

**Minneapolis Street Naming and  
Address Standard  
V1.22  
2004 Edition**

## Document Information

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## Document Organization

	<b>Purpose</b>	<b>Intended Audience</b>
Section 1	Establish background	
Section 2	Establish Minneapolis address standards	
Section 3	Geographic Reference for Address Standard	Address Assignment Authority
Section 4	Standard Practices	Address Assignment Authority; City departments requesting addresses; Applicants; Developers; the Public
Section 5:	Reference Documents	Address Assignment Authority; City departments requesting addresses; Applicants; Developers; the Public
Section 6:	Glossary of Terms	

## Revision History

<b><u>Revision</u></b>	<b><u>Date</u></b>	<b><u>Author</u></b>	<b><u>Description of change</u></b>
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V1.21	September 5, 2003	Cheri Bootes	Revision of process flows for Street Naming, Parcel and Structure Addressing
V1.22	May 13, 2004	Michele Bliss	Finalizing Draft to Production

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## **1. Document Introduction**

Addresses are very important. They provide a common, systematic means by which people places and events can be located within the community. Addresses are one of the cornerstones of modern society, given the fact that most everyone understands an address. Much of what we record about our world is tied to an address. This document is a standard for addressing. For the sake of clarity, the term *address* refers to the simple, everyday element that designates a specific, master location, such as a home or office. Addresses are very important, but addresses are not always recorded and maintained in a standard manner. This document provides a set of guidelines by which addresses can be uniformly developed. The guidelines should be incorporated into all efforts to establish the address database, for geo-coding validation and for the development of a master address list. The standard may be applied to attribute databases such as KIVA and GOVERN as well as to geospatial databases.

In local government there are many uses for an address - notification of voter precinct, recording of crime events or dispatching of emergency services, to name a few. Although an address is important, the address content and format in the database are inconsistent. In addition, there may not be agreement on the address of a particular location between the owner, the city and the county. Therefore, one of the principle needs for this standard is to make an address more uniform, and thereby facilitate the sharing of address information.

### **1.1 Mission & Goals**

- Create an attitude of cooperation among City Departments that assign addresses and use addresses
- Identify areas of need for standardization
- Avoid duplication in creating data
- Establish standardized metadata
- Ensure data security
- Create flexible standards
- Establish guidelines by which standards may be developed
- Catalog existing data

### **1.2 Minneapolis Street Naming and Address Standard Development Procedures**

The first meeting of the Addressing Standard Committee was held October 27, 2002. The meeting was primarily a brainstorming session during which a large number of issues were put forth for further consideration.

It is important to note much of the Minneapolis Street Naming and Address Standard was developed and written by an interdepartmental team through research and review of recent development activities that have presented addressing issues and challenges.

Without the concerted efforts of the Committee, this standard would have taken much more time and effort to produce.

The first edition of the Minneapolis Street Naming and Address Standard was presented in February 2003.

#### **1.2.1 Participants**

The Addressing Standard Committee consisted of a cross-organizational team; Executive co-sponsored by Fire Chief Rocco Forte and Merwyn Larson, Director of Regulatory Services.

<b>Department</b>	<b>Representative</b>
Minneapolis Fire Department	Deputy Chief Scott Craigie
Public Works City Engineer	Dennis Morris
Regulatory Services Administration	Michele Bliss
Regulatory Services Administration	Kelly VonHoldt
Regulatory Services Business Development	Ellen Dოსdall
Regulatory Services Business Development	Cheri Bootes
Regulatory Services Business Development	Dave Nordmeyer
GIS Business Services	Erin Naughton
GIS Business Services	Garth Dietrich
Emergency Response	Patti Wallin
Minneapolis Planning Department	Jim Voll
City Attorney	Henry Reimer

### 1.2.2 Comments Opportunity and Reviews

The departments represented by the Addressing Standard Committee, the Executive sponsors and a City attorney reviewed this document.

There was review by a joint session of the Public Safety & Regulatory Services and Transportation & Public Works Committees on October 23, 2003, at which time the Minneapolis Street Naming and Address Standard and the amended Title 17, Chapter 435 of the Minneapolis Ordinances relating to Parcel and Structure Numbering were approved to be brought before the full City Council. Chapter 436, Establishing and Naming of Streets, was forwarded to the Transportation & Public Works Committee for review.

The Transportation & Public Works Committee met on December 2, 2003, and staff was directed to review processes that would include reviewing street naming by the Planning Commission. Review of the options was presented at the Transportation & Public Works Committee on May 4, 2004, at which time it was set for public hearing.

A public hearing was held at the joint session of the Public Safety & Regulatory Services and Transportation & Public Works Committees on October 23, 2003. No comments were received.

### 1.2.3 Maintenance of This Minneapolis Street Naming and Address Standard Document

The Addressing Standard Committee recognizes the need for a continuous maintenance process that may result in updates to meet user needs or to integrate with future standards.

Regulatory Services, Inspection Division will be the official record holder of the Minneapolis Street Naming and Address Standard document. The Division records manager will initiate an annual review of the standards by staff from departments mentioned in section 1.2.1 of this document. If changes to the KIVA database or ordinances necessitate it, there will be more frequent reviews.

## 1.3 *Need for a Standard*

At its simplest level, an address is an attribute of an individual ownership parcel. A good example of this is the address associated with a person's home. The address provides a relatively unique identifier by which the homeowner can receive mail and other deliveries. But, by storing the address in a database, it can also be associated with a parcel identification number, the homeowner's name, the property's land use, etc.

Furthermore, the database makes it possible to link the data with a geographic information system (GIS), providing a powerful combination of attributes and graphics. It is important to note

the address attribute evolved long before the advent of computers. Consequently, the address can be a very poor candidate for inclusion into a database, as well as a GIS. As noted above, addresses are often recorded in an inconsistent manner. From a database perspective, this can disqualify the attribute as a reliable *key*. Furthermore, address databases can be difficult to maintain. By contrast, parcels and parcel IDs are relatively easy to maintain because deeds and plats are routinely filed with local governing bodies. In essence, source data for parcel maintenance is readily available. The same cannot be said for addresses.

Through a GIS, addresses can be directly associated with graphic features such as points or polygons and lines. In the case of points or polygons, addresses can be associated with individual parcels as *master addresses*. When linked to lines (i.e., street centerlines) addresses are stored as *address ranges*, making it possible to interpolate the location of an address along the length of a linear segment. Addresses linked to points and polygons are *explicit* addresses, while those matched to lines are *implicit*.

Another way of describing this relationship is that point/polygon addresses are *real* addresses, while address ranges are only *theoretical* in nature. The benefits of good addressing practices are clear, and most local jurisdictions do a good job of assigning addresses. But, there are many communities in which past indiscretions are now complicating current operations. Good software is available that allows us to find matches to address events (i.e., *address matching or geocoding*). But, several technical problems still plague addresses. For instance, what if there are multiple addresses associated with a single parcel ID? (In database terminology this is a *one-to-many* relationship, where there is one parcel ID to many master addresses.)

A good example of this is a commercial strip mall that is owned by one person, but contains an individual address for each store within the mall. The county appraiser would probably inventory such a parcel as a single entity and record one address for the entire tract. But, the local electric company would be interested in sending a utility bill to each and every store. Consequently, the appraiser's addresses might pose too many limitations to the electric company. An opportunity to share information would have been made less effective or lost entirely.

There are many complex issues related to addresses, and no standard could deal with every possible situation. Although the Minneapolis Street Naming and Address Standard provides a basis by which addresses can be formatted and used within a GIS, it is important to note that addresses are attributes, and this standard treats them as such. This standard does not deal with, for example, how street centerlines should be digitized; that is a matter best left to transportation standards. This standard provides guidelines by which address ranges and street names can be assigned to street centerlines.

There are significant advantages that could be realized if all addressing entities follow the same address formatting rules. A standardized format, for example, would reduce the opportunity for errors when addresses for an emergency service request are being reported and entered into a computerized dispatch system. It would also reduce confusion and misinterpretations when mail is sent or address information is communicated.

Finally, a standard format for addresses would simplify the maintenance, exchange and interpretation of computerized address files in both the public and private sectors of the community.

## **2. Minneapolis Street Naming and Address Standard**

### **2.1 Introduction**

This standard arises from the need to establish the rules and guidelines for consistency and integrity in site identification and land information for land within the jurisdiction of the City of Minneapolis for the use in processes that ensure public safety.

#### **2.1.1 Relationship to Existing Standards**

The Minneapolis Street Naming and Address Standard integrates with existing standards as much as possible. Several resources were used to develop these standards, along with the working knowledge of committee participants. Resources include: the Minneapolis City Ordinances, Chapters 435 Building Numbering and 436 Street Naming; Chapters 520-551 Zoning Code; Chapter 598 Subdivisions; *U.S. Postal Addressing Standards, Publication 28*; the Planning Advisory Service *Street Naming and Property Numbering Systems, Report No. 332*; and, the Environmental Systems Research Institute, Inc., *Address Geo-coding*. Effort was made to comply with International Fire Code and International Building Code as amended by the City of Minneapolis.

#### **2.1.2 Scope of this Standard**

The rules and specifications for developing address information in this standard depend, in part, on the legal and administrative resources as defined in Minneapolis City Ordinances, Chapters 435 and 436, adopted on *[Date]* 2004. This standard defines the rules for the determination of an address, including the assignment of a unique sequence number on a street within the jurisdiction of the City of Minneapolis.

#### **2.1.3 Applicability and Intended Uses of the Standard**

The Minneapolis Street Naming and Address Standard is intended to support the automation, integration, and sharing of publicly available addresses within the City of Minneapolis. It is intended to be usable by all levels of government as well as the private sector. It standardizes the entities related to addresses, such as street directions and street types. The Minneapolis Street Naming and Address Standard is applicable to address databases that are often used for geocoding. The Minneapolis Street Naming and Address Standard also discusses common practices for assigning an address.

In preparing this document, care was taken to devise standards that are:

- Simple, easy to understand, and as logical as possible
- Uniformly applicable, whenever and wherever possible
- Flexible and able to accommodate future expansions
- Dynamic in terms of continuous review

The Minneapolis Street Naming and Address Standard is not intended to be a substitute for an implementation design. An implementation design requires adapting the structure and form of these definitions to meet specific application requirements.

