

City of Casa Grande

Street Naming and Addressing Procedures

(August 2007)

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STREET NAMING AND ADDRESSING PROCEDURES CITY OF CASA GRANDE, ARIZONA

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SECTION 1 (Purpose)

*The City of Casa Grande is hereby establishing **Street Naming and Addressing Procedures (SNAP)** for the following reasons:*

- Need for uniform and consistent street names and addresses to enable emergency response personnel as well as the general public to readily locate a street address.
- Need for increased efficiency of delivery services, including the U.S. Mail.
- Need for consistent and accurate legal documents.
- Need for convenience and proper orientation for travelers and citizens of the City.

SECTION 2 (Authority)

ADDRESS COORDINATOR

The Address Coordinator is responsible for assigning all street names and addresses within the City.

CITY COUNCIL

The City Council approval is required for any requested changes to existing street names and/or addresses.

SECTION 3 (Required Information - Documents)

1. Preliminary Overall Site Plan (digital & paper copy) (general street and lot layout of project)
2. Recorded Plat (digital & paper copy), must include all final changes
3. Amended Plat (digital & paper copy), must include all final changes
4. Approved Annexation Document

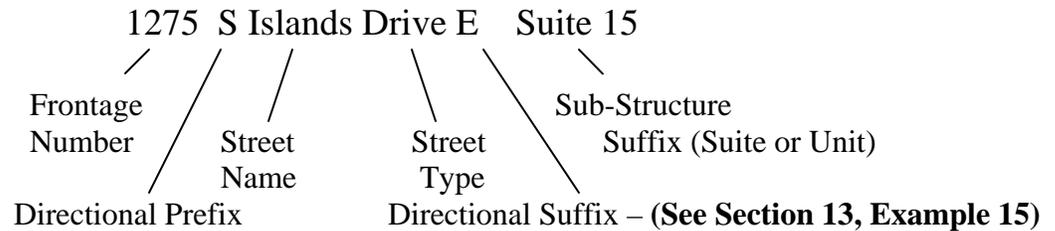
SECTION 4 (Time Schedule)

1. Turn-around Time
 - A. New addresses are assigned and notification is sent out no later than 7 business days from final plat recordation or final site plan submittal.
 - B. Existing address changes are assigned and notification is sent out no later than 30 days from request.

SECTION 5 (Standards)

1. Address gridlines
 - A. Per City Address grid (**See Section 13, Example 1**).
 - B. All sites addresses shall be placed in The City Geodatabase.
2. Address format

- A. The legal address format used by the City is made up of 6 components (frontage number, directional prefix, street name, street type, directional suffix and sub-structure suffix).



- i. Frontage number (**required**) - Four digit numeric field, values range from 1 to 9999 (See **Section 7.2.A**).
- ii. Directional prefix (**required**) - One letter character field, values are N, S, E or W (See **Section 7.2.B**).
- iii. Street name (**required**) – Character field, must meet signage requirements (See **Section 7.2.C, 7.4.F, 8.1.A, 8.2.A**).
- iv. Street type (**required**) - Four letter character field, acceptable values (See **Section 7.2.E**).
- v. Directional Suffix (**conditional**) - One letter character field, values are N, S, E or W (See **Section 7.2.E**).
- vi. Sub-Structure Suffix (**conditional**) - Four digit numeric field, values (See **Section 7.2.F**).

3. Addressing origin (0,0 / 100) point

- A. The arterial streets of (**Center Ave, Florence St., Elliot Ave.** East-West) and (**Doan St., Main St., Ash Ave.**, North-South) are designated as the City’s origin (0,0) primary address gridlines. Numbering increases, North, South, East and West from the origin (0,0 / 100) point (See **Section 13, Example 2**).
- B. Address numbers shall be assigned with even number on the North and East sides of the Road and odd numbers shall be assigned to South and West sides of the road.

EXCEPTION: Loop and Circles.

Loop and Circles shall be addressed with the even number on the outside and odd number to the inside (See **Section 13, Example 12**).

4. Re-alignment of Roadway

- A. Any Roadway that deviates from its original alignment by more than 1/8 mile or if by deviating creates a new roadway, it must be given a new name (See **Section 13, Example 3**).

5. Address ranges/intervals

- A. Address ranges are assigned by the Address Coordinator to each block (street segment). A block is a street segment defined by intersecting streets or jurisdictional boundary. Addresses assigned to a frontage street (block) must fall within the address range of the block.

