

REGULATIONS FOR ASSIGNMENT OF ADDRESS  
NUMBERS AND CHANGES THEREOF

AND THE

NAMING AND RENAMING OF STREETS

IN

PRINCE GEORGE'S COUNTY, MARYLAND

APPROVED (AS AMENDED JULY 21, 1977) BY  
THE PRINCE GEORGE'S COUNTY PLANNING BOARD  
MARCH 16, 1970

JULY 1977

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION  
UPPER MARLBORO, MARYLAND

## SECTION 10.0 AUTHORITY FOR REGULATIONS

These regulations are based on the statutory authority contained in Article 28 of the Annotated Code of Maryland.

### **“Section 5-117 - Designation of streets and highways**

(a) Except as provided in subsection (d), for the purpose of removing confusion because of a duplication of street names and in order to secure a uniformity of street names and numbering of houses, the Commission may name and rename any street or highway and number and renumber the houses within the boundaries of the metropolitan district. The Commission may correct mistakes and change existing names of streets and highways, and rename the streets and highways from time to time and place or have placed proper signs showing or indicating the names of streets and highways. The Commission also may change existing numbers of houses and change these numbers from time to time, provided each new number or change of number is reported to the owner or occupant of the building. The Commission also may place or have placed the new numbers on the building or premises.

(b) The Commission may make reasonable rules and regulations for carrying out any of the changes in street or highway names or numbers of houses. Any violation of the rules and regulations shall be a misdemeanor punishable under the general penalty provisions of this article.

(c) For the purpose of paying the costs and expenses in carrying out the provisions of this section, the Commission may appropriate and expend any surplus, or so much thereof as necessary, from fees for building permits issued in each county respectively, as on hand from time to time.

(d) The Commission may not rename any street or renumber any house located within a municipality in Prince George's County unless the proposed change is approved by the governing body of the municipality. Any party aggrieved by the refusal of a municipality to approve a proposed change may appeal to the County Council for Prince George's County, and the Council may, after public hearing and upon a finding of need for public health, safety and welfare, by resolution authorize the change notwithstanding the objections of the municipality.

The resolution shall require the affirmative vote of two-thirds of all the members of the County Council.

**“Section 7-111 - Planning board organization und functions.**

(a) The members of the Commission appointed by the governing bodies of each county are designated the Montgomery County planning board and the Prince George’s County planning board, respectively.

\* \* \* \*

The local functions exclusively within the jurisdiction of respective planning boards include, but are not limited to, the administration of subdivision regulations, the preparation and adoption of recommendations to the district council with respect to zoning map amendments, and the assignment of street names and house numbers within the regional district.”

(b) The regional functions within the jurisdiction of the Commission include, but are not limited to, preparation, adoption, and amendment of the general plan for the physical development of the district, or parts thereof, in accordance with Section 7-108 of this title; and mandatory referrals from the United States or the State of Maryland, or any agency thereof, pursuant to Section 7-112 of this title.

\* \* \* \*

Within its jurisdiction, each county planning board shall have and exercise the powers in regard to planning, zoning, subdivision control, platting, the assignment of street names and house numbers, and related matters, heretofore exercised by the Commission under this title.”

## SECTION 11.0 DEFINITIONS

*NOTE: THE DEFINITIONS LISTED BELOW APPLY ONLY TO THESE REGULATIONS.*

|                                |   |
|--------------------------------|---|
| Commission:                    | The Maryland-National Capital Park and Planning Commission, Prince George's County, Maryland - House Numbers and Street Names Section   |
| County:                        | Prince George's County, Maryland.   |
| Grid Address Numbering System: | The mathematical computation of mailing address hundred blocks based on the Washington Suburban Sanitary Commission's 200-foot-to-the-inch grid maps. It is a grid system radiating from the dome of the Nation's Capitol Building and extending into Maryland. |
| Number:                        | The mailing address digital number and street name assigned to any structure or parcel of land.   |
| Parcel of Land:                | Any lot, parcel, dock, pier or wharf used to identify the site where a dwelling or place of business and/or storage is to be erected, located or situated.  |
| Private Road:                  | Any privately owned right-of-way not dedicated for public use.  |
| Project Street:                | Any nondedicated right-of-way used within an apartment, commercial, industrial or trailer park complex along which numbers are assigned.  |
| Property:                      | Any structure or parcel of land.  |
| Street Direction:              | The direction any street travels the longest in distance.   |



