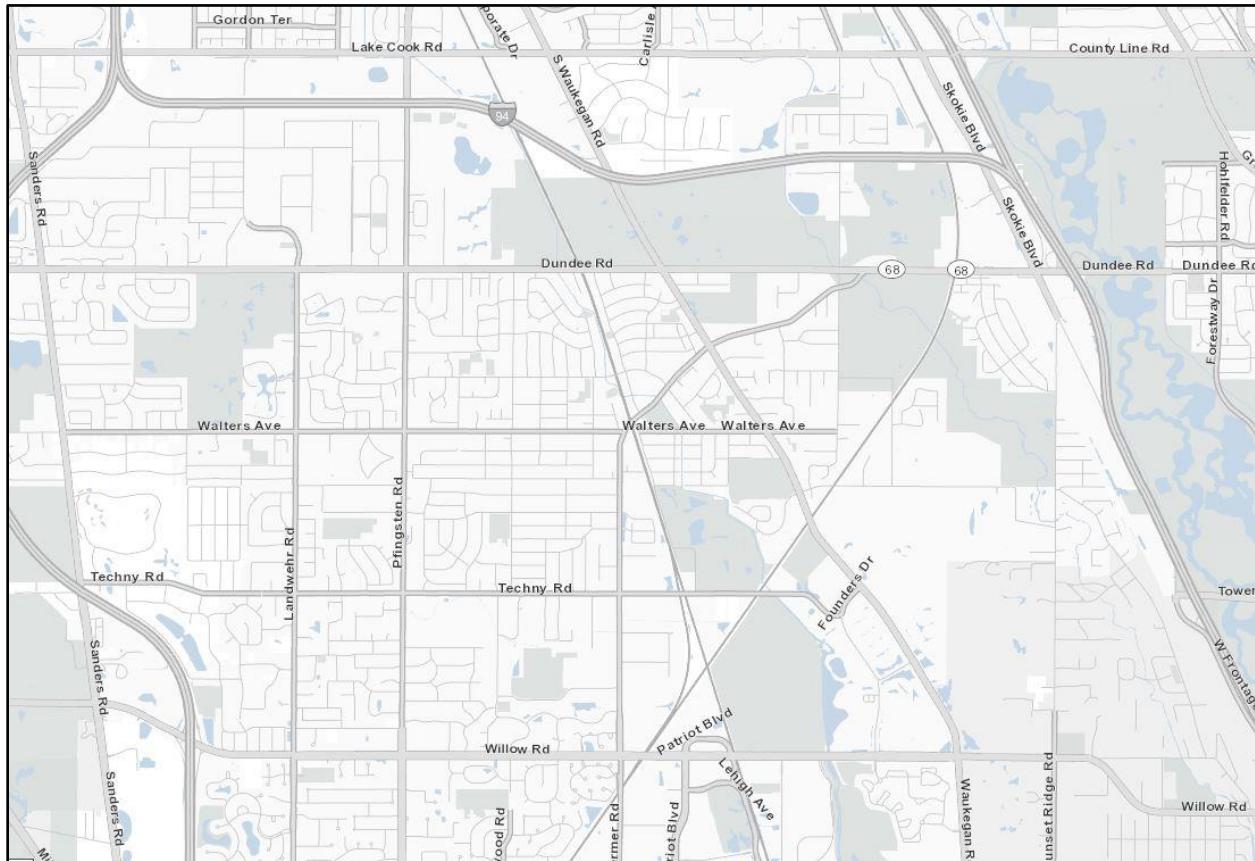


Village of Northbrook

Street Naming and Address Assignment

Standards



November 2019



NORTHBROOK
DEVELOPMENT
& PLANNING SERVICES

The following policies shall be effective as of the date indicated on the cover of this document and will be used to establish/issue addresses on parcels within the Village of Northbrook and unincorporated areas governed by the Northbrook Rural Fire Protection Fire District. The lead department will be the Development and Planning Services Department. Changes to this protocol may occur at any time as information changes or recommended by departments within the Village.