SECTION 6 (Procedures)

1. New Addresses and Street Names (See **Section 13, Example 4**)

A. Preliminary Stage of Project

- i. A paper copy of the preliminary overall site plan must be submitted to the Address Coordinator for verification of street names and lot/building footprint locations. Subsequent

changes to the preliminary overall site plan must also be forwarded to the Address Coordinator for re-verification (**See Section 13, Example 4**).

- ii. Preliminary addresses and street names are assigned by the Address Coordinator and must comply with the Street Naming and Addressing Procedures.
- iii. All documents of preliminary addresses and proposed street names are archived by the Address Coordinator. Preliminary addresses and proposed street names are for planning purposes only and should not be used until the project reaches final stage.

B. Final Stage of Project

- ii. A (digital & paper) copy of the final recorded or amended plat (**See Section 3**) with all final changes must be submitted to the Address Coordinator (**See Section 13, Example 5**).
- iii. The Address Coordinator reviews and makes any final changes to addresses and street names of the final plat.
- iv. The Address Coordinator is responsible for all address and street name databases.
- v. The Address Coordinator notifies the required people of final address and street name information (**See Section 10.1**).
- vi. All documents of final addresses and final street names are archived by the Address Coordinator.

2. Existing Addresses and Street Names

A. All sections lines shall carry only the name recorded within the City Of Casa Grande. All other streets names shall follow the rules set forth in this document (**See Section 6.2.B.i**).

B. Annexations

- i. Addresses and street names of County areas annexed into the City must be changed to City street names and address ranges to conform with the City's Street Naming and Addressing Procedures.
- ii. After Council approval and notification of annexation from Pinal County Recorder's office, the Address Coordinator is responsible for changing the existing County addresses and street names.
- iii. The Address Coordinator is responsible for notification of the required people and agencies of any address change due to annexation (**See Section 10.2**).
- iv. Properties annexed into the City shall display the new city assigned address within thirty (30) days following notification of an address change from the City (**See Section 13, Example 9**).

3. Secondary Addresses (Signs, Landscape meters, Water meters, Electric meters) and other structures for location purpose as needed.

A. Generic location address

- i. After a project's application is submitted by a customer a copy of the application is forwarded to the Address Coordinator. Complying with the Street Naming and Addressing Procedures, a generic location address is assigned. The address is then written on the application and returned to the customer for submittal to the appropriate department.

SECTION 7 (Rules)

1. City Council approval

- A. An address shall not be assigned to any parcel in a subdivision prior to City Council approval and recordation with the Pinal County Recorders Office. A permanent address shall not be assigned to a multi-family, commercial, or industrial development unless City Council approves the site plan.

2. Address Assignment

- A. All buildings shall have an address or identifier.
- B. Addresses shall be based upon the building's frontage, measured from the center of the building or pad, and address number assigned per City grid.
- C. Multiple Commercial Buildings on one lot or project. Addressing shall be determined case by case basis. Addressing shall be assigned using the most appropriate and logical method for that lot or project as determined by the SNAP Coordinator.
- D. Multiple buildings may have separate addresses, one address and building identifiers, one address and suite numbers, or any combinations thereof.
- E. Multiple houses on interior lots (Duplexes, Rear Houses)
 - i. Each house must have its own distinct address number. Fractions (1/2) or the words "front" or "rear" to distinguish each house are not allowed.
 - ii. Address numbers are assigned in an ascending address interval from the frontage street across the lot (duplexes) or toward the back of the lot (rear house) (**See Section 13, Example 16**).
- F. Special districts created from large or unique projects (i.e. Malls, Amusement Parks, Airports, etc.) may have unique addressing issues and often require special consideration. Any addressing issues (i.e. street names, address numbering sequence) in a special district are unique and must be confined to those areas only.

3. Address format

- A. Frontage Number
 - i. Buildings and lots are assigned addresses from the closest street determined by the Address Coordinator as being the frontage street. The frontage street is designated as the street segment or block of the main front of the addressed building, suite or lot faces (**See Section 13, Example 5**).
- B. Directional Prefix
 - i. The directional prefix (1 character in length, (E)-East, (W)-West, (N)-North, (S)-South) is determined by the direction of the street from the primary address gridlines (**See Section 13, Example 2**).
- C. Street Name
 - i. The street name must contain only letters and must not exceed the street sign letter limit (**See Section 8.2**).
 - ii. Street names with similar spelling or are pronounced similarly should be avoided. Examples: "Adler/Alder", "Loreda/Loreda", "Lagoon/Laguna".
 - iii. Directional name or street type cannot be used in the street name.
 - Example: **E. ST ANDREWS AVE.** must be **E. SAINT ANDREWS AVE.**
 - Example: **E. SOUTH HAVEN DR.** must be **E. HAVEN DR.**
 - Example: **E. NORTH ST.** must be **E. NORTHSTAR ST.**
- D. Street Type
 - i. The street type used in a street name will be consistent throughout the alignment.
 - ii. The following are acceptable street types to use within the City.

