

**CITY OF CORVALLIS**  
**COUNCIL POLICY MANUAL**

**POLICY AREA 9 - RIGHT OF WAY MATTERS**

**CP 91-9.05**                    **Street Naming and Addressing Policies and Procedures**

<b><u>Adopted</u></b>	<b><u>April 16, 1979</u></b>
Affirmed	October 7, 1991
Revised	February 1, 1993
Revised	November 3, 1997
Revised	May 7, 2001
Affirmed	March 7, 2005
Revised	February 17, 2009
Revised	May 6, 2013

**9.05.010**                    **Purpose**

The City of Corvallis and Benton County hereby adopt the following policies and related administrative procedures for public and private street naming and addressing in the City. A cooperative effort will be made to assist visitors, emergency services, the United States Postal Service, and other affected parties.

**9.05.020**                    **Policy**

**9.05.021**                    **Baseline**

Street numbering within the current City Limits and future City Limits as expanded through annexation will be based on a quadrant system of north, south, east, and west with the following street center lines being the dividing lines:

A line running east and west, following Monroe Avenue between the Willamette River and 26th Street and Orchard Avenue between 26th Street and the westerly projection of Orchard to the Urban Growth Boundary (UGB); and a line running north and south, following Highway 99W from the north limit of the UGB south to a point approximately 400 feet north of Polk

Avenue, then running south-southeast to the Willamette River, then south to the Marys River, west to South Third Street and south along South Third Street to the UGB boundary.

9.05.022 Address Numbering System

- a. Parcels in the City shall be numbered on a grid system. The system shall use the "baseline" streets as beginning points. The older central blocks shall maintain their 100 numbers per block system with the remainder of the area being divided into one-mile grids. Each one mile shall be allocated 1,000 numbers which shall be divided into ten grid sections with 100 numbers per grid. The grid need not be rigid. Adjustments can be made to facilitate more appropriate breaks in the numbering system, with divisions between units of hundreds falling at street intersections.
- b. The numbering shall be even numbers on the south and west sides and odd numbers on the north and east sides of streets. Exceptions should be made so that the system is continuous on a winding or circular street. For diagonal streets, the dominate direction is determined and the general rule is applied.
- c. Building contractors shall be responsible for displaying temporary addresses visible from the street right-of-way during construction.

9.05.023 Street Naming

- a. Street names shall be reviewed, approved, and assigned during the sub-division plat approval process. All proposed names for streets in the City shall be approved by the City Manager or his/her designee who shall seek input from the Benton County Surveyor prior to final approval. No street name shall be used which will duplicate or be confused with the names of existing streets in the City, County, or surrounding emergency services area. Numbered streets will be reserved for streets running north and south. Those running east and west or diagonally will be named. Streets which provide access for more than four platted lots shall be named and signed. Naming shall occur at the time of platting.
- b. Approved street names shall be limited to a length of 12 letters (excluding prefix and suffix) to facilitate use of standard signing materials. Requests for street names of a longer length must be approved by the City Manager or his/her designee.

- c. Each street name will be preceded by the appropriate quadrant prefix, and the following suffixes are required to indicate the type of street:

Street.....	North and south
Avenue .....	East and west
Way .....	Diagonal 45 degrees or OSU
Circle .....	"U" or circular
Drive .....	Meandering
Boulevard .....	Arterial route
Place .....	Cul-de-sac
Highway.....	Regional route

Private streets will have the designation (PVT) shown on the street sign following the suffix.

9.05.024 Street Name and Address Assignment and Changes

- a. In accordance with administrative procedures, changes may be made in the street naming or addressing system when initiated by City staff to alleviate inconsistencies or irregularities or where it is found that there is conflict with another City or County street name or with this Policy.
- b. An applicant requesting a street name change or address change when the above conditions are not met will be charged a fee to process the request as specified in the Corvallis Municipal Code. If the proposed change is in conflict with consistency or duplication criteria, the requested change will be denied.
- c. Changes will be checked to assure consistency with the overall system and to prevent duplication between City and County. When processing a request for a street name or address assignments and changes, notification will be sent to the following affected parties for information and comment:

County Assessor .....	Northwest Natural
County Recorder .....	Pacific Power
County Elections Office .....	US Post Office
County Surveyor .....	Qwest
Consumers Power, Inc. ....	City Community Development
City Fire Department .....	City Finance Department, Utility Billing
City Public Works .....	City Police Department
Pioneer Telephone .....	City Manager and Council (information)
Allied Waste .....	only for street name changes)
Comcast .....	City Public Works GIS

Comment to City staff shall be provided not more than fifteen (15) working days from the date of notification.

9.05.025 Street Signing

- a. Signing shall be uniform throughout and shall be consistent with the recommendations of the Manual on Uniform Traffic Control Devices.
- b. Sub-division developers shall be required, at their cost, to install and maintain temporary street name signing per City specifications, until completion of all public improvements and installation of permanent signing by the City. Temporary signs must be weather resistant, located at each intersection, and installed when construction of new roadways allow passage by vehicles. The cost of installation of permanent signing will be reimbursed to the City by the developer.

9.05.026 Street Name List and Address Map

Up-to-date records will be kept of street names and addresses. Additions and/or corrections will be forwarded to the affected parties.

9.05.027 This Policy shall be administered for the City by the City Manager or his/her designee, who shall be authorized to establish administrative procedures to assist in the implementation of this Policy.

9.05.030 Review and Update

This Right-of-Way Matters Policy shall be reviewed every four years, by the Community Development Director and updated as appropriate.