



City of Moore

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Date: February 2, 2026

To: Police, Fire, Emergency Management, Community Development

Cc: Engineers, Developers, Builders, and Other Interested Parties

From: Brooks Mitchell, City Manager 

Subject: City-Wide Addressing and Road Naming Rules and Regulations

In an effort to provide for a uniform, city-wide system for providing road names and assigning street address numbers to all dwellings, buildings, and habitable structures in the City, to assist fire and rescue service providers, law enforcement agencies, the United States Postal services, and other organizations in the timely and efficient provision of services to the residents and businesses of the City, the following Rules and Regulations for City-Wide Addressing and Road Naming are hereby established for immediate enforcement.

No information or requirements put forth in this document supersedes the City of Moore Addressing and Street Name Ordinance (Chapter 13-7 of the Moore City Code), and where there is a conflict, the ordinance shall take precedent.

General

- The Community Development Director, or their designee, will be the Addressing Authority, and is responsible for assigning addresses and street names.
- Main Street is the N – S divider road. Although Main Street is not a through street east of Bryant Ave, all addressing should be done with Main Street being hypothetically drawn in a straight line from Bryant to east City Limits.
- Broadway Avenue is the E – W divider road. South of S. 19th Street, the E – W divide will take place along the diagonal S. Broadway Avenue.
 - Along S. 19th Street between the two Broadway Avenues, the addresses shall be “SE 19th St”.
- A roadway, either private or public, that serves two or more lots or parcels of land, shall be assigned a road name with a street sign meeting all city requirements.

Street Naming Standards

Street names within the City must meet the requirements of the Addressing and Street Naming Ordinance found in Chapter 13-7 of the Moore City Code and must be reviewed for duplication or conflict with any existing streets in the City. Street names must be approved by the Addressing Authority.

New street names must adhere to the following rules:

- Street Name Length Limit
 - The full street name shall not exceed 12 characters, including spaces, but not including prefix and suffix.
- Unique Street Name
 - A unique street name will be issued when any right-of-way, easement and/or travel way services 2 or more lots or parcels of land or has a road length of 150-feet or longer.
- Unacceptable Street Names include:
 - Abbreviations, acronyms or punctuation;
 - Numerical names spelled out (First, Second, Third, etc);
 - Letters of the alphabet (A, B, C, etc);
 - Copyrighted or trademarked names;
 - Famous names of persons still living;
 - Complicated or unusual words or unconventional spellings (*example: Mysty Ln*);
 - Profanity or obscenity;
 - Directional Names (*example: Northwest St.*);
 - Duplicate or phonetically similar sounding names as a road name already in use
 - Names that are the same or are pronounced the same (homonyms) or similarly, with different spellings, are considered to be duplicates (*example: Ellis Ln vs. Alice Ln*);
 - Names that contain an identical word or pronunciation to an existing road name, may be considered a duplication (*example: Cottonwood Bluffs vs. Cottonwood Heights*);
- Existing exceptions to these rules may be accommodated if there is no risk to public safety, as determined by the Addressing Authority.
- Alignment/Continuity Policy
 - Once a street name has been used, it may only be used again within the same alignment. If a street is on the same alignment as an existing street and is likely to be physically connected to that existing street in the future, then the new street shall assume the name of the existing street. If it will not be possible to physically connect the new street to the old street, then a new name should be assigned to the new street.
 - When more than one street is located or proposed within a 100-foot alignment of the original street, that street closest to the original alignment will receive the name of the original alignment. An exception to this rule may be made for streets where a more distant street provides traffic and addressing continuity.

- A new street name will be issued at disjointed street segments.
- Existing discontinuous streets will be accommodated.
- Curvilinear Streets and Loops/Circles
 - Streets which extend in multiple directions, but are reasonably considered the same street, will retain the same name throughout.
 - The predominant direction of overall alignment shall determine the street directional
 - Odd/Even rules for the entire street will be determined by the predominant street direction.
 - If a street departs from its original alignment by 90-degrees, a new street name should be created.
 - Street directional suffixes must be used where clarity is needed to identify the correct half or a curvilinear location, such as when duplicate house numbers are present. *Example: S. Redwood Loop East and S. Redwood Loop West*
 - Street directional suffixes should be limited to Loop and Circle street type suffixes.
 - Directionals and names for curvilinear streets may be decided by the Addressing Authority on a case-by-case basis.

