

Address Point Maintenance

Last Updated: 11/16/2022

NYS has rolled out a web application, GeoComm® Contributor, for Address Point maintenance that is available to counties and local governments at no cost. For counties not planning to use GeoComm® Contributor for address point maintenance, guidelines for reviewing and maintaining the Address Points are provided below. If possible, maintenance should take place within the File Geodatabase version of the *AddressPoints* file. This will maintain domain values and prevent incorrect field entries. If the county has their own file that they will be maintaining and providing we ask that you make use of a DateUpdated field so that NYS can find the changes.

Questions about these guidelines should be directed to the SAM Program Team:

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***AddressPoints* file**

Points with an AP_Flag

County/local review of points populated with some of the AP_Flags is highly recommended. Once reviewed and resolved, the corresponding AP_Flag should be removed.

Note: These flags were populated automatically and may not always be valid or apply.

The AP_Flags to review are:

- **HYP**: This point was created from a hyphenated address range in the source data. Confirm that the address is valid and if it is not, delete the point using the deletion guidelines below. If the address is valid, confirm point location and adjust as necessary using the placement guidelines below.
- **DSUB**: This subaddress point is potentially a duplicate of another subaddress, typically differentiated by the unit value (e.g. Apt 1 versus Apt A). Confirm that the subaddress value is valid and if it is not, delete the point using the deletion guidelines below. Counties may choose to keep duplicate subaddresses in situations where both subaddresses are frequently used.
- **GEO**: This point was placed by geocoding the address to a street centerline typically in a business park or apartment complex situation, placed at the driveway of several buildings or along the street directly in front of the buildings. These points need to be moved onto their correct structure using the placement guidelines below.
- **CR**: This point may be attributed and placed correctly but the contractor did not do so with a high degree of confidence. Confirm the address and point location is correct and update as necessary using the attribution guidelines and placement guidelines below.
- **PAR**: This point has an odd/even addressing issue (i.e. it has an even number address but all of the other addresses on the same side of the road are odd numbers). Confirm the address value is correct and if it is not, update as necessary using the attribution guidelines below.

***Spatially_Invalid* file**

- Review each point and determine if the address is valid.
- If a point has an invalid address, the point can be deleted following the **Deletion Guidelines** below.
- If the proper location of the address is known, copy the point into the *AddressPoints* file or the locally maintained file, following the **Placement Guidelines** and **Attribution Guidelines** below.

Deletion Guidelines

Two options are recommended:

1. Add a *Status* attribute to your file (string, length=7). Populate *Status* with “Retired” if a point is to be deleted. Update the *DateUpdated* attribute.
2. Create a separate *AddressPointsDeleted* file for deleted points. If a point is to be deleted, copy it from the *AddressPoints* file into the *AddressPointsDeleted* file and update the *DateUpdated* attribute. The *AddressPointsDeleted* file must be provided to NYS with your locally maintained file so NYS can remove the deleted points from the statewide *AddressPoints* file.

Note: Be sure to include the *NYSAddressPointID* for each deleted point so NYS can delete the correct points from the *AddressPoints* file.

Placement Guidelines

- Address Points with *PointType* = Driveway should be reviewed and moved onto the primary structure if known, update the *DateUpdated* attribute, and change the *PointType* attribute to “Rooftop”.
- If the location of an Address Point is incorrect, move the point to its correct location, update the *DateUpdated* attribute, and if applicable, update the *PointType* attribute (refer to the *Address Points Data Dictionary* for allowable values).
- If an Address Point is being moved to a location where there are multiple structures on a parcel but the exact structure the address is associated with cannot be determined (e.g. a campus or plaza with multiple buildings), place the point on the driveway entrance, update the *DateUpdated* attribute, and change the *PointType* attribute to “Driveway”.
- If a new Address Point is placed, update the *DateUpdated* attribute, update the *PointType* attribute (refer to the *Address Points Data Dictionary* for allowable values), and populate the *Status* attribute with “Active”. Populate the remaining attributes using the **Attribution Guidelines** below.

Attribution Guidelines

- When any attribute is updated or populated on an existing address point, the *DateUpdated* attribute must be updated.
- The *NYSAddressPointID* attribute should not be edited unless a new point is created (as it cannot be null) or an existing point is copied and used to create a new point (as this would create duplicate *NYSAddressPointIDs*). In these cases, populate the *NYSAddressPointID* attribute with “0” (zero).
- Populate the *CountyID* attribute only when adding a new point and the county needs to maintain linkages to their original County Address Points file. *CountyID* values must be unique and not duplicated.
- Populate the address-related attributes following the NENA Civic Location Data Exchange Format (CLDXF) Standard (<https://www.nena.org/?NG911CLDXF>).
- Populate *SubAddress* by concatenating together the values in the *Structure*, *Floor*, *Unit*, and *Location* attributes. Do not add separating punctuation (e.g. comma, semicolon, hyphen)

Note: There must be a subaddress type along with the subaddress identifier. For example, if the subaddress is Building 6, Apartment 1, the *Building* attribute must contain “Building 6” and not just “6”, and the *Unit* attribute must contain “Apartment 1” and not just “1”.

- Populate *PrimaryPoint* with “N” if the address is a subaddress (i.e. *Building*, *Floor*, *Unit*, *Room*, *Seat*, or *Location* is populated). A duplex or similar structures having units whose addresses are only differentiated by *SuffixAddressNumber* (e.g. 4A Main St and 4B Main St) are not considered subaddresses.

Note: If you create a subaddress point, be sure that there is also a Primary Point for that same address without any subaddress information. The *PrimaryPoint* attribute should be populated with “Y” for the Primary Point.

- If subaddressing on a point is not valid and needs to be removed, confirm a primary point exists before marking the unnecessary subaddress point for deletion.
- Populate the *AddressSource* attribute with the allowable values in the *SAM Delivery Schema and Domain Value Tables* document.
- Populate the *PlaceType* attribute ONLY if the *PointType* attribute is Miscellaneous (5). Refer to the *SAM Delivery Schema and Domain Value Tables* document for allowable values.

Note: If the *PointType* attribute is “5”, the *PlaceType* field must be populated.

- Do not change or populate the following attributes. NYS will populate these attributes during a coordinated update of the county’s edits into the statewide *AddressPoints* file:
 - *NYSStreetID*
 - *SourceOfData*
 - *CompleteStreetName*
 - *AddressLabel*
 - *CLDXF_PreDirectional*
 - *CLDXF_PostType*
 - *CLDXF_PostDirectional*
 - *CR_USERNAME*
 - *CR_DATETIME*
 - *AT_USERNAME*
 - *AT_DATETIME*
 - *SP_USERNAME*
 - *SP_DATETIME*