

# Primary Point/Subaddress Parsing and Placement

December 1, 2022

This is an informational document that will provide the reader with real world examples on address point placement in parcels with multiple addresses. Not all addressing situations are straight forward, especially when subaddress points come into play. However, provided below are several scenarios of difficult primary point/subaddress situations and best practices on how they should be handled. Depending on the layout of the location and subaddress information available, there may be multiple ways subaddresses can be represented.

The situations outlined on the following pages are:

1. Apartment complex with one address for the entire complex. Unit numbers within buildings appear to contain the assigned building number.
2. Apartment complex with one address for the entire complex. Unit numbers within buildings do not appear to contain the assigned building number (office/admin building may be used as a primary point).
3. Apartment complex with one address for the entire complex. Unit numbers within buildings do not appear to contain the assigned building number (office or admin building is included as an addressed structure).
4. Structures in apartment complexes with unique addresses and unit information.
5. Units within an apartment complex contain unique address numbers.
6. Mobile Home Park with unique address numbers.
7. Mobile Home Park with one primary address and unique lot numbers.
8. Shopping plaza with a single address and multiple units.
9. Shopping plaza with a mix of multiple primary addresses and units.

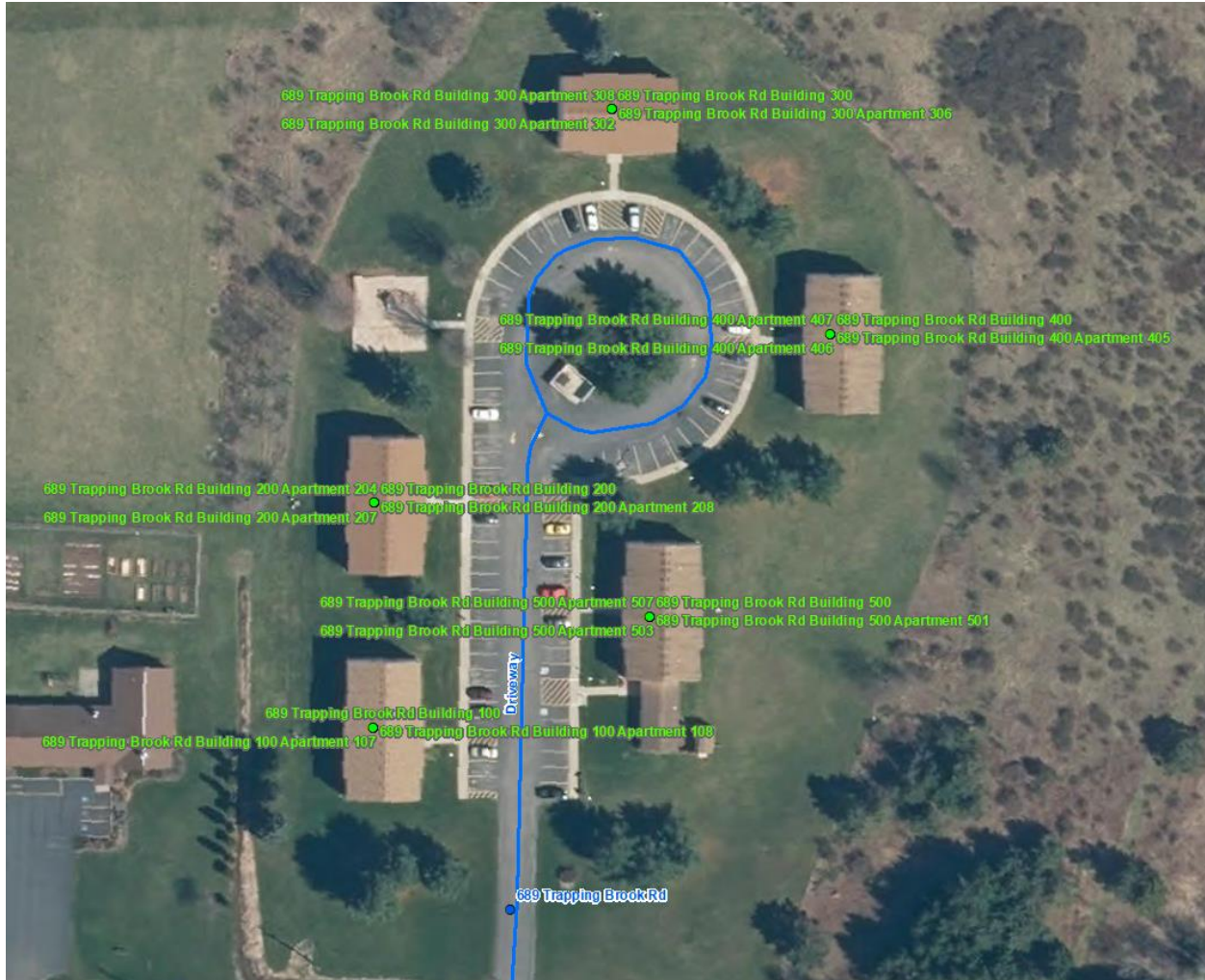
In general, the addresses should be input into the database the same way residents are told what their address will be. This way, if someone needs to call 9-1-1 and they give the dispatcher their address, it will have a higher likelihood of matching to the address point in the CAD system.

