



WILLIAMSON COUNTY ADDRESSING GUIDELINES

Approvals

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Williamson County 9-1-1 Addressing Division
Technology Services Department
301 SE Inner Loop, Suite 107
Georgetown, TX 78626
(512) 943-3707

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Purpose and Jurisdiction

Purpose

The purpose of these guidelines is to establish a uniform road naming and property address numbering system in the unincorporated areas of Williamson County to:

- Enhance and ensure the easy and rapid location of properties for public safety and emergency service responders,
- Expedite postal and package delivery,
- Facilitate public utilities and business services,
- Aid urban and rural planning, and,
- Establish and maintain an official street list.

Jurisdiction

These guidelines are limited to the unincorporated areas in Williamson County, or any city that chooses to have the County conduct addressing on the city's behalf.

Definitions

For the purposes of these guidelines, the following terms, phrases, words and their derivations shall have the meaning ascribed herein, unless the context clearly indicates otherwise.

Address Coordinator

The local entity, division, or department of a local entity, authorized and delegated to assign and re - assign street addresses for the county.

Alias Road Name

A word or phrase, other than the official name or description, by which a road is otherwise called or known.

Address Location Information (ALI)

Information used to describe the location to the 9-1-1 call center.

Beginning Point

The unique origin of a road, usually established as being nearest or most readily accessible from the centroid, used to determine the dominant direction of a road and the starting point for property addressing.

Building

Any structure or enclosure intended or used as a habitation or for commercial or public purpose which fronts upon or has access to a road.

Capital Area Emergency Communications District (CAECD)

Regional agency for 9-1-1 Data and Communications that Williamson County falls within.

Centroid

The center point of a specified geographic area. – NENA new definition is A point within, and at the center of, the physical extent of a real world object, as represented in a GIS.

City Style Addressing

The USPS described addressing convention using the property number and street name format.

Continuous Road

A street that has no permanent gaps, impassable interruptions or intersecting road centerline offsets throughout its entire course, or, a previously continuous road that has become segmented by road construction or improvement resulting with intersecting road centerline offsets of less than 100 feet.

Directional

A term used to describe the direction of a street.

Duplicate Road Name

A street, as compared to that of another street or street section with the same or similar name, in spelling or pronunciation, regardless of the application, or lack of directionals and or suffixes.

Emergency Service Number (ESN)

Number designated to identify the correct emergency response agencies to the call center.

Emergency Service Zones (ESZ)

Areas of law, fire and medic responses.

Jurisdiction

The territory within which power can be exercised. The right and power to apply the law: the territorial range of legal authority or control.

Lot

An undivided parcel of land abutting a road, usually within a subdivision, which may now or in the future be used, developed or built upon.

MSAG - (Master Street Address Guide)

A database of street names and address ranges defining emergency service zones for 9-1-1 purposes.

NENA (National Emergency Number Association)

A not-for-profit professional organization established in 1982 for the planning, implementation, management, training and administration of emergency number systems.

Private Restricted Road

A privately owned and privately maintained street.

Property

The terms "building", "lot" and "tract" as used herein.

Public Access Road

Any street, irrespective of ownership and maintenance authority, over which public right-of-way or an easement has been granted or established by law.

Public Transportation Authority

A Federal, State, County, municipal or other local government or instrumentality with authority to finance, build, operate or maintain transportation facilities and ways.

Road

An established permanent way, other than a highway, designed and/or maintained for vehicular travel, excluding temporary ways, unimproved easements, alleys, driveways and the ways of parking facilities.

Road Name

Official terms assigned by a local public transportation authority, designating, identifying and describing a street.

Roadway Classification

General description of the type of road based on number of lanes, amount of traffic, speed limit and connectivity in overall road network. (i.e.; Major Highway, Arterial, Residential, etc.).

Rural Style Addressing

An obsolete no longer utilized address convention previously implemented by the USPS to provide consistent delivery points (e.g., RR 3, Box 256 or HC, Box 789).

Street Address

Official numbers and terms identifying the unique location of a property along a highway or road (e.g. 234 Smith Rd, Bldg 5, Apt 6; 324 US Hwy 60).

Street Type

Suffix term placed after the primary street name used to further describe the street.

