

GUAM HOUSE NUMBERING SYSTEM

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HOUSE NUMBERING SYSTEM

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INTRODUCTION

The location of someone's residence or of a business office is mostly readily found by a system of building numbers on named streets. Such a system can take many forms and this is usually dictated by the street layout. The most common form is a rectangular layout of streets oriented to the four points of the compass. This is fine if the existing street pattern is rectangular. In a community with a highly irregular street pattern such as on Guam, a form must be devised to fit the existing pattern.

Realizing the important need to correct the existing problems created by the past multi-form house numbering practices which were in general not uniform and are constantly being applied inconsistently, the Bureau of Planning, with the cooperation of the municipal Commissioners of Guam, developed this House Numbering System to be implemented, uniformly, island-wide and in a sense delete existing problems and secure a future uniform practice of house numbering.

SUMMARY

Besides the need to locate individual buildings on each street, an address system should provide an indication of the distance and direction of each individual address from one central point of reference. In a rectangular pattern, this is accomplished by increasingly larger numbers as one moves North, South, East, or West from a pair of mutually perpendicular base line streets. Where no such clearly defined base line streets are existing, or are too irregular in their general direction, an attempt to overlay a rectangular system will not work.

Another system of house numbering uses polar coordinates instead of rectangular. Distance from a central point establishing the numbering scheme and direction is indicated by a quadrant such as Northeast, Northwest, Southeast, Southwest. This form of system is adoptable where a rectangular system will not work and can be just as convenient to use.

In either a rectangular or polar system, it is helpful to add local area or place names in the address. Where there are different villages, places or developments surrounding a central reference point and these places are known by local names, they serve to identify a group of streets and addresses. Rather than devise a separate and possible overlapping address system for each village, place or development, it is more practical to include them as sub-system of one centrally referenced system, within the municipality.

The House Numbering System proposed herein for the island is basically a polar coordinate system based on the concept of frontage intervals. The system consists essentially of a series of frontage units incorporated into a baseline established on the center of an existing street.

The primary baselines are located in the center of the municipal district. Secondary baselines and points of numbering origin may also be assigned according to population centers located distant from the municipal centers.

Numbering stems from the point of origin on primary baselines in all directions. At all junctions, numbering extends from the point of origin on the baseline to the end of the street. While at each intersection streets with the same name which continue through the intersection are given polar prefixes designating direction, and are numbered from the point of origin on the baseline to the end of the street.

Exceptions to the method of assigning numbers in terms of junctions and intersections occurs in the case where one of the streets at the intersection or junction already has a designated point of origin on another baseline. In this case, the numbers for this street are continued thru the intersection or junction.

Structures are assigned numbers for each 10 foot interval with odd and even numbers assigned to opposite sides of the street. Thus, all numbers which are odd will appear on one side of the street at twenty foot intervals while all even numbers will appear on the opposite of the same street also at twenty foot intervals.