### **2.2 The Address Process**

#### **2.2.1 What is given an address**

Addresses shall be assigned to each habitable or substantial structure. Addresses should not be assigned to structures that are simply accessory to another building or insubstantial in nature. For example, a detached garage for a single-family residence does not need an address, but a commercial parking garage should have an address. Where a single building has multiple exterior

entrances for separate tenant spaces or separate residential units, a separate address number shall be assigned to each exterior door. Where a single building has multiple doors leading to a shared hallway or lobby, only one address shall be assigned. A suite or apartment number may distinguish each door.

### 2.2.2 Types of addresses assigned

Each parcel, structure or site within a structure will be assigned only one master address. Any additional sites may be assigned addresses at the discretion of the assigning authority.

The Master address for a structure is determined by the location of the primary public access entrance from the street. Considerations to take into account when identifying the primary public entrance considerations are:

- Focus of the building
- Curb cuts
- Public space

Types of access points for which an address may be assigned:

	<b>Required Address</b>	<b>Discretionary Address</b>
Parcel	Tax parcel address	
Structure	Primary Public Entrance	Secondary Public Entrance
		Loading Dock Entrance
		Public Parking Entrance
Sites within the Structure	Primary Entrance	Access points within the structure

### 2.2.3 When is an address assigned

The address for each site will be reviewed prior to issuing a permit, contingent on the following city development activities:

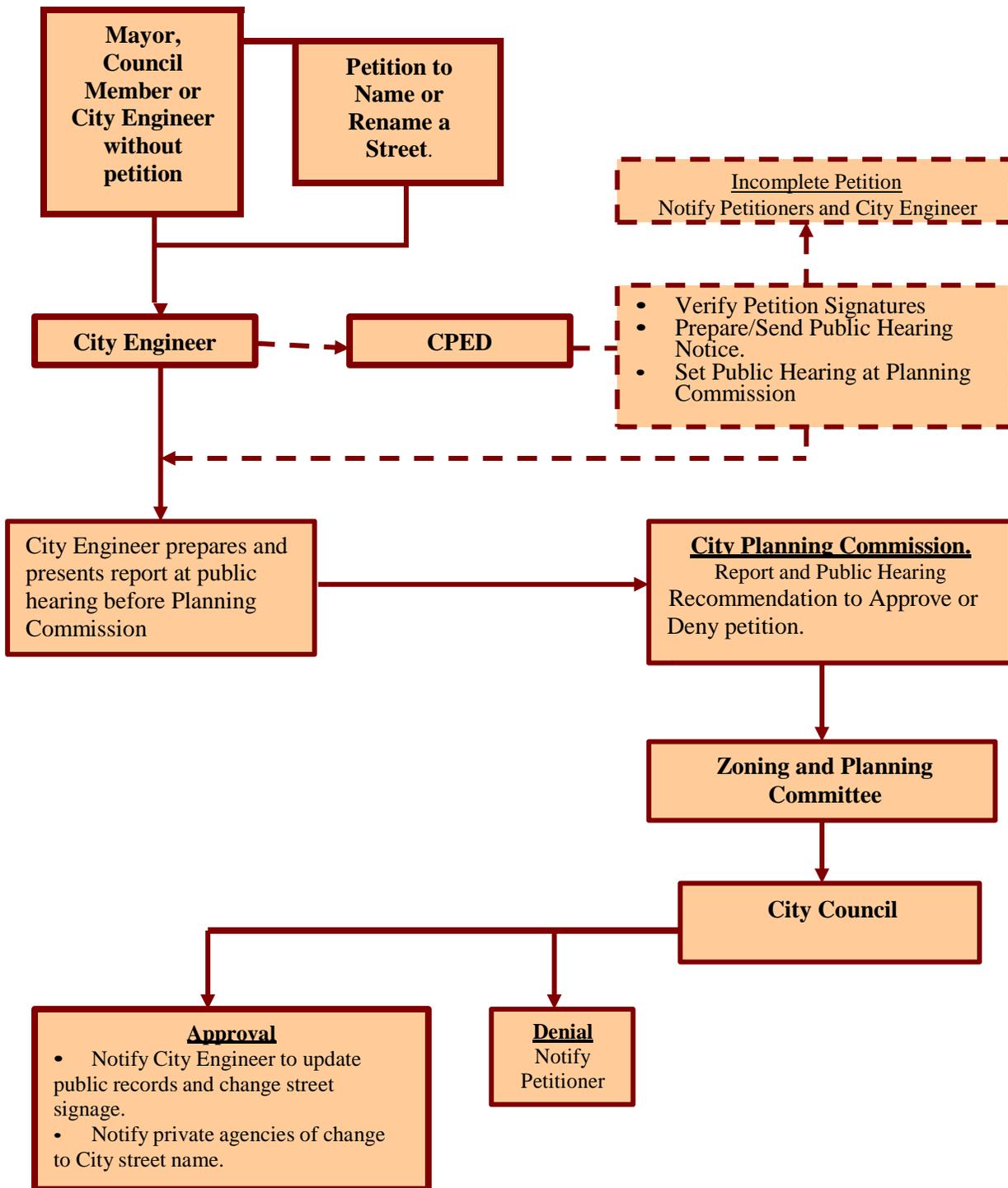
- Subdivisions
- Land Use Applications
- Building Permits
- Street Vacations
- Structure Moves

If it is determined that an address assignment is required, a request will be processed through Regulatory Service Administration. Refer to process section 2.2.5 Street Naming Process on pages 11 and 12 and 2.2.7 Structure Address Assignment Process on page 13 for activities and responsibilities.

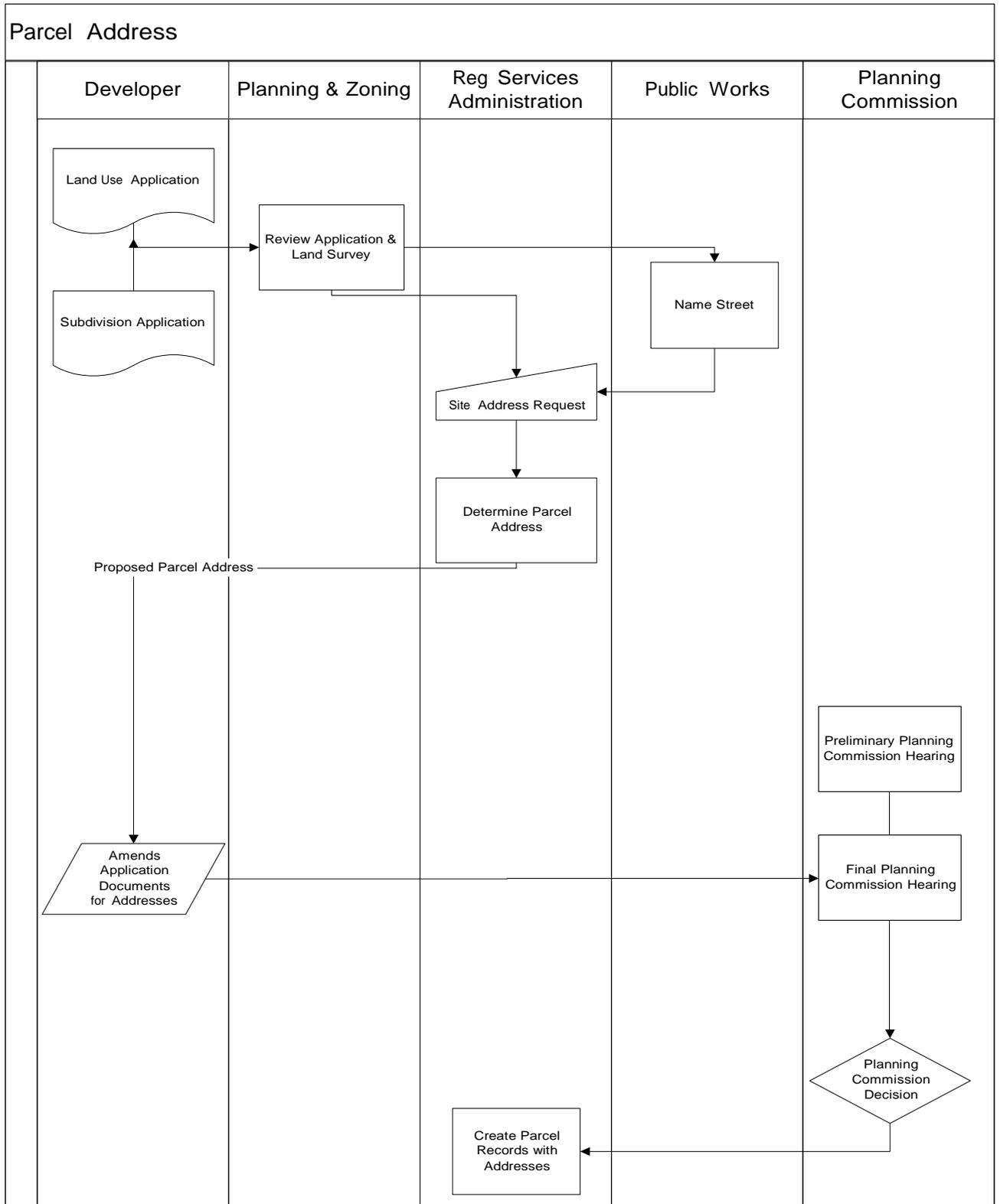
### 2.2.4 Address Assignment Roles

<b>Player</b>	<b>Current Role</b>
County	Assign the 13-digit tax parcel ID.
City Assessor	Provide split/combo worksheet to Regulatory Services Administration.
Regulatory Services Administration	Determine the addresses of parcels, structures and/or establishments. Create and update the land records in KIVA.
Public Works	Assign street names. Maintain street master file in KIVA.
Park Board	Assign parkway and trail names.
Planning	Review and gain required approvals for subdivision applications. Submit subdivision package to City Clerk for registration with Hennepin County for tax parcel ID assignment.
Applicant	Complete application.

