

Guidelines for Street Names

- Streets running east and west are called *drives* or *avenues*
- Streets running north and south are called *streets* or *roads*
- Dead-end streets are *lanes* and private drives are *ways*.
- Other designations such as boulevard, pike, and circle can be requested
- No use of "Old" or "New" with a base name
- No use of abbreviations or a single letter of the alphabet for the base name
- No names that sound like others already in the system (e.g. Ray, Wray, Reigh)
- No unusual punctuation that will confuse the computer system
- Under some circumstances, easements or private drives must have a road name
- A road name may contain up to three parts:

<i>Prefix</i>	<i>Base Name</i>	<i>Road Type</i>
N	Weisgarber	Road

Guidelines for Addresses

- A route number is not a valid address
- An address must be in sequence with surrounding addresses
- When vacant land is developed, a road address is reserved for every 25 feet of road frontage
- Even-numbered addresses are on the east and south sides of roads; odd numbers are on the west and north sides
- Buildings with apartments, suites or offices, and retail space must have interior addresses as well as a road address
Example: 1021 Jones Way, Apt. 401
- Alphabet characters such as A, B, C are not allowed for suites or apartments; they are only used for utilities or cellular towers
- Partial numbers such as 1/2 are not allowed

Web Site Information

A directory of all current street names in the city and county can be found on MPC's Web site at www.knoxmpc.org. The site also lists street and subdivision names still available, and contains the contents of many informational addressing flyers.

The topics include:

- Building Permit/Address Certification Procedure
- Assigning Interior Addresses
- How to Change a Street Name
- How to Close a Street or Alley
- Naming of Easements
- Review & Approval Process for Street Names



Cemeteries have addresses. So do cellular towers, utility substations, boat docks, certain parking lots, and even barns. Add these to the usual assortment of apartments, businesses, schools, churches, and homes that must be numbered and mapped, and you've got a real job.

That job — and many variations of it — is the responsibility of the Knoxville Knox County Metropolitan Planning Commission's addressing staff. Housed in the MPC headquarters at the City County Building, the staff is comprised of five employees who are trained in using sophisticated GIS (geographical information system) software.

Addressing activities underwent a major change in the late 1980s when MPC's collection of large Mylar maps was computerized. The new system was a boon to both staff and customers, making it possible to access fields of data that were previously found only in paper files in scattered offices. The current custom-designed system is not only more efficient, but more accurate — a factor crucial to the 911 emergency system and the U.S. Post Office, as well as law enforcement agencies, firefighters, utility companies, property assessors, building inspections, and title companies.





Assigning New Addresses

MPC’s addressing staff assigns all addresses in Knoxville, Farragut, and Knox County. Addresses are assigned under the guidance of three main documents: the Addressing Guidelines and Procedures (Appendix A of MPC’s Administrative Rules and Procedures), and two Uniform Street Naming and Addressing System ordinances — one for the city and one for the county. A master plan divides the county into four quadrants for address numbering. The quadrants meet downtown at the intersection of Jackson Avenue and Central Street, and address numbers ascend sequentially from that point outward to the county line.



Certifying Addresses and Land Parcel Information

Building and occupancy permits, and all major activities in between (including new construction, remodeling, gas line/furnace installation, plumbing changes, and mobile home set-ups) must have address certification before work can proceed. This applies to both individuals and developers.



Correcting Address Problems

MPC maintains a file of address discrepancies reported by citizens, staff, and other government agencies. Valid addresses consist of a number and road name. Common problems include addresses that are shared by more than one structure, duplicate road names or address numbers, continuous road segments with the same base name but different road type (e.g. Sheehan Road and Sheehan Lane), and road names with inconsistent spellings (Meadowrun Lane and Meadow Run Lane).



Approving New Road or Easement Names, and Road Name Changes

New names are submitted by developers for subdivision plats and occasionally by the state highway, county, or city road departments. Name changes require a door-to-door canvassing of property owners and tenants along a road, and must meet a majority approval. After review by the MPC addressing staff, new names and name changes are submitted for approval to the Planning Commission, and then forwarded to either the City Council or County Commission for final adoption.



Updating the Digital Base Map

A computerized master map of addresses and roads for the entire county is updated by the addressing staff on a daily — and often, an hourly — basis. In addition to entering new addresses and road names, the staff enter new subdivisions, street centerlines, and intersections, as well as data from the latest aerial photographs. Each address has 28 different data fields and each road segment, 37 fields (some fields are calculated automatically by the computer system and others must be entered by hand). In all, there are more than 214,000 addresses and 27,532 road segments — portions of a road between intersections or address range changes that are easier for database manipulation than an entire road.



