



CITY OF OREGON CITY ADDRESSING AND STREET NAMING POLICY

ADDRESSING POLICIES

I. GENERAL ADDRESSING POLICIES

- A. Request for a new address or change in address shall be made to the Community Development Department using an application form provided by the City with payment of fees as required by the adopted fee schedule. Addresses are issued for new structures and are in effect until the building has been demolished or until such time that the owner requests a change of address. An owner may request a change in an existing address to correct an error or improve wayfinding for emergency responders.
- B. Addresses shall be assigned as follows:
1. All occupied structures shall be assigned separate addresses as necessary as determined by the Community Development Director.
 2. Unoccupied structures or properties may be assigned addresses if it is necessary to identify the site because of utility connections, assessment, permit issuance, emergency dispatching, or as deemed necessary by the Community Development Director.
 3. Alpha numerical numbers shall not be used (Example: Suite 101A), except in the case of accessory dwelling units or where pre-existing.
 4. The address shall be assigned according to the street that fronts the primary entranceway of the building.
 5. Vacant sites shall be addressed in reference to the adjacent street. If there is more than one adjacent street, the site shall be addressed according to the street with the highest designated functional classification in the Transportation System Plan.
 6. Address assignment shall be consistent with applicable land use approvals and permits.
- C. Addresses shall be assigned consistent with the regional or established grid of the city in consideration of the following:
1. For roads that follow cardinal directions of North, South, East And West:
 - a. Sites located on the south or east side of a road shall be assigned even numbered addresses and remain consistent the entire length of the road regardless of its meandering.
 - b. Sites located on the north or west side of a road shall be assigned odd numbered addresses and remain consistent the entire length of the road regardless of its meandering.
 2. For roads that do not follow cardinal directions and run NE to SW or NW to SE:



- a. Sites located on the northeast or southeast side of a road shall be assigned even numbered addresses and remain consistent the entire length of the road regardless of its meandering.
 - b. Sites located on the northwest or southwest side of a road shall be assigned odd numbered addresses and remain consistent the entire length of the road regardless of its meandering.
3. Any street or roadway that loops or changes direction shall continue the numerical order of address numbers even if the street or roadway changes from north/south to east/west or east/west to north/south.
 4. Numbers should be skipped to allow additional structures to be added later. Typically, in single family neighborhoods, numbers count up by eight, but this pattern may vary depending on the size of lots. In sparsely populated areas, or areas with redevelopment potential, several numbers should be skipped between addresses to allow elasticity in the event of future development.
 5. Fractional numbers shall not be used unless required for consistency with existing numbering patterns.
- D. If using the existing pattern to determine an infill address is not possible, the methodology to determine the appropriate address number in this system is as follows:
1. Find the general location for the project on the City address grid map using OC Maps.
 2. Determine the range by using the Address Grid; then select a number that is within the range and leaves space for additional address before and after. Example: The given project is located between 13000 and 14000 Culver Drive and the site is located approximately halfway in between the gridlines – use 13500.
 3. Make sure that the new address is consistent with existing surrounding addresses; uses the correct even/odd numbering system, and is not a duplicate of an existing address by searching Clackamas County CMAP database.
- E. Address Display: Address numbers shall be a minimum of four inches in height with a one-inch brush stroke, in contrast with their background, and shall be placed as to be readily visible from the street. If an address cannot be seen from the street (flag lot, distance from the street, private drive, obstructions, etc), numbers shall be placed on the building AND at the entrance of the driveway on the street for emergency locating purposes.

II. SINGLE AND TWO FAMILY RESIDENTIAL ADDRESSING

This section applies to sites which are vacant and within a residential zoning designation or utilized as single or two family dwellings.



- A. A property located on a corner of a street intersection or which the building orientation is different than the access to the home, the site will be addressed from the street that the front entrance of the structure faces.
- B. If a corner property is vacant and the final orientation of the house to be built is unknown, two addresses will be assigned, one for each street. The final address will be determined upon issuance of building permits.
- C. Different address numbers shall be assigned for adjacent parallel streets.
- D. Streets within the same subdivision and have similar names (Cottonwood, Firwood, etc.) shall not have the same address numbers if possible.
- E. Duplexes shall have two separate addresses rather than unit numbers.
- F. Addresses for sites with an ADU will be keep the primary home address and use a unit (A or B) to designate the separate unit. For example, 616 John Adams is the primary addresses and 616 John Adams Unit B is the accessory dwelling address.

III. NON-SINGLE AND TWO FAMILY PROPERTIES

This section applies to non-single or two-family dwellings.

- A. If a property has more than one building, each building is assigned a separate address. Ancillary buildings such as detached garages and sheds are not required to be addressed.
- B. If a building is occupied by multiple tenants, each tenant space shall have either a separate address or unit number.
 - 1. Commercial spaces will be identified as suites, and residential spaces will be identified as apartments or units.
 - 2. In the case of multiple floor structures, the first digit of a unit or suite number shall be consistent with the floor level. Numbers, rather than letters, shall be used for such identification except for basement units. Basement units shall use the letter B preceding unit numbers.
 - 3. Commercial, industrial, and institutional uses shall be numbered with the main building receiving one addresses at recordation. At time of building permit issuance for tenant spaces, each individual unit shall be assigned suite numbers as secondary location indicators.



STREET NAMING POLICIES

- A. Request for a new street name shall be made to the Community Development Department using an application form provided as well as an associated map. Street name requests should be made along with address requests when part of a new subdivision or development.
- B. General street naming policies

These policies shall apply to both public and private streets.

1. Street names that are a duplicate of an existing street in the City of Oregon City are prohibited and duplications of street in Clackamas County shall be avoided.
 2. Similar sounding names such as Beach Avenue and Peach Avenue, or Apple Hill Road and Apple Road or Maywood Court and Maywood Lane shall be avoided.
 3. Cumbersome, discriminatory, or derogatory names shall be avoided.
 4. The reuse of former street names shall be avoided.
 5. Extremely difficult words to spell and pronounce shall be avoided.
 6. The use of proper names or business advertisement is not recommended.
 7. Existing street names should be considered when street connections are anticipated in the future. The City's shadow plat inventory and Transportation System Plan may show future connections.
- C. Street Type Designations: Street type designations, depending on roadway function, length and configuration, exist to define the character of a street. The following designations should be used:
- Avenue- A public or city right-of-way that runs in a North-South direction
 - Street- A public or city right-of-way that runs generally in an East-West direction.
 - Boulevard – A major minor or major arterial that carries moderate to heavy volumes of traffic at moderate to high speeds
 - Circle, Loop- A road that runs in a circular direction terminating at or near in proximity to its beginning, and carries low to moderate volumes of traffic at low or moderate speeds.
 - Crescent – A street which forms a crescent.
 - Court- A local road that is of short length and carries a low volume of traffic at low speeds, with no cross streets and generally terminates in a cul-de-sac.
 - Drive, Parkway- A meandering collector or arterial that carries low, moderate or high volumes of traffic at low, moderate or high speeds.
 - Lane- A local road that is of short length that carries a low volume of traffic at low speeds.
 - Road-Any public or private right-of-way.
 - Place, Terrace, Way –A local road that is of a short length and carries low volumes of traffic at low speeds.



OREGON CITY

Community Development Department

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- D. Street Signage: Public street signs must be in white text printed on green signs unless in a special district, such as a historic district. Private street signs must be in white text printed on blue signs.