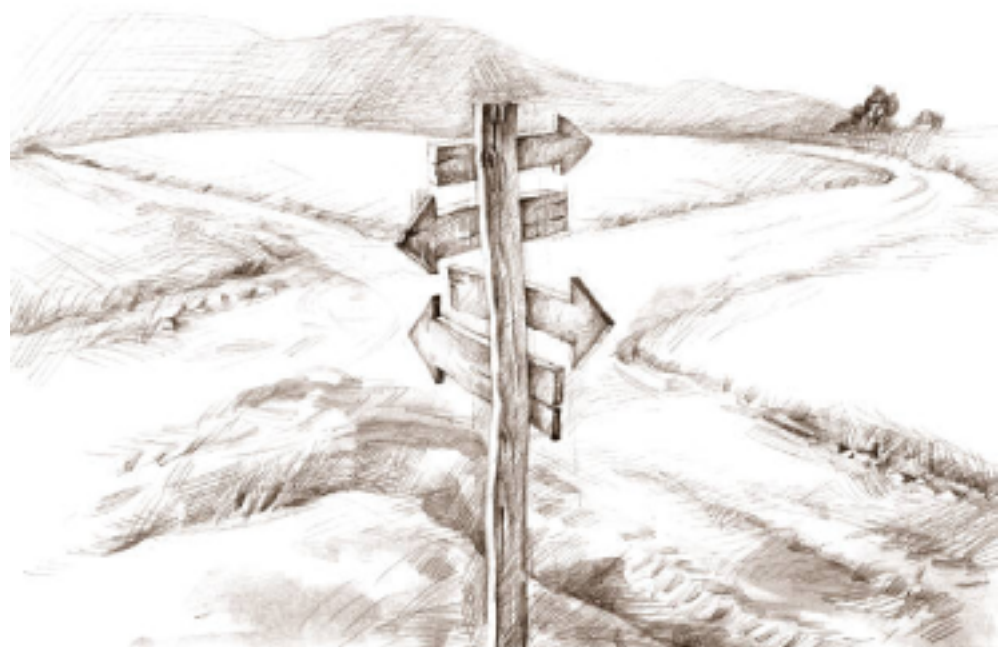


# **NC811 Guide for Entering Streets**



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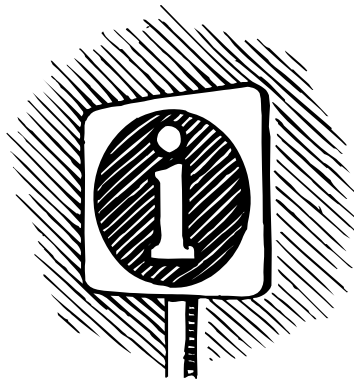
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# Information Superhighway

Entering streets for The North Carolina One-Call Ticket Entry program may seem simple, but in reality, the streets (especially their types) must be entered in specific ways in order for the computer to more quickly and accurately find them. With the many varied types of street names out there; everyone has questions from time to time as to how a street should be entered. Our hope is that this booklet will help answer those questions.

Please use **only** the ways listed in this booklet for entering your streets, since entering your streets differently may lead to incorrect location areas, which can prevent utility companies from being notified on your tickets.

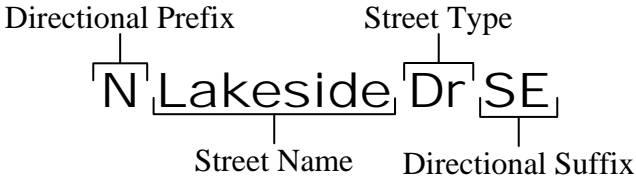


# The Name Game

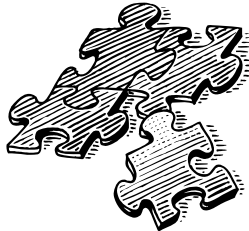
Throughout this booklet, there are several terms used to describe street names. These need to be defined to make sure you understand which part of the street is being described.

Street names consist of four parts. Which are, Directional Prefix, Street Name, Street Type, and Directional Suffix. Every street will not have all four parts, but they will all have a Street Name. The Directional Prefix is at the beginning of a street and tells direction such as North, South, East, West, Northeast, Southwest, etc. Likewise, the Directional Suffix tells direction at the end of a street. The Street Type is what kind of street it is, such as, Boulevard, Street, Road, Drive, etc. The street name is what the street is actually called, not including the other three parts.

This diagram identifies the four parts of a street name:



Due to the format used by the Census Bureau when they created TIGER files; there is a maximum of 30 characters for the Street Name field. All characters after the 30th will be chopped off.