Street Types (Suffixes)

All road names shall have an acceptable Street Type (suffix) as defined by the United States Postal Service (USPS) Public 28, Postal Addressing Standards, C1 Street Suffix Abbreviations.

Street Types considered **not acceptable** per the City are listed below. The street type suffixes Loop and Circle shall be limited to roads having those physical forms.

- Annex
- Bypass
- Causeway
- Expressway
- Freeway
- Highway
- Motorway
- Overpass
- Ramp
- Skyway
- Throughway
- Trafficway
- Turnpike
- Underpass
- Unions

Address Assignment Standards

Address Assignment within the City must meet the requirements of the City of Moore Addressing and Street Naming Ordinance found in Chapter 13-7 of the Moore City Code, and must be reviewed for accuracy.

General Addressing Rules

- Addresses are assigned based on the location of the front door, or as determined by the Addressing Authority.
- Odd Addresses will be assigned to lots on the west or north side of a roadway or access lane.
- Even Addresses will be assigned to lots on the east or south side of a roadway or access lane.
- Alphabetical extensions shall not be used in the numbering of structures, but may be permissible in limited circumstances as specifically permitted in this document.
- “1/2” addresses are not acceptable and are to be replaced when possible. Use Unit/Apartment/Suite numbers instead.
- All Habitable Units/Apartments/Suites shall use numbers, not letters, except in limited circumstances as specifically permitted in this document.
- No use of the “#” character will be permitted due to its negative impact on databases.
- Each Parcel of land will be assigned one address only. For multiple structures on one parcel or if utility addresses are required, see appropriate section below.
- All parcel addresses will be addressed in increments of four whenever possible.

Residential Addressing

Single-Family Dwellings and Townhomes

- Each lot or parcel will be assigned one address using the standard increment of four, where possible and practical. If a new parcel is created within an existing neighborhood, the specifics of the surrounding parcel addresses must be considered.
- The address must be assigned based on the location of the front door.
- No suffixes (Unit/Apartment/Suite) shall be allowed for single-family dwellings and townhomes.
- *Example: 100 Williams Way, 104 Williams Way, etc.*

Duplex Dwellings

- Each duplex lot or parcel will be assigned one address using the standard increment of four, where possible and practical. If a new parcel is created within an existing neighborhood, the specifics of the surrounding parcel addresses must be considered.

- The address must be assigned based on the location of the front door.
- Each dwelling unit on a lot shall be assigned a suffix in increments of two based on the side of the street odd-even rule.
- Acceptable Suffix for Duplex Units is “Unit”.
- *Example: 100 Williams Way, Unit 100; 100 Williams Way, Unit 102*

Multi-Family Dwellings

- Structure numbers will increase sequentially as development progresses outward from the main entrance or central access point of the property.
- Structure numbers will be numerical numbers only and will be identified by the 1st digit of the assigned number.
- Each apartment number consists of up to four digits, following the structure detailed in Table 1:

Table 1 – Apartment Number Assignment		
Digit Position	Representation	Description
1 st Digit	Structure Number	Identify the structure in which the suite is located
2 nd Digit	Floor Level	“1” = First Floor, “2” = Second Floor, etc. This is only needed for a multi-story building.
3 rd & 4 th Digit	Unique Identifier	Assigned sequentially per suite/apartment. <ul style="list-style-type: none"> • Odd numbers on west and north sides; • Even numbers on east and south sides • For single-story strip development, numbering starts on right-hand side (when facing strip center) and runs sequentially to the left. • For more than 9 structures, a 5 digit unique identifier will be required.