## **SECTION 12.0 NUMBERS**

### **12.1 Grid Address Numbering System**

- 12.11 The Commission will effect and retain a uniform systematic numbering system throughout the County which will promote continuity, avoid duplications and eliminate renumbering. This system will be established and known as the "Grid Address Numbering System." (Exhibit 6)
- 12.12 When possible, continuity of number hundred blocks will be maintained when streets enter the County from either Montgomery County or the District of Columbia. This will also apply when the center line of any street is the boundary between Prince George's County and Montgomery County or the District of Columbia.
- 12.13 When a street runs diagonally to the cardinal points of the compass, the number hundred block will be assigned on the basis of the greatest distance the street runs along the north/south or east/west axis. If travel along either axis is equidistant, the number hundred block will be determined by the direction of the majority of other streets in the immediate area.
- 12.14 On a street which changes direction, the number hundred block assigned will be in the direction the street runs the longest distance. As it changes direction, the hundred blocks can be extended along those portions by the use of additional digits until it returns to its original direction.
- 12.15 On a one intersection circular street, the number hundred block will be determined by the direction of the majority of other streets in the immediate area.
- 12.16 The Grid Address Numbering System hundred blocks should not be used when numbers are required for structures erected, located or situated on parcels of land fronting on the Capital Beltway (or the proposed Outer Beltway). Because of the circumferential nature of these type rights-of-way, the exit numbers thereon will be used as the hundred blocks for assignments of numbers. Numbers will be assigned the same as a street running east/west in the north area.

## 12.2 Criteria for Determining Numbers

12.21 To reduce the frequency of errors, duplication and renumberings, the following principles of numbering procedures will be followed to the degree possible.

- (a) When it is apparent that resubdividing may take place due to lot sizes on the same street side, a sufficient quantity of numbers should be reserved for the vacant areas between structures to permit assignment of numbers for any future development or improvement thereon.
- (b) Assign even numbers on even sides of streets and odd on odd sides. (See paragraph 12.21(k).)
- (c) Structures facing each other on the opposite side of the same street should be assigned numbers in relation to each other. That is — 6 facing 5 or 7; 5 facing 4 or 6; and, in the instance where a structure fronts off the inside curvature of a street and faces more than one structure fronting off the outside curvature of same street; 6 between 5 and 7; or 7 between 6 and 8. This will also apply when there are more structures on one side of a street than the opposite side due to variances of lot sizes.
- (d) Suffixes such as “A” or “½” to number digits will not be permitted. However, when a single entrance structure has more than one floor comprising other offices or places of business, suite or room numbers may be added either before or after the number assigned to that structure. Example: “Suite 1, 1111 Planner Drive”; or “1111 Planner Drive, Room 201.” This will apply to a basement used in the same manner. In the case of a single entrance place of business with apartments overhead or alongside, letters or numbers may be used either before or after the number assigned to that structure. Example: “Apartment 2, 2222 Zoning Way”; or “2222 Zoning Way, Apartment B.”
- (e) When a development consists of structures which have more than one level below or above ground and the quantity of stores, office or multiple dwellings will cause a duplication of hundred blocks already in existence and adjacent to the

development, the floor level may be used either before or after the number to identify the store, office or multiple dwelling. Examples: "Schiff Shoe Co., Basement Level, 3333 Information Place," or "Schiff Shoe Co., 3333 Information Place," or "The Hecht Co., 3333 Information Place, Main Level"; American Finance Co., 2d Level, 3333 Information Place," or "American Finance Co., 3333 Information Place, 2d Level"; Dr. G. Ames, 3d Level, 3333 Information Place," or "Dr. G. Ames, 3333 Information Place, 3d Level." (NOTE: The examples cited are a presumption that four separate places of business are located directly over one another.)

