



CITY OF SARATOGA SPRINGS

Department of Public Works

474 Broadway

Saratoga Springs, New York 12866

Telephone 518-587-3550

www.saratoga-springs.org

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STREET NAMING AND NUMBERING POLICY & PROCEDURES

1. Naming/Renaming Roads

The naming of new roads and the renaming of existing roads shall be performed in compliance with the following, prior to any action requested by City Council:

- (a) Every distinct road, including private roads, shall be a separate named road.
- (b) There shall be no duplicate street names.
- (c) A named road shall be essentially continuous, without gaps.
- (d) Avoid special characters, such as hyphens, apostrophes, periods, or decimals, in street names and numbers.
- (e) Streets within multi-structure complexes (e.g., business campus, multi-unit apartment complexes, and industrial parks) shall be named, and each structure individually addressed.
- (f) Streets within mobile home parks shall be named and each unit (mobile home or trailer) individually addressed.
- (g) Where a road forks into two roads, the fork with the higher traffic volume shall continue with the same name.
- (h) Road names shall only change where there is a substantial intersection.
- (i) New York State roads can be noted with an alternate common road name in the official list of road names. However, the road must have a single, official name for 911.

2. Naming Private Roads and Shared Driveways

During the road name process, an attempt shall be made to encourage the owner(s) of a private road servicing two or more dwellings to join the naming and address process. A shared driveway, of any length, servicing two or more residences shall be deemed to be a private road. Private roads shall be named, or otherwise identified, in accordance with the following guidelines:

- (a) The name given to a private road shall not conflict with and must be distinct from an existing road name in the City, except where the extension of a public road name to a private road is logical as provided in paragraph (b) of this section.
- (b) Where a public road ends, but a private road continues with roughly the same level/quality of service, it is preferable to have the private road continue with the same name as the public road, except that the street sign for such private road extension shall clearly indicate that such extension is a private road so as to avoid any confusion or misconception as to it being owned or maintained by the City of Saratoga Springs.

- (c) Signage of private roads shall be determined by the Department of Public Works in accordance with the following:
 - (1) The words “Private Road” must appear below the road name.
 - (2) The owner of a private road, which intersects with a county road, must seek approval for a sign from the Department of Public Works and the Saratoga County Department of Public Works.
 - (3) The owner of a private road, which intersects with a state highway, must seek approval for a sign from both the Department of Public Works and the New York State Department of Transportation.

3. **Primary Address Numbering**

The Commissioner of Public Works shall be responsible for assigning primary address numbers in the City of Saratoga Springs and, in so doing, shall comply with and adhere to the following guidelines:

- (a) The measuring increment (the distance between successive structure numbers) shall be maintained and kept on file.
- (b) Official primary address numbers shall proceed from a logical point of origin and shall be in proper numerical sequence in relation to other lots with frontage on the same street/road.
- (c) Traveling south to north or west to east odd numbers shall be assigned to structures on the left side of the street and even numbers to structures on the right side of the street.
- (d) Primary address numbers shall be assigned to all structures which are inhabited or which have or may have phone service (including pump stations) and not to lots and parcels, since a single lot may have more than one structure.
- (e) Corner lots shall be assigned a primary address number according to the frontage of the main entrance.
- (f) Corner lots in new subdivisions shall be assigned a primary address number on both streets until it is determined on which street the front entrance will face.
- (g) The logical/grammatical order of address elements shall follow USPS conventions in the following order:
 - (1) primary address number,
 - (2) street name,
 - (3) suffix, and
 - (4) number location indicators, if any (e.g., 100 Main Street, Apt 201).
- (h) Multi-unit structures shall be given one primary address number (e.g., 101 Main Street) and apartments or suites shall be given number location indicators (e.g., 101 Main Street, Apt 1). The number location indicators are assigned by the property owner and the USPS.
- (i) Primary address numbers shall not be longer than six characters.
- (j) There shall be no fraction address (e.g., 101 1/2 Main Street).
- (k) Alphanumeric primary address numbers or number location indicators shall not be used (e.g., E-1 Main Street).
- (l) Hyphenated primary address numbers or number location indicators shall not be used (e.g., 41-656 Main Street).

