

# Village of Tinley Park

## Address Assignment Protocol

The following policy shall be used to issue new addresses, redevelopment, entering new data, and clarify addressing on parcels within the Village of Tinley Park.

### General Policies

1. The Village utilizes the Chicago Street Numbering System, where generally:
  - a. The numbers are consecutive and never exceed 100 numbers per 1500 feet.
  - b. Must use one number every 20 feet or 10 numbers every 100 feet on a two-sided street.
  - c. In multi-family areas the measurement will vary between 100 numbers per 1000 to 1500 feet.
  - d. In commercial and industrial areas, it must never exceed one number for every 10 feet of street length.
2. Only use one space between words and number.
3. No periods after abbreviations (Ave, not Ave.).
4. Streets extending northerly and southerly shall be assigned odd numbers on the east side of the street and even numbers on the west side of the street; streets extending in an easterly and westerly direction shall be assigned even numbers on the north side of the street and odd numbers on the south side.  
NOTE: If a street turns, the numbers on the street sides should not change; the even should stay on the same side of the center line even if the street makes a "U" turn.
5. When assigning numbers to corner lots, the street frontage shared with the location of the front door of the structure will be used for the building address.
6. Each owner or occupant of improved real estate shall provide addressing as follows:
  - a. Main entrance: The main entrance of all buildings shall have a street address number visible from the street.
  - b. Rear entrance of all multi-family dwelling units: shall have the address posted with a minimum height of three (3) inches.
  - c. Only whole street numbers shall be used to establish a separate identity for each building. The use of letters for separate buildings shall not be permitted.
3. To avoid confusion or duplication, street numbers and/or street names may be changed, but only in certain circumstances, and with due and proper notice being given to the property owners. Circumstances may include:
  - a. Duplication of street names
  - b. Multiple street names for the same alignment
  - c. Error in assignment of numbers
  - d. Street numbering or naming that does not adhere to policies set forth in the Address Assignment Protocol
4. When it is necessary to correct an address or street name, all affected property owners shall be notified of the proposed action by Community Development. A written notice will be delivered 30 days prior to the effective date of the change.
5. Address number changes may be requested by the property owner. All requests for address number changes shall be submitted to the Community Development and will be evaluated in accordance with the policies set forth in the Address Assignment Protocol.
6. When a Plat of Subdivision is approved by the Village, a new address may be issued at the discretion of the Village.
7. No vanity addresses shall be issued to any building, building unit, person or businesses at any time.
8. No half addresses shall be issued to any building, building unit, person or businesses at any time.

### Department Process

7. After a new street number/unit number has been assigned, the following information shall be noted (whether in memo or letter format) referencing:
  - a. Original (if existed) address

- b. Newly assigned address
  - c. PIN associated with the address change
  - d. Effective date of change
  - e. Statement that the addresses are valid and located in the Village of Tinley Park
  - f. As an attachment, a location map
8. The notice shall be sent to the following external departments and/or agencies:
- a. Property Owner
  - b. Park District
  - c. Cable Company
  - d. Power Company
  - e. Waste Company
  - f. County Clerk
  - g. County Election Department
  - h. County Zoning Board
  - i. County Map Department
  - j. Township Tax Assessor
  - k. J.U.L.I.E., Inc.
  - l. US Postal Service Address Management Services
9. The notice shall be sent to the following internal departments and/or agencies:
- a. Community Development Director
  - b. Public Works Director
  - c. Finance Department Director
  - d. IT Director
  - e. Chief Fire Department
  - f. Chief Police Department
  - g. Village Clerk
  - h. Dispatch Center
  - i. GIS

## Apartment Condominium Addressing

10. Single building apartment/condominiums
- a. Will be assigned one address.
  - b. Unit numbers will be three digits. The first digit of each unit number shall correspond to the building's vertical floor or level.
  - c. In hallways that are not aligned in a single plane, all unit-numbering for the second and third digits of the unit number will be in a clockwise manner from the common entrance using even numbers on the right hand side of the hallway and odd numbers on the left hand side of the hallway.
  - d. If possible in a hallway which is a single corridor, the numbers will be assigned from one end of the structure to the other, in the same direction as the addresses on the street on which the building is addressed.
11. Multi building apartment/condominium
- a. Each building in the development will be assigned one address.
  - b. Unit numbers will be 4 digits. The first digit of the four digit number shall correspond to the building number. The second digit of the four digit number shall correspond to the building's vertical floor or level.
  - c. In hallways that are not aligned in a single plane, all unit-numbering for the third and fourth digits of the unit number will be in a clockwise manner from the common entrance using even numbers on the right hand side of the hallway and odd numbers on the left hand side of the hallway.
  - d. If possible in a hallway which is a single corridor, the numbers will be assigned from one end of the structure to the other. In the same direction as the addresses on the street on which the building is addressed.