For more general information on address point placement, please reference the NENA Informational Document for Development of Site/Structure Address Point GIS Data for 9-1-1, located here: [https://www.nena.org/resource/resmgr/Standards/NENA-INF-014.1-2015\\_SSAP\\_INF.pdf](https://www.nena.org/resource/resmgr/Standards/NENA-INF-014.1-2015_SSAP_INF.pdf).

**Please note:** this document is not all inclusive and is only intended to provide best practices when handling these situations. Depending on the situation and addressing authority there may be other methods to addressing and address point placement. While the SAM Program recommends consistency in addressing, we realize that addressing can vary from municipality to municipality.

## Scenario 1

Single primary address for entire complex (with units that appear to contain building number - e.g. Building 100 Units 101-108)



You can see in this example that the entire apartment complex shares a primary address of 689 Trapping Brook Road. The primary point for this complex has been placed on the driveway and there are multiple rooftop points on each structure representing each unit within each building. This complex also contains a separate point on each building representing the building itself (e.g. 689 Trapping Brook Road, Building 100).

Separate building points are not required but are recommended as this will give dispatchers the ability to tie emergency call information to a building and not have to pick a unit within the building. For example, if someone falls outside of Building 100, if a separate building point is not present, the call will need to be tied to a unit within the building, even though the fall happened outside.

Each subaddress point also contains a building identifier as well as the unit identifier (e.g., Building 100 Apartment 101). Since each building contains only units that begin with the building number, the building information is considered duplicative and not required.

## Scenario 2

Single primary address for entire complex (with units that don't contain building number - e.g., Building D Unit 23)



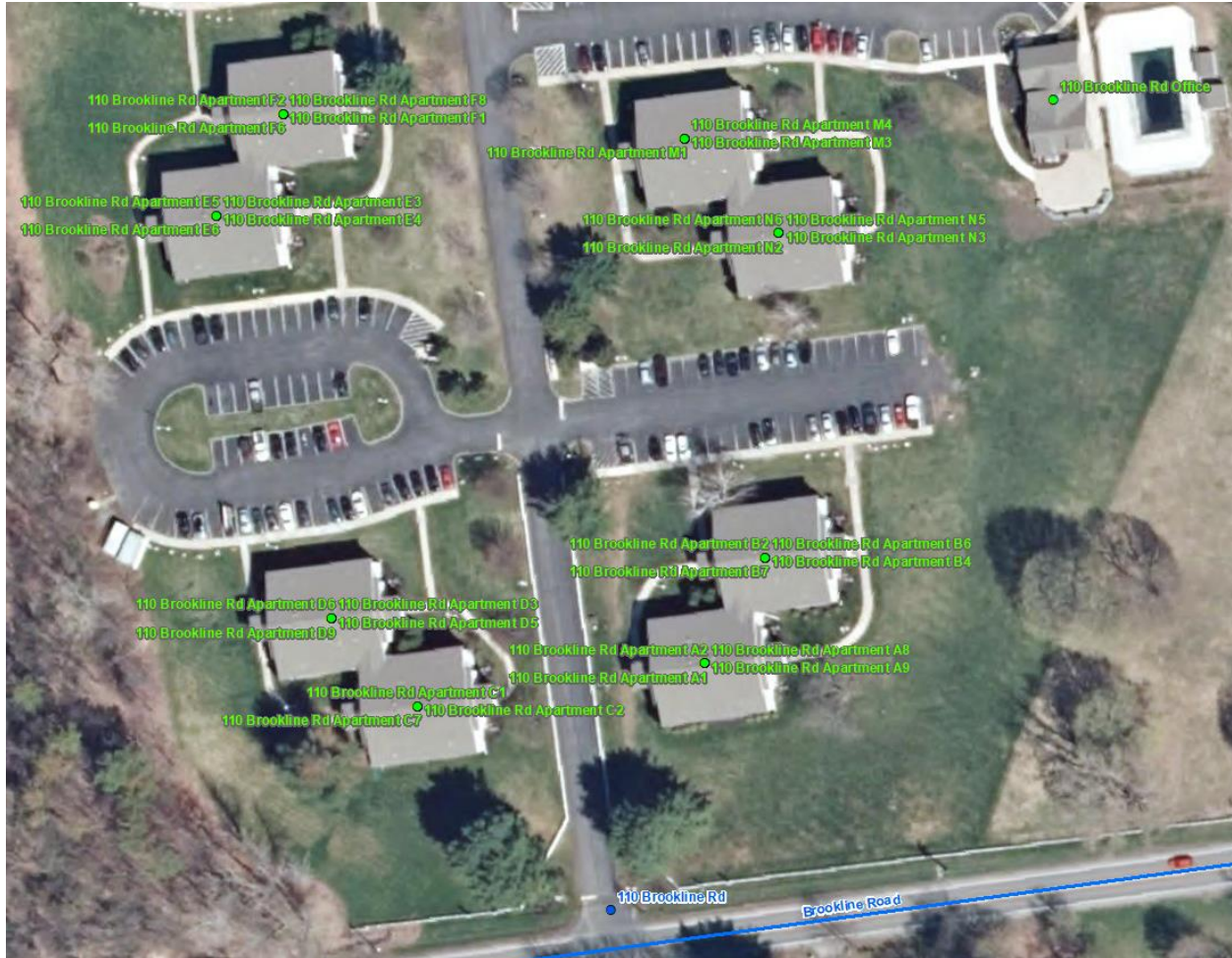
In this case the primary point should be placed at the driveway entrance to the complex. If there are more than one driveway entrances, any one of them can be chosen. The building name (letter, number, etc.) would be placed in the Structure field, and the unit information would be placed in the Unit field.

