

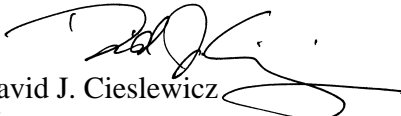
SUBJECT: NATIONAL CORPORATE HEADQUARTERS ADDRESSES

Purpose: The purpose of this administrative procedure memorandum is to authorize the use of addresses for national corporate headquarters. Section 10.34 of the Madison General Ordinances provides that commercial buildings shall take their addresses from the street from which the building is accessed. The street may be public or private.

The City Engineer assigns addresses.

Policy: Commercial buildings may be assigned a place name address that recognizes the corporate name of the business subject to the following conditions:

1. That the commercial building is a National Corporate Headquarters designed to accommodate 200 employees or more;
2. The site be identified with the number "1" or "One", a street name (place name) that identifies the corporate organization, and the suffix "Place";
3. That the address, street name, and suffix be prominently affixed to the building;
4. That a standard street sign be placed at the street (vehicular) access to the building with the "private" designation;
5. That the Fire Marshall, City Engineer, and a representative of the Dane County Public Safety Communications Center (911) shall review each request; and,
6. That the Fire Marshall shall meet with a representative of the corporate entity and explain the various aspects of emergency response.


David J. Cieslewicz
Mayor

APM No. 6-3
November 16, 2006