- (m) Significant leading zeros in primary address numbers or number location indicators shall not be used (e.g., 0101 Main Street).
- (n) Only primary address numbers assigned and signed off on by the Commissioner of Public Works, will be accepted and used.
- (o) If a parcel number is added, deleted, split or merged Assessment shall send a letter, referencing parcel number; with the official primary address number, DPW provided on the Announcement of New Address Letter to the Department of Public Works. If lot is vacant and no official address is assigned, letter must state that.

4. **Address Numbering in Commercial Districts**

The terms used in this section of the Addressing Policy concur with the definitions in Chapter 240 of the City Code of the City of Saratoga Springs Zoning Ordinance, Appendix A. The following guidelines in this section shall apply only to lots and units located in the Commercial Districts identified in the City Zoning Ordinance.

Single Use Buildings

Primary address number will be based on street access location adhering to **Address Numbering Guidelines**.

Mixed Use Development

Street Level

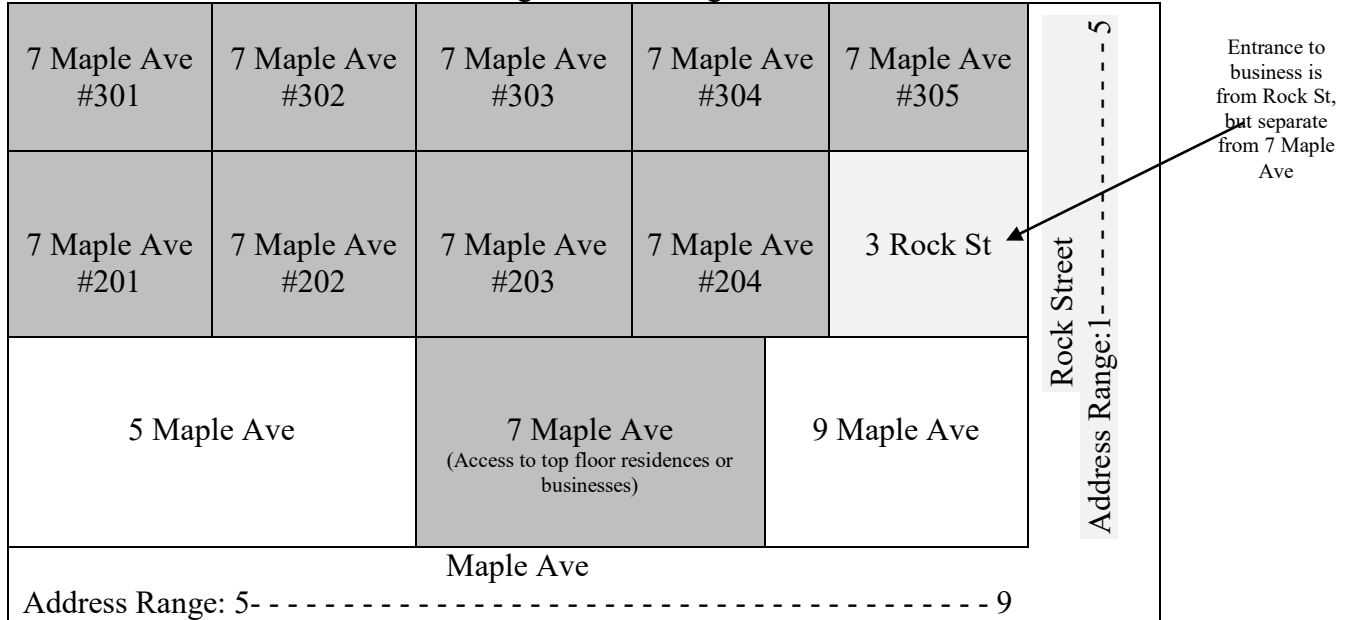
Primary address number will be based on street access location adhering to **Address Numbering Guidelines**. (See Figure 1)

2nd Story and Higher

Residences or businesses sharing door access will be assigned a primary address number and apartments or suites shall be given number location indicators. (See Figure 1)