AVE

(AVENUE)

PATH

(PATH)

BLVD	(BOULEVARD)	PKWY	(PARKWAY)
CIR	(CIRCLE)	PL	(PLACE)
CT	(COURT)	PLZ	(PLAZA)
DR	(DRIVE)	PRIV	(PRIVATE)
EXPY	(EXPRESSWAY)	RAMP	(RAMP)
FRWY	(FREEWAY)	RD	(ROAD)
HWY	(HIGHWAY)	SQ	(SQUARE)
LN	(LANE)	ST	(STREET)
LOOP	(LOOP)	TERR	(TERRACE)
OFF	(OFF RAMP)	TRL	(TRAIL)
ON	(ON RAMP)	WAY	(WAY)
ACWY	(ACCESSWAY)		

Thoroughfare types should be identified as follows:

- a) Boulevard: typically East/West Section line, mid-section lines, quarter section lines, collector or arterial.
- b) Circle: North/South begins and ends at the same point.
- c) Court: North/South or East/West cul-de-sac or dead end less than 600'.
- d) Drive: Typically East/West roadway that does not connect to a collector or arterial except that new roadways that are a continuation of an existing roadway, shall carry the same designation.
- e) Lane: Typically North/South roadway that does not connect to a collector or arterial except that roadways that are a continuation of a existing roadway shall carry the same designation.
- f) Loop: North/South or East/West begins and ends on same thoroughfare.
- g) Parkway: North/South or East/West scenic route or park drive typically not addressed.
- h) Place: North/South or East/West short roadway less than 1500' that may cross a roadway that may end in a cul-de-sac or dead end.
- i) Road: Typically North/South section line, mid-section lines, quarter section lines, collectors or arterial except that new roadways that are a continuation of an existing roadway, shall carry the same designation.
- j) Street: Typically an East/West roadway that connects to a collector or arterial except for new roadways that are a continuation of an existing, shall carry the same designation.
- k) Way: North/South or East/West meander, curvilinear or diagonal typically less than 600' or short street typically not addressed.

E. Directional Suffix

- i. If a street meanders through a themed subdivision or area with its beginning and ending points the same or near each other, and the developer requests the street name remain the same throughout, the street will need to be broken and a directional suffix (1 character in

length, (E)-East, (W)-West, (N)-North, (S)-South) used to further define the street's name (See Section 13, Example 6).

F. Sub-Structure Suffix

- i. A sub-structure suffix (Suite or Unit) is used when one primary frontage number address needs to be further sub-divided.
- ii. Numeric (1,2,3,-101.102,103...), are the only acceptable values for assigning sub-structure suffixes (Suites or Unit). Alpha's (A,B,C...) or alpha-numeric (A1,A2...) are not allowed.
- iii. Building shall be permitted to use alpha (A, B,C...) or numbers (1,2,3...) for building identification only, but shall not be considered part of the address (See Section 13, Example 7).
- iv. Sub-structure suffix- The Suite numbers for buildings that are parallel to the Frontage addressed, suite numbers shall ascend in the same order as the ascending order of the addresses per City grid (See Section 13, Example 8).
For building that are perpendicular to the frontage address, the suite numbers shall start at the suite nearest the frontage and run front to back or in a counter clockwise direction (See Section 13, Example 8).
- v. Building identifiers or space numbers shall be assigned starting at the right of the main entrance and be numbers or alphas counter clockwise (See Section 13, Example 9). For large projects, other logical numbering methods may be used if approved by SNAP Coordinator.
- vi. Apartment suite numbers shall be assigned to each apartment starting at the left front and numbered counter clockwise. Each building will be numbered in ascending order of the previous building (See Section 13, Example 10). For large projects, other logical numbering methods may be used if approved by SNAP Coordinator.
- vii. Sub-structure suffix (Suite or Units) numbers range from 1-99 (single story buildings), 100-199 (multi story first level), 200-299 (second level), etc. Below ground level number range from 0101-0199 (first basement level), 0200-0299 (second basement level), etc.
- viii. For commercial sites Sub-structure suffix (Suite or Units) numbers are assigned a suite number for every 20 lineal feet of building. Reference iii, iv (See Section 13, Example 8).