Thoroughfare

A highway affording an unobstructed exit at each end, or along its course, into a highway.

Tract

An undivided expanse of land usually with a designated primary entryway to/from a road.

Texas Manual of Uniform Traffic Control Devices (TxMUTCD)

Manual used for uniform guidance on signage.

Unit

A component of a building, or building complex, such as an apartment, room, suite, floor or department.

USPS

The United States Postal Service.

WCAD

The Williamson County Appraisal District

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Objectives

In General

Establish road naming and property addressing guidelines that are:

- Easy to implement
- Adaptable
- Easily maintained
- Compliant with NENA & USPS

Road Names

The general principles of road naming are:

- Avoidance of duplicate, similar sounding or confusing road names
- Continuity with existing road names
- Elimination of alias road names
- Standardization in the use of road name elements

Property Addressing

The general principles of assigning addresses are:

- Numbering should be uniform, consecutive and expandable
- Numbers should be assigned in standard intervals along road frontage
- Even numbers should always be on one side of the road and odd numbers on the other
- Numbering should be comparable on parallel streets
- The numbering system should accommodate existing addressing schemes

Guidelines

1. Official Map and Street Names

1.1. Official GIS Data Files

1.1.1. Williamson County with the cooperation and assistance of, and information from public transportation authorities, will maintain 9-1-1 GIS component data files. The official 9-1-1 GIS components will minimally include the official names and locations of existing highways and roads in the county and serve as the base road map datum for county jurisdictions and 9-1-1 call-taker applications.

1.1.2. Road names utilized in the official 9-1-1 GIS datum shall supersede, where applicable, unless depicted on subdivision plats or other recorded documents. Roads that are officially abandoned or discontinued will be removed from the GIS data files.

1.2. Street Name Master List

1.2.1. Williamson County will maintain a master list of highway and road names, including pre-approved and reserved road names; with their associated house number ranges and assigned ESN's (where applicable). The official GIS datum and master road list shall be maintained as printed publications and /or digital computer files.

1.2.2. Williamson County shall serve as the clearinghouse for information regarding the names and locations of highway and roads in the county. The official GIS datum and master road list will be available to all government agencies and the public, upon request.

2. Highway and Road Names

2.1. Highway Name Characteristics

Highways under Federal jurisdiction shall maintain the characteristics and designations assigned by Federal public transportation authorities. Highways under State jurisdiction shall maintain the characteristics and designations assigned by State public transportation authorities. The elements of such a highway name, in proper order are:

- 2.1.1. The prefix directional limited to a two-character maximum and shall be one of the eight NENA approved abbreviated directional indicators (i.e., N, S, W, NW, SW, NE and SE).
- 2.1.2. The classification is describing the type of roadway (i.e., Highway, Expressway, etc.), the classification should be abbreviated.
- 2.1.3. The identifier usually is a number.
- 2.1.4. The post directional is limited to a two-character maximum and describes travel direction.
- 2.1.5. The combination of the prefix directional, classification, identifier and post directional is equivalent to a full street name. (i.e., N US 183 SB)

2.2. Road Name Characteristics

The characteristics of all roads in the county, including highways, shall not exceed CAECD Mapped ALI GIS Data Requirements. Local jurisdictional database restrictions should be consulted as well. It is recommended the primary street name remain under 30 characters given that long street names increase street sign costs, complicate map annotation and can be difficult to verbalize in an emergency situation. The elements of a road name, in proper logical order, are:

- 2.2.1. The street prefix directional is limited to a two-character maximum and shall be one of the eight NENA approved abbreviated directional indicators (i.e. N, S, E, W, NW, SW, NE, and SE).
- 2.2.2. The primary street name, an essential element, is the parent name of the road and may not exceed the county GIS Data Requirements.
- 2.2.3. The suffix, an essential element, which indicates the road type (e.g. Street, Drive, Avenue, etc.) according USPS Publication No. 28 – Appendix C1
- 2.2.4. The post directional shall be limited to a two-character maximum and describes travel direction.
- 2.2.5. The combination of the prefix directional, primary street name, suffix, and post directional is equivalent to a full street name. (i.e., N Main St WB)