Figure 1: Mixed Use Development

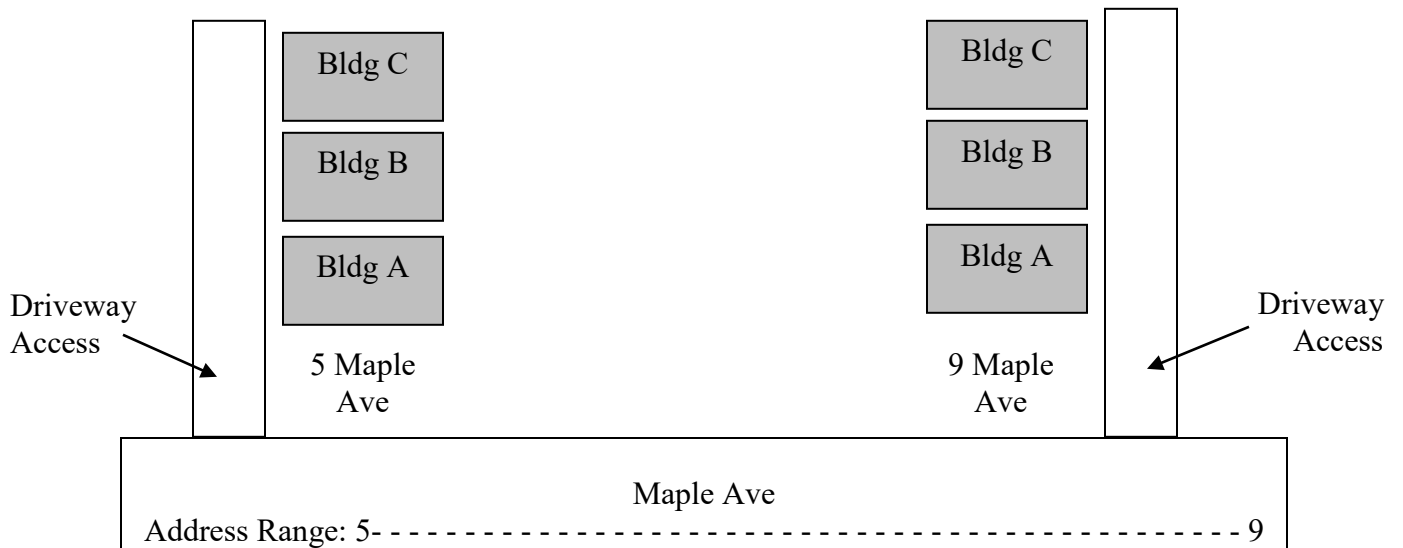
- Residences or businesses with front door access to the street will be assigned a primary address number, based on the entrance’s location, along the street range.
- Residences or businesses sharing door access to the street will be assigned a number location indicator, at a single primary address number, based on the entrance’s location along the street range.



Two (2) or More Buildings on a Single Lot

Multiple buildings on a single lot shall have a primary address number, based on the street access location, with a building letter for each separate building. Starting with A and continuing in a logical order. (See Figure 2)

Figure 2: Two (2) or More Buildings on a Single Lot



5. **Addressing for Utility Infrastructure**

The City of Saratoga Springs shall comply by the following the guidelines in addressing for utilities as needed.

- (a) Alphabetic letters shall follow the primary Numerical utilities for infrastructure located in the city right-of-way or on public property.
- (b) DPW reserves the right to assign the appropriate alphabetic lettering to specific utility providers.
- (c) Example: SiFi fiber optic utility infrastructure requiring an individual address will be designated with the letter S.

6. **Naming Roads and Numbering Addresses for Roads Located Within More than One Town**

The City of Saratoga Springs shall comply with the following guidelines in naming roads, and the Commissioner of Public Works shall comply with the following guidelines in numbering addresses, for roads located within more than one town and which have a common name:

- (a) When a Town road runs from one town to another, the name should be the same within both Towns, and should not be changed at the town border. When neighboring towns agree to keep the same name of a Town road running between towns, the measuring and numbering shall be consecutive.
- (b) Numbering along US state highways and county highways, will be consecutive and continuous as roads passing between towns.

7. **Display of Primary Address Numbers**

It shall be the responsibility of every person who owns, uses or occupies any structure to display primary address numbers in compliance with the following:

- (a) A primary address number shall be prominently placed on the front (roadside) of every house or structure having a separate primary address number.
- (b) Mailboxes shall be marked with the primary address number if the box is in front of and on the same side of the street as the house/structure.
- (c) If the house/structure is not visible from the road and no mailbox is beside the driveway leading to the house/structure, a sign or number post shall be erected to display the primary address number. This sign or number post may display the primary address number vertically, from the top either down, or horizontally.
- (d) The primary address number must be placed at least four (4) feet above the ground level.
- (e) The primary address number must be visible from the street or road, and shall not be allowed to become obscured by trees, brush or otherwise.
- (f) The primary address number shall be reflected, four (4) inch in size, and affixed to both sides of the mailbox or post.
- (g) The primary address number shall contrast with background and shall be Arabic numbers or alphabet letters.

