



Street Entry Guide

For Newtin Ticket Entry

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Entering streets into the North Carolina 811 Ticket Entry program may sound simple. However, with the creative street names, not to mention the many types of street names around the State, there are rules which help keep street names consistent and which increase the accuracy of the excavation notifications. Therefore, streets (especially their types) must be entered in specific ways in order for the computer to more quickly and accurately find them in the map. More importantly, some North Carolina 811 utility members receive their excavation notifications based on the street name itself, and entering the street name properly helps them to get all of their notifications. 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 guide will help answer most of those questions.

In each section of this guide are found examples of incorrect and correct ways of entering the various types of streets. The examples are specific to the section that they are in, however, some examples may have characteristics of other examples from other sections since each example is completely correct for how to enter it into Newtin Ticket Entry. Please refer to these examples and use **only** the ways listed in this guide for entering street names, since entering streets differently may lead to incorrect location area selections, which can prevent utility companies from being notified of an intent to excavate.

There are a few terms used to describe the parts of street names throughout this guide. These terms need to be defined to make sure it is understood which part of the street name is being discussed.

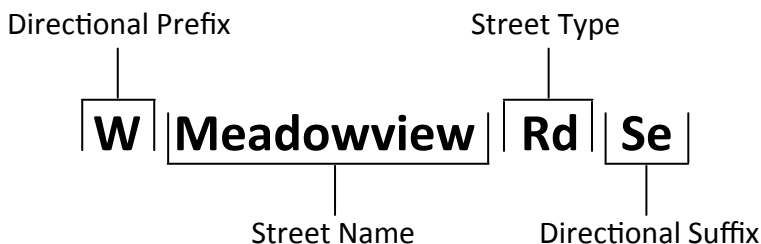
Street names consist of four parts:

Directional Prefix **Street Name** **Street Type** **Directional Suffix**

Every street will not have all four parts, but all will have a Street Name of some sort. The **Directional Prefix** is at the beginning of a street and tells direction such as North, South, Northeast, Southwest, etc. Likewise, the **Directional Suffix** tells direction and is at the end of a street name. 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.

Please note: Extension does not fall into any of the four parts of a street name and it is abbreviated to 'Ext' whenever it is used after the Street Type or Directional Suffix.

The diagram below identifies the four parts of a common street.



Punctuation is never entered into the Newtin Ticket Entry program's street name field.

Even though a street name may contain punctuation in records or on signs, it is not used in the Newtin Ticket Entry program. Reason being, punctuation increases the chance of erroneous spelling of a street and makes for entering the street names more complicated and time consuming. This section outlines how to 'change' the street spelling when removing the punctuation. By way of explanation: 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 in Interstate and Highway names. (See the Interstates & Highway section for more information) Apostrophes are removed without adding a space and the ampersand (&) is replaced with the word 'And'.

Incorrect	Correct
N. Main St.	N Main St
Raleigh-Durham Rd	Raleigh Durham Rd
John's Ave	Johns Ave
O'Brien St	Obrien St
D'Angelo Way	Dangelo Way
Long & Winding Rd	Long And Winding Rd
I-85	I85

Fractions

Numerical street names with fractions, such as 1/2, as part of the name have a special way that they must be entered. Since the slash (/) is considered punctuation, the fraction must be spelled out in words; '1/2' becomes 'One Half'. Do **not** use the word 'And' in streets with 1/2; it is often *said*, but it is not an actual part of the street name.

Incorrect	Correct
4 1/2 St	4 One Half St
2nd And One Half St	2nd One Half St

Parentheses

Even though punctuation is never used in the street field of Newtin Ticket Entry, there are times when you may see parentheses () in the map around all or part of a street name. Parentheses are used to indicate unofficial names and roads not yet open to traffic.

Scenario One: If a road is known by local citizens as having the unofficial name of ‘New Garden Hwy’, but that name never appears on signs or tax records, and the road has the actual name of ‘Broadway Blvd’; then, Broadway Blvd will be on the road label in the map as usual, but in addition, (New Garden Hwy) will also appear as a label for that road if NC811 is aware of the unofficial name.

Scenario Two: If the coordinates are known for a highway or road that is under construction it will be added to the map so that the highway can be used to more easily find excavation sites for underground utility locates during the construction process. The label ‘(future)’ will proceed the highway or road name if this is the case. For example: Should a portion of Hwy99 be under construction, it will be labeled in the map as (future) Hwy99 until the road is opened to traffic.

A street name label with parentheses should never be entered into the street field of the Ticket Entry program as they are only added to the map to provide additional information and are not to be used as official street names. Enter only the official name of the road or highway.

There are several abbreviations used for entering street names because of the limited number of space in the tables where the streets are stored in the computerized map. Even if the street name would fit into the table without the abbreviation, it is still abbreviated in all instances so as to be consistent and to avoid confusion. It also helps the map to look less cluttered and to be more readable when there are fewer letters in the street labels.

For the most part, only directional prefixes, directional suffixes and street types are abbreviated, but there are exceptions. Normally, no part of the street name is abbreviated, but again, there are a few exceptions. See the Street Types section for acceptable abbreviations for the various street types.

Street Names

Do not use common abbreviations in the street name, apart from the exceptions on page 5.

Incorrect

E Bethel Ch Rd
 Willow Tree Sch Dr Nw
 St Thomas Ave
 Mt Tabor Dr

Correct

E Bethel Church Rd
 Willow Tree School Dr Nw
 Saint Thomas Ave
 Mount Tabor Dr

Street Types within Street Names

Sometimes street names have street types within them. When street types are part of the street name, they are **not** abbreviated. However, the street type itself is still abbreviated as usual.

Incorrect

3rd St Dr Pl Nw
 Ave G
 Swamp Creek Jct Rd
 East Blvd (Boulevard is
 the Street Name)

Correct

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

Directionals within Street Names

Sometimes a directional is used as a street name. When this occurs, it is not abbreviated since abbreviations are not used within a street name, excluding those mentioned in this section. However, if there is a directional prefix with this type of street name, it would be abbreviated.

Incorrect

N Pkwy
West Landing
S W Blvd

Correct

North Pkwy
West Lndg
S West Blvd

Abbreviation Exceptions

Mrs / Rev / Jr / Sr

Usually on street signs and when written, Mrs, Rev, Jr, and Sr are abbreviated, and it is uncommon to spell them out. Street names with these words are often long and it helps to conserve space to use the abbreviations. Therefore, these abbreviations are used in Newton Ticket Entry.

Incorrect

Reverend Jones Ave
Mistress Wilson Dr
Brady Senior High School Dr
Travis James Junior Blvd

Correct

Rev Jones Ave
Mrs Wilson Dr
Brady Sr High School Dr
Travis James Jr Blvd

In North Carolina there are different types of highways such as Interstates, US Highways and State Highways. They have directional designations and can be an Alternate, Bypass, Business Route or Truck Route. With all of these designations and the possible abbreviations that could be used, highways have a multitude of ways for writing them out.

To eliminate the complexity of entering highways and to minimize errors; North Carolina 811 does not use the North, South, East or West directionals. Also, Interstate is abbreviated to 'I' and all other highways are abbreviated to 'Hwy'. The abbreviations used for the different highway types are:

Alt for Alternate Byp for Bypass Bus for Business Route Truck Rte for Truck Route

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 designation, a space is placed after the number and the abbreviation is then added.

Incorrect	Correct
I85 S	I85
I 95	I95
I-40	I40
US Highway 70	Hwy70
US Hwy220 N	Hwy220
NC Highway 14	Hwy14
State Hwy 225	Hwy225
N Hwy16A	Hwy16 Alt
Hwy 29Byp	Hwy29 Byp
Hwy311 Bsn	Hwy311 Bus
Hwy55 Truck Route	Hwy55 Truck Rte
Old Highway 15	Old Hwy15

A Unique Highway Name

There is one uniquely named highway in western North Carolina which is entered in a special way. US Highway 19 runs North and South from Lake Erie in Pennsylvania to the Gulf Coast of Florida. However, it splits into 2 sections at Bluff City, Tennessee and converges back into a single highway in Yancey County, North Carolina. These 2 sections have East and West designations and appear on highway signs as 19E and 19W.

To enter this highway into Ticket Entry: Follow the rule regarding no directionals, which leaves off the North or South; however, since the highway has an 'E' or 'W' as part of its number, the letter is included. Therefore, North Highway 19E would be entered as Hwy19E and South Highway 19W would be entered as Hwy19W.

There are several examples of when or where to put a space or not in street names in other sections of this guide, but there are a few more instances that need to be covered.

Mc / Mac

If part of a street name begins with 'Mc' or 'Mac' there is no space after these letters. However, because Mac can be a first name, there would be a space after it, if that is the case. 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 and, if it is found, make your street name match what is in the map after you have verified the street is the correct one for your excavation site.

Incorrect

Mc Dermot Dr

Mac Millan St

Mac Donald Dr (Mac is *not* a first name)

Macsmith Blvd (Mac *is* a first name)

Correct

Mcdermot Dr

Macmillan St

Macdonald Dr

Mac Smith Blvd

Le / La / De / El

Many foreign words often start with Le, La, De, El, etc. There is always a space between these words in the street name.

Incorrect

Lefleur Ct

Lamason Dr

Dehavilland Ave

Elmariachi St

Correct

Le Fleur Ct

La Mason Dr

De Havilland Ave

El Mariachi St

Initials

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

If the initials are possessive, 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'.

Incorrect

AL Smith Dr

WKRP Ave

T J's Pl

Correct

A L Smith Dr

W K R P Ave

T Js Pl

Mobile Home Park

Mobile Home Parks are numerous across North Carolina. The words 'Mobile Home Park' are often included in the street name of roads into these parks. These 3 words make up 16 characters of a street name, and the parks are often named after the owner and/or tend to have long names. In order to allow the street to better fit into the limited space of the map tables, Mobile Home Park is abbreviated to M H P. Even if the park has a short name, the abbreviation is still used to maintain consistency. Notice that there are spaces between the letters since they are categorized as initials.

Sometimes a Mobile Home Park is simply called a Trailer Park. This term is also abbreviated to Trlr Park when it is included in the street name.

Incorrect

John Wilson Mobile Home Park Dr

Fields Of Autumn MHP Rd

Sunny Meadow Trailer Park

Correct

John Wilson M H P Dr

Fields Of Autumn M H P Rd

Sunny Meadow Trlr Park

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

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 it.

Lastly, Roman numerals do not have spaces between the letters and street names with a date have the comma replaced by a space.

Incorrect	Correct
1 St Ave	1st Ave
Carrington I I I Dr	Carrington III Dr
March 9, 1764 St	March 9 1764 St
Red Dixon Rd No 2	Red Dixon Rd Number 2
Big Creek #1 Rd	Big Creek Number 1 Rd
V8 St	V 8 St
Avenue7	Avenue 7
Rte66	Route 66
60ft Rd	60 Foot Rd
Sr 1687	Sr1687
S R 2058	Sr2058
Deep Cove Rd #3 ('Number' is <i>not</i> part of the street name)	Deep Cove Rd 3

When a street is unnamed, the name is not known, or its name has not been provided, the word 'Unknown' is used in the street field of Newtin Ticket Entry and it should **not** be abbreviated.

'Unknown' is **never** used in the cross-street field. If the name of the closest intersecting street to a work site is not known, the next closest known street name is entered into the cross-street field or it is left blank if no street names are known.

There are many street types and to save space on street signs, maps, etc.; they are usually abbreviated, but not always. Knowing the numerous abbreviations and whether or not to abbreviate a street type can be a difficult task. This section has a list of known street types which are abbreviated as well as a list of those street types which are not abbreviated. Both of these lists should be followed for entering the street types into Newtin Ticket Entry. Using them will provide quicker street lookups in the map and will help ensure that North Carolina 811's member utilities get all notifications of excavation going on in their service areas.