2.3. Reserved Road Names

- 2.3.1. Road names that are approved on a preliminary plat may be held in reserve for two years from the date of approval. If final platting does not occur within two years from the date of approval of the preliminary plat, approval and reservation of those road names is null and void, unless an extension of time is granted to that particular platting. Consulting neighboring jurisdictions when reserving road names which are located in overlapping postal communities or emergency service areas will be done by Williamson County Addressing, where necessary. In addition, it is recommended each jurisdiction provide to developers an outline of road naming guidelines and/or a listing of current and reserved road names.
- 2.3.2. The following should be considered when reviewing street names for reservation:
 - 2.3.2.1. Current and reserved street names
 - 2.3.2.2. Overused words- such as Creek or Ranch which may already be a part of many other existing street names in the jurisdiction
 - 2.3.2.3. Proximity to a similarly sounding street name
 - 2.3.2.4. Street name spelling and/or phonetic duplication
 - 2.3.2.5. Existing streets in adjoining plats (street name continuity)
 - 2.3.2.6. Streets in adjoining plats not yet recorded (street name continuity)

2.4. Naming Conventions

- 2.4.1. Each highway and road shall have only one official name.
- 2.4.2. For highways under Federal jurisdiction, the official highway name shall be that assigned by Federal public transportation authorities.
- 2.4.3. For State highways under local jurisdiction, the official highway name shall be assigned by local public transportation authorities, or if no local name has been assigned, the official highway name shall be assigned by State public transportation authorities.
- 2.4.4. The official names of roads shall be those approved by local addressing authorities, such as other cities within the County.
- 2.4.5. A road name should be appropriate with a short primary street name (so that it is easy to read and remember in an emergency), and may promote tradition, history, geography and character. Complicated words or unconventional spellings should not be used for primary street names.
- 2.4.6. Road names that are obviously offensive, libelous or derogatory in spelling or pronunciation at the sole judgment of Williamson County Addressing are prohibited.
- 2.4.7. A proposed or new road that is an extension of an existing named road shall bear the assigned name of the existing road.
- 2.4.8. Alias road names are not allowed.
- 2.4.9. Special characters are not permitted in road names (i.e., hyphens, periods, apostrophes, etc.). A primary street name shall not be or contain a suffix or directional (e.g. Court St or North Ave).
- 2.4.10. The alteration or inversion of the proper, logical order of road name elements (e.g. Ave of Cedars or Blvd Blue) shall not occur.
- 2.4.11. Roman numerals shall not be used in a road name.
- 2.4.12. USPS route numbers shall not be used as road names.
- 2.4.13. There shall be no duplication of road names within a service area except in extenuating circumstances, i.e. one short cul-de-sac and/or one short loop that intersect no other street than the parent street, may bear the primary street name of the parent street, but with a different suffix. Examples of duplicate road names are:
 - Cathy Ln compared to Kathy Ln
 - Lake View Rd compared to Lakeview Rd
 - Pine Tree Ln compared to Pine Trees Ln or Pines Tree Ln.
- 2.4.14. Suffixes and directionals shall not be combined with primary street names for the sole purpose of avoiding road name duplication.
- 2.4.15. Every road name shall have a corresponding standard suffix that complies with MSAG standards. Some addressing jurisdictions have restrictions on the suffix used for particular street types. Some examples are: Cul-de-sacs shall use court, cove or place; Streets that loop or circle around shall use loop, circle or bend.
- 2.4.16. Jurisdictionally mandated changes or modification to a road name along a continuous road way should occur only at a major intersection or similar demarcation.

2.5. Roads Requiring Names

- 2.5.1. Any road regardless of length, that provides access to three or more properties shall be named and signed under the following circumstances:
 - 2.5.1.1. The location or arrangement of the buildings confuses or hinders consistent address assignment from a named road; or
 - 2.5.1.2. Naming of the road is necessary to adequately direct emergency responders to a building(s) or uniquely owned properties.
- 2.5.2. A road that leads to one or more roads that provide access to uniquely owned properties or buildings should be named and signed.