- Acceptable Suffix for Apartment Units is “Apt”.
- Floor designation continues following natural vertical progression (1, 2, 3, 4, 5, etc)
- Suites/Apartments directly above one another should retain the same last two digits, when possible, to maintain stack consistency.
- Floors below the first floor will carry an identifier of “L” at the beginning of the assigned suite/apartment number. If there are multiple floors below the first floor, the first floor below will carry an identifier “L1”, then the second floor below will carry an identifier “L2”, and so on as the floors keep descending downward.
- *Example – Multi-story apartment complex: 100 Williams Way, Apt 1210 (Structure 1, Level 2, Unit 10)*

Accessory Dwelling Units

Accessory dwelling units constructed on a residential lot will be addressed using the main structure's address (frontage number and street) plus a sub-structure suffix. Additional primary dwelling units will be addressed in accordance with the City of Moore Addressing and Street Naming Ordinance and these Regulations.

- Acceptable Suffix for Accessory Dwelling Units is "Unit". The main structure shall be assigned an address without a suffix.
- *Example-ADU: 100 Williams Way, Unit 1*

Commercial Addressing

Single-Occupancy, Single Structure Commercial Construction

Commercial structures constructed to accommodate a single occupant only with one structure per lot shall be addressed in the same manner as a single-family residence on one lot.

- Each lot or parcel will be assigned one address using the standard increment of four, where possible and practical. If a new parcel is created within an existing development, the specifics of the surrounding parcel addresses must be considered.
- The address must be assigned based on the location of the front door.
- No suffixes (Suite) shall be allowed for single-occupancy commercial construction with one structure per lot.
- *Example: 100 Commerce Way, 104 Commerce Way, etc.*

Commercial Strip Development

- Each lot or parcel will be assigned one address using the standard increment of four, where possible and practical. If a new parcel is created within an existing development, the specifics of the surrounding parcel addresses must be considered.
- Suites within the structure will be numbered in a manner that aligns with emergency access and visibility:
 - Single Sided; Single Directional Structure: Numbering will begin from the left to the right in a sequential numbering in increments of four.
 - Single Sided; Multi-Directional Structure (L-shaped or U-shaped): Numbering will begin from the left to the right in a sequential numbering in increments of four.
 - Multi-Sided, Single-Directional Structure: Numbering on a single side of the structure will begin from the left to the right in a sequential numbering in increments of four, then an identifier will be used at the beginning of the suite to address the side of the structure as detailed in Table 2.

- Multi-Sided, Multi-Directional Structure: Numbering on a single side of the structure will begin from the left to the right in a sequential numbering in increments of four, then an identifier will be used at the beginning of the suite to address the side of the structure as detailed in Table 2.
- The Addressing Authority shall assign suite numbers to prioritize public safety and emergency response.

Identifier	Representation/Description
A	The front of the structure facing the addressed street
B	Left side of the structure when facing the addressed street
C	The back of the structure
D	The right side of the structure when facing the addressed street

- *Example: 100 Commerce Way, Ste. C108 (Parcel address, Back of structure, Suite number in sequential order)*

Multi-Structure Business Developments and Educational Campuses

- Each lot or parcel will be assigned one address using the standard increment of four, where possible and practical. If a new parcel is created within an existing development, the specifics of the surrounding parcel addresses must be considered.
- Structure numbers will increase sequentially as development progresses outward from the main entrance or central access point of the property.
- Structure numbers will be numerical numbers only and will be identified by the 1st digit of the assigned number. Refer to Table 3.
- Structure numbering will begin at the main entrance of the primary fire lane access point.
- For multi-building campuses, structures will be numbered at the discretion of the Addressing Authority based on public safety considerations, in coordination with the Fire Marshal and 911 Dispatch Manager.