# Punctuation Path

Punctuation is **NEVER EVER** used in the street field under any circumstances.

Periods are not used at the end of abbreviations. Hyphens are replaced with a space when they are part of a street name and they are **not** used for Interstates and Highways. (See the Highway section for more information.) Apostrophes are removed without adding a space and the ampersand (&) is replaced with the word “And”.

## Wrong

N. Main St.  
Raleigh-Durham Rd  
John’s Ave  
O’Brien St  
D’Angelo Way  
Long & Winding Rd  
I-85

## Right

N Main St  
Raleigh Durham Rd  
Johns Ave  
Obrien St  
Dangelo Way  
Long And Winding Rd  
I85

Numerical street names with fractions, such as 1/2, as part of the name have a special way they need to be entered. Since the slash (/) is considered punctuation, the fraction is spelled out in words; “1/2” becomes “One Half”. **Do not** use the word “And” in streets with 1/2; we say it, but it is not part of the street name.

## Wrong

4 1/2 St  
2 And One Half St

## Right

4 One Half St  
2 One Half St

# Abbreviation Ave

## Directionals

For the most part, only directional prefixes, directional suffixes and street types are to be abbreviated. Normally, no part of the street name itself is to be abbreviated, however, there are several exceptions which follow the next set of examples.

### Wrong

E Bethel Ch Rd  
Spring Pk Dr NW  
Gen Washington St

### Right

E Bethel Church Rd  
Spring Park Dr NW  
General Washington St

Exceptions to the Abbreviation Rules:

## Mrs / Rev

Almost always in writings and on street signs these words are abbreviated. These abbreviations do not have spaces and are not usually spelled out. Since these letters are not initials (see initial section) there are no spaces between the letters. You may spell out these words, but you will see them abbreviated in the map.

### Wrong

M R S Jones Ave  
Mistress Wilson Dr  
Reverend Waller St

### Right

Mrs Jones Ave  
Mrs Wilson Dr  
Rev Waller St

# Abbreviation Ave

## Jr / Sr

Junior and Senior ARE abbreviated in street names. The reason being, most often they are a part of long street names. Since the street field has a limit of 30 characters, it allows for the entire street name to be shown without being chopped off. There may be times when spelling out these words would not cause the street name to be too long, however, to avoid having to count and to keep consistency they are always abbreviated.

### Wrong

William Smith Junior High Ave  
Travis Edison Junior Dr  
Robert Brady Senior Blvd

### Right

William Smith Jr High Ave  
Travis Edison Jr Dr  
Robert Brady Sr Blvd

## Street Types in the Street Name

Sometimes street names have street types in them. When street types are in the street name, they are **NOT** abbreviated. However, the street type itself **IS** abbreviated as usual.

### Wrong

3rd St Dr Pl Nw  
Ave G  
Swamp Creek Jct Rd

### Right

3rd Street Drive Pl Nw  
Avenue G  
Swamp Creek Junction Rd

## Wide Open Spaces

There are several examples of when to put a space or not in a street name throughout this booklet, but there are a few more instances that need to be covered.

### Mc / Mac

If a street begins with “Mc” or “Mac” do NOT place any spaces after these letters. However, Mac can be a first name, in which case, there would be a space after it. If you do not know if the “Mac” is a first name or part of the last name, enter it as you believe it to be, but look for both spellings when you are in the map. You should make your street name match the map after you have verified that the street is the correct one for your excavation site.

#### Wrong

Mc Millian Dr  
Mac Millan St

Mac Donald Dr  
(Mac is Not a first name)

Macsmith Dr  
(Mac is a first name)

#### Right

Memillian Dr  
Macmillan St

Macdonald Dr

Mac Smith Dr

### Le / La / De

French words often start with Le, La, De, etc. There is always a space between these prefixes and the main word of the street name.

#### Wrong

Lefleur Ct  
Lamason Dr  
Dehavilland Ave

#### Right

Le Fleur Ct  
La Mason Dr  
De Havilland Ave

# Wide Open Spaces

## Initials

Streets that have initials as part of the name always have a space between the initials because sometimes they can form words if they are put together without a space.

If the initials are possessive (have an 'S) we must also use the rule regarding no punctuation. This means that the first initial will have a space after it, but the last initial will not have a space between it and the 'S'.

### Wrong

AL Smith Dr  
WKRP Ave  
Fred Somers MHP Rd  
T J's Pl

### Right

A L Smith Dr  
W K R P Ave  
Fred Somers M H P Rd  
T Js Pl

## M H P

The abbreviation for Mobile Home Park is MHP. Often these words are included in the street name of roads into the parks. These 3 words take up 16 spaces of a street name; over half of the 30 character maximum. Mobile Home Parks are sometimes named after the owner and/or tend to have long names. In order to allow the street to fit, Mobile Home Park is abbreviated to M H P. As with shorter names, the abbreviation is still used to maintain consistency. Notice that there are spaces between the letters.

### Wrong

John Wilson Mobile Home Park Dr  
Fields Of Autumn MHP Rd

### Right

John Wilson M H P Dr  
Fields Of Autumn M H P Rd

# Numbers Game

Many street names have numbers in them; either spelled out or the actual number. For ordinal numbers (1st, 2nd, etc.) Secondary Roads (SR's) and highways (see highway section) **only**, there **is not** a space between the letters and numbers. For other streets containing numbers, there **is** a space before and/or after the number.

Roman numerals do not have spaces between the letters.

Street names with a date have the comma removed since it is punctuation.

The pound sign (#) is never used in the street name as it is considered punctuation. Replace it with the spelled out word 'number'. Do not abbreviate number to 'No.' either. Also, if the pound sign or the word 'number' is **not** part of the street name, just the number is used with spaces before and/or after.

## Wrong

1 St Ave  
Carrington I I I Ave  
March 9, 1764 St  
Red Dixon Rd No 2  
Big Creek #1 Rd  
V8 St  
Avenue7  
Rte66  
60ft Rd  
Sr 1687  
S R 2057

## Right

1st Ave  
Carrington III Ave  
March 9 1764 St  
Red Dixon Rd Number 2  
Big Creek Number 1 Rd  
V 8 St  
Avenue 7  
Route 66  
60 Foot Rd  
Sr1687  
Sr2057

Deep Cove Rd #3  
(The word 'number' is not  
part of the street name)

Deep Cove Rd 3

# Numbers Game

Address numbers that have a letter or fraction following them are never placed in the address field. Only the number portion is put in the address field and the additional information is listed in the locate portion of the ticket. (These examples are for the ticket address field only, NOT for the street name fields.)

## Wrong

1505-C  
423 One Half  
475 1/2

## Right

1505  
423  
475



# My Way or the Highway

There are different types of highways such as Interstates, US Highways and State Highways. They have directional designations and can be a Bypass, Business Route or Alternate. With all these aspects and the abbreviations that could be used, highways can have numerous ways of writing them out.

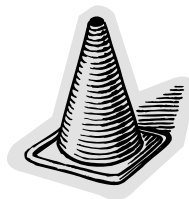
To eliminate the complexity of entering highways; The North Carolina One-Call Center does not use the North, South, East or West directionals. Interstate is abbreviated to “I” and **all other** highways are abbreviated to “Hwy”. The only other abbreviations used for Highways are: Byp for Bypass, Bus for Business Route and Alt for Alternate. Highways are entered using the Hwy abbreviation followed immediately by the highway number without a space. If the highway has a Byp, Bus or Alt associated with it, a space is placed after the number and the abbreviation is then added.

## Wrong

I85 S  
I 95  
I-40  
US Highway70  
US Hwy220 N  
State Hwy 14  
Hwy16A  
Hwy68Byp  
Hwy311 Bsn

## Right

I85  
I95  
I40  
Hwy70  
Hwy220  
Hwy14  
Hwy16 Alt  
Hwy68 Byp  
Hwy311 Bus



## Who Knows?

Sometimes there are streets that are unnamed or you may not know what the name of the street is. In that case, you must use the word “Unknown” in the street field. You **may not** abbreviate this word and it is only to be used when you do not have a street name to enter.

Unknown is NEVER used in the cross-street field. If you are working on Main St and there is a cross-street nearby, but you do not know its name; you **would not** put “Unknown” in the cross-street field. If you know the name of the next closest cross-street you may put that street’s name in the cross-street field. You must still indicate the distance to the cross-street on the ticket as usual.



## The End of the Road

There are many types of streets; and to save space on street signs, maps, etcetera; they are almost always abbreviated. Knowing the numerous abbreviations and using the correct ones in Ticket Entry can be difficult; especially since there can be more than one abbreviation for some types. **The following list of street type abbreviations are the only ones you should use in Ticket Entry.** Using them will speed up your street lookups in the map and allow you to find your location quicker and more accurately. Please notice that some are not abbreviated.

There are a few rare streets out there that do not have a street type. This is very unusual, but they do exist.

While we have tried to include every ending for street types, it is always possible that there could be omissions or new types. If you have a street type that is not listed, a good rule of thumb is not to abbreviate it. You may also call Marshall Dean or Donna Waters in the GIS Department at The North Carolina One-Call Center at **1-336-854-8597, 811 or 1-800-632-4949** for information on your particular street.



