1
Preparing the Cartography Base

Objective and anticipated results

The street addressing operation should be preceded by preparatory work consisting of collecting thorough urban and geographical data on the town.

The objective is to draw up an up-to-date base map of the town, for use following the operation.

When this task is completed, the local administration should have:
- existing maps of the town
- a list and the location of already-named streets
- existing sectioning(s).

Responsibility and development

Executor(s): This task is carried out jointly by all the services of the local administration, in particular the technical and taxation services.

Duration: 1-2 months.

Methodology

The street addressing operation is based on preparatory work that should make it possible to:
- establish a precise and up-to-date base map
- show the sectioning(s) (administrative and other) of the town
- be clear as to the current status of street addressing.
Street addressing in the town of Doloba
1.1 – Situation map
1st Task – Prepare the base map

In general, every town has more or less detailed cartographical base maps. The amount of work required for this task will depend on how precise and up-to-date these maps are. Recommended steps to take – which will depend on the resources available – are as follows:

1 – Integrate existing maps
Integrate all existing cartographical elements (neighborhood maps, topographical maps, etc.). These maps are generally available from the technical and topographical services of the local administration.

2 – Use a recent aerial photograph
A recent aerial photo is an important, but not indispensable, tool in drawing up a base map. A photo shows:
- the actual status of urbanization
- the layout of streets
- urbanization of developing peripheral areas.

If the base map is to be computerized, the following equipment will be needed: scanner, printer, design and mapping software.

However, this base map can also be prepared on paper, with the minimum of design equipment. This approach requires few resources.

2nd Task – Create a map showing how the town is sectioned

1 – Show the town’s “official” sectioning
A town of any size will generally be sectioned off administratively into neighborhoods, districts, municipalities, etc. The precise borders of each section should be included in the base map. This is usually not difficult to do, since the sectioning is officially recognized by all administrations. More often than not, these cartographical documents are held by the municipal services.

2 – Show the “informal” sectioning: neighborhoods
Besides the administrative sectioning, there is often a more informal sectioning, into neighborhoods. Neighborhoods have names that are used by the inhabitants. It is often difficult to carry over onto a map the exact borders of each neighborhood. They are known verbally, but each inhabitant may have her/his own idea of them. Delimitation is carried out in cooperation with neighborhood representatives (in particular, neighborhood leaders).

Given its non-official and often random nature, such delimitation must be submitted to the municipal authorities for approval.
Street addressing the town of Doloba
1.2 - Division into 19 neighborhoods
3rd Task – Take stock of existing street addressing

A street addressing operation is generally undertaken when the existing system (if there is one) has not been generalized.

It is important to know which streets have already been named, and which system of entryway numbering was used. The aim is to preserve the usage of these names, used by the population and by the administrations.

1 - Make a record of streets that have already been named
   • identify the street naming system in place (names or numbers)
   • take stock of all streets and their names, based on existing documents, readings taken on the ground, etc.
   • on a map, show streets that have already been named, and add their names
   • show the location of existing street plaques and signposts.

2 – Identify the entryway numbering system
   • identify how the existing numbers are codified (classic, metric, even and odd numbers on opposite sides of the street, etc.)
   • show on the base map streets where entryways are numbered.

Questions

Must all maps be retrieved?
It is not necessary to retrieve all maps. What is important is to draw up a map that is as current as possible. Retrieve the most recent maps and try to find others that cover any missing areas.

What material should be used?
Paper and, if possible, a computer.

Are there sources of information other than the maps?
Yes. For street names in particular, you must be sure that the names are those used by the public.