Commercial Suite Number Assignment

- Each suite number consists of up to four digits, following the structure detailed in Table 3:

Digit Position	Representation	Description
1 st Digit	Structure Number	Identify the structure in which the suite is located
2 nd Digit	Floor Level	“1” = First Floor, “2” = Second Floor, etc. This is only needed for a multi-story building.
3 rd & 4 th Digit	Unique Identifier	Assigned sequentially per suite/apartment. <ul style="list-style-type: none"> ● Odd numbers on west and north sides;

		<ul style="list-style-type: none"> • Even numbers on east and south sides • For single-story strip development, numbering starts on right-hand side (when facing strip center) and runs sequentially to the left. • For more than 9 structures, a 5 digit unique identifier will be required.
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- *Example – Multi-story commercial complex: 100 Commerce Way, Ste. 1210 (Structure 1, Level 2, Unit 10)*

Utility Addressing

Utility Number Assignment

- Utility Number Assignments are for internal and mailing purposes only. These addresses are not intended to be provided to Cleveland County or 911 emergency system for parcel addressing.
- Addressing for utilities serving a structure will include a suffix identifying the utility.
- Addressing for stand-alone utilities (not serving a specific structure) will be the parcel number with a suffix identifying the utility.
- Utility Addresses will contain the suffix as shown below:
 - Water Meter- W
 - Electric Meter- E
 - Gas Meter- G
 - Small Cell Tower- SC
 - Telecom- T (Fiber, Phone, Internet, etc)
 - Oil and Gas (Well Sites, Pipelines, etc)- OG
- *Example 1 – Utility meter for Structure: 100 Williams Way, Ste 2101-E (Structure 2, Floor 1, Unique Identifier 01, Electric Meter suffix)*
- *Example 2 – Stand alone utility: 100-SC Williams Way (Parcel number, Small Cell identifier suffix)*

Street and Addressing Assignments

Street and Addressing assignments shall be the duty of the Addressing Authority utilizing the flow chart in Exhibit 1.

Documentation & Mapping

- All structures and suite/apartment numbers must be updated on site plans, wayfinding maps, and emergency response documents.
- All structures and suite/apartment numbers must be reflected on leasing materials, directories and signage packages.
- Upon assignment, the Addressing Authority must add all parcel and structure numbers to the GIS database.

Addressing Maintenance and Non-Conformance

- Existing non-conforming addresses will be accommodated whenever possible as long as public safety is not impacted, until such time as the lot and/or structure is altered as described below.
- All addresses will be reviewed with requests for all platting, lot splits, building permits, etc. All structures and/or apartment/unit/suite numbers identified as needing re-addressing will be required to do so at that time.
- All address changes must go through the Addressing Authority.