- (f) Structures with multiple entrances shall be assigned numbers for each separate entrance. This will also apply to bays in a warehouse. When a large, single entrance warehouse is erected, located or situated on a parcel of land, a sufficient quantity of numbers should be reserved between other structures on the same street for possible partitioning into additional bays for which numbers may be required. Rear entrances will not be numbered as long as the front or main entrance to the same place of business, bay or apartment has been assigned a number.
- (g) Each store in a shopping center will be assigned its own number. However, a sufficient quantity of numbers will be reserved for each store or office in excess of 20 feet widths to permit future assignment of numbers if any of the stores or offices therein are partitioned to establish other places of business. (NOTE: See paragraph 12.21(e) for those stores or offices directly above another.)
- (h) Structures on parcel of land fronting on more than one street will be assigned a number along that street which the front door or main entrance faces. However, a number should be reserved along each street on which the parcel faces to provide for the assignment of numbers for side entrances and for any future alterations, changes or additions to the structure thereon. In those instances when it cannot be determined which street the front door or main entrance to a structure faces, it will be numbered along that street which has the shortest distance from the projections of the structure to the side property lines. When the distances from the projections of the structure are equidistant from side property lines, the number will be assigned off the longest and most predominant street in the subdivisions.



- (i) When numbering along dual highway having median strips wide enough to permit development and improvements therein, the divided portion or portions will be considered as separate rights-of-way and designated “north” and “south” or “east” and “west” to coincide with direction of traffic flow. EXAMPLE: Robert S. Crain Highway (Md Rte 3 and U.S. Rte 301) — for a structure being erected in the median strip along southbound lane, use after appropriate digital number, “Crain Highway South.” The same will apply to a structure along northbound lane. (See paragraph 12.21(k).)
- (j) To avoid confusion and misdelivery by postal and delivery service personnel, every effort will be made to assign a separate hundred block for a cul-de-sac or any similar type right-of-way bearing the identical surname of the intersecting street. EXAMPLE: If Pine Court runs in an easterly direction off Pine Road which is numbered as a street running west to east, Pine Court will be assigned a north to south or south to north hundred block. (See paragraph 13.21(g) for exception.)
- (k) The directional division of the County is shown in Exhibit 6. In determining which side of a right-of-way should have an odd or even number, the following guide will be used: (See paragraph 12.16 for only exception.)

In the north area, odd numbers will be assigned on the east side of streets running north and in the south area on the west side of streets running south. In the east area odd numbers will be assigned on the south side of streets running east and in the west area on the north side of streets running west.

### 12.3 Assignment of Numbers

- 12.31 Where practicable, each structure erected, located or situated on a parcel of land in the County will be assigned a number by the Commission based on the Grid Address Numbering System. (See Exhibit 6.)
- 12.32 Any number assigned by the Commission is the only number which may be used by the owner or occupant and any willful disregard for, or failure to use number assigned will be deemed a misdemeanor.



12.33 Unless officially requested, numbers will not be assigned to structures erected, located or situated on a parcel of land within the city limits of Greenbelt, Maryland, nor the old city limits of Laurel, Maryland, established by Chapter 48, Laws of Maryland, 1961.

12.34 The two major sources from which information is received for assignment of new numbers are the subdivision Record Plats (Exhibit 3) and Building Permits (Exhibit 1).

12.35 Other sources from which information may be received for assignment of numbers are property owners, local post offices and utility companies. Normally, the information received from these sources are in those areas where box numbers are used and where numbers were not previously assigned.

#### 12.4 Notification of Assignments of Numbers

12.41 The owner or occupant of a structure erected, located or situated on a parcel of land for which a number has been assigned will be notified by one or all of the methods or offices listed below:

Building Permit Application; (Exhibit 1)

Notice of Number Assignment; (Exhibit 2)

Telephone;

Personal visit to the Commission;

Personal letter of requests;

Local Post Office; or

The responsible developer, builder, engineer, surveyor, etc.

12.42 Public facilities and interested Federal, State and County agencies will also be advised of numbers on a need-to-know basis. Cooperation and coordination with these offices will be maintained by whatever means are agreed upon by the Commission and the office involved. Access to maps, records and other documents used to record this information will be made available upon written, telephonic or personal request. However, no original map, record or document will be removed from the premises of the Commission unless so directed by a Court Order or appropriate authority.