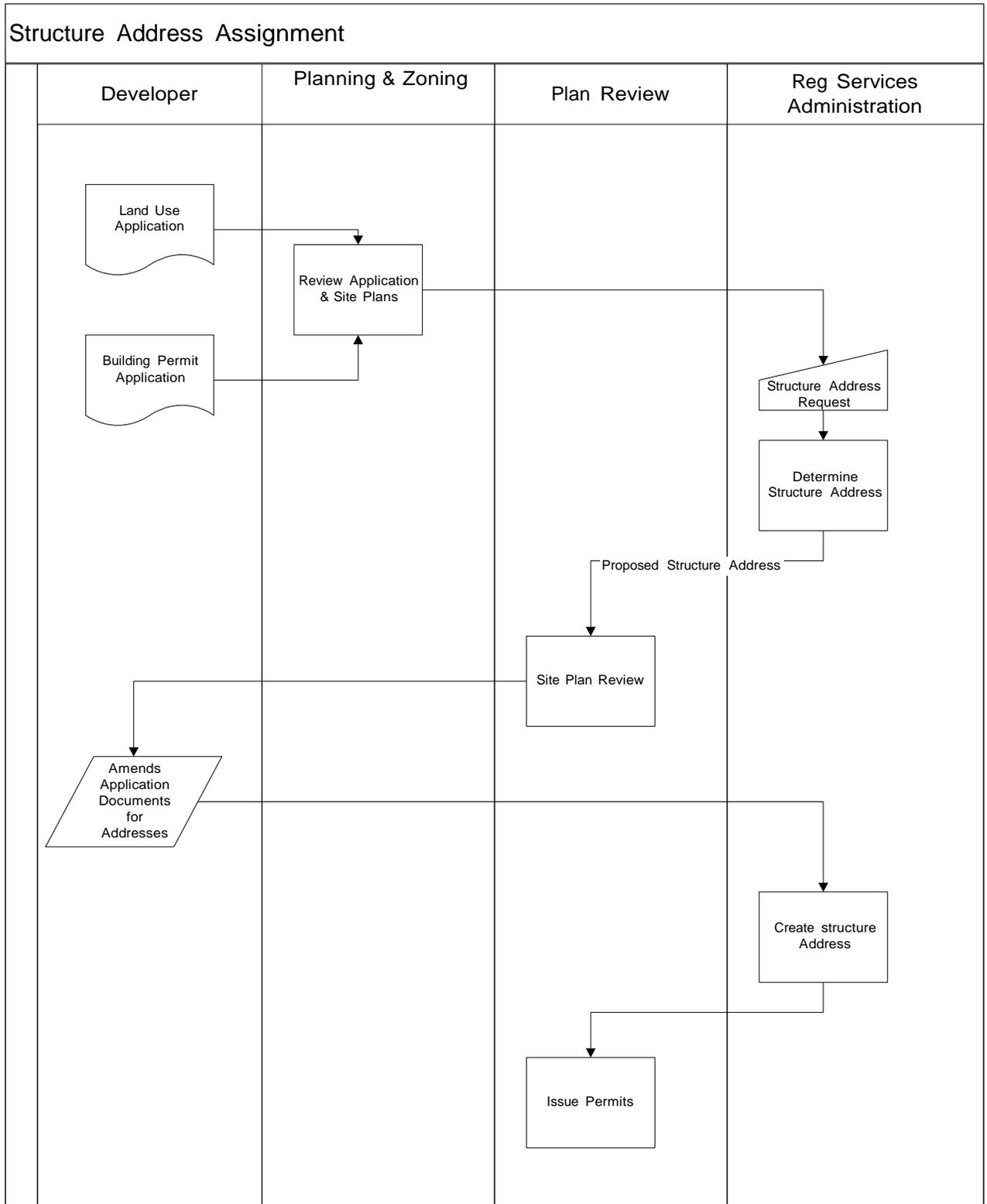
## 2.2.5 Street Naming Process



## 2.2.6 Parcel Address Assignment Process



## 2.2.7 Structure Address Assignment Process



## 2.3 Definitions of Address Attributes

Associated attributes pertain to the formatting and storing of address data within attribute tables that are external to and associated with feature attribute tables of geospatial datasets. For example, a city's master address database could be associated with, and address matched, against a citywide geospatial dataset of points.

### 2.3.1 Address Inventory

The City will develop and accurately maintain the following inventories.

- A master street name tabular database, referenced when new street names are being created to avoid duplications. All street names shall be kept consistent with geospatial datasets.
- A master parcel address inventory tabular database, referenced when new parcels are being created to avoid duplications.
- A master structure address inventory, referenced when new sequence numbers are being assigned to avoid duplication.

These inventories will be integrated to create a single master address source.

### 2.3.2 Content

Content has to do with the correctness of the overall address. There are three aspects of content correctness:

- 1) The address must be correct for the location in question.
- 2) The address must be correct sequentially in terms of its relationship with the overall addressing schema.
- 3) The individual components of the address must be complete (filled in where appropriate) and contain the correct information.

### 2.3.3 Temporal

Temporal accuracy pertains to how current the address or address range is in relationship to the real world. There is often a time lag between when a project is submitted for review by the City and completion of construction; therefore, it is best to assign an address prior to City development activities as defined in section 2.2.3 on page 10 When is an address assigned.

### 2.3.4 Address Components

An address is composed of the following components and shall be formatted as shown below.

<u>Field Name</u>	<u>Length</u>	<u>Type</u>	<u>Description</u>
NUMBER	6	Alpha	Address Sequence Number
STR_NAM	30	Alpha	Street Name
STR_TYPE	4	Alpha	Street Type
SUF_DIR	2	Alpha	Directional Suffix
Suite_NUM	10	Alpha	Unit Sequence Number
CITY	17	Alpha	City name
ST	2	Alpha	State
ZIP5	5	Numeric	Zip Code
ZIP4	4	Numeric	Zip Code+4

Optional components: suite, directional, street type

Example: 1235 19th St W, Suite 24, Minneapolis, MN 55999-9999

### 2.3.5 Address Sequence Numbers

Whenever possible address sequence numbers shall consist entirely of numbers. When that is not possible, an alpha character added to the address as a sub-number is preferable to a fraction. Characters other than letters and whole numbers shall be avoided in all parts of the address number. Hyphens shall also be avoided in the address number.

Example: 2456 or 2458 are desirable. 2456A is preferable to 2456 1/2 when not able to assign a whole number as a sequence. Characters that are similar to numbers will not be used; for example, I, O, L.

No two different land object sites may have the same address assignment within the City of Minneapolis jurisdiction.

All addresses will be assigned based on the street network grid within the Address District.

### 2.3.6 Numeric Sequence

Address sequence numbers will be assigned as described in section 2.2.2 Types of addresses assigned.

Addresses shall always be assigned so they are in numeric sequence. Where two or more buildings addressed off of the same street are located in a "stacked" configuration (one building behind the other, carriage houses), addresses shall be kept in sequence to the greatest degree possible. In addition, the stacked building closest to the street shall have a lower address number than a building farther away.

A building sequence number is assigned in the street network grid based on the following guidelines:

- Relative position on the block face to the street network grid and existing property across the street.
- Sequence numbers will be assigned with odd and even numbered sides of the street, where the site with the odd sequence number will be one digit higher than the corresponding site on the even side of the street, i.e., 2014 is opposite 2015. (Zero (0) is considered even.)
- Providing best access from the street.
- Incremented by a minimum of two whole numbers.
- Incremented by 100 when crossing an intersection.
- Diagonal entrances will be assigned off the North/South street.

Suite sequence assignment within a building having a shared entrance –

When several units use the same entrance, a suite designation will be assigned in addition to the sequence number for the building entrance for the site. The following guidelines will apply.

- The first one to two digits of the suite sequence number will designate the floor number of the site.
- The last two digits of the suite sequence number will designate the unique ID for the unit (condo, suite, unit, or apartment).
- Suite sequence numbers will be assigned to dwelling, commercial and retail units, not common areas. For example, laundry rooms, saunas, workout rooms, etc., would not be assigned numbers.

### 2.3.7 Odd/Even Numbering

Parity shall remain consistent within the Address District.

### 2.3.8 Consistency with Cross Streets

Since each street in the street name grid will usually have a *hundred block* designation, addresses shall be assigned so they are consistent with those designations. For example, if OAK RD is the 1900 block, addresses on a numbered street that intersects with OAK RD should be less than 1900 east of OAK RD and greater than 1900 west of OAK RD. There are exceptions to this as mentioned in each Address District.

### 2.3.9 Address Sequence Consistency

Addresses located across the street from each other shall be assigned so that they are nearly equal. Where there are more addresses on one side of the street, addresses assigned to the other side will be more widely spaced so that addressing consistency is maintained for addresses across from one another.

## 2.4 Streets

The official name of all streets shall be as approved by the Minneapolis City Council or as dedicated by plat. Streets named prior to the effective date of this ordinance need not conform to these criteria. Historically, Minneapolis Park Board streets have not consistently conformed to City naming and address standards.

### 2.4.1 Street Category definitions

**Public** streets are those dedicated for use by the public in either a plat dedication, deed of conveyance or through condemnation by the City.

**Private** streets are those not dedicated for use by the public and are operated and maintained as a street by a private entity. In order to have an address assignment, the private street name shall be designated by the Minneapolis City Council in accordance with the provisions of this standard, and shall be signed in a manner that is distinguishable from the public street signage approved by the City Engineer. Private streets may exist without name designation by the City Council, but structures shall not be addressed off unnamed streets, and their signage shall not be placed within the public right-of-way.

### 2.4.2 Street Names

Streets shall be named in consideration of the following criteria.