A single building point for each building is also recommended as in Scenario 1. These separate building points are considered subaddresses since their addresses are all referencing the 1 Main St address.



### Scenario 3

Single primary address for entire complex (admin building included as addressed structure)



The image above shows an apartment complex with a primary address of 110 Brookline Road. Each building has a primary address of 110 Brookline Road, and there is a primary point on the driveway entrance. There is also a point placed on the “Office” building as a subaddress.

In this situation, it is recommended that the primary point be placed on the “main” structure (or office building) instead of the driveway entrance. For this example, the “Office” portion should be placed in the Notes field. These fields are not associated with subaddress information and therefore would not require a second primary point.

However, if other locations were present, (such as laundry facility, pool, clubhouse, fitness center, etc.) that information would be placed in the Location field and would become a subaddress.

## Scenario 4

Each structure within a complex has its own unique address number and contains unit within each building.



You can see that each building has a separate rooftop point for the primary address along with the many subaddress points that are placed on the structure rooftop. You will also notice a couple of things on the subaddress records for this structure:

- Each subaddress point contains a building identifier (1, 2, etc.) that matches the primary address number, and
- Each apartment number (within the building) begins with the building (and primary address) number.

When the subaddress unit information contains the building number (or address number), it is not necessary to include the building information in the Structure field. It would be recommended to have an address of 3 Heights Lane Apartment 3201 in this complex.



Scenario 5

Each unit within a building has its own primary address.



In this case, each unit is represented by a primary, rooftop point with a unique address number. There is no subaddress information on any of these points.



Scenario 6

Mobile Home Park – Individually Addressed Lots



In the image above, each lot has been individually addressed and is represented as a Primary, rooftop point. There is no driveway entrance point for this mobile home park as there is not one single address for the entire park.

Scenario 7

Mobile Home Park – One Primary Address, Unique Lot Numbers



The image above shows that the mobile home park has one primary address of 1917 Central Avenue. Each lot within the park has been assigned a different lot number, all sharing the 1917 Central Avenue primary address number. The primary point has been placed on the driveway entrance to the park. Currently in this scenario, each lot (or trailer) number is placed in the Unit field.



## Scenario 8

### Shopping Plaza - One Address with Multiple Units



In this example, the entire shopping plaza has an address of 180 Delaware Avenue. Each store in the plaza has its own unit number, but they all share the primary address of 180 Delaware Avenue, making each of the store addresses a subaddress (store names can be placed in the BusinessName field). In this case, the primary point should be placed on the driveway entrance. If there is a name of the plaza (e.g., Delaware Plaza) that information can be placed in the Site field of the primary point. If there are more than one driveway entrance, a primary point only needs to be placed on one.

## Scenario 9

### Shopping Plaza - Multiple Buildings with Unique Addresses and Units



In this example, the shopping plaza has multiple buildings in it and they each have their own unique address number. 3240 Monroe Ave has multiple businesses (business name is stored in BusinessName field) which are represented by unique suite numbers. 3246 Monroe Ave has multiple businesses in it but are only differentiated by the business name and not with individual suite numbers. The points for 3246 Monroe Ave are all primary points since there is no subaddress information. 3240 Monroe Ave has a primary point on the rooftop of the building and the name of the plaza is stored in the Site field (e.g., Pittsford Square). There is an additional primary point on top of 3246 Monroe Ave with a Site of Pittsford Square so that address can be identified as part of the shopping plaza. A driveway point is not needed in this plaza since each building has its own primary address point.