Type
------

Abbreviation
--------------

Acre	Acre
Acres	Acres
Alley	Aly
Alternate	Alt
Arc	Arc
Arch	Arch
Avenue	Ave
Beltway	Beltway
Bend	Bend
Bluff	Bluff
Boulevard	Bldv
Branch	Br
Business	Bus
Bypass	Byp
Byway	Bywy
Causeway	Cswy
Chase	Chase
Circle	Cir
Close	Close
Club	Club
Commons	Commons
Course	Course
Court	Ct
Cove	Cove
Crescent	Cres
Crest	Crest
Crossroad	Xrd
Crossroads	Xrds
Crossing	Xing
Cut	Cut
Cutoff	Cutoff
Down	Down
Drive	Dr
End	End
Expressway	Expy
Extension	Extension

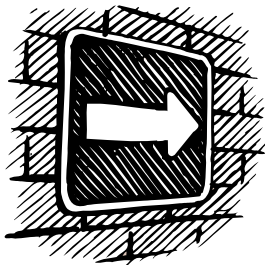
Type
------

Abbreviation
--------------

Ford	Ford
Fork	Fork
Freeway	Fwy
Gap	Gap
Gardens	Gardens
Glen	Glen
Grove	Grv
Harbor	Harbor
Harbour	Harbour
Haven	Haven
Height	Ht
Heights	Hts
Highway	Hwy
Hill	Hill
Hollow	Holw
Junction	Jct
Knob	Knob
Knoll	Knl
Knolls	Knls
Landing	Lndg
Lane	Ln
Loop	Loop
Manor	Manor
Maze	Maze
Meadows	Meadows
Mews	Mews
Park	Park
Parkway	Pky
Pass	Pass
Passage	Passage
Path	Path
Peakway	Peakway
Pike	Pike
Place	Pl
Plaza	Plz
Point	Pt

**Type****Abbreviation**

Pointe	Pointe
Promenade	Promenade
Ramp	Ramp
Ridge	Rdg
Reach	Reach
Rise	Rise
Road	Rd
Row	Row
Rue	Rue
Run	Run
Spur	Spur
Square	Sq
Street	St
Summit	Summit
Terrace	Ter
Throughway	Throughway
Trace	Trce
Track	Trak
Trail	Trl
Turn	Turn
Turnpike	Tnpk
Valley	Valley
View	View
Vista	Vista
Walk	Walk
Walkway	Walkway
Way	Way
Wynd	Wynd





## Reach Out and Touch

The North Carolina One-Call Center GIS Department uses ESRI's ArcView software for its mapping. We started with the Census Bureau's TIGER files and have updated and edited them from information obtained from various counties across the state.

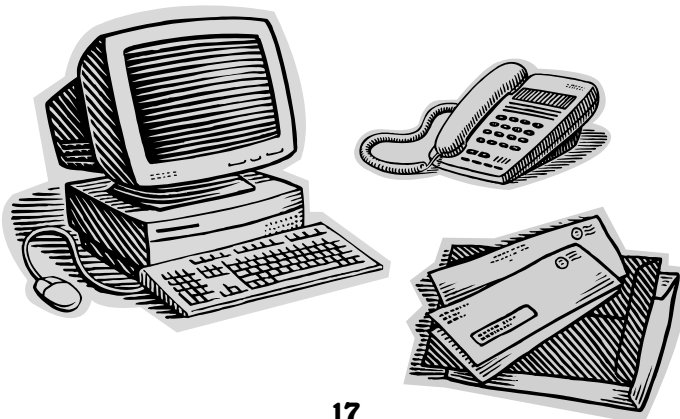
If you see an error in a street name on the map, let us know. However, we must have a map supporting your information before we can make any changes. Everyone is more than welcome to send any maps, engineered plans, etc. at any time, but please contact the Database/GIS Department first so we will be expecting it. Our mailing address is:

2300 W. Meadowview Rd., Suite 227  
Greensboro, NC 27407

Marshall Dean, Donna Waters and Denice Booker are the GIS Technicians; please contact them if you have any questions, comments or suggestions about anything in this booklet.

Telephone: 336-854-8597

Email: [marshall@ncocc.org](mailto:marshall@ncocc.org), [donna@ncocc.org](mailto:donna@ncocc.org), or  
[denice@ncocc.org](mailto:denice@ncocc.org)





**Conceived & Created  
By  
Marshall Dean**

**July 2005**



The *North Carolina* One-Call Center, Inc.  
Call Two Working Days Before You Dig!  
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