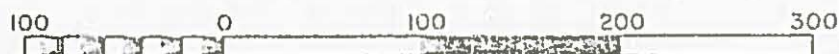
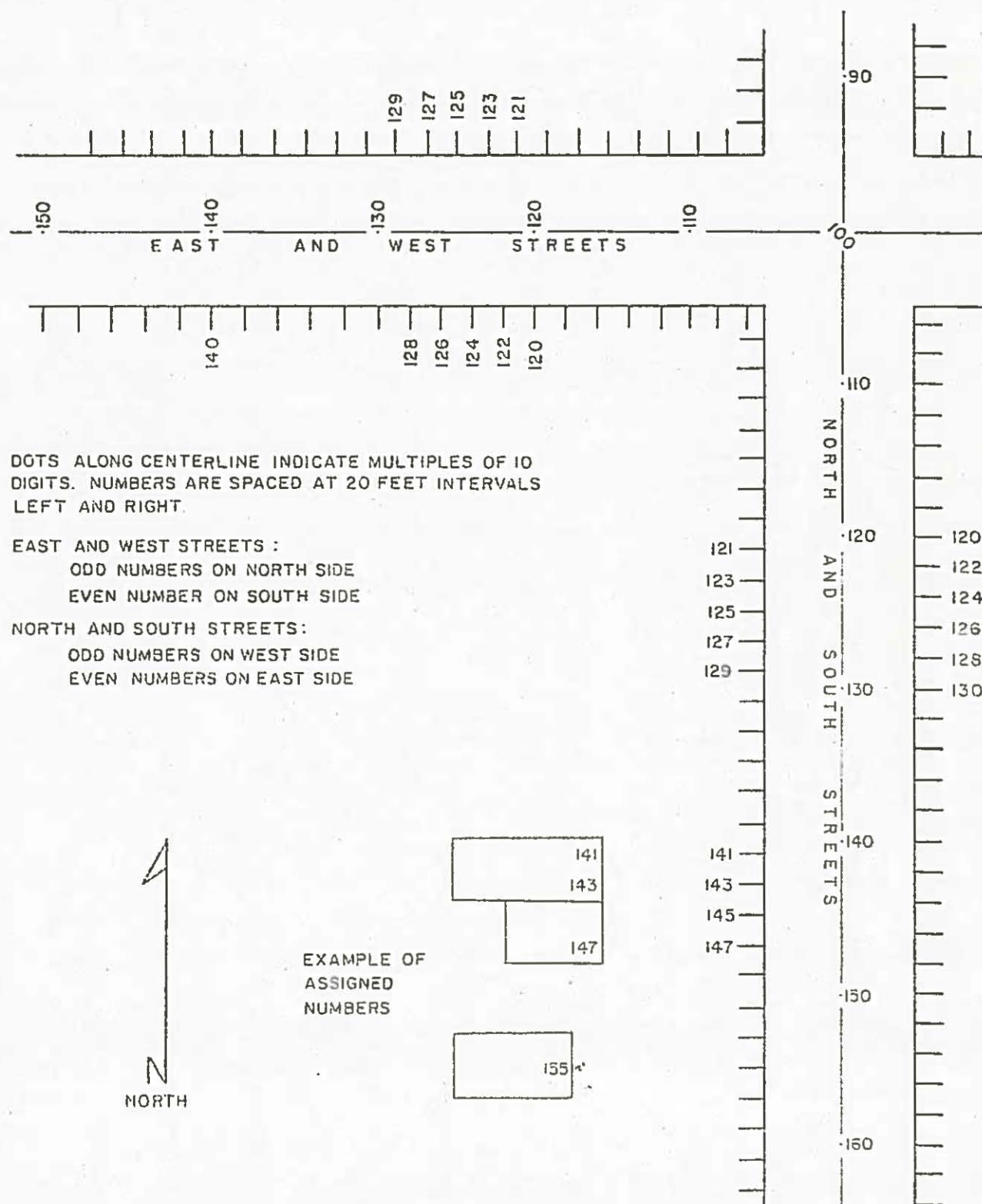
Street direction is also taken into consideration in the assignment of numbers, (See Fig. No. 1, Page 4). For all streets running in an East or West direction, all odd number addresses will appear on the north side of the street and all even number addresses will appear on the south side of the street.

For all streets running in a North or South direction, all odd number addresses will appear on the West of the street and all even number addresses will appear on the East side of the street.

For those streets which do not allow for numbering in the preceding manner to take place, numbering will be assigned on a case by case basis.

FIG. NO. 1

NUMBERING FORMAT



SCALE : 1" = 100' 1 : 1,200

POLICIES

The following general policies were incorporated into the development of the House Numbering System:

1. The system should be as simple and logical as possible, offers the least chance for confusion and is susceptible to understanding after a little study and explanation;
2. The system should be flexible enough to accommodate growth of a community;
3. The system should be established uniformly throughout the jurisdiction of the municipality and all governmental and quasi-governmental agencies should use it;
4. The system should incorporate mechanisms for the continuing review and assignment of house number;
5. The house numbering system should be coordinated with a street naming plan and implemented at the same time to produce the least amount of confusion.
6. The requirements and policies of the U. S. Postal Services, and local emergency units of the Government of Guam should be considered in the foundation of a House Numbering System;

BASIC CONCEPTS

The following basic concepts are the main contributing factors in the development of the house numbering system.

- Reference point, or origin: Fundamental to a usable system of numbering is a point of reference or origin. This point as used on the proposed house numbering system is the intersection or junction of two or more streets/roads within a house numbering district as close as possible to the center of the district to allow for growth in all direction.
- Base Lines: Base lines can be defined as those lines which divide the municipality into identifiable sectors. In the case of this proposal, the existing streets were used as base lines. Generally, one base line runs east and west and the other one, north and south. Base lines originate at the point of intersection or junction of two or more streets.
- Frontage Units: A frontage unit is a standard interval in front footage used to assign consecutive house numbers on a street beginning from the starting point of the street, progressing away from the point of reference or origin. In the case of this proposal, frontage units are at 10 foot intervals with odd and even numbers assigned to opposite sides of the street at 20 foot intervals.
- House Numbering District: A house numbering district is an area incorporated by baselines established by a centrally referenced system consisting of one or more municipalities or villages. The main idea is to center the house numbering system within the major communities and spread out to adjacent areas. This makes it possible to establish an origin and baselines along the major highways for the streets of the area. Consecutive numbering from the origin is assigned on the baseline streets only, while the beginning of numbers on local streets starts at one of the baseline roads. The baseline roads also serve, where necessary, to distinguish between north and south or east and west sections of streets and determine the direction of number sequence.