12. Combined units will be assigned the smallest unit number of those units combined.
13. Unit number listed in the declaration of by-laws must be designated in accordance with the Village of Tinley Park Address Assignment Protocol.
14. All buildings on common areas shall be assigned a street number (i.e. pool house, maintenance building, mailbox building, etc.).

## Office Buildings

15. Single Office Buildings
  - a. Each building will be assigned one address.
  - b. Tenants will be assigned three digit number. The first digit correspond to the building's vertical floor or level.
  - c. The second and third digits will be assigned in a manner that is as consistent with the street grid as possible.
16. Multiple building office parks
  - a. Each building within the park/development will be assigned an address. Addresses will be assigned in a manner that is as consistent with the street grid as possible.
  - b. Suites will be issued if no unique addresses are available.
17. In hallways that are not aligned in a single plane, numbers will be in a clockwise manner from the common entrance using even numbers of the right hand side of the hallway and odd numbers on the left had side of the hallway.
18. If possible in a hallway which is a single corridor, the numbers will be assigned from one end of the structure to the other, in the same direction as the addresses on the street on which the building is addressed.
19. Combined units will be assigned the smallest unit number of combined units.
20. Unit numbers listed in the declaration of by-laws must be designated in accordance with the Village of Tinley Park Address Assignment Protocol.

## Shopping Centers

21. Each business within a shopping center will be assigned one address.
22. Tenants will be assigned three digit number. The first digit correspond to the building's vertical floor or level.
23. The second and third digits will be assigned in a manner that is as consistent with the street grid as possible.
24. Internal shopping centers will use numbers in a clockwise manner from the common entrance using even numbers of the right hand side of the hallway and odd numbers on the left had side of the hallway.
25. If possible in a hallway which is a single corridor, the numbers will be assigned from one end of the structure to the other, in the same direction as the addresses on the street on which the building is addressed.

## Lot-In-Depth

26. When a structure is located a considerable distance from the public right of way, the street number and street name for the structure shall be determined using the driveway location where it intersects a street.
27. It is the responsibility of the property owner to display the street number where the stem of the lot-in-depth meets the public right of way.

## Lots Lacking Street Access

28. Assignment of address will be determined by Community Development.

## Street Naming

29. The final decision on whether a bend in the road justifies a new street name rests with Community Development.

30. A street alignment that divides into a loop or fork shape shall require two (2) new street names.
31. The suffix "Circle or Loop" shall be used for streets created that begin and end along the same connecting street.
32. The suffix "Street", "Avenue" and "Road" shall only be used for streets that are classified as Collector Streets.
33. A developer of a subdivision may propose street names for a development; however, Community Development shall review all assigned names to assure name is not duplicative of an existing street name and not offensive to the public.
34. In no case shall the name of the proposed streets duplicate existing street names irrespective of the use of a suffix.
35. Once a street name has been approved, and public street improvements have been accepted by the Village, the Village will fabricate and install the street name sign(s). The developer of the street is required to reimburse the Village for the fabrication and installation costs.
36. Street names consisting of two words shall be spelled out completely; abbreviations, possessions, other than suffixes, should be avoided when naming streets. Additionally, one-word names which could possibly contain two capital letters, such as "DiAngelo", shall be spelled using only one capital letter per word like "Diangelo".
37. Numbered streets shall be spelled out (i.e.: "Tenth St.", "Twelfth St." etc.).
38. Streets within a subdivision may have a theme in order to create unity among the street names and to give the subdivision's identity.
39. Due to the space restrictions on the standard street name sign blades, the street names shall not have more than 18 letters to include the abbreviated suffix.
40. Streets separated by natural or manmade physical barriers shall retain the same street name of each separated segment.
41. The following suffixes shall be used to identify roads classified as major arterials by IDOT: Highway, Boulevard, Parkway, Freeway, Turnpike, and Bypass.
42. The spelling of a street name must match the spelling on the recorded plat.
43. Pre- or post-directions should not be utilized with street names unless otherwise noted.

## Abbreviations

To be consistent with abbreviations, it is recommended to use the United States Postal Service's guidelines.

<b>Abbreviation</b>	<b>Suffix</b>	<b>Abbreviation</b>	<b>Suffix</b>
AVE	Avenue	LOOP	Loop
BLVD	Boulevard	PKWY	Parkway
BR	Branch	PATH	Path
BRG	Bridge	PLZ	Plaza
CIR	Circle	PL	Place
CT	Court	RD	Road
CY	Courtyard	SQ	Square
CV	Cove	ST	Street
DR	Drive	TER	Terrace
EXPY	Expressway	TRL	Trail
FWY	Freeway	WALK	Walk
HWY	Highway	WAY	Way
LN	Lane		