- 2.5.3. A private restricted road may not require naming, and will be treated as a driveway when the road is:
- 2.5.3.1. The access to a single property; and,
 - 2.5.3.2. Entered from a named road, allowing address assignment at that intersection.
- 2.5.4. Road names shall comply with the intent of the standards and conventions of these guidelines. The naming or final name approval of a privately maintained road by the county or a city shall not constitute nor imply acceptance of the road for public maintenance.
- 2.5.5. Preplanning subdivisions: new subdivisions will require road name assignment by the developer with approval from the county address coordinator prior to final plat certification.

2.6. Road Naming Authority

Except as otherwise set forth in these guidelines, final authority for road names rest with the County Commissioner's Court for roads in the unincorporated areas of the county.

2.7. Naming of Roads

- 2.7.1. The naming of public access roads and private restricted roads usually occurs through the process of approved subdivision platting, or as otherwise provided by State law and local government rules, regulations and guidelines.
- 2.7.2. Williamson County Addressing, according to the previously listed procedures, shall name new and unnamed roads unless platted in a subdivision.
- 2.7.3. Proceedings to name an unnamed existing public access road may be initiated by any affected local addressing authority or any emergency service provider, by petition of a simple majority of land owners along the road, and by an application to Williamson County Addressing.
- 2.7.4. Naming a new or previously unnamed private restricted road may be initiated by a petition of landowners along the road, or by a local public addressing authority.
- 2.7.5. Unless approved and/or recommended by an elected official, no public access road shall be named after a living individual.
- 2.7.6. Upon receiving a completed request and verifying the status of the road, Williamson County Addressing will determine the validity of the request and status, evaluate the requested name of the road and forward the final suggestion to the Commissioner's Court for approval.

2.8. Renaming of Roads

- 2.8.1. Reasons to rename an existing road are:
- To eliminate duplication and confusion
 - When a permanent gap occurs in a previous continuous road
 - To change the classification type or status of a road
 - To correct misspelling
 - To improve or maintain continuity and parity of street numbering
 - To provide a required suffix or directional
- 2.8.2. Should a resident wish to request a name change, the following must happen:
- Notify Williamson County Addressing of their request and verify street name availability
 - Complete a Street Renaming Form and obtain 100% of signatures from ALL landowners whose property touches the road.
 - Once completed and returned, 9-1-1 Addressing staff will verify through WCAD that all landowners have signed the petition.
 - Williamson County Addressing staff will submit to Commissioner's Court,
 - Commissioners Court will hold a public hearing, and
 - Upon approval by the Commissioners Court, Williamson County Addressing will readdress the road and notify accordingly.

2.9. Road Naming and Renaming Notifications

When a public access road or a private restricted road is renamed or named by means other than the normal subdivision approval process as set forth above, it shall be the responsibility of Williamson County Addressing to notify public agencies and the known property owners and residences along the road of such road renaming or naming.

3. Street Addressing

3.1. Street Address Characteristics

- 3.1.1. The logical grammatical order of street address elements shall follow NENA/USPS standards: house number, house number suffix, prefix directional, primary street name suffix, secondary number and post directional.
- 3.1.2. The house number is the numeric component or a street address, officially assigned to a property that precedes the road name. (e.g., 100 Granite Dr.).
- 3.1.3. The house number suffix or secondary number is an alphanumeric component of a street address that describes an apartment, room, suite or other secondary addressing unit that is part of the property described by the house number. The format depends on the database structure and local addressing standards. (e.g., 256A Ward St, 256 Ward SL, Unit A, or 256 Ward St, #A).

3.2. Street Addressing Conventions

- 3.2.1. Official house numbers shall proceed from the beginning point or other logical point of origin of the road and shall be in proper numerical sequence in relation to other street numbers on the same road.
- 3.2.2. In Williamson County, odd numbers shall be assigned to properties on the left side of the road and even numbers to properties on the right side of the road.
- 3.2.3. Unique house numbers shall be assigned to principal buildings wherever possible with house number suffixes or secondary numbers assigned to the units of the principal building(s).
- 3.2.4. House numbers and secondary numbers should not exceed five digits. Fractional addresses are not permitted in Williamson County unless located within a city.
- 3.2.5. Only specific addresses shall be used for street addresses. (e.g., 303 Plat Pkwy). Non-specific addresses, such as corner location addresses (e.g., Pitt Rd and Side St) may not be used as street addresses.
- 3.2.6. Hyphenated house numbers or secondary numbers are not permitted. (e.g., 13-423 Smitten Way or 741 Aero Ln. Apt22-III).
- 3.2.7. Leading zeroes shall not be used in house numbers or secondary numbers (e.g., 0415 Lucky Rdg. Apt 0012).
- 3.2.8. House number continuity and parity should be maintained across political subdivision boundaries whenever possible.

