

Address List Guidelines

Updated: May 21, 2012

Lists of addresses (saved in MS Excel format) can be added to a map through a process called geocoding. Geocoding finds the location of an address based on a set of GIS reference data such as a road centerline, address point or parcel layer. The accuracy of the input address list and the GIS reference layer determines the success rate of the geocoding process. In order to map all addresses included in the address list, follow the guidelines listed below:

1. Single address field should contain: House Number, Pre-directional, Road Name, Suffix, Post-directional in that order (pre-directional, suffix and post-directional are optional)
Ex) 200 E Grand River Ave (not separated into individual fields)
2. Roads names that include 2 words need to include a suffix
Ex) 10562 White Lake – interpreted as 10562 White Lk so the software cannot find a match. Use 10562 White Lake Rd to find a match. If the suffix is unknown, use Dr.
3. N/E/S/W in the street name needs to be used as the pre-directional
Ex) 3179 Shafer Rd – Is this E or W Shafter Rd? The software cannot find a match if the pre-directional is missing. Address should be 3179 E Shafer Rd.

Ex) 6080 Coon Lake Rd W – Software cannot find a match if N/E/S/W is used as the post-directional in the address. Address should be 6080 W Coon Lake Rd in order to find a match.
4. Cannot use apt, suite, or unit numbers in the address field
Ex) 1010 N Old US 23 102 – Match cannot be found until the 102 is removed from the address field.

Ex) 2866 202 Ontario Ct – Need to remove 202 from the address
5. Use Highland Rd instead of M-59
Ex) 10545 M-59 – Cannot be found on the map. Use 10545 Highland Rd.
6. Business or building names cannot be used in the address field
Ex) Old Hartland High School = 9511 E Highland Rd
7. Street intersections can be located by using the @ symbol between the road names using the Roads Address Locator
Ex) Maxfield Rd @ Curdy Rd
8. Data in any field cannot use \$
Ex) List amounts with numbers, no symbols – Reformat column in Excel to be General or Number