- Numeric street names shall be written using numerical rather than alphabetical spelling. For example, 1 rather than One.
- Numeric street names shall include the alphabetic suffix to the numerical prefix. For example, 12TH rather than 12.
- Street names shall not be longer than can be produced by the standard sign manufacturing capability of the City Engineer or 30 characters, whichever is less.
- Continuous streets should have the same name throughout the metropolitan area.
- A street name should be changed only if there will be a public benefit that clearly outweighs the public confusion and cost that would be created by the name change.
- A proposed street name should not be similar to an existing street name so that it creates confusion or hinders the provision of standard or emergency services.
- A proposed street name should not duplicate any other street name unless it is a continuation of an interrupted street.
- Street names should be in alphabetic or numerical sequence whenever practical.
- A street name should not uniquely identify a particular product, service, tenant, business or living person.
- Streets should generally be named after people, places, events and things related to the City and citizens of Minneapolis. Proposed names should meet one of the following criteria:

- 1) to posthumously honor and commemorate noteworthy persons associated with the City of Minneapolis;
- 2) to commemorate local history, places, events or culture;
- 3) to strengthen neighborhood identity; or,
- 4) to recognize native wildlife, flora, fauna or natural features related to the community and the City of Minneapolis.
- No street shall be designated with the name "Parkway" except under the jurisdiction of the Park and Recreation Board.
- Elements of an alphabetical street name should not be abbreviated unless it is common practice to do so. For example, DR MARTIN LUTHER KING JR is acceptable and preferable to DOCTOR MARTIN LUTHER KING JUNIOR.

### 2.4.3 Dual Governmental Streets

Where a street is, or clearly will be, both within and outside the City, the City Engineer shall confer with other concerned local governments and seek a mutually satisfactory name. Addresses within the City of Minneapolis shall be assigned in conformance with City Ordinance.

### 2.4.4 Site Street Assignment

The street must be named in accordance with the Minneapolis Street Naming and Address Standard and listed on the Official Street Inventory for the City.

The street providing primary access to the structure will be used for address assignment. Addressing off a private street shall occur only when addressing off a public street is not possible.

### 2.4.5 Street Type

Every street may be assigned one street type. Standard street types shall always be abbreviated and capitalized and shall not include periods.

Street type abbreviations adopted by the City of Minneapolis from the *Postal Addressing Standards, Pub 28, August 1995*, are listed in the table below.

<b>Street Type</b>	<b>Abbreviation</b>
Avenue	AVE
Boulevard	BLVD
Circle	CIR
Court	CT
Curve	CV
Drive	DR
Flats	FLTS
Highway	HWY
Lane	LN
Parkway	PKWY
Place	PL
Plaza	PLZA
Road	RD
Street	ST
Terrace	TERR
Way	WAY

### 2.4.6 Street Directional

All street directionals shall be suffixes. When a street is assigned a directional, the directional suffix shall always be abbreviated and capitalized, and shall not include periods. The valid directional abbreviations are listed in the table below.

Direction	Abbreviation
North	N
South	S
East	E
West	W
Northeast	NE
Northwest	NW
Southeast	SE
Southwest	SW

#### 2.4.7 Street Orientation

All streets are designated as either a north/south or an east/west orientation prior to applying the sequence grid and determining the appropriate sequence number for the land site address.

#### 2.4.8 Diagonal and Meandering Streets

Streets that are diagonal or meandering will be designated as north/south or east/west and addressed based on this orientation and the address grid.

#### ~~2.4.9 Vanity Addresses~~

~~Vanity street names and numbers shall not be used as the primary street name or address component.~~

#### 2.4.9 Commemorative Street Addresses

Commemorative street names and numbers shall not be used as the primary street name or address component.

#### 2.4.10 Commemorative Street Naming

A commemorative street name shall be approved in the same manner as required by Minneapolis Code of Ordinance, Chapter 249 and conform to all other Sections of this Policy.

#### 2.4.11 Commemorative Street Names Duration

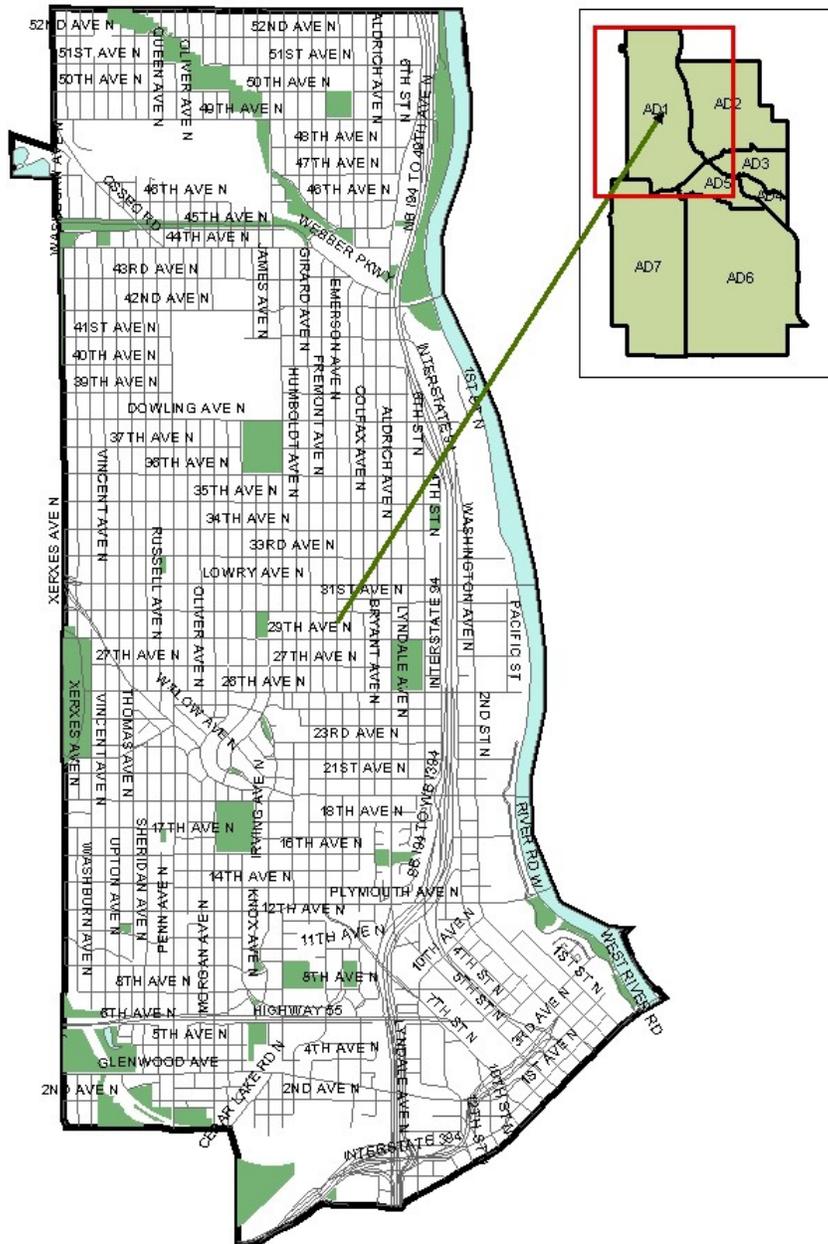
Commemorative street names shall only be assigned for a duration of 10 years and may be renewed in the same manner as **Section 2.4.10** of the Policy

### **3. Address Districts in the City of Minneapolis**

There are seven Address Districts in the City of Minneapolis for which address standards may vary as defined in the following sections. Where possible existing street names are used to define the boundaries of the Address Districts. Where the street may not exist, the street is designated by the use of the term "extension".

3.1 Address District 1

### Minneapolis Street Address Districts



### 3.1.1 Boundaries

City streets forming the boundaries are:

North	Starting at the corner of Xerxes Ave N and 53 <sup>rd</sup> Ave N, going east to the Mississippi River.
East	Starting at the corner of 53 <sup>rd</sup> Ave N and the Mississippi River, going south following the river to Hennepin Ave.
South	Starting at the corner of Hennepin Ave and the Mississippi River, then southwest along Hennepin Ave to Hwy 94, then Dunwoody Ave going northwest to the south side of Hwy 394, then Hwy 394 west to Logan Ave extension, then north on Logan Ave to Chestnut Ave W, then Chestnut Ave W to Xerxes Ave.
West	Starting at the intersection of Chestnut Ave W and Xerxes, then north on Xerxes Ave N to 47 <sup>th</sup> Ave N, then west, then north, then east around Ryan Lake and back to Xerxes and 48 <sup>th</sup> Ave N, then proceeding north on Xerxes Ave N to 53 <sup>rd</sup> Ave N.

### 3.1.2 Address Sequence Number Assignment

The assigning of address numbers will increase sequentially from south to north and from east to west.

Number is an	Block	Street
Even Number	West Side of block	East Side of Street
Even Number	South Side of block	North Side of Street
Odd Number	East side of block	West side of Street
Odd Number	North side of block	South side of Street

### 3.1.3 Street Directional

Although most street types will have a directional of North, there are exceptions.



### 3.2.1 Boundaries

North	Starting at the westerly extension of 37 <sup>th</sup> Ave NE and the Mississippi River, then east on 37 <sup>th</sup> Ave NE to Stinson Blvd NE.
East	Starting at the intersection of Stinson Blvd NE and 37 <sup>th</sup> Ave NE, then south on Stinson Blvd NE to Lowry Ave NE, to the extension of Hoover St NE, following Hoover St NE south to the extension of 18 <sup>th</sup> Ave NE, then following 18 <sup>th</sup> Ave NE east to 33 <sup>rd</sup> Ave SE, then south on 33 <sup>rd</sup> Ave SE to Hennepin Ave E.
South	Starting at the corner of 33 <sup>rd</sup> Ave SE and Hennepin Ave E, then west on Hennepin Ave E to the railroad tracks west of Stinson Blvd, then going northwest along railroad right-of-way to the Arthur St NE extension, then south on Arthur St NE to Hennepin Ave E, then west on Hennepin Ave E to 8 <sup>th</sup> St SE, then northwest along 8 <sup>th</sup> St SE to Central Ave NE, south on Central Ave NE to Hennepin Ave E, then west on Hennepin Ave E to the west side of Nicollet Island and the Mississippi River.
West	Starting at Hennepin Ave E and the Mississippi River, then north following the Mississippi River to the westerly extension of 37 <sup>th</sup> Ave NE.

