



**The City of
OKLAHOMA CITY**
INFORMATION TECHNOLOGY DEPARTMENT
Geographic Support Division

**Address Standards Guide
For City of Oklahoma City Addresses**

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Overview

This document will serve as the standard for entering addresses into the City's GIS address database. This is to ensure that addresses in the GIS will be as accurate as possible and follow a consistent standard. The goal of this document is to establish a city standard consistent with the U. S. Postal Service's (USPS) Postal Addressing Standards (<http://pe.usps.gov/cpim/ftp/pubs/Pub28/Pub28.pdf>).

Because others utilize or will utilize this file, such as the Hansen complaint tracking system, Neighborhood Services inspections, and possibly by the new e-911 system, consistency is paramount. Other City systems that store address information should adhere to these standards as much as possible.

Addresses Background

The City's Planning Department assigns all City addresses. Addresses are assigned for platted areas, new structures upon request, objects that require permits, and open lots less than five acres. No address should be posted or otherwise utilized unless the Planning Department

Has assigned it. The Planning Department maintains address information in the City's Master Address Database (CMAD). From this system third party application can retrieve address information. Users also can access address information through Web based applications available through the City web site.

Address Verification

Online verification services are available on the City's GIS web site. These services allow users to query the database for addresses, street names, or intersections. Users should utilize these services whenever possible. To access these services use the following link.

Developers can utilize the CityData Addresses, Street Names, and Intersection SQL Server tables for direct verification against GIS managed data. Applications which need up-to-date address information can access and query these tables (they are not directly accessing GIS address data). Additionally, address range data can be accessed through the streets dataset – this data can also be directly accessed and queried for verification. However, querying against this dataset will only determine if the address falls into a valid range, not that the address is known to exist. Please contact a GIS staff member for more information on how to access these tables. See the section on GISID below.

Third Party Systems and Applications

Third party systems and applications should normalize the address data to the greatest extent possible. By this we mean that the address information should be stored in several specific fields for each component of the address. We recommend that address data be stored in individual fields for each of the following: address (house number), address2 (delineation of the house number), street prefix, street name, street suffix, unit (designation of individual structures for each address), and subunit (delineations of a structure to individual units). More detailed descriptions of each field are contained below in this document. It is also recommend that third party systems validate the address and store the GISID for a validate address whenever possible- see description of the GISID field below.

Standard Components of an Address

Punctuation

Don't include any punctuation.

Sample Correct Address: 7503 W Reno Av

Sample Incorrect Address: 7503 W. Reno Av. (don't include periods)

Address

This field contains the integer address number for each point.

Sample Correct Address: 7812 NW 103rd St

Sample Incorrect Address: 7812A NW 103rd St (don't include non-numeric characters)

Address2

This field contains any other delineations of the object which is part of the street address. This field doesn't contain any part of the address referring to suites, apartments, buildings, or other units. This field is typically used when a structure is split into duplexes, triplexes, or four-plexes. There should be NO SPACE between the Address value and the Address2 value, except where Address2 is "1/2" (for example 501A NW 18th St).

Sample Correct Address: 2220 ½ S Central Av

Sample Incorrect Address: 2220 Ste 300 S Central Av

<i>Acceptable Values</i>
<i>L (Lower)</i>
<i>F (Front)</i>
<i>R (Rear)</i>
<i>U (Upper)</i>
<i>E (East)</i>
<i>W (West)</i>
<i>A</i>
<i>B</i>
<i>C</i>
<i>D</i>
<i>1/2</i>

Street Directional Prefix

Always abbreviate directional prefix.

Sample Correct Prefix: N Cemetery Rd
 Sample Incorrect Prefix: North Cemetery Rd

E	NE
N	NW
S	SE
W	SW

*For NW Expressway the NW is a directional prefix and not part of the street name. Broadway Extension is the street name, no prefix or suffix.

Street Name

The street name will be that which is on the final approved Plat or otherwise approved or assigned by the City of Oklahoma City Planning Department.

Named Streets

Don't abbreviate street names. Use official names from plats, plats-of-survey, other official documents, or City Council approved. Avoid, if possible, addressing off Interstates because no structure should have direct access from a limited access road. The exception is turnpikes; they may have buildings that can be reached only from the turnpike such as tollbooths or maintenance sheds.

Sample Correct Street Name: N Pennsylvania Av
 Sample Incorrect Street Name: N Penn Av

Sample Correct Street Name: NW Expressway
 Sample Incorrect Street Name: NW Expwy

Sample Correct Street Name: Broadway Extension
 Sample Incorrect Street Name: Broadway Ext

Sample Correct Street Name: SW 25th St
 Sample Incorrect Street Name: W Commerce St

Numbered Streets

Numbered streets always have a two-letter prefix, a suffix, are represented by ordinal numbers, and aren't spelled out.