12.43 In addition to the property owner or occupant and the offices enumerated above, developers, builders, electricians, and plumbers; and engineering, real estate and mortgage firms may be given this information upon submission of a record plat — or site plan — showing legal descriptions of property for the particular numbers in which they are interested.

12.44 All telephonic requests for numbers will be honored as long as the legal description of the property is given to insure correct location of property involved. Except for Federal, State, and County agencies and the offices of utility and mortgage firms, legal description of property based on a number will not be given over the telephone. Requests for legal description of property based on a number will be honored upon written submission of a sketch showing north arrow and exact distance location in feet from an intersecting street. Patrons or visitors to the Commission will be given legal description of property based on a number providing they positively identify the property as that which the particular number is assigned.

## 12.5 Changes to Existing Numbers

12.51 The Commission will change numbers whenever errors in assignment are discovered. The most common errors in the assignment of numbers are listed below:

- (a) Duplications;
- (b) Odd and even numbers on wrong side of street;
- (c) Lettered or fractional suffixes added to digits;
- (d) Digital transposition;
- (e) Lower digital sequence number positioned above a higher number;
- (f) Interspersion of hundred blocks;
- (g) Use of a number off wrong street;
- (h) Use of one or more street names only, with no reference to digital numbers;
- (i) Use of family surnames only; such as — “The Smiths,” “The Youngs”;
- (j) Use of building names only, such as — “The Berkeley House,” “The Greely Mansion,” or “The Holbrook Farm.”

12.52 The Commission will make changes of numbers in those areas of the County which do not conform to the Grid Address Numbering System. The following procedures will be followed to the degree possible, consistent with good judgment and common sense.

12.521 Conduct a street by street survey of number hundred blocks. Where number changes are necessary, they will be made to coincide with any street name changes which have to be made in that area. (See paragraph 13.32(a).)

12.522 Where practicable, extensions of existing subdivisions which do not conform to the Grid Address Numbering System will be assigned numbers within the Grid Address Numbering System and the older, nonconforming sections will be renumbered in sufficient time to coincide with occupancy of new section.

12.523 New subdivisions adjacent to or in the immediate vicinity of existing subdivisions will be assigned numbers within the Grid Address Numbering System and the other nonconforming areas nearby will be renumbered in sufficient time to coincide with occupancy of the new subdivision.

12.524 When numbers are to be changed on a street entering the County from either Montgomery County or the District of Columbia, the next hundred block sequence will be used whether or not that hundred block falls within the Grid Address Numbering System. In such instances, the hundred blocks on the renumbered street may be shortened or lengthened as it proceeds further into the County until it can be brought into the correct hundred block grid.

12.525 When renumbering numbers on a street, the last two digits of current number will be retained whenever practicable.

12.526 Whenever numerous changes are to be made in an area, careful consideration will be given to most appropriate time to make the changes, i.e.,

Prior to March 31<sup>st</sup> of each year to coincide with individuals' and businesses' requirement to register automotive vehicles;



After June 15<sup>th</sup> to preclude local schools officials from having to change student records during school year;

After January 1<sup>st</sup> to prevent adding to the holiday burden on the local post office; and

Changes should not be effected from August 17 through September 25 and from October 5 through November 11 of every even year during which periods voter registration books are closed during an election year.

12.53 Whenever a number is to be changed an official notification of each proposed change will be mailed to the occupant, resident manager of an apartment complex, and/or owner of property being renumbered, indicating new number; legal description of property; effective date of proposed change; and informing them that local post office, county and utility offices will be notified of each change made. (Exhibit 4)

12.54 Owners and/or occupants of structures on streets scheduled only for renumbering will be afforded sufficient time for them to make necessary adjustments. Current postal regulations required delivery of mail to the old address number for a period of one year. Accordingly, the following guidelines will be used for determining lapses of time between receipt of official notice and the effective date of the proposed change:

Twenty (20) days for residential zoned areas;

Forty-five (45) days for offices such as doctors, dentists, lawyers, etc. which use part of their residential zoned property to conduct their services;

Sixty (60) days for commercial and industrial zoned property;

On those streets which have combinations of zoning, mailing of official notices can be staggered to meet these time guides.