### 3.2.2 Address Sequence Number Assignment

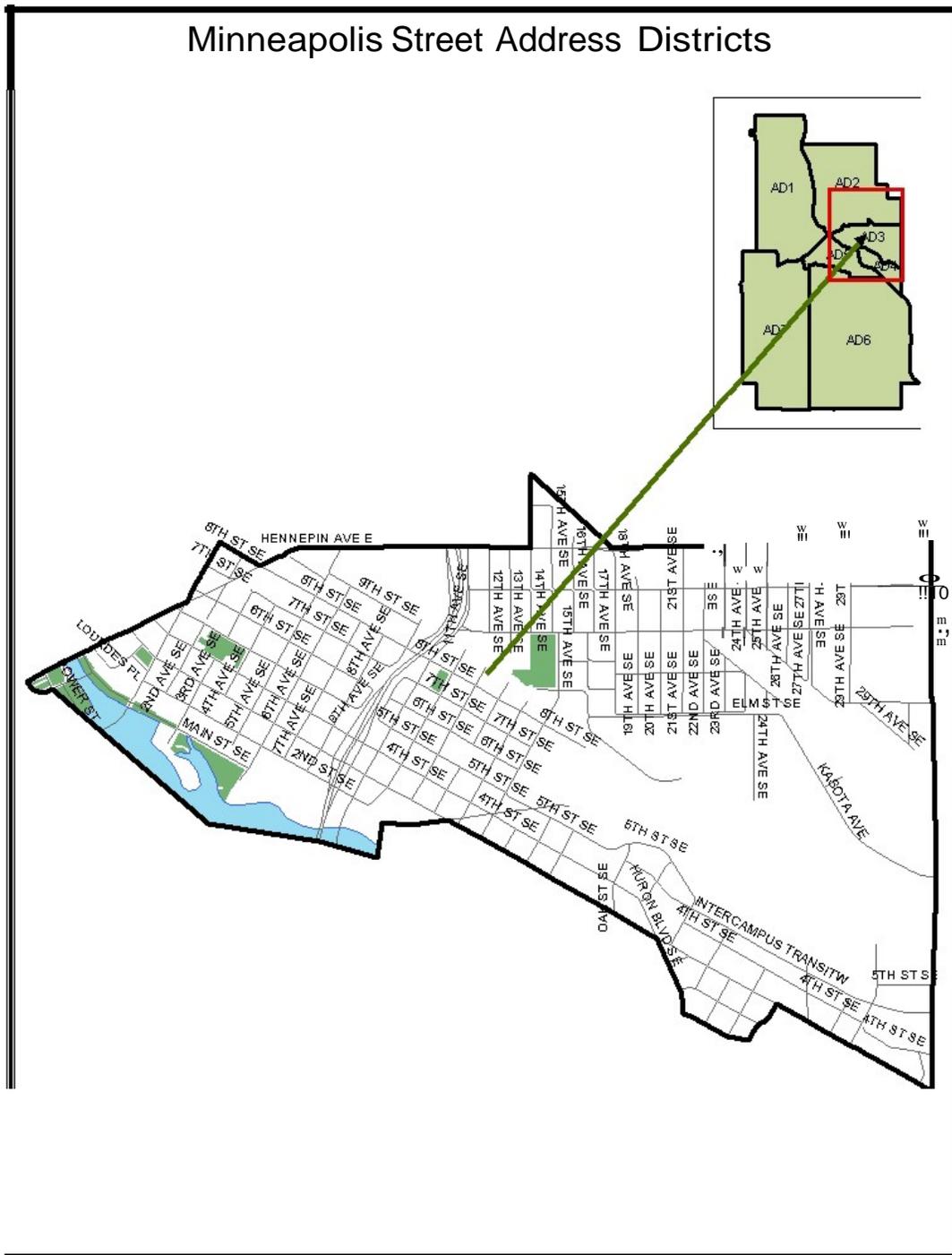
The assigning of address numbers will increase sequentially from south to north and from west to east.

Number is an	Block	Street
Even Number	East Side of block	West Side of Street
Even Number	North Side of block	South Side of Street
Odd Number	West side of block	East side of Street
Odd Number	South side of block	North side of Street

### 3.2.3 Street Directional

Although most street types will have a directional of Northeast, there are exceptions.

3.3 Address District 3



### 3.3.1 Boundaries

North	Starting at the Mississippi River west of Nicollet Island on Hennepin Ave E, then northeast on Hennepin Ave E to Central Ave NE, then north on Central Ave NE to 8 <sup>th</sup> St SE, then southeast on 8 <sup>th</sup> St SE to Hennepin Ave E, then east on Hennepin Ave E to Arthur St NE extension, then north on Arthur St NE to the railroad right-of-way southeast to Hennepin Ave E, then east to 33 <sup>rd</sup> Ave SE.
East	Starting at the intersection of 33 <sup>rd</sup> Ave SE and Hennepin Ave E, then south on 33 <sup>rd</sup> Ave SE to University Ave SE.
Southwest	Starting at the intersection of 33 <sup>rd</sup> Ave SE and University Ave SE, going northwest on University Ave SE to St Mary's Ave, then south on St Mary's Ave to Essex St SE, west on Essex St SE to Huron Blvd, then north on Huron Blvd to University Ave SE, then northwest on University Ave E to extension of 14th Ave SE, then southwest following the railroad tracks to the Mississippi River west of Nicollet Island.

### 3.3.2 Address Sequence Number Assignment

The assigning of address numbers will increase sequential from north to south and from east to west.

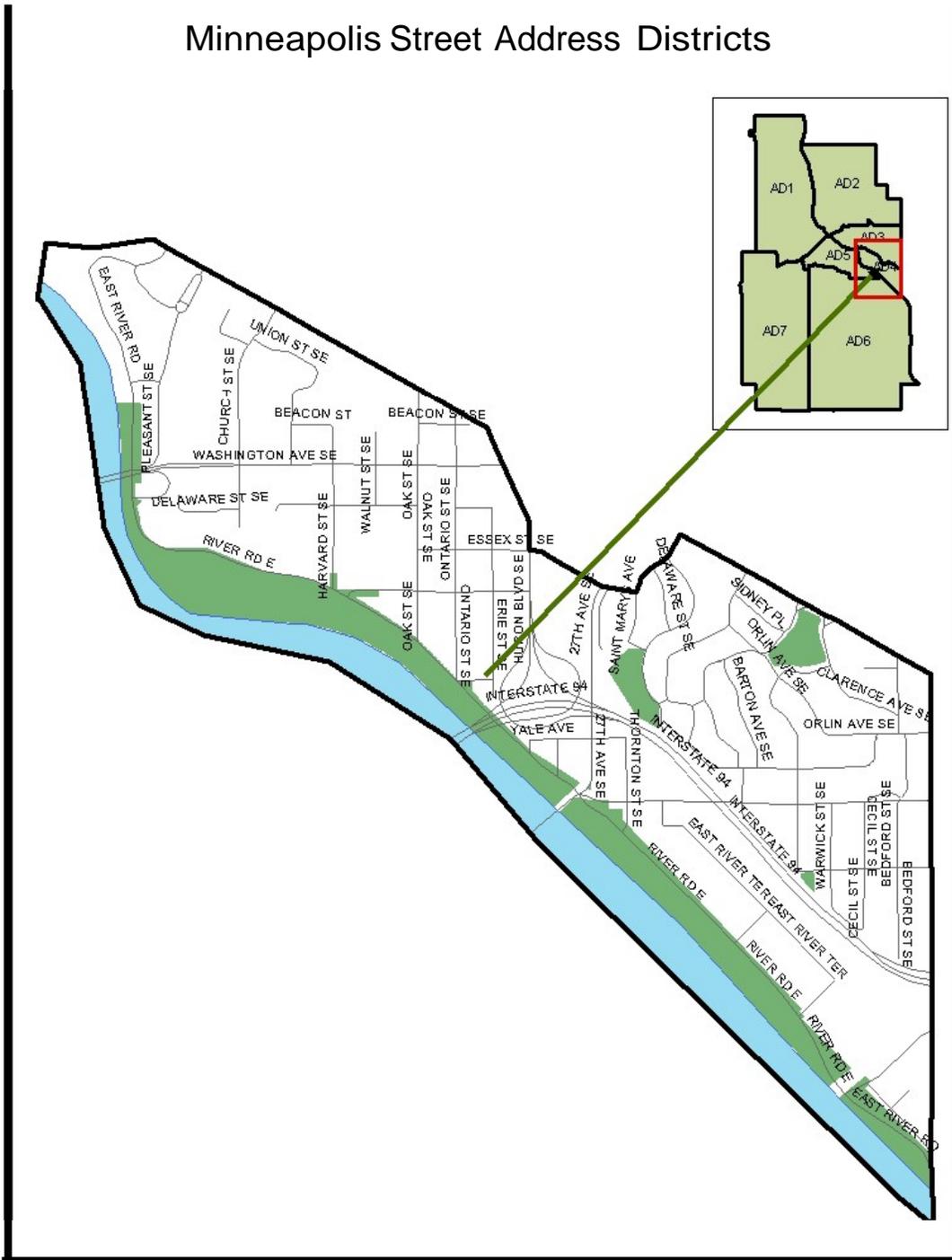
Number is an	Block	Street
Even Number	West Side of block	East Side of Street
Even Number	North Side of block	South Side of Street
Odd Number	East side of block	West side of Street
Odd Number	South side of block	North side of Street

### 3.3.3 Street Directional

Although most street types will have a directional of Southeast, there are exceptions.

3.4 Address District 4

### Minneapolis Street Address Districts



### 3.4.1 Boundaries

City streets forming the boundaries are:

North	Starting at the Mississippi River and the extension of 11 <sup>th</sup> Ave SE, then following the railroad tracks northeast to the intersection of 14 <sup>th</sup> Ave SE and University Ave SE, then east on University Ave SE to Huron Blvd, then south on Huron Blvd to Essex St SE, then east on Essex St SE to St Mary's Ave, then north on St Mary's Ave to University Ave SE, then east on University Ave SE to Emerald St.
East	Starting at the intersection of University Ave SE and Emerald St, then south on Emerald St to the Mississippi River.
South	Starting at the Mississippi River and Emerald St SE, then north along the Mississippi River to the railroad tracks to the 11 <sup>th</sup> Ave SE extension to the Mississippi River.