HOUSE NUMBERING

1. Formation of House Numbering Districts:

A house numbering scheme for the selected district is designed and a set of maps is prepared. These maps define the origin and delineate base-line roads. Along the baseline roads the number sequence is determined and shown. From this map the scheme for local street numbering is set. For each local street, the numbering begins at the beginning or origin of the street and increases as the street progresses away. Due to the haphazard growth of the street network on Guam, this method will provide some relationship between street addresses within each House Numbering District. Exceptions and odd situations will have to be dealt with on an individual basis within the general guidelines.

2. Baseline Layout Maps:

Considering availability of large scaled planimetric maps it has been determined that planimetric maps found to be the best for the numbering system should have a minimum scale ratio value of 1"=200'. Although smaller scaled maps could be used, caution should be taken especially in urban areas where crowded situations would create problems for an individual assigning house numbers. The larger scaled maps makes it possible to locate each building and determine the applicable number by scale in the office without field measurements. More map work is required but the savings in field time and the vast improvement in prevention of assignment of erroneous numbers is worth the time.

The basic information needed on the baseline layout would ideally be an accurate centerline layout of every existing road and street. The center-line is emphasized as the House Numbering System numbers are based on centerline distances. The right-of-way width of streets is not a critical factor. Right-of-way data, where very easily available,

should be plotted to scale but no extensive research needs to be wasted on exact right-of-way information. The final product is not intended to be a portrayal of right-of-way conditions, but only of existing roads where there is a potential to assign numbers to houses for easy location by the Department of Public Safety. This potential use in case of fire or emergency at a house is more important than the problem of right-of-way access.

3. Map Format:

The format for the house numbering maps should be set to satisfy the criteria for the "Uniform Mapping Series" with a standard title block along the bottom of the map. From a master format, mylar is recommended as the type of paper to be used for its durability to last a long time and it is anticipated that, as older buildings are removed and new buildings constructed, there will be revisions needed from time to time.

4. Master Number Listing:

The development of a list of each available number along each street was determined to be the best way to keep the house numbering system in order. A typewritten listing is made for each street, locality, municipality, zip code and house numbering map number, which includes all available numbers from centerline to centerline of beginning and ending streets. Numbers following within intersecting or junctioning street right-of-ways are labeled "r/w" to indicate the absence of buildings.

The master number listing is used to indicate the numbers being used for existing buildings. As number interval on one side of a street is twenty (20) feet, many numbers fall between buildings or on vacant lots. These unused numbers are available for future additional buildings or for changes to the building structures that may occur. This listing thus,

serves to avoid mistakes, especially duplication, in number assignment and provides a complete list of all buildings and uses fronting the street.

5. Building Number Assignment

- A. With a complete set of maps, the actual assignment of numbers can be done by scale in the office. In residential areas with buildings shown, it is fairly easy to scale for a number near the center of a house or near its main entrance. In densely, built-up, commercial areas, a simple field check is sufficient for determining the proper placement of numbers for office buildings and adjoining shops in a single building.
- B. A simple field check is needed to determine the owner or occupant of a building. From this field survey, the Master Number Listing can be filled in with assigned numbers indicating the business or occupant of respective buildings. This field survey will also serve to notify the owner of the proper assigned number and street address for his building.
- C. Solving the problem of several occupants in one building depends on the type of building.
 - (1) Single-story buildings with one main entrance are given one number. Individual offices or stores use a "room" number if they believe it is necessary.
 - (2) Single-story buildings with two or more main hallway entrances are given one number for each main entrance on the major "front" of the building. Interior offices or stores are given "room" numbers.

- (3) Multi-story buildings with one main entrance are given only one number. Rooms are given numbers according to floors, preferably as follows:
- (a) 1st floor = 101, 102, 103, etc.
 - (b) 2nd floor = 201, 202, 203, etc.
 - (c) 3rd floor = 301, 302, 303, etc.
 - (etc.)
 - (j) 10th floor = 1001, 1002, 1003, etc.
- (4) Single-story buildings with several offices or businesses, each with a separate entrance are given numbers for each separate entrance. This is possible so long as spacing between doors is at least 20 feet.
- (5) Multi-story buildings with several individual offices or businesses on the ground floor are assigned separate numbers for each such space with one number assigned to the main entrance for all upstairs offices. The main entrance number will apply to all the floors above the first with room numbers as in (3) above.
- (6) Multi-story buildings with a separate main entrance to an elevator or stairwell will be assigned a number at the elevator or stairwell entrance for all upper floor rooms.
- (7) Buildings set back from the street and behind other buildings will be identified by the number of the building on the street followed by a letter ("A", "B", "C", etc.).
- (8) In cases where two or more houses are located on a private drive-way extending away from the public street, a number will be assigned to the driveway entrance and the separate houses identified by letters "A", "B", "C", etc.
- (9) Special cases will be assigned numbers in a logical matter following the general concepts of cases (1) through (9) above.

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