8. **Maintenance of Address Information**

The following guidelines shall be followed:

- (a) When a request is made for an address assignment, the person making such request shall provide to the Department of Public Works office the approximate location of the structure or property along with any identifying structures or landmarks that will assist in locating the structure or property requiring the address. An “Addressing Inquiry Form” shall be completed and submitted to the Department of Public Works, with all information available.
- (b) When a new primary address number is assigned, an Announcement of New Address Letter shall be signed by the Commissioner of Public Works and notification sent to interested agencies. A copy of the signed Announcement of New Address Letter shall be filed in the street file.

9. **Revisions to Existing Primary Address Numbers**

When a request is made for a change of address, the person making such request shall submit a completed “Change of Address Request Form” to the Department of Public Works office. All guidelines shall be followed and adhered to as previously outlined, with consideration of the least possible impact on the number of residents affected. Violations of the outlined policy, when revising existing primary address numbers, may occur with approval by the Commissioner of Public Works, Fire Department and Post Office. Once the revision has been reviewed by the interested agencies, the following guidelines shall be followed:

- (a) Every proposed change shall be communicated, in writing, to the United States Postal Service, County 911 Coordinator, and every effected property owner thirty (30) days prior to the official change.
- (b) Upon review of any response to the proposed primary address change, the Commissioner of Public Works shall have the authority to schedule such public meetings and/or discussions as may be deemed appropriate. Notice of any such public meeting shall be sent to all affected property owners.
- (c) Following all reviews and public meetings, the Commissioner of Public Works shall make changes in primary address number ranges as may be deemed appropriate. Notice of any official changes must be signed by Commissioner of Public Works and shall be sent to the Deputy Mayor, Deputy Commissioners, United States Postal Service, Saratoga County Emergency Services, Fire and Police Chiefs, Dispatch, Building Department, Assessment, Utilities and all affected property owners.
- (d) Property Owners are required to change the primary address number on the structure and/or mailbox or post within ten (10) days of receipt of the official letter.



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ADDRESS INQUIRY FORM

Tax Parcel No.: _____

Current Address: _____

Reason for Inquiry: Update Data New Address Resident Inquiry
Explanation:

Name of Property Owner: _____

Contact Info: _____

Person Making Request: _____

Contact Info: _____

Approximate location of the structure or property along with any identifying structures or landmarks that will assist in locating the structure or property requiring the address:

This section to be completed by DPW staff only

Date Received: _____

Date Completed: _____

Notes:



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CHANGE OF ADDRESS REQUEST FORM

Tax Parcel No.: _____

Current Address: _____

Requested New Address: _____

Explanation for Change:

Name of Property Owner: _____

Contact Info: _____

Person Making Request: _____

Contact Info: _____

Approximate location of the structure or property along with any identifying structures or landmarks that will assist in locating the structure or property requiring the address:

This section to be completed by DPW staff only

Date Received: _____

Date Completed: _____

Notes:

CHANGE OF ADDRESS

Dear Resident:

As a guide to assist you, the following has been prepared to make your address change easier. **Please note that there may be additional changes you will need to make that are not included here.**

First, you do not need to change your deed at this time. Just keep a copy of the address change letter with your current deed and the next time a change needs to be made just show a copy of the letter.

City Business

All departments in City Hall have been notified of your address change. This includes:

- The Department of Public Works, who has corrected your utility water and sewer bills
- The Department of Accounts, who has corrected your address that is registered with the Tax Assessor. This will ensure that your next tax bill will be sent to your new address.
- The Department of Public Safety, who has notified police and fire dispatch.
- The Mayor's Office, who has notified Planning and Building departments of your new address.

Post Office

The United State Postal Service(USPS) was notified of your new address and they are prepared to make this a smooth transition. You will still need to complete a change of address form with the Post Office.

Other Suggestions

Below we have provided several companies to assist you. These are provided for your information only, and not all companies listed may apply to you.

- National Grid
- Spectrum
- Verizon
- AT&T
- Sprint

If you have any additional questions, please contact Engineering at 518-587-3550 ext. 2623 at your convenience