3.3. Street Addressing Methodology

The "Frontage Interval Addressing System" in general application and preferred by NENA and USPS should be used. It is based on the measurement of the intervals between the beginning of a road and the structures along the road.

3.4. The Frontage Interval

The prime interval shall be 52.8 feet (16.09344 meters or 1/100th mile). This will yield 200 numbers per mile. 100 odd on one side and 100 even on the other side. The prime interval shall be used to assign street addresses on all new roads with rural style addressing (Rural Route and Box #) to city style addressing. The interval between house numbers should be sufficient to allow house number assignment

to future principal buildings properties and between existing principal buildings properties. An interval of 4 or more is used in Williamson County (i.e., 100, 104, 108. etc.)

3.5. Parity (Odd /Even Number Location)

Even and odd numbers should be on opposite sides of the street throughout the address assignment area. If a preexisting opposite parity scheme exists on the road or on the parallel roads of a localized area, and such scheme is otherwise compliant with these guidelines, continue the existing parity scheme, if practicable. If a grid system is used for addressing; parity may be decided by making even addresses on the north and west sides of the streets and odd addresses on the south and east sides.

3.6. Continuity

All address numbers assigned or reassigned along a road shall be in logical sequence with relation to the beginning point and other address numbers along the road.

3.7. Beginning Point

The beginning point of a road usually is the point of the road nearest the centroid, as defined by the addressing entity. Other circumstances, such as the main ingress to a loop being the farthest point from the centroid, may require that logical point of origin being used as the beginning point for that road.

3.8. Semi-circular Roads

Crescent shaped roads or semicircular loops that begin and end on the same road should, following parity and continuity, be numbered first and consecutively around the outside of the semi-circle. The inside of the semi-circle is then numbered to match and mix with the outside. This will usually result with fewer numbers on the inside of the semi-circle, and with number spacing differing between the inner and outer numbers.

3.9. Cul-de-sacs

Number from the street intersection towards the cul-de-sac. Odd and even numbers meet at mid-point or the back of the cul-de-sac.

3.10. Circles

The beginning point for circles should always be where the circle intersects the main road, never where the circle intersects itself. Special care must be exercised in numbering circles to maintain parity. Always number a circle continuing past the road's self-intersection so as to end the numbering where the road intersects itself. Always number the outside of the circle first. If there are odd numbers facing odd numbers, or even numbers facing even numbers on the stem of the circle, the addressing is incorrect.

3.11. Crossing County Lines

When crossing county lines, consideration will be given to a compatible existing numbering system in the other county. If no system exists; the numbering will stop at the county line. If a compatible system does exist in that county, those numbers may continue, following these guidelines. If a road name changes at the county line, the numbering can continue, start over or end, as the case may be.

3.12. Stacked Addresses

Single-tenant buildings, sharing a common driveway, and otherwise compliant with these guidelines, shall share a street number, with each building being assigned a house number, suffix or secondary number with the house number of the original building. (e.g., 278 A Krying Trl - 278 B Krying Trl, or 278 Krying Trl. Unit 1 or Unit 2).

3.13. Multi-Tenant Buildings

Apartments and other multi-tenant structures shall be numbered with the main building and then assigned a house number suffix or secondary numbers to the individual units of the main building. (e.g.,

202 Main St, Apt 303). If possible, use apartment numbers to indicate the floor location (e.g. Apt 303 is the third apartment on the third floor) or Building 15, with Apt 1537 – third floor, Apt 1527- second floor, and Apt 1517- first floor).

3.14. Business Complexes

Business buildings comprised of individual stores, suites, once or other units, under one roof, will be addressed just as multi-tenant buildings. Closely spaced units, each under its own roof, may be addressed just as multi-tenant buildings. (e.g., 225 Industrial Ln, Suite 33.)