12.55 Public utilities and interested Federal, State and County agencies; including affected municipal governments and citizens' associations, will be informed of all proposed changes on a need-to-know basis. An up-to-date file or list of all offices requiring or desiring this information will be maintained by the Commission. The Commission will publish a roster or listing of all proposed changes that will be distributed in advance of the effective date of the change to all interested offices in order to permit them to change their records. This roster or listing will contain, at a minimum, old and new numbers; name of owner or occupant; legal description, if available; and the effective date of proposed change. Other information may be included if it will assist and facilitate other offices in carrying out their responsibility.

#### 12.6 Records

12.61 A record of each number assigned or changed will be entered on applicable maps; or other media as may be employed for such records and maintained on a continuing and permanent basis.

### **SECTION 13.0 STREET NAMES**

#### 13.1 Origin of Street Names

13.11 The Commission shall assign or approve all names to all existing or proposed rights-of-way except within the city limits of Greenbelt, Maryland and the city limits of Laurel, Maryland, established by Chapter 484, Laws of Maryland, 1961. The Commission shall assign street names in these areas only upon official request by appropriate city authority.

13.12 Owners or developers of land to be dedicated for new public rights-of-way may name the proposed streets in accordance with paragraph 13.21(d).

13.13 Owners of land, or occupants or owners of structures erected thereon, fronting on an existing unnamed right-of-way, may name that street in accordance with paragraph 13.21(d).

## 13.2 Selection of Street Names

13.21 To avoid duplicating street names and to effect a uniform system of naming streets, the following principles of street name assignment procedures will be followed to the degree possible.

- (a) An extension of an existing right-of-way will bear the same name as that assigned when previously dedicated to the public.
- (b) The name assigned to a proposed right-of-way will be the same name as that assigned to the right-of-way directly opposite it on an intersecting street unless the proposed right-of-way runs in a different direction. (See paragraphs (j) and (k) below for exceptions.)
- (c) Any street name assigned by this Commission to an existing or proposed right-of-way will not be a duplicate name, either in sound or spelling, of any street name already existing in the County.
- (d) Street names selected by owners, developers or occupants of structures fronting on existing or proposed rights-of-way must be approved by the Commission to avoid duplicating street names. Proposed street names may be submitted to the Commission by one of the following methods:

- Petition signed by more than 50% of those residing on the street;
- Selected names shown on an approved preliminary subdivision plat;
- Written or telephone requests for reservation of selected names;
- Personal visit to the Commission to request reservation of selected names.

- (e) A one intersection circular street will bear one name.
- (f) To maintain the hundred block continuity within the Grid Address Numbering System, a circular street with more than one intersection may be designated "north" and "south" or "east" and "west" when its distance will encompass two or more hundred blocks. Examples: "Drafter Circle-West" and "Drafter Circle-East"; or "Park Turn-North" or "Park Turn-South."
- (g) A cul-de-sac or any similar type of circular right-of-way with less than five parcels of land fronting thereon will bear the same street name as the intersecting right-of-way.