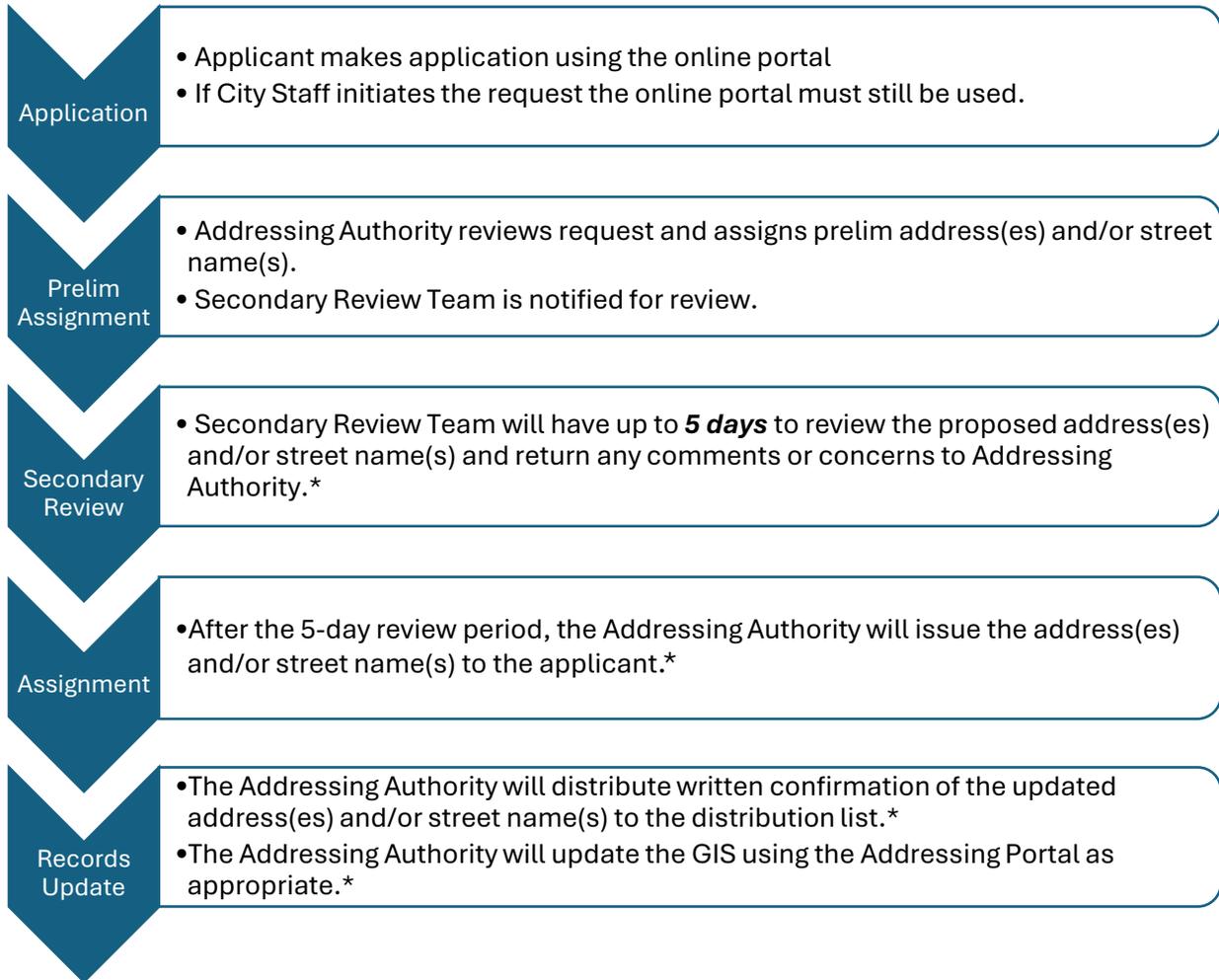
Definitions

The following words, terms and phrases when used in this article, shall have the meanings attributed to them in this section, except where the context clearly indicates a different meaning:

- Driveway- A private travel way for vehicles, which provides access to a public street or road from a parking space, garage, dwelling, structure, or use.
- Driveway Access- A roadway by which motor vehicles may enter or leave a trafficway and limited to that portion that is entirely within the confines of the trafficway.
- Easement- The right to cross or use land for a specified purpose.
- Loop- A minor street of short length with two openings to traffic beginning from the same street, projecting parallel to each other and connecting at their termination by a loop.
- Parcel (same as lot)- A specific, distinct, and legally defined piece or tract of real estate, treated as a single unit for ownership, taxation, and development, identified by official boundaries recorded in public records, often using a unique assessor's number.
- Right-of-Way- Land, property, or interest therein; usually in a strip acquired for or devoted to transportation purposes.

- Road- That part of a trafficway which includes both the roadway and any shoulder alongside the roadway.
- Roadway- That proration of a road improved, designed, or ordinarily used for vehicular travel, exclusive of the shoulder.
- Shoulder- That portion of the road lying outside the roadway, typically designed for pavement edge protection or used for emergency stopping or parking.
- Street- See Road.
- Trafficway- Any right-of-way open to the public as a matter of right or custom for moving persons or property from one place to another, including the entire width between property lines or boundaries.

Exhibit 1: Address and Street Assignment Flow Chart



Secondary Review Team will consist of the following members:

- Emergency Management
- 911 Dispatch Leads
- Fire Marshal
- Chief of Police, or designated team member

Address/Street Name Assignment Distribution List:

- 911 Dispatch Leads
- Emergency Management
- Customer Service
- Cleveland County Assessor's Office
- United States Postal Service

*Addressing for multi-lot subdivisions may require longer review times, will not be distributed to the full distribution list, and will not be entered into the Addressing Portal except for an overall parcel address.