ADDRESSING INSTRUCTIONS

Objective
The Town recently initiated a cross-departmental address and street name standardization project. The ultimate goal of this project is to standardize all the addresses and street names residing in all the Town's databases. Once this goal is achieved, separate databases can be integrated more easily. Also, geocoding, or the automatic mapping of addresses, can be conducted revealing spatial patterns that would normally go unnoticed and allowing for better decisions to be made by Town officials.

Rules To Follow

1).   Use a standard format with standard street names (see **StreetList.xls** on the GIS web page – www.manchestergis.com or go to the Town's homepage at www.ci.manchester.ct.us and click on **A to Z Department Listing** then **Geographic Information Services**. Look under **GIS Documents**. Official Town and mailing addresses can be found using the **TOMNetV2** intranet GIS application by clicking on the link and following the instructions in **Help**.

2).   Parse or separate address parts out (number, street name, type, direction, etc.) into different database fields if possible.

        Even if you have only one field for addresses you can still enter them in the Town's standard format using the standard street list!

3).   Don't use letters in the house number e.g. 176**R** BIRCH MOUNTAIN RD.
                -leave the "R" out and put it in another field if possible
                -the Town address standard uses "UNIT" as replacement for all building, suite, condo unit and apartment designations. For example:

123 MAIN ST BLDG A	is	*123 MAIN ST UNIT A*
25-B OAKLAND ST	is	*25 OAKLAND ST UNIT B*
53 ELM ST SUITE 3	is	*53 ELM ST UNIT 3*
78 SPENCER ST APT 4D	is	78 SPENCER ST UNIT 4D

        Note: Geocoding (mapping addresses automatically) only works with integers for house numbers.

4).   If the stored address is used for mailings you may need to store two addresses if needed, an official Town address that matches the Town's other databases and a mailing address recognized by the Postal Service (unfortunately many times they aren't the same).

Note: The address points available on the GIS website store both Town and postal addresses.

3). Don't use PO Boxes.

4). Don't use ranges, e.g. 142-154 MAIN ST

4). Watch out for misspelled street names (see standard street list)

5). Add a field called "RPKEY" to the address database if possible and enter the RPKEY of the address for a sure way of geocoding an address more accurately. You can find RPKEY using the GIS web pages.

6). Contact the Town's GIS Coordinator if you have questions concerning the new addressing initiative at 647-3062 or RichG@ci.manchester.ct.us.

Examples:

<u>Good</u>	<u>Bad</u>
146 W CENTER ST	146 CENTER **STREET WEST**
705 MIDDLE TPKE W	705 **WEST MIDLE TURNPIKE**
463 BIRCH MOUNTAIN RD	463 **BERCH MT ROAD**
176 BRIARWOOD DR	176**R** BRIARWOOD **RD**
142 MAIN ST	**142-150** MAIN ST
146 MAIN ST	
150 MAIN ST	