- (h) When practicable, those named rights-of-way entering the County from either Montgomery County or the District of Columbia will bear the same name. Close coordination and cooperation with appropriate offices responsible for street naming will be maintained.
- (i) When practicable, those rights-of-way leaving the County and intersecting named rights-of-way in Howard, Anne Arundel, Calvert and Charles Counties will bear the same names. Close coordination and cooperation with appropriate offices responsible for street naming will be maintained.
- (j) Whenever a major or historic right-of-way artery crosses the zero grid hundred block (Central Avenue and Oxon Hill Road/Indian Head Highway) within the Grid Address Numbering System “north,” “south,” “east” or “west” may be designated as suffixes as it crosses the intersecting zero grid right-of-way in order to distinguish between the same hundred block number on the major or historic named right-of-way.
- (k) Whenever other than major or historic rights-of-way cross the zero grid hundred block (Central Avenue and Oxon Hill Road/Indian Head Highway) within the Grid Address Numbering System, they will bear different names when they cross the zero grid intersecting rights-of-way to avoid duplicating hundred blocks on the same named right-of-way. (See paragraph 13.21(j) for exception).
- (l) When a choice is to be made between selection of “Avenue” versus “Street” as a suffix to a right-of-way, the following principles will normally apply:
  - Use “Avenue” when the street runs north/south.
  - Use “Street” when the street runs east/west.
- (m) Project street names may be applied to non-dedicated private rights-of-way through apartment, commercial, industrial, or trailer park complexes whenever the quantity of structures to be erected therein will duplicate existing or projected hundred blocks within the Grid Address Numbering System.
- \* (n) A right-of-way will not be named after a family name residing thereon.
- (o) Normally, surnames selected for rights-of-way should not exceed 12 letters. Standardization of name plate sizes and letter or numerals printed thereon for insertion in street sign poles limit the number of letters to maintain uniformity of County street signs.

### 13.3 Street Name Changes

- 13.31 Any existing dedicated right-of-way in the County may be changed by the occupants and/or owners of property fronting thereon at any time, providing a petition, signed by more than 50% of those affected, is submitted to the Commission requesting such change. (See paragraph 13.21(d).) The petition will include the legal description of the property and the current mailing address of each signer.
- 13.32 To eliminate all duplication of street names and to effect a uniform system of changing street names, the Commission will adhere to the following principles of street renaming procedures to the degree possible:
- (a) Conduct a survey of all streets in the County to determine which street names are duplication in sound or spelling. The duplicated street name with the fewest residents fronting thereon will be changed. When the number of residents fronting on duplicate named streets are substantially equal, the street with the earliest dedication will retain its name and the remaining names changed. If a duplicate named street was not changed at the time renumbering within the Grid Address System was accomplished, the remaining duplicate named street or streets will be changed to avoid overburdening residents who have already undergone one change. Duplicate named streets will be changed at the same time hundred block changes, if any, have to be made on that street. (See paragraph 12.521.)
  - (b) Whenever a dedicated, existing named right-of-way is relocated, the by-passed portion or portions will be either renamed or the prefix, "Old" added before the surname. However, if it is more practical and logical, the relocated portion or portions should be renamed to avoid the necessity of changes for residents fronting on the by-passed portion or portions of the existing right-of-way, especially if they have previously had their numbers changed and brought into the Grid Address Numbering System.
  - (c) Existing numbered streets which do not conform to the Grid Address Numbering System hundred blocks shall be renamed when the hundred block on an intersecting right-of-way does not coincide with the numbered street. Example: 15<sup>th</sup> Avenue between 1800 and 1900 blocks.

- (d) Existing one-lettered streets should be eliminated whenever the hundred blocks thereon are duplications of the same one-lettered streets in the District of Columbia.
- (e) When practical, rights-of-way having dual names will be changed by eliminating one of the two names assigned. Example: "Mitchellville-Queen Anne Road."
- (f) When practical, streets with different names, facing directly opposite each other at an intersecting right-of-way running in the same general direction, shall be changed to one name or the other. (See paragraph 13.32(a) to determine which street name should be retained; and paragraph 13.21(j) and 13.21(k) for exceptions.)
- (g) When the majority of street names are to be changed in any one area, subdivision, town or city, an alphabetical sequence of names will be adopted to promote simplicity and continuity. (See paragraph 13.21(l).)
- (h) When only a few street names are to be changed in any one area, subdivision, town or city, names selected will be similar and compatible with existing street names.
- (i) Whenever numerous street names are to be changed, the changes will normally be made within the time frame stated in paragraph 12.526.
- (j) Official notification to occupants and/or owners of property on streets scheduled for renaming will be in accordance with paragraph 12.53 (Exhibit 5) and paragraph 12.54.
- (k) Notification of persons other than the occupants and/or property owners will be in accordance with the provisions of paragraph 12.55.

#### 13.4 Records

- 13.41 Records of each street named or changed will be maintained in accordance with the provisions of paragraph 12.61.