3.15. Mobile Home Parks

Mobile home parks with named internal roads will use city style addressing consisting of house number and fully qualified street names. Mobile home parks that do not have named internal roads shall be numbered by assigning, within the park assigned the house number and primary street name. Then secondary numbers are assigned to lots and spaces. (e.g., 601 Bally St., Lot 17. or Unit 17).

3.16. House Numbers

The property's/building's/home's main access point (driveway, private path, parking lot, access road, etc.) off of the named street shall be used to determine the house number assigned.

3.17. Vacant Properties

Vacant properties may be assigned a temporary address by Williamson County Addressing contingent upon future development.

3.18. Rural Complexes and Compounds

3.18.1. In unincorporated portions of the county, single entity owned or operated land areas, such as recreational camps, hunting camps, unmapped and less-than-permanent road networks, or for which access is denied to the addressing entity for addressing purposes, the address coordinator will assign an address to that property at the major access point of entry on the property on a recognized named road.

3.18.2. In such instances it shall be the property owner's responsibility to provide directional signage or escort in the event of emergency situations requiring entry.

3.18.3. Should the property owner desire and permit access for mapping and naming of internal roads, more specific internal addressing will be assigned to structures and dwellings as appropriate and requested by the property owner.

3.19. Substantial Compliance

Existing street addresses along a road, or portion of a road, not based on the local addressing standards, but otherwise consistent and compliant with these guidelines, may be deemed to be in compliance with these guidelines

3.20. Assignment of Street Addresses

The Williamson County address coordinator(s) shall assign or re-assign any street address, or street address elements in accordance with these guidelines and any applicable interlocal agreements

3.21. Reasons to Re-Assign street addresses

The following are circumstances requiring the re-assignment of street addresses:

- Address numbers out of sequence
- Odd and even numbers mixed on the same side of the street
- Relocation of a driveway, when the driveway was used as access point of address
- Location of new buildings on a property originally addressed for one building
- Relocating buildings on property
- Address number not officially assigned

- New buildings on a street necessitating naming of the street
- Change in road name
- Re-platted subdivisions
- Request to rename a street name

3.22. Notification of Address Assignment

Upon request, Williamson County Addressing shall notify in writing a property owner of a new or changed address. It shall be the responsibility of the property owner to notify tenants and all agencies, including, but not limited to all service providers, the telephone company, the city/county tax assessor, appraisal district and DPS of new or changed addresses.

3.23. Requests for Address Assignment

When a request is made for a street address, Williamson County Addressing will obtain the approximate location, along with any identifying structures or landmarks and the legal description of the property.

4. Street Signs and Address Numbers

4.1. Street Signs

Standardized signs in compliance with TxMUTCD and Williamson County signage standards with complete street name shall be erected by local public transportation authority.

4.2. Address Numbers

- 4.2.1. Address numbers for premise identification should be posted on the building and clearly visible from the point of access to the property on the main street. If the building is not visible from the street, the numbers should be clearly posted immediately adjacent to the driveway.
- 4.2.2. If the address contains a suffix or secondary number (building, unit or suite number) the complete address should be displayed. Multi-occupant buildings should have the entrance to each tenant space identified with the proper suite/unit number.
- 4.2.3. It is the responsibility of the property owner to purchase and display a property number assigned or reassigned by Williamson County Addressing. The recommended minimum height is 4 inches and reflective.
- 4.2.4. It is the responsibility of the property owner to notify Williamson County Addressing of any changes to the property that may require additional property numbers or reassignment of property numbers.

5. Additional Provisions

5.1. Williamson County Addressing Responsibilities

- 5.1.1. Approve and sign any preliminary or final subdivision plat maps as presented to Williamson County Addressing department.
- 5.1.2. Assign numbers for all properties and buildings within their jurisdiction
- 5.1.3. Maintain address records for each property assigned a street address
- 5.1.4. Maintain a master street name listing, specifically reserved streets for future determinations
- 5.1.5. Change existing addresses when necessary for conformance with these guidelines
- 5.1.6. Assist the public in complying with these guidelines
- 5.1.7. Notify property owners of address assignments, reassignment, or street naming or changes.

References and Sources

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