Sample Correct Numbered Street: SW 29th St

Sample Incorrect Prefix: SW 29th (No suffix).

Sample Correct Numbered Street: NW 2nd St

Sample Incorrect Prefix: NW Second St (Don't spell out)

Sample Correct Numbered Street: NE 36th St

Sample Incorrect Prefix: NE 36 St (36th is correct way to write)

Sample Correct Numbered Street: SW 104th ST

Sample Incorrect Prefix: W 104th St (Incorrect prefix)

Street Suffix

Always abbreviate street suffix with acceptable abbreviation.

Sample Correct Suffix: S Brookline Ave

Sample Incorrect Prefix: S Brookline Av

<i>Description</i>	<i>Abbreviation</i>
<i>Avenue</i>	AVE
<i>Boulevard</i>	BLVD
<i>Circle</i>	CIR
<i>Court</i>	CT
<i>Drive</i>	DR
<i>Highway</i>	HWY
<i>Lane</i>	LN
<i>Place</i>	PL
<i>Parkway</i>	PKWY
<i>Plaza</i>	PLZ
<i>Road</i>	RD
<i>Square</i>	SQ
<i>Street</i>	ST
<i>Terrace</i>	TER
<i>Turnpike</i>	TPKE
<i>Trail</i>	TRL
<i>Way</i>	WAY

Unit

This field contains text values for units of the property only where the unit identifies individual structures. Units are typically Buildings or Trailers but can be separate Apartments. The basic rule is that this field contains the most common address delineation for individual structures with many units in it. These structures are identified in the GIS with a single point. Structures which are connected but represent independent units will be identified by individual points in the GIS (e.g. town homes).

Sample Correct Unit use: 9777 N Council Rd Bldg 10

Sample Incorrect Unit use: 9777 N Council Rd 10-20 (No multiple listing of addresses).

<i>Description</i>	<i>Abbreviation</i>
<i>Building</i>	Bldg
<i>Office</i>	Ofc
<i>Trailer</i>	Trlr
<i>Barn</i>	Barn

SubUnit

The exact location of individual units in a larger structure, aren't maintained in the GIS. Addresses for individual units within a building, for example large office buildings or apartments, are kept in a related table in the GIS and receive their own GISID. The records in this table relate to the main GIS address dataset by a many to one relationship. For example an apartment building has one address point in the GIS and several records in the related table for each individual unit in the structure.

Sample Correct Unit use: 3308 SE 89th St #359

Sample Incorrect Unit use: 3308 SE 89th St 359 (Missing #).

<i>Description</i>	<i>Abbreviation</i>
<i>Apartment</i>	Apt or #
<i>Room</i>	Rm
<i>Suite</i>	Ste

Street Intersections

Intersections aren't part of the address layer but many databases use these such as accident investigations. To reduce pre-processing 'clean-up' and obtain good geo-code matching with the streets layer, the format for any address file should follow the naming standards from this document. They should have complete street names, prefix (if any), street name, and suffix (if any), followed by a space, an ampersand (&), another space, and the intersecting street.

Sample Correct Intersection Record: SW 89th St & S Pennsylvania Ave

Sample Incorrect Prefix: SW 89th St&Pennsylvania Ave (No space before or after &).

Sample Correct intersection record: W Reno Ave & S Walker Ave

Sample Incorrect Prefix: W Reno Ave & Walker Ave (No prefix for Walker).

A list of valid street intersections are stored in CityData.Intersections table.

GISID

The GISID represents the primary key for the address dataset in the GIS system. Whenever possible, third party applications should store this ID as a foreign key in their systems. Maintaining this relationship will ensure that all addressed information can be quickly and easily related to the GIS address dataset for spatial analysis. This method is an alternative to "geocoding" – without the GISID an address list can be manually geocoded which typically produces a result of 80 – 90% match depending on the quality of the dataset.

Third party systems should assess their need to directly utilize GIS managed address datasets and discuss support options with GIS staff. At the time of this document GIS is nearly complete with the address integration of HANSEN (Action Center/Neighborhood Services) and Water Utility Billing where these systems will store the GISID for each address record. Plans to integrate Permits is being developed.

Addresses of structures based on the guidelines above are assigned a GISID in that began at 1000. Addresses that include the SubUnit are assigned GISID beginning at 9,000,000. Intersections are also assigned a GISID beginning at 8,000,000. Assigning GISID to subunit addresses and intersections is a requirement of the HANSEN Action Center system.