4. Street Naming

A. The Address Coordinator must approve all new street names.

B. Cul-de-sacs, Court Streets

- i. When the furthest radius point of the end of a cul-de-sac, to the closest projected right-of-way line of the intersecting street with the cul-de-sac, is less than 100ft. the cul-de-sac and its addresses are considered part of the intersecting street (See Section 13, Example 11). The addresses for the cul-de-sac will be either all odd or all even numbers, since the cul-de-sac exists only on one side of the street.
- ii. All cul-de-sacs greater than or equal to 100ft. from radius point to the right-of-way line are considered a different street and must have a different street name and address range (See Section 13, Example 11).
- iii. Any street or cul-de-sac with no outlet, not a through street, or a dead end street, is considered a Court or Place and must have Court (CT) or Place (Pl) as its street type (See Section 13, Example 11).
- iv. For Any street or cul-de-sac with no outlet, or not a through street, or a dead end street, and is a continuation of an existing street, the existing street's street name must be used (See Section 13, Example 11).

C. Curvilinear Streets

- i. When a street that is not an address gridline and curves by more than 90 degrees from its original direction, it must be split into (2) two unique street names. The street must be split near the 90 degree bend (preferably at an intersection). The street section that deviates by more than 90 degrees from the original street must be given a different street name (**See Section 13, Example 13**).
- ii. Exception (**See Section 13, Example 6**): With approval from the Address Coordinator, a curvilinear street that is not an address gridline, and meanders through a themed subdivision or area, may retain the street's name throughout the themed subdivision or area.

D. Street alignment

- i. The street names assigned to newly developed streets must use the name of an existing aligned street.
- ii. If no aligned street exists (like in undeveloped areas) or the newly developed street is in a themed subdivision or area, brand new street names are assigned.
- iii. The aligned street name used for new streets, must come from a street that is the best overall possible aligned street.
- iv. The new street and aligned street segment(s) cannot be offset by more than 150ft. (**See Section 13, Example 14**).
- v. Aligned street names separated by natural or manmade physical barriers may retain the same street name (**See Section 13, Example 14**).
- vi. Exception: With approval from the Address Coordinator, a street may be offset by more than 150' only if it returns to its original alignment and maintains the streets overall alignment (**See Section 13, Example 3**).

E. Private streets and driveways

- i. Private street and driveway names are not recognized by the City as street names used for addressing purposes. The naming of private streets and driveways should however, be encouraged to follow the Street Naming and Addressing Procedures.
- ii. Addresses assigned to structures or parcels in a private subdivision must be addressed from a public street designated as the private subdivisions frontage street. If the addresses of the private subdivision exceeds the address range of the designated frontage street segment, some or all of the private streets or driveways must be assigned a new street name, in accordance with the City's Street Naming and Addressing Procedures, and then will be recognized as a legitimate street name for addressing.

F. Hazardous street names

- i. The following street names have been identified as examples of hazardous street names and should not be used for future addressing purposes.

Bonita Street	Bonito Court	Colonia Way	Colonial Drive
Harbor Drive	Harbour Drive	Desert Lane	Desert Lane Court
Huron Court	Heron Drive	S. Johnson Lane	W. Johnson Lane
Longspur Lane	Larkspur Street	Lagoon Drive	Laguna Drive
Moorea Drive	Moore Avenue	Ocotillo Lane	Ocotillo Rd
Quail Court	Gail Court	Regatta Drive	Riata Street
Saguaro Street	Sahuaro Street	Saint Ruben Avenue	Saint Andrews Avenue
Shaylee Lane	Shady Court	Straford Avenue	Stanford Avenue
Willet Road	Willis Road		

SECTION 8 (Street Name Signs)

1. Street Sign Letter Limit

- A. For street sign consistency, the combination of street name, street type and any spaces cannot exceed (14) characters.

Example: VAUGHN_AVE
Number of Letters 6 1 3 Total 10 Letters & Spaces

Example: AZURE_SEA_AVE
Number of Letters 5 1 3 1 3 Total 13 Letters & Spaces

Example: AVENIDA_SIERRA_MADRE (Not Acceptable)
Number of Letters 7 1 6 1 5 Total 20 Letters & Spaces

2. Responsibility

A. Developