to be included in the lower left or right corner of the sign.

Fire Apparatus Access Roads:

Where required, fire apparatus access roads shall be provided and maintained in accordance with SECTION 503: FIRE APPARATUS ACCESS ROADS of the Arkansas Fire Prevention Code (2021 Edition).

Information Provisions:

1. The Addressee, E-911 Director, GIS Coordinator, City Water & Light, and United States Postal Service will be notified in a timely manner of all new address assignments and/or road/street names.
2. The City of Jonesboro will provide an updated list of all public and registered private road names. This list can be found on the City of Jonesboro GIS website.