General Policies for Assigning Address Numbers to Properties

- 1) The intersection of Skokie Blvd and Route 41 is the location of the 0 East-West and the 0 North-South lines, as generally depicted in the image below.

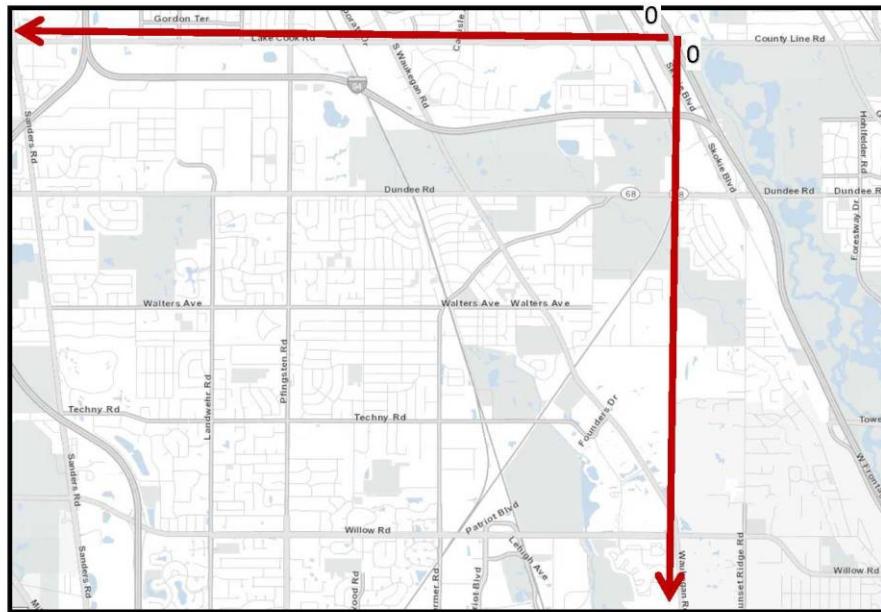


Figure 1 - Lake Cook and Route 41 is the 0-0 Location for Northbrook

- 2) When assigning numbers:
 - a. Streets extending east - west shall be assigned **odd numbers upon the south side of the street and even numbers upon the north side** of the street (see Figure 2).

