



## **VILLAGE OF COVINGTON**

### **POLICY – GENERAL – 01-21 GENERAL POLICY – ADDRESSING**

From the date of this policy being originally documented – August 6, 2021, the Village of Covington shall follow the following process related to the creation of a new address within the Village corporation limits.

#### **City Address Style**

The Village of Covington's numeric address style is based on a north / south and east /west grid with the center being the intersection of High Street and Ullery Street.

Odd numbering will appear on the west side of roadways in the Village.  
Even numbering will appear on the east side of roadways in the Village.

Full numbers shall be utilized without half numbers unless existing ranges have been expended and there are not full numbers available. In that case half numbers shall be utilized. If more than one additional unit number is necessary, the property shall be readdressed to meet the city address style.

#### **Single Family Residences**

Single Family Residences will be addressed with a single building address that conforms to the Village address style. The addresses will be assigned using the street that allows main access to the building.

#### **Multiple Family Residences**

Multiple Family Residences will be provided a range for units. Each unit shall have an address that meets the numeric address style of the Village. The range shall include at least 4 additional unit numbers within the range.

#### **Individual Commercial Buildings**

Commercial buildings will be addressed with an individual building address that conforms to the Village address style. The addresses will be assigned using the street that allows main access to the building.

#### **Strip Commercial Buildings**

Strip commercial buildings will be assigned one building address and individual unit numbers for each individual door access. If a business is large enough to use space accessed by two or more doors, the business will be addressed with the building address and the main entrance unit number. If there are two or more main business

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accesses, the business will be addressed with the building address and lowest unit number.

### **Permit Requirement**

No building or zoning permit shall be issued for any construction on property in the Village unless such property has been assigned an approved numeric address.

**Policy Last Updated: August 2021**

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