There are a few rare streets out there that do not have a street type at all. While unusual, they do exist and in this case only directional prefixes and suffixes are abbreviated unless the street name has one of the exceptions shown on page 5. When there is a question as to how a street should be entered, it should match the street label in Ticket Entry mapping, when found.

Every effort has been made to list all known Street Types in this section. However, due to human error or the possibility of the creation of new Street Types by street naming entities, there may be omissions.

Street Abbreviations

These are the only abbreviations used in Newtin Ticket Entry for Streets.

Alley	Aly
Alternate	Alt
Annex	Anx
Avenue	Ave
Boulevard	Bldv
Branch	Br
Bridge	Brdg
Brook	Brk
Business	Bus
Bypass	Byp
Byway	Bywy
Causeway	Cswy
Center	Ctr
Centre	Ctre
Circle	Cir
Common	Cmn
Commons	Cmns
Court	Ct
Creek	Crk
Crescent	Cres
Crossing	Xing
Crossover	Xovr
Crossroad	Xrd
Crossroads	Xrds
Drive	Dr

Estate	Est
Estates	Ests
Expressway	Expy
Extension	Ext
Freeway	Fwy
Gateway	Gtwy
Grove	Grv
Height	Ht
Heights	Hts
Highway	Hwy
Hollow	Holw
Junction	Jct
Knoll	Knl
Knolls	Knls
Landing	Lndg
Lane	Ln
Meadow	Mdw
Meadows	Mdws
Mobile Home Park	M H P
Mountain	Mtn
Orchard	Orch
Parkway	Pkwy
Passage	Psg
Place	Pl
Plaza	Plz

Point	Pt
Pointe	Pte
Ridge	Rdg
Road	Rd
Roads	Rds
Route	Rte
Skyway	Skwy
Spring	Spg
Springs	Spgs
Square	Sq
Street	St
Terrace	Ter
Throughway	Trwy
Trace	Trce
Trail	Trl
Trailer Park	Trlr Pk
Trails	Trls
Turnpike	Tnpk
Valley	Vly

Not Abbreviated

The words below are Street Types that are found in the North Carolina 811 map. They are **not** abbreviated in Newtin Ticket Entry.

Acre	Cross	Garden	Knob	Pass	Sound
Acres	Curve	Gardens	Korner	Path	Summit
Arch	Cut	Gate	Lake	Pathway	Spur
Bay	Cut off	Glen	Lodge	Peak	Station
Beach	Cutoff	Glenn	Layne	Peakway	Stream
Beltway	Dale	Green	Links	Pike	Strip
Bluff	Den	Greens	Loop	Plains	Top
Bluffs	Dike	Grade	Mall	Pine	Track
Bend	Divide	Hall	Meander	Pines	Trot
Broadway	Down	Hamlet	Mews	Pond	Turn
Bog	Downs	Harbor	Mile	Port	Vale
Bottom	Edge	Harbour	Mill	Promenade	Viaduct
Cay	End	Hill	Manor	Ramp	Villa
Chase	Farm	Hills	Maze	Reach	Villas
Club	Farms	Hollar	Nest	River	Vista
Cliff	Field	Holler	Nook	Roost	Vistas
Cliffs	Fields	Hollor	Notch	Row	Village
Corner	Falls	Hook	Nvno	Rest	View
Corners	Flat	Haven	Oaks	Retreat	Walk
Camp	Flats	Inlet	Overlook	Rise	Walkway
Close	Fork	Island	Oval	Run	Wood
Crest	Forest	Islands	Parc	Shoal	Woods
Course	Forrest	Isle	Park	Shoals	Wynd
Cove	Gap	Jog	Parke	Shores	Yard

If you have any questions about any of the street information contained in this guide or you find incorrect information in the Newtin Ticket Entry map, please contact the North Carolina 811 Members Services Department at: **336.854.8597**

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