

# **TOWN OF STILLWATER 911 STREET ADDRESS PROGRAM**

## **PROCEDURE FOR NEW SUBDIVISIONS:**

- Prior to stamping of plats/maps by the planning staff, an Applicant/Developer shall send the Town of Stillwater Fire Marshal a list of proposed road names. This list should include several alternative names.
- Upon receipt the Fire Marshal will review the list for any possible discrepancies.
- The list is then sent to Saratoga County Emergency Services [dmiller@saratogacountyny.gov](mailto:dmiller@saratogacountyny.gov). The County will review the names and respond verifying which road names are acceptable and which ones have conflicts with neighboring municipalities.
- Upon receipt from the County, the Fire Marshal will assign street names and address numbers to lots on the site plan. For corner lots, two address numbers are assigned. (At time of building permit, the address for corner lots is given based on which road the front door of the new home faces.)
- The newly assigned road names and ranges (example: Smith Road #2-48) is again sent to Saratoga County Emergency Services.

## **ROADWAY NAMES**

Every roadway (public or private) requires a name. To insure that uniformity is followed and to preclude difficulties, the Town of Stillwater Fire Marshal will assist local authorities and private owners with the naming and numbering of roadways.

The 911 System precludes having two roadways with the same name in any jurisdiction. A database of current names will be maintained by the Town of Stillwater Fire Marshal and will be available to assist local authorities in naming roadways.

Wherever possible, when a new roadway is created a unique name should be selected for the roadway. The following rules shall be kept in view during that process:

1. Avoid family or individual names of living persons.
2. If the road is continuous, do not change names at an intersection, a curve or some other point, including changing of political jurisdictions.
3. Avoid sound-a-like names (e.g., Bay View DR, Bayview DR; or Brainard LN, Barnard LN).
4. Use the NENA Recommended Format for roadway names (i.e., Prefix Directional - 2 characters; Street Name - maximum of 40 characters; Street Suffix - 4 characters; and Post Directional - 2 characters).
5. Do not use special characters in roadway names such as hyphens, apostrophes or dashes.
6. Avoid the use of standard prefix, suffix and post directional as roadway names (e.g., North BLVD, Court ST, Boulevard of the Allies).
7. Avoid the use of non-standard street name suffixes which may be confused with subdivisions or commercial developments (Top's PLZ, Elmira Place).