Local Agency Coordination

Addressing staff are in regular contact with the 911 Emergency System, the U.S. Post Office, and BellSouth Communications System Inc. Weekly and monthly updates are reported to various local developers, property owners, and government agencies.



Assisting the U.S. Census Bureau

MPC is a state data center affiliate of the U.S. Census Bureau. The accuracy of the MPC addressing database was crucial in conducting Census 2000. Staff worked at length with the bureau to verify their address list for the Census 2000. Through this joint venture, more than 55,000 new and corrected addresses were added to the census address file.



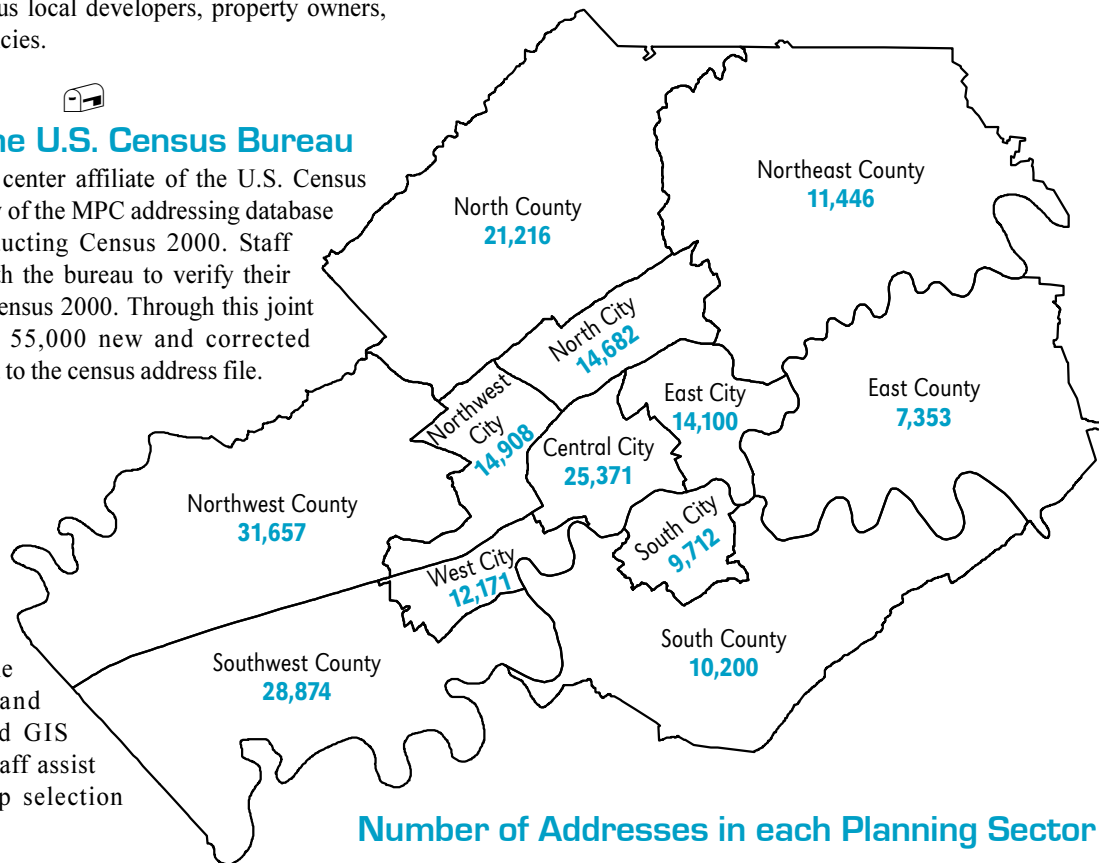
Map Orders

MPC sells a variety of maps to the public, including topography and aerial maps, blue line survey plats, and computer-generated GIS maps. Addressing staff assist customers with map selection and reproduction.

Annual Statistics

For Knox County, including the cities and towns of Knoxville, Farragut, Powell, Strawberry Plains, Mascot, and Corryton:

Addresses in use	214,000
New addresses assigned	16,731
Addresses modified	5,227
Street names in use	7,430
Street name changes	26
Road segments created	689
Road segments modified	2,711
Subdivisions addressed (including one-lot)	644
Subdivisions added to base map	1,483
Streets added to the digital county base map	135
Joint permanent easements named	28
Average phone calls, faxes, and walk-ins per day	35



Number of Addresses in each Planning Sector