### 3.4.2 Address Sequence Number Assignment

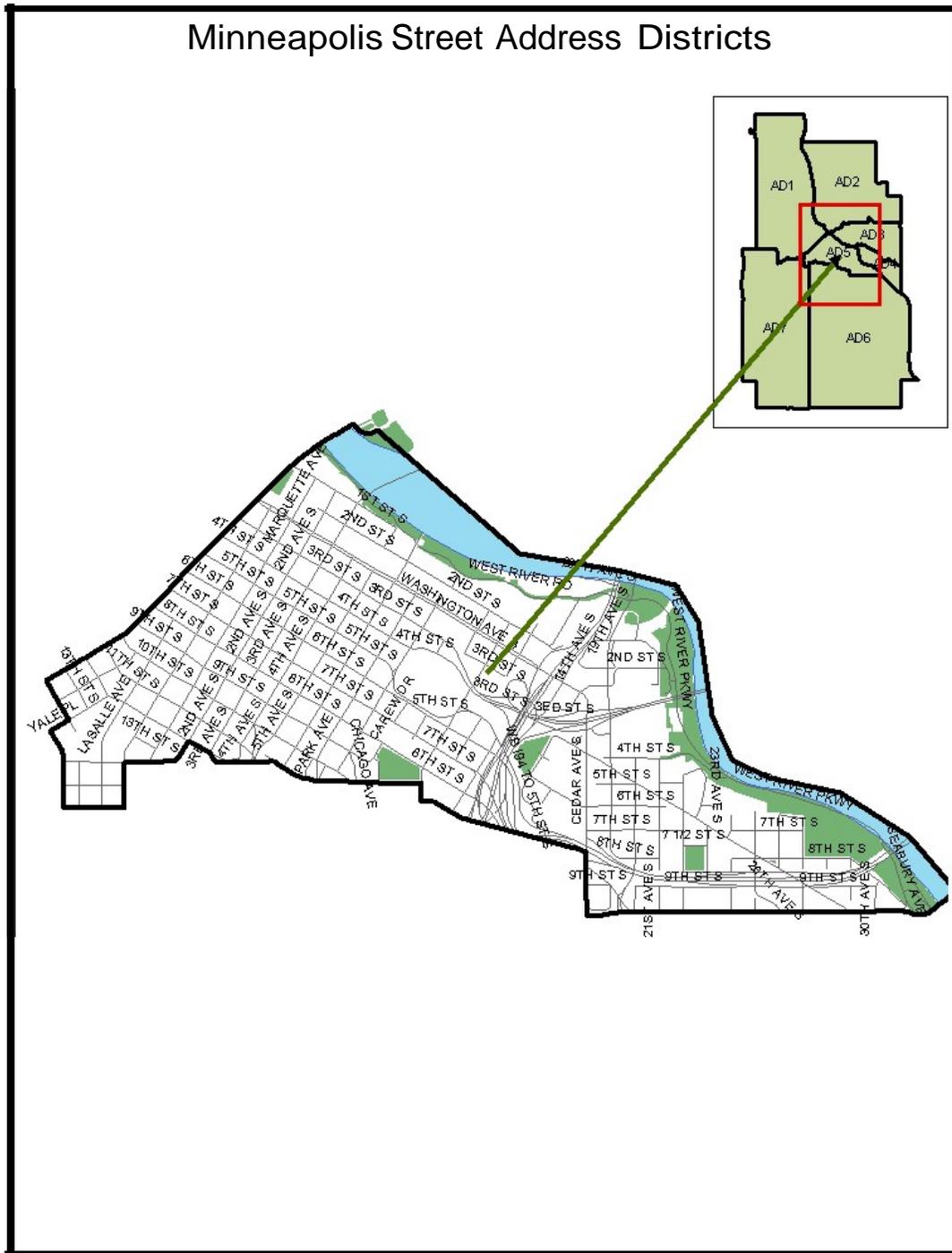
The assigning of address numbers will increase sequentially from south to north and from west to east.

Number is an	Block	Street
Even Number	East Side of block	West Side of Street
Even Number	North Side of block	South Side of Street
Odd Number	West side of block	East side of Street
Odd Number	South side of block	North side of Street

### 3.4.3 Street Directional

Although most street types will have a directional of Southeast, there are exceptions.

3.5 Address District 5



### 3.5.1 Boundaries

City streets forming the boundaries are:

North	Starting at Hennepin Ave at the intersection of 14 <sup>th</sup> Street S, then northeast on Hennepin Ave to the Merriam Street on Nicollet Island then south on Power Street to the centerline of the Mississippi River to Franklin Avenue E. bridge.
South	Starting at Franklin Ave E and the Mississippi River, going west on Franklin Avenue E to Cedar Ave S, then north on Cedar Ave S to the south side of Hwy I94, then northwest across the intersection of Hwy I94 and Hwy 35W to 9 <sup>th</sup> St S, then west on 9 <sup>th</sup> St S to 15 <sup>th</sup> St E, then west on 15 <sup>th</sup> St E to 11 <sup>th</sup> Ave S, then north on 11 <sup>th</sup> Ave S to 14 <sup>th</sup> St E, then west on 14 <sup>th</sup> St E to the intersection of 14 <sup>th</sup> St E and Park Ave S, then west on 11 <sup>th</sup> St S to Grant, then west on Grant St E to 4 <sup>th</sup> Ave S, then west on 12 <sup>th</sup> St S to 2 <sup>nd</sup> Ave S, then south on 2 <sup>nd</sup> Ave S to Grant St E, then west on Grant St E to Nicollet Ave S, then south on Nicollet Ave to 15 <sup>th</sup> St W, then 15 <sup>th</sup> St W to Willow St, then north on Willow St to Yale Pl, then east on Yale Pl to Spruce Pl, then north on Spruce Pl to Hennepin Ave.

### 3.5.2 Address Sequence Number Assignment

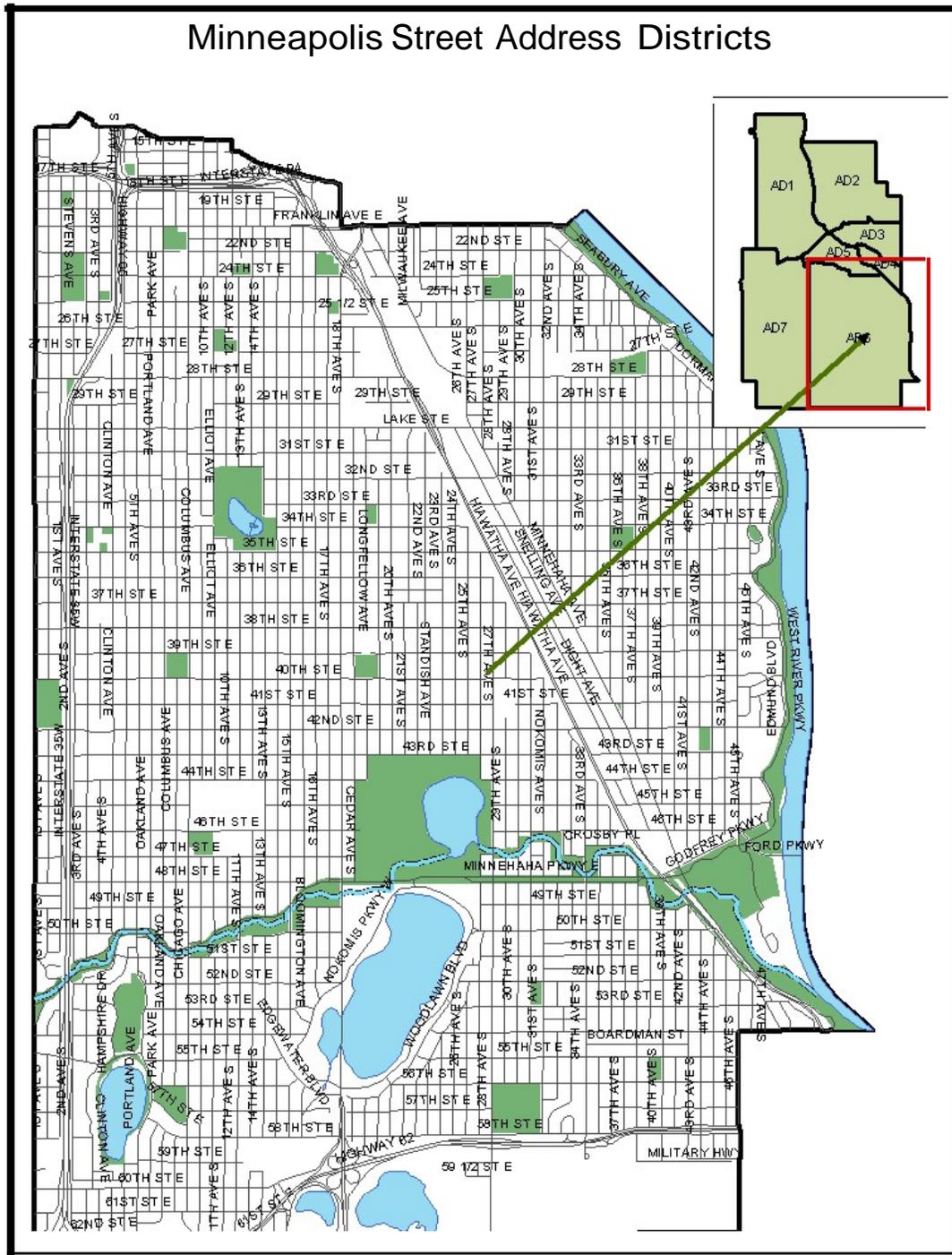
The assigning of address numbers will increase sequentially from north to south and from west to east.

Number is an	Block	Street
Even Number	East Side of block	West Side of Street
Even Number	South Side of block	North Side of Street
Odd Number	West side of block	East side of Street
Odd Number	North side of block	South side of Street

### 3.5.3 Street Directional

Although most street types will have a directional of South, there are exceptions.

3.6 Address District 6



### 3.6.1 Boundaries

City streets forming the boundaries are:

North	Starting at the corner of Grant St E and Nicollet Ave, going east along Grant St E to 2 <sup>nd</sup> Ave S, then north on 2 <sup>nd</sup> Ave S to 12 <sup>th</sup> St S, then east on 12 <sup>th</sup> St S to 4 <sup>th</sup> Ave S, then north on 4 <sup>th</sup> Ave S to 11 <sup>th</sup> St S, then east on 11 <sup>th</sup> St S to Grant St E, then east on Grant St E to the intersection of Portland Ave S and 11 <sup>th</sup> St E, then east on 11 <sup>th</sup> St E to the intersection of Park Ave S and 14 <sup>th</sup> St E then east on 14 <sup>th</sup> St E to 11 <sup>th</sup> Ave S, then south on 11 <sup>th</sup> Ave S to 15 <sup>th</sup> St E, then east on 15 <sup>th</sup> St E to 9 <sup>th</sup> St S, southeast on 9 <sup>th</sup> St S and across the intersection of Hwy 94 and Hwy 35W in a straight line to the south side of Hwy 94 where Hwy 94 intersects with Cedar Ave S, then south on Cedar Ave S to Franklin Ave E, then east on Franklin Ave E to the Mississippi River.
East	Starting at the corner of Franklin Ave E and the Mississippi River, then south along the Mississippi River to intersection of 54 <sup>th</sup> St E extension with the Mississippi River, then west along 54 <sup>th</sup> St E to 46 <sup>th</sup> Ave S, then south on 46 <sup>th</sup> Ave S to 59 <sup>th</sup> St E.
South	Starting at the corner of 46 <sup>th</sup> Ave S and 59 <sup>th</sup> St E, then west on 59 <sup>th</sup> St E to 42 <sup>nd</sup> Ave S, then north on 42 <sup>nd</sup> Ave S to the south side of Hwy 62, then west to 37 <sup>th</sup> Ave S extension, then north on 37 <sup>th</sup> Ave S extension to 58 <sup>th</sup> St E, then west on 58 <sup>th</sup> St E to 12 <sup>th</sup> Ave S, then south on 12 <sup>th</sup> Ave S to 59 1/2 St E, then east on 59 1/2 St E to 15 <sup>th</sup> Ave S, then south on 15 <sup>th</sup> Ave S to 61 <sup>st</sup> St E, then east on 61 <sup>st</sup> St E to Bloomington Ave S, then south on Bloomington Ave S to 62 <sup>nd</sup> St E, then west on 62 <sup>nd</sup> St E to Nicollet Ave S.
West	Starting at the corner of 62 <sup>nd</sup> St E and Nicollet Ave S, going north on Nicollet Ave S to Grant St E.

### 3.6.2 Address Sequence Number Assignment

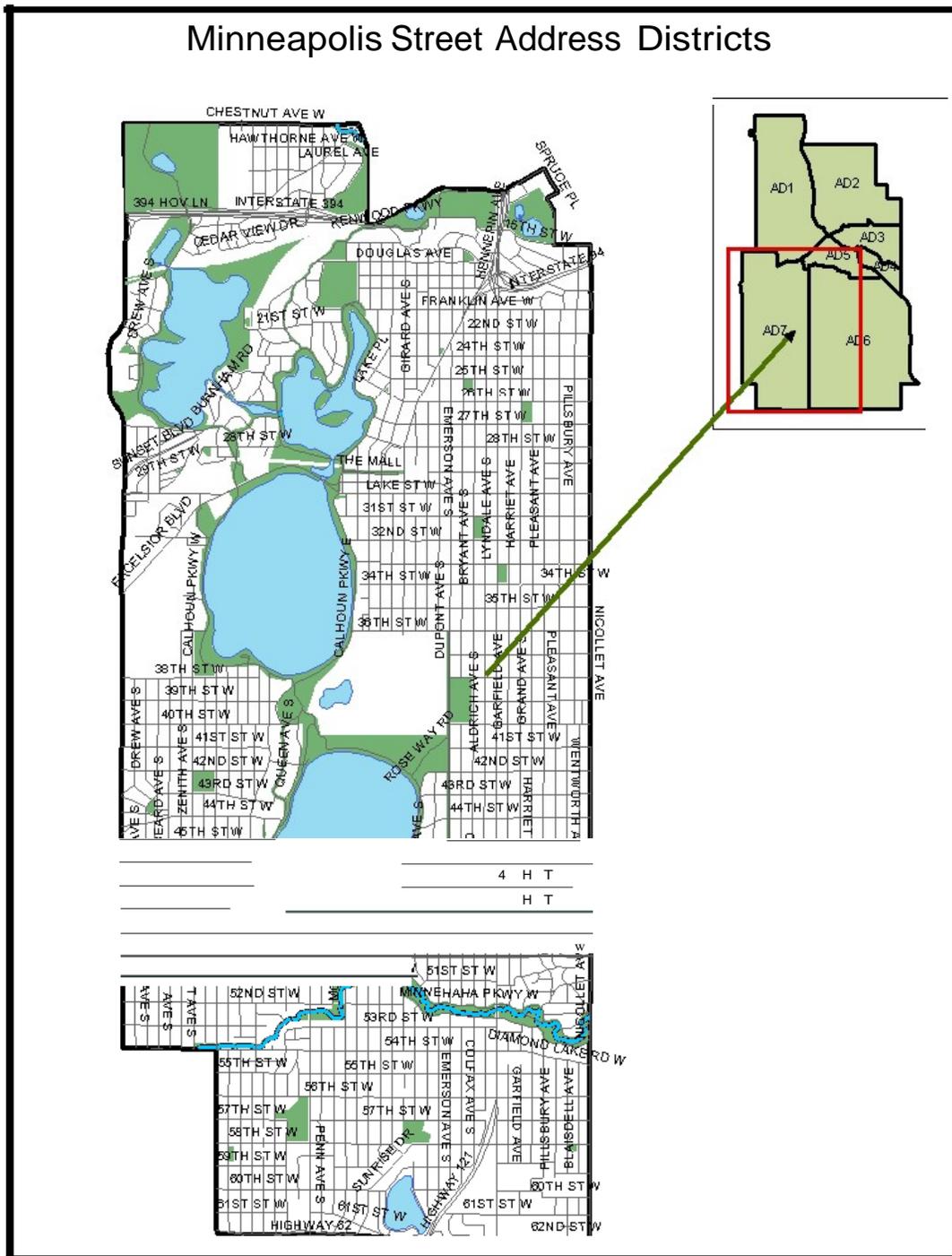
The assigning of address numbers will increase sequentially from north to south and from west to east.

Number is an	Block	Street
Even Number	East Side of block	West Side of Street
Even Number	South Side of block	North Side of Street
Odd Number	West side of block	East side of Street
Odd Number	North side of block	South side of Street

### 3.6.3 Street Directional

Although most street types will have a directional of South or East, there are exceptions.

3.7 Address District 7



### 3.7.1 Boundaries

City streets forming the boundaries are:

North	Starting at the corner of Nicollet Ave S and 15 <sup>th</sup> St W and going west on 15 <sup>th</sup> St W to Willow St, then north on Willow St to Yale Place, then east on Yale Place to Spruce Place, then north on Spruce Place to Hennepin Ave, then southwest on Hennepin Ave to Dunwoody Ave, then northwest on Dunwoody Ave to the south side of Hwy 394, then west along the south side of Hwy 394 to the intersection of Logan Ave S extension with Hwy 394, then Logan Ave S north to Chestnut Ave W, then west on Chestnut Ave W to Xerxes Ave S.
East	Starting at the corner of 15 <sup>th</sup> St W and Nicollet Ave S, then south on Nicollet Ave S to 62 <sup>nd</sup> St W.
South	Starting at the corner of Nicollet Ave S and 62 <sup>nd</sup> St W, then west on 62 <sup>nd</sup> St W to Xerxes Ave S.
West	Starting at the corner of 62 <sup>nd</sup> St W and Xerxes Ave S, then north on Xerxes Ave S to 54 <sup>th</sup> St W, then west on 54 <sup>th</sup> St W to France Ave S, then north on France Ave S to Chestnut Ave W (Glenwood) extension.

### 3.7.2 Address Sequence Number Assignment

The assigning of address numbers will increase sequentially from north to south and from east to west.

Number is an	Block	Street
Even Number	East Side of block	West Side of Street
Even Number	South Side of block	North Side of Street
Odd Number	West side of block	East side of Street
Odd Number	North side of block	South side of Street

### 3.7.3 Street Directional

Although most street types will have a directional of South or West, there are exceptions.

## **4. Standard Practices**

### **4.1 *Address/Records Instructions***

For properties that require a new address or address change due to development activities (e.g. subdivisions, land use applications, building permits, street vacations, structure moves). Address assignments must be obtained in the Inspections Division Office. Submit a plot plan showing property lines, adjacent streets and alleys, a North arrow, location of existing buildings and/or additions, the main entrance of the structure, additional entrances, and the address(es) and/or property identification number(s) currently being used for the property and/or structure.

**Contact:** Address Assignment  
Inspections Division  
Public Services Center Building  
3<sup>RD</sup> Floor, Plan Review Section  
Telephone: 612/673-5896

## 4.2 Address Worksheet

**City of Minneapolis**  
**Regulatory Services, Inspections Division**  
**Site Identification Worksheet / Address Verification, Change, Addition**

1. Project Name: \_\_\_\_\_
2. Property Address: \_\_\_\_\_  
(Please list all known addresses for the property.)
3. If known, what are the addresses of adjacent buildings and addresses across the street?  
\_\_\_\_\_  
\_\_\_\_\_
4. Hennepin County Parcel Identification Number(s): \_\_\_\_\_  
(Contact 612/348-3011 to obtain number(s) if unknown.)
5. Will there be a subdivision of the parcel?      Yes  No
6. Is parcel vacant property?                      Yes  No
7. Is this a building tear down and rebuild?      Yes  No
8. Is this a reuse or remodel of an existing building?      Yes  No
9. Is this a single structure?      Yes  No
10. Are there multiple structures? Yes  No  If so, how many? \_\_\_\_  
Are the structures connected?      Yes  No
11. What are the main streets? If located on a corner, what are the cross streets? Are they avenues, streets, boulevards, parkways, etc.?  
\_\_\_\_\_  
\_\_\_\_\_
12. What street will the primary/main entrance face?  
\_\_\_\_\_
13. How many additional entrances are there? \_\_\_\_\_ What street(s) will they face?  
\_\_\_\_\_  
\_\_\_\_\_
14. Are there private streets within the project?      Yes  No  What are the proposed names?  
\_\_\_\_\_  
\_\_\_\_\_
15. Use of the building:      Mixed Use?      Yes | No |      Commercial?      Yes  No   
   Residential?      Yes      No
16. Commercial Use –  
Proposed Number of Commercial Establishments? \_\_\_\_\_ On what floor(s)? \_\_\_\_\_

Number of establishments per floor? \_\_\_\_\_  
Will the establishments have street entrances? Yes  No  Off what street(s)? \_\_\_\_\_

**City of Minneapolis  
Regulatory Services, Inspections Division**

**Site Identification Worksheet / Address Verification, Change, Addition**

**Side 2**

17. Residential Use –  
Apartments? Yes  No  Condominiums? Yes  No  Townhomes? Yes  No   
Proposed Number of Residences? \_\_\_\_\_ On what floor(s)? \_\_\_\_\_  
How many residences per floor? \_\_\_\_\_ Total residences for the building? \_\_\_\_\_  
Will any residence have street entrances? Yes  No  Off what street(s)? \_\_\_\_\_

18. Projected date addresses are needed by? \_\_\_\_\_

19. If addresses are required for advertisement copy for this project, what date are they needed by? \_\_\_\_\_

20. Contact for this project? Name \_\_\_\_\_  
Telephone \_\_\_\_\_  
Fax \_\_\_\_\_  
E-mail \_\_\_\_\_

*Please submit a plot plan showing property lines, adjacent streets and alleys, a North arrow, location of existing buildings and/or additions, the main entrance of the structure and additional entrances. Please identify hallways, elevators and stairways if applicable.*

*Please provide the specific information for each question. Mail, e-mail or fax the information to the address below.*

City of Minneapolis  
Regulatory Services, Inspections Division  
Attn: Kelly VonHoldt  
250 South 4<sup>th</sup> Street, Room 300  
Minneapolis, MN 55415  
612/673-5896 Telephone  
612/673-5819 Fax  
kelly.vonholdt@ci.minneapolis.mn.us

Thank you.

## 5. Glossary of Terms

### Address

1) An assigned designation that uniquely identifies a location. Locations include a parcel, structure, unit or business within a structure.

*Source: KIVA Land System User Guide*

**Range** Numbers associated with high and low addresses at either end of each street segment.

**Master** The proper or original position of a specific location. An element that designates a fixed site, such as the address of a property or building.

**Vanity** A special address that is inconsistent with or an exception to the standard addressing scheme.

2) An address is a key used to locate a site. A structure master address is an address on the primary entrance to a structure. A structure alias address is an address on an alternate entrance to a structure or an entrance to a Dwelling Unit.

*Source: Working Definition Regulatory Services*

3) Combination of a number and street name.

### Address Components

**Number** – The number of a structure, establishment or parcel that helps to identify its location within the city when combined with Street Name, Street Type and Street Direction.

**Street Name** – The name of a street or street right-of-way.

**Street Type** – A descriptive element that when combined with street name helps to identify a unique street.

**Direction** – A suffix direction, which in Minneapolis describes an area of the city in which an address may be found. However, all streets do not use a direction as a part of the address.

### Address District

The geographic area that is defined by a unique set of address standards representing a distinct section of the city.

### Address Inventory

The complete list of all valid addresses, including street names and structure sequence numbers.

### Block

A tract of land bounded by streets or by a combination of streets, railroad rights-of-way, shorelines, waterways or boundary lines of the corporate limits of the city.

*Source: Minneapolis Zoning Code*

## Building

A structure having a roof supported by columns or walls and intended for the shelter, housing or enclosure of any individual, animal, process, equipment, goods or materials of any kind.

*Source: Minneapolis Zoning Code*

## Certificate of Occupancy

- (1) A type of application issued when a new structure is approved for occupancy. The certificate of occupancy is generally issued when all related inspections are complete.
- (2) A printed document certifying a structure for occupancy.

*Source: KIVA Land System User Guide*

## Condominium (Condo)

Real estate, portions of which are designated for separate ownership and the remainder of which is designated for common ownership solely by the owners of the separate ownership portions.

Real estate is not a condominium unless the undivided interests in the common elements are vested in the units' owners.

*Source: Chapter 250 Minneapolis code of Ordinances*

## Duplex

See Dwelling – Two Family.

## Dwelling

A building, or portion thereof, containing one (1) or more dwelling units, designed or used exclusively for human habitation.

**Efficiency unit.** A dwelling unit consisting of one (1) principal room exclusive of bathroom, kitchen, hallways and closets.

**Multiple-family dwelling.** A building, or portion thereof, containing three (3) or more dwelling units.

**Single-family dwelling.** A building containing one (1) dwelling unit only.

**Two-family dwelling.** A building containing two (2) dwelling units only, each of which is separated from the other by an unpierced wall extending from ground to roof or an unpierced ceiling and floor extending from exterior wall to exterior wall.

*Source: Minneapolis Zoning Code*

## Dwelling Unit

One (1) or more rooms, designed, occupied or intended for occupancy as a separate living quarter, with a single complete kitchen facility, sleeping area and bathroom provided within the unit for the exclusive use of a single household.

*Source: [Minneapolis Zoning Code](#)*

## Establishment

KIVA label that defines each unique site location within a structure or part of a structure. Each site has a unique address.

## Land Information

Land Information is the data that the City of Minneapolis records about the land. Attributes include floodplains, parcel identification number, legal description, owner, zoning, structure(s), structure dimensions, construction type, occupancy class, site(s) within the structure (establishments), hazardous materials, permits, etc.

## Metadata

Traditionally, metadata has been understood as “data about data”. Example, a library catalog contains information (metadata) about publications (data).

*Source: <http://www.w3.org/People/EM/talks/www7/tutorial/part2/tsld003.htm>*

## Parcel

Record of land that is within the City boundary, that is not used for public right-of-way, is identified with a valid unique PIN, and whose description and owner are recorded in the county records.

A parcel may be a lot or portion of a lot or a contiguous group of lots under single ownership or control.

Parcel graphics and PIN numbers are provided by Hennepin County. This record of land may also be referred to as a tax parcel or an ownership parcel.

## Parcel Combination

The combining of two (2) or more separate parcels into a single parcel. This is often done through the subdivision process but in certain circumstances subdivision is not necessary. Typically the new parcel is assigned a new PIN, and the original PINs become an historical record of the land. Parcels that were combined are retired into history.

*Source: Master Address Database Design Document*

## Parcel Identification Number (PIN)

A 13-digit number that uniquely identifies a tax parcel. Consists of the string SSTTTRRQQNNNN where SS is the section number, TTT is the township number, RR is the range number, the first Q

is the quarter section number and the second Q is the quarter quarter section number (the quarter of the first quarter), NNNN is the sequential number assigned within that SSTTRRQQ combination, e.g. xx-xxx-xx-xx-xxxx. Also known as a Parcel ID, PID, Assessor Parcel Number or APN.

*Source: Master Address Database Design Document*

## **Parcel Split**

Splitting of an existing parcel into two (2) or more separate parcels. This is often done through the subdivision process, but in certain circumstances subdivision is not necessary. Typically the new parcels are each assigned a new PIN and are reviewed for address assignment. The PIN of the original land parcel becomes an historic record.

*Source: Master Address Database Design Document*

## **Permit**

A document issued by the proper authority authorizing the applicant to undertake certain activities.

*Source: A Glossary of Zoning, Development, and Planning Terms, American Planning Association*

## **Plat – see subdivision**

## **Site**

A place.

## **Site Identification**

The process by which an address is assigned to a site.

*Source: KIVA Land System User Guide*

## **Street**

**Public** streets are those dedicated for use by the public in either a plat dedication, deed of conveyance or through condemnation by the City.

**Private** streets are those not dedicated for use by the public and are operated and maintained as a street by a private entity. In order to have an address assignment, the private street name shall be designated by the Minneapolis City Council in accordance with the provisions of this standard,

and shall be signed in a manner that is distinguishable from the public street signage approved by the City Engineer. Private streets may exist without name designation by the City Council, but structures shall not be addressed off unnamed streets, and their signage shall not be placed within the public right-of-way.

## Structure

Anything constructed or erected with a more or less fixed location on the ground or in or over a body of water. A structure shall include, but not be limited to, buildings, fences, walls, signs, canopies, decks, patios, antennae, piers, docks and any object or thing permanently attached to the structure.

### Accessory Structure

A structure detached from a principal structure, incidental and subordinate to the principal structure or use, including but not limited to garages, sheds and fences.

### Principal Structure

The structure on a zoning lot in which the principal use of the zoning lot is conducted.

*Source: City Zoning Code*

## Subdivision

The separation, including the resubdivision, of an area, parcel or tract of land under single or joint ownership into two (2) or more parcels, tracts, lots or long-term leasehold interests where the creation of the leasehold interest necessitates the creation of streets, roads or alleys, for residential, commercial, industrial or other use or any combination thereof, except those separations creating cemetery lots or resulting from acquisition by governmental agencies for public improvements or uses. Used as a verb, subdivision is the process of separating land. Used as a noun, subdivision is the land itself after it has been subdivided.

A **minor subdivision** is a subdivision of one or more lots or parcels that creates no more than two (2) lots or parcels. A **plat** is a subdivision that creates (3) or more lots or parcels, involves the development of land which requires paved streets, alleys or the installation or extension of other public improvements or services, or involves previously unplatted land.

## Townhouse

A building occupied as two (2) or more dwelling units that are side-by-side and the units share a common wall that is often separated by a common platted lot line along a common wall.

*(Based on Plan Review working definition and Zoning code information.)*

## 6. Appendix

### 6.1 *Postal Addressing Standards Publication 28, November 2000. US Postal Service.*

Copy available at: <http://pe.usps.gov/cpim/ftp/pubs/pub28/pub28.pdf>. A copy of the standards can also be obtained from [http://www.usps.gov/ncsc/lookups/abbr\\_suffix.txt](http://www.usps.gov/ncsc/lookups/abbr_suffix.txt)