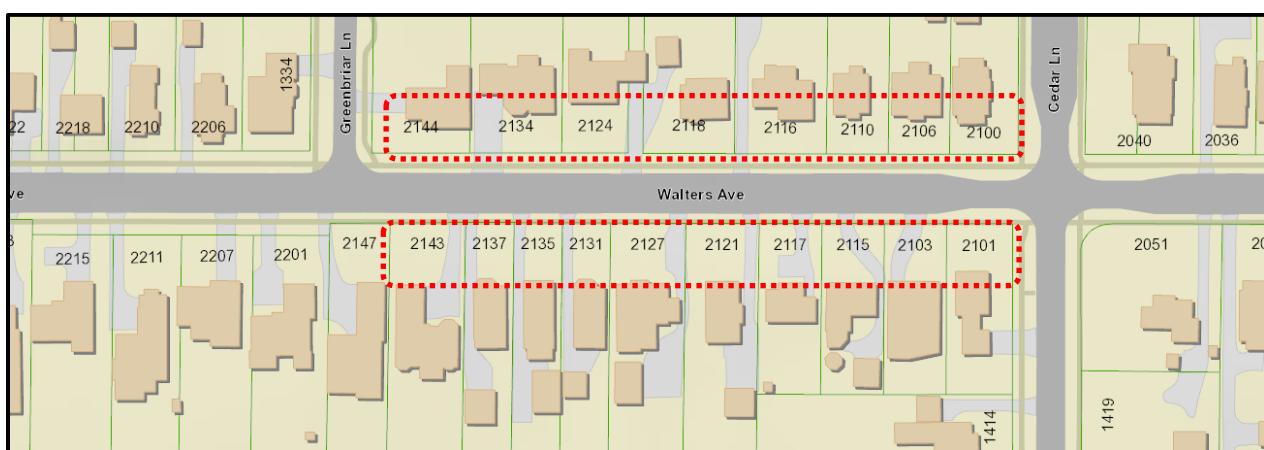
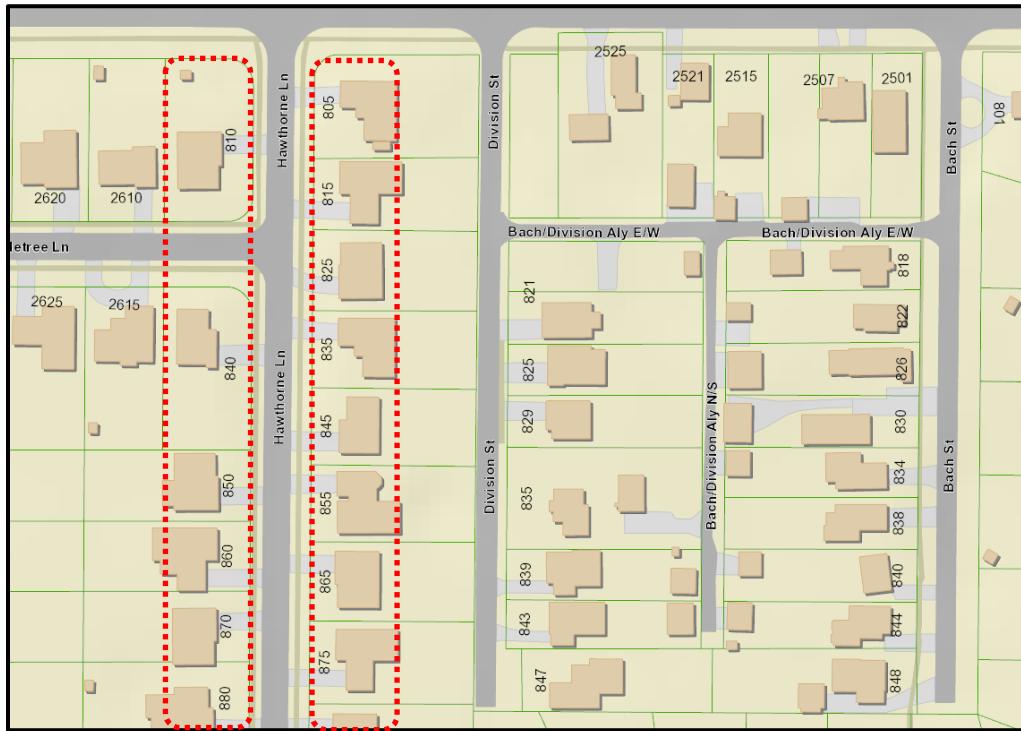


Figure 2: Addresses on the North Side of the street are to be Even; on the South Side are to be Odd

- b. With streets extending in a north-south direction, properties on the **west side of the street** shall be assigned even numbered addresses and properties on the **east side** shall be assigned odd numbers (see Figure 3).



- 6) Only whole address numbers will be used to establish a separate identity for each building rather than referring to letters for separate buildings. For instance, the assignment of 500-A and 500-B Western Avenue is not acceptable.
- 7) When a street curves and changes direction, the addresses will continue in the same pattern so long as the street name remains the same in order to avoid confusion. See the policies for street naming in this document and the example below.



Figure 5: Example of street and addresses changing direction, but pattern continuing

Policies for Assigning Addresses to Multi-Family and Multi-Tenant

1) Multi-Family Residential Addressing

a) Multi Family/Attached Single Family Residences (Townhouse, duplex, etc.)

- i) If each residence has its own entry, then each residence shall have its own address.
- ii) If there is one entry to a common area that then leads to individual residences, then the policies for single building apartments/condominiums below shall apply.

b) Apartment/Condominium Addressing

- i) Single building apartments/condominiums will be assigned one address.
- ii) Unit numbers will be three digits (four digits for tenth floors and higher). The first digit of each unit number (first two digits for tenth floors and higher) shall correspond to the building's vertical floor or level.
- iii) In hallways that are looped (continued travel down a hallway from a central lobby or access point leads back to that same lobby or access point), all unit numbering for the last two digits of the unit number will be in a clockwise manner from the elevator lobby or common entrance using even numbers on the right hand side of the hallway and odd numbers on the left hand side of the hallway when traveling clockwise from the lobby/entrance.
- iv) In a non-looped hallway, the "general layout direction" of the hallway will be determined (east-west or north-south). The unit numbers will be assigned from one end of the structure to the other, with the numbers increasing in the same direction as the addresses on the street on which the building is addressed; and with the even numbers on the north or west side of the hallway and odd numbers on the south or east side of the hallway. If there is more than one non-looped hallway on the same floor/level, then each hallway will have a separate range of numbers (numbers will not be interspersed among more than one hallway).

c) Multiple building apartments/condominiums

- i) Each building in the development will be assigned one address, including common structures (e.g., pool house, mailbox building, maintenance garage, etc.).
- ii) Unit numbers in each building will be assigned as specified in Section 1, above, for single-building apartments/Condominiums.
- iii) Combined units will be assigned the smallest unit number of those units combined.
- iv) Unit numbers listed in any declaration of by-laws must be designated in accordance with the policies herein.

2) Office Buildings

a) Single Office Buildings

- i) Each building will be assigned one address.
- ii) Tenants will be assigned three digit suite numbers. The first digit corresponds with the floor/level within the building.

3) Multiple building office parks

- a) Each building within the park/development will be assigned a unique address. Addresses will be assigned in a manner that is as consistent with the street grid as possible.
- b) Suites within each building will be numbered in the same manner as single office buildings.

4) Shopping Centers

- a) Each business space/storefront within a shopping center shall receive a distinct street address.
- b) Interior mall shopping centers shall receive one street address and be assigned suite numbers for each individual business.
- c) Suite numbers will be three or four digits. The first digit of the suite number will correspond with the floor/level and remaining digits will represent the unit number. Combine units will be assigned the smallest unit number of the combined units.

5) Addresses for Non-habitable Structures and Places of Interest

- a) The Village has locations for which there may be no habitable structure, but does have auxiliary uses. An example would be a pumping station.
- b) The Village will assign these locations with an address consistent with this policy so that an address is available for the establishment of utility connections, taxing purposes, permitting work, property maintenance issues and emergency response.

Display of Addresses

- 1) Street address numbers shall only be displayed in accordance with adopted village codes. Each owner or occupant of improved real estate shall provide, place or affix and display such assigned street number with four inch numerals in a manner that:
 - a) Shall be easily and distinctly read year-round from the roadway or public right-of-way in the daylight and during darkness with the use of outside lighting, back-lighting, or some form of direct or indirect illumination.
 - b) Shall be capable of easy viewing from all roadway frontages.
 - c) On a single-family residence, the posted street number is only required at the front door entry, or as otherwise designated by the Director of Development and Planning Services, or designee.
- 2) At the time of building construction or a development project that requires new addressing of parcels, such addressing will adhere to the then-current adopted codes and this policy.
- 3) When a plat of subdivision is proposed to the Village for approval the Development and Planning Services Department shall assign the addresses for all lots and areas requiring an address prior to the issuance of any building permits other than demolition and site preparations.

Changes to Addresses or Street Names

1) Private Requests for Address Change

- a) All requests for address number changes shall be submitted to the Assistant Development and Planning Services Department and will be evaluated in accordance with the policies and adopted codes as established at the time of the request.
- b) Applicants shall provide a written request to the Assistant Director of Development and Planning Services that shall contain a proposed numerical designation, a reason for consideration of such change, and all pertinent ownership/operator contact information, to include electronic media as well as the mailing address as it currently exists.
- c) An address number change may only be requested with the written consent of the property owner.

- d) No change shall be made to an address with a lien.
- e) If a request for an address change is received, the Assistant Director will circulate the request via email outlining the address assignment or change and asking for input. The Assistant Director will allow for at least one (1) week of internal review to confirm that the proposed address follows the standards set forth in this document.
- f) The Assistant Director will send the internal email to the following positions and departments, at a minimum:
 - i) GIS, Current Agent or Representative
 - ii) Village Clerk
 - iii) Assistant Director of Finance
 - iv) Police Chief
 - v) Police Director of Communications
 - vi) Fire Chief
 - vii) Fire Marshal
 - viii) Chief Information Officer
 - ix) Director of Public Works
 - x) Development and Planning Services
 - xi) Document Imaging
- g) The Department of Development and Planning Services shall also provide notification of the pending change to all Village departments, the US Postal Authority, the 911 Center, and Township Assessors.
- h) After a new street or unit number has been assigned, the Assistant Director shall draft a letter that includes the following:
 - i) Original address(es) (if any)
 - ii) Newly-assigned address(es)
 - iii) PIN(s) associated with the address change(s)
 - iv) Effective date of change(s)
 - v) Statement that addresses are valid and located in Northbrook, 60062
 - vi) As an attachment, a location map

A letter template for notifying parties is saved on the Planning Drive in the following folder: K:\ADMIN-BLDG\Addresses - New & Changes. An example of such a letter is included in the Appendix section of this document.

- i) The owner/operator shall be responsible for providing notice to all other public utilities and partners of approved address changes.

2) Village-Ordered Change to Address or Street Name

- a) When it is determined by the Director of Development and Planning Services that a correction of the address or street name is necessary, all affected property owners or operators shall be

notified of the proposed action by the Department of Development and Planning Services. The current list of entities being notified is identified in (See Department SOP).

- b) A written notice will be delivered 90 days prior to the effective date of the change. The Village may order a change to an existing street numbers and/or street names to avoid confusion or duplication due to the following:
 - i) Duplication of street names;
 - ii) Multiple street names for the same alignment;
 - iii) Error in assignment of numbers;
 - iv) Street numbering or naming that does not adhere to provisions set forth herein.
- c) Once notified, owners/operators will have up to one calendar year from the date of the ordered change to adhere to the changed designation unless a written extension is granted by the Director of Development and Planning Services.

Street Naming Standards

- 1) The following standards shall be applied when naming streets in and around the Village of Northbrook.
 - a) The Department of Development and Planning Services shall maintain a list of existing and approved (including those not yet constructed) street names within the Village of Northbrook and surrounding areas.
 - b) Street names shall not be duplicated. This shall include a prohibition against using different suffix. For instance Maple Avenue and Maple Lane cannot be used.
 - c) Street names are restricted to a maximum of 20 characters (includes street name, space, affix, and suffix).
 - d) Suffixes and directional prefixes are not permitted as street names or as part of the primary street name (e.g. South Hampton).
 - e) Once a primary street name is assigned to any alignment it shall not change anywhere along the extension of that alignment unless the subject primary street name does not and cannot in the future connect to the existing public right-of-way.
 - f) Names that are the same or pronounced the same (homonyms) or similarly with different spellings may be used only once, e.g., Ellis and Alice; Allen and Alan, Hinson and Henson.
 - g) Only the standard spelling of street names will be accepted, e.g., Jane not Jayne; or Frederick not Frederique.
 - h) Names that tend to be slurred or are deemed difficult to pronounce by emergency response services shall not be used.
 - i) Street names in a foreign language are not acceptable unless it is determined that it is commonly used name or term.
 - j) Foreign language suffixes (e.g. Via, Camino, Rue, etc.) shall not be used in any part of a street name.
 - k) A street name that was used as two words cannot be used as one word and vice versa. For instance if Bitterroot Avenue exists, Bitter Root Drive would not be acceptable.
 - l) No street names can be a standalone preposition, conjunction, numbers or letters.
 - m) Numbered streets must be spelled out. (e.g. Tenth St., Twelfth St.)
 - n) The spelling of a street name must match the spelling on the recorded plat.
 - o) Streets within a subdivision may have a theme in order to create unity among street names and to give the subdivision identity.
 - p) Street names consisting of two words shall be spelled out completely; abbreviations, other than suffixes, should be avoided when naming streets. Additionally, one word names which could possibly contain two capital letters shall be spelled using only one capital letter per word. For instance, McIntyre must be Mcintyre, and DiAngelo must be Diangelo.
 - q) Driveways shall not be named.
- 2) Section 4-102-J of the Northbrook Subdivision and Development Code establishes the general authority for naming new streets when a new subdivision or development is approved. That section reads as follows:

“Street Names. All streets shall be named and the names shall be approved by the Board of Trustees. Names shall be sufficiently different in sound and in spelling from other street names in and around the Village of Northbrook so as not to cause confusion. A street which is a continuation of an existing street shall bear the same name.”

- 3) All final subdivision plat shall clearly show the names of all new public streets, which must be approved by the Board of Trustees in accordance with the procedures established in the Northbrook Subdivision and Development Code, prior to being recorded.

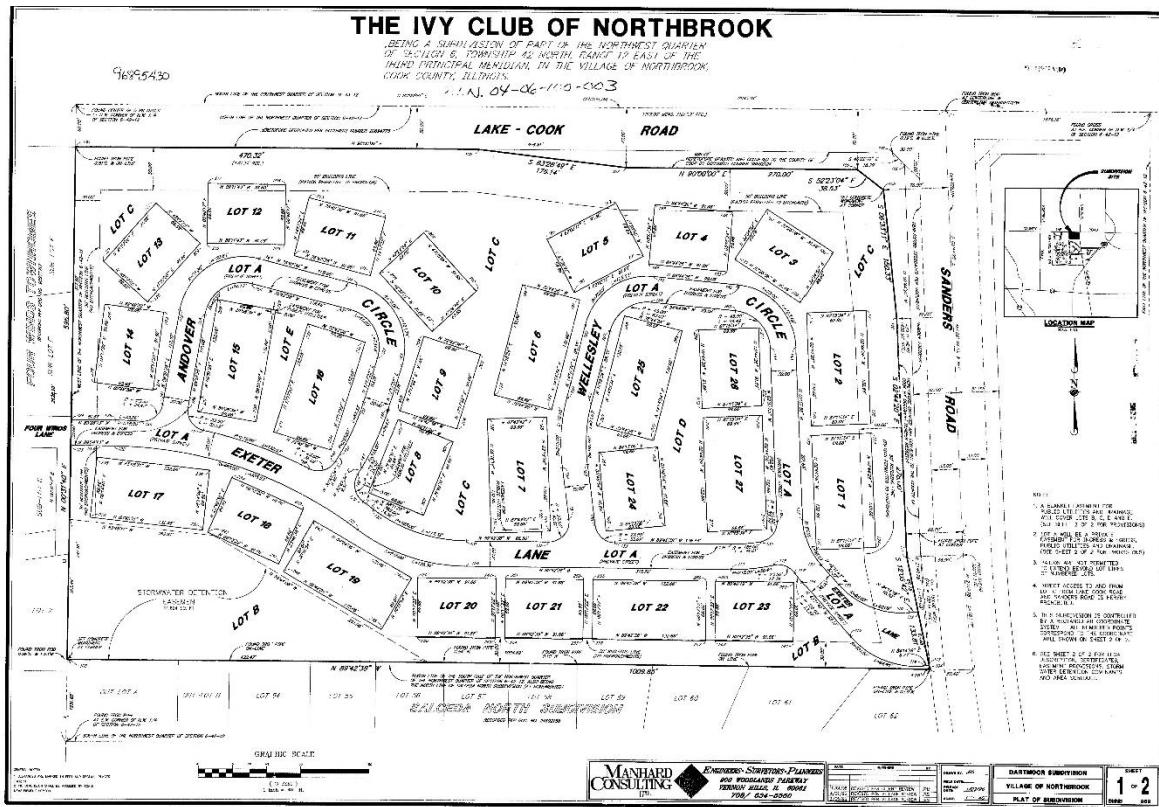


Figure 6: Example of Final Plat Displaying Street Names

- 4) Use of Suffixes

 - a) When used, "Circle" or "Loop" shall represent a street starting and ending on the same street or itself, e.g., a horseshoe shaped street.
 - b) When used, "Court" shall represent a cul-de-sac with no side streets.

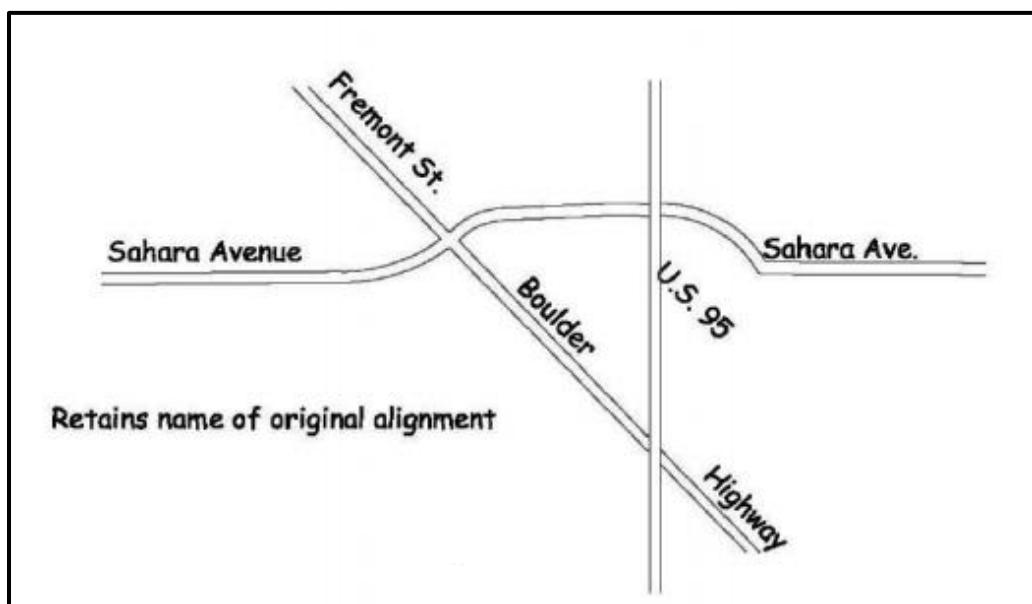
4) Street Alignment Situations

- a) When a major street changes its alignment at an intersection, it shall retain the name of the original alignment to provide traffic and addressing continuity. (See below).



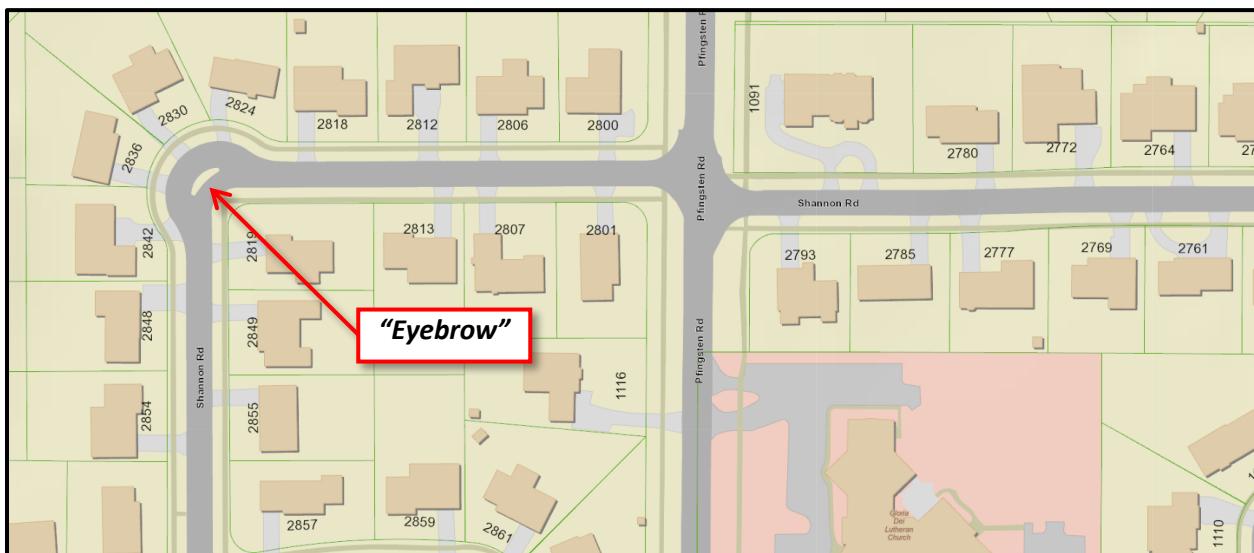
5) Straight Streets

- a) A newly developed street shall assume the name of the street with which it aligns unless the street does not and cannot in the future connect to an existing street segment along the alignment.
- b) When a street is not in alignment with, nor an extension of any existing street, a new street name shall be assigned to the street.
- 6) When a major street changes its alignment at an intersection and then returns to its original sectional alignment, it shall retain the same name. The affix will change when a street crosses an existing north/south or east/west addressing zero line. (See below).



7) Cul-de-sac and Eyebrow Streets

- a) When a cul-de-sac is located at the end of an existing street right-of-way or alignment, it shall be given the same primary name and suffix of that street with the same suffix, whether the cul-de-sac is straight, curves or meanders.
- b) When cul-de-sacs are located in such a manner as to be connected to each other by a straight or arcing street which is more or less perpendicular to an adjoining street alignment forming a "T" intersection, said cul-de-sacs and the connecting street shall be given the same primary street name.
- c) When cul-de-sacs approach each other from opposite directions and are on the same alignment but do not join in any manner, they shall be assigned different street names.
- d) When two cul-de-sacs are in direct alignment, bisected perpendicularly by a street, the cul-de-sac shall be assigned same street name.
- e) When an eyebrow street (example below) less than 100 feet in length is located perpendicular to the primary street and has less than four lots fronting on it, the eyebrow street shall assume the primary name and address numbering of the street which it adjoins.



8) Private Cul-De-Sacs

- a) A private street with four or fewer lots shall not be separately named.
- b) Addresses shall be assigned based on the street from which access to the private street is obtained.

9) Curvilinear Streets

- a) A street which leaves its alignment by not more than 150 feet may retain the name of the original alignment.
- b) A street which leaves its alignment by more than 150 feet but returns to its original section alignment, shall use the primary street name of the original alignment.
- c) A street which leaves its alignment by more than 150 feet may retain the name of the original alignment if it continues in the same general direction.

10) Circle and Loop Streets

- a) A circular or horseshoe-shaped street shall not be assigned the same primary street name as that of the principal street it intersects.
- b) In the case of loop streets having only one access, each segment of the loop will bear the same primary street name. (See below)



Appendix



Village of Northbrook

1225 Cedar Lane

Northbrook, Illinois 60062

847.272.5050

Fax 847.272.1892 www.northbrook.il.us

<DATE>

SENT VIA ELECTRONIC MAIL

<CONTACT>

<CONTACT ADDRESS>
Northbrook, IL 60062

Re: <ADDRESS> - Approved Change of Property Address From Previous Address of <ADDRESS>

Dear <CONTACT>,

Please be advised that your submitted request to have the address for the property currently identified as <ADDRESS> changed to <ADDRESS> has been approved by the Village.

By copy of this letter, the township and post office have been officially notified. A location map is provided in order to further assist.

Please be advised that the following additional entities may need to be appropriately notified in order to update their records of this approved address change. The below links will direct you to the respective website:

Cook County Assessor: [Property Location Correction Form](#)

Cook County Treasurer: [Change of Address Form](#)

ComEd: Customers are able to [change contact info](#) on the ComEd website.

NICOR: Customers are able to [change contact info](#) on the NICOR website or call: 888.Nicor4u.

Regards,

A blue ink signature of the name "Nick Desario".

Nick Desario

Assistant Director of Development
Department of Development & Planning Services
Village of Northbrook

Cc: U.S. Post Office (email: Darlene.g.hilton@usps.gov)
Northfield Township (email: deputyassessor@twp.northfield.il.us; greekmom3@hotmail.com)

PRESIDENT	BOARD OF TRUSTEES	VILLAGE CLERK	VILLAGE MANAGER
Sandra E. Frum	James A. Karaganis Robert P. Israel	A.C. Buehler III Muriel J. Collison	Kathryn L. Ciesla Jason C. Han

Example of Letter Notifying Parties of Pending Address Change