

MEMPHIS LIGHT, GAS AND WATER DIVISION

subject - HOUSE NUMBERING PROCEDURES

effective date - 1/1/85 page 1 of 5

I. Purpose

To standardize the assigning of numbers to land parcels in Memphis and Shelby County Tennessee.

II. Scope

This policy is applicable to employees in the Gas Engineering, House Numbering Section.

III. Policy Statement

It is the policy of Memphis Light, Gas and Water Division to assign house and apartment numbers to all structures and land parcels in Shelby County Tennessee.

IV. Responsibility

The Lead Address Assignment Clerk is responsible for assigning and enforcing the policies set forth in this statement.

V. Authorization

A joint resolution by the City and County Board of Commissioners authorized Memphis Light, Gas and Water Division to assign numbers to all parcels of land in Memphis and Shelby County - Resolution No. 3334.

Resolution 3301 - Required -

Joint City and County Ordinance Number 3334 requires that every main entrance to every building and every lot fronting upon any street within Shelby County shall bear, and be known by an official street number assigned by Memphis Light, Gas and Water Division.

APPROVED BY

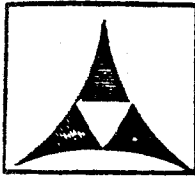
Ralph D. Spackman 12-11-84

MANAGER - GAS ENG. DEPT.

APPROVED BY

James L. ... 12-15-84

V. P. ENGINEERING DIVISION



MEMPHIS LIGHT, GAS AND WATER DIVISION
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NUMBERING PROCEDURES

Origin - East & West -

Numbers for east and west will begin at Florida Street to Tennessee Street projected, and increase in numbers on a eastward direction. Numbers from Florida Street to the west will increase westward with a designation of "W" after the number.

Origin - North & South -

Numbers for north and south will begin at Madison Avenue/Walnut Grove projected, and will increase north and south from origin.

Procedure for Assigning Numbers -

- A. Measuring from origin streets, one (1) number will be assigned for every ten (10) feet. (Example, 1000 feet from origin will be house number 100)
- B. Even Numbers to be assigned to land parcels on the north and east sides of a street. (Last digit of number)
- C. Odd Numbers to be assigned to land parcels on the south and west sides of a street. (Last digit of number)

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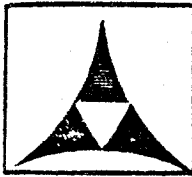
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MEMPHIS LIGHT, GAS AND WATER DIVISION

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STREET NAME APPROVAL

I. Purpose -

To control the duplication of names assigned to streets in Shelby County Tennessee.

II. Policy -

This policy is applicable to employees in the Gas Engineering, House Numbering Section.

III. Responsibility -

The Lead and Address Assignment Clerks are responsible for controlling the duplications of street names.

IV. Approval of Name -

A. A street name can only be used two (2) different times with separate designations (cove, lane, drive, etc.).

B. A street name cannot have more than fourteen (14) characters plus one (1) character for direction and two (2) characters for designation (Example, E. Holmes Road).

V. Street Name Change -

A street name cannot be changed without proper authorization.

A. Streets inside the Memphis City Limits requires a copy of the City Ordinance to change the name.

B. County streets require a letter from the County Planning and Development Department.

C. Incorporated town - requires a letter from the town official.

D. Private - requires a letter or plan from the owner or developer. (Subdivision, apartments, etc.)

APPROVED BY

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James J. Smith 12-15-84

V. P. ENGINEERING DIVISION

MEMPHIS LIGHT, GAS AND WATER DIVISION

SUBJECT HOUSE NUMBERING PROCEDURES	DATE 8/20/86	PAGE NO. 4-A of 5
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COMMERCIAL BUILDING NUMBERS

I. Purpose

To standardize the assigning of numbers to commercial buildings in Shelby County, Tennessee.

II. Scope

This policy is applicable to employees in the Customer Engineering, House Numbering Section.

III. Policy Statement

Each building must be assigned a house number. If the building is occupied by more than one tenant, a suite number must be assigned for each tenant.

A. Suite numbers for one-story buildings will ^{normally} be numbered Suites 101, 102, 103, etc.

B. Suite numbers for multiple-story buildings will ^{normally} be numbered as follows:

- | | |
|----------------------|---------------------|
| First Floor Numbers | 101, 102, 103, etc. |
| Second Floor Numbers | 201, 202, 203, etc. |
| Third Floor Numbers | 301, 302, 303, etc. |

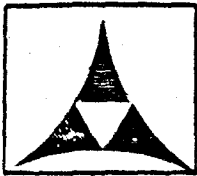
The same procedure will be applied for any multiple-story building with more than three floors.

C. Suite numbers must increase in the same direction as the street numbers.

D. Suites will be numerically numbered; no alphabetic letters permitted.

Can be revised @ direction of address assignment area to accommodate customer requirements or cost.
K. Olds
10-18-86

<p>APPROVED BY</p> <p><i>William C. Adams</i> 8/21/86</p> <p>Manager - Customer Engineering</p>	<p>APPROVED BY</p> <p><i>K. Olds</i> 8-21-86</p> <p>V. P. Engineering Division</p>
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APARTMENT NUMBERS

I. Purpose

To standardize the assigning of numbers to individual apartments in Shelby County Tennessee.

II. Scope

This policy is applicable to employees in the Gas Engineering, House Numbering Section.

III. Policy Statement

Each building facing a named street must be assigned a house number and apartment number.

A. Multiple story buildings with 3 or more floors will be numbered as follows:

First Floor Numbers: 101, 102, 103, etc.

Second Floor Numbers: 201, 202, 203, etc.

Third Floor Numbers: 301, 302, 303, etc.

B. Two story buildings will be numbered as follows:

First Level will be odd numbers - 1 down, 3 down, etc.

Second Level will be even numbers - 2 up, 4 up, etc.

C. Apartment and suite numbers must increase in the same direction as the street number.

D. Apartments will be numerically numbered.

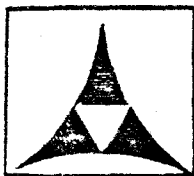
No alphabetic letters permitted.

APPROVED BY

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REVISION OF NUMBERS

Policy Statement

A request to change numbers previously assigned to subdivisions and apartment projects must be agreeable to all parties concerned.

- A. After approval from the parties involved, a fee of (\$10.00) for each house or apartment number will be charged to the party requesting the numbering change.

List of parties/agencies involved in number changes:

1. MLGW - Gas Engineering Department (House Numbering Section)
Electric Engineering Department
Water Engineering Department
Customer Engineering Department
Customer Service Department
Meter Reading Department
Customer Accounts & Records
2. County Fire Department
3. Shelby County Property Accessor's Office
4. Memphis Fire Department
5. Planning & Development Department
6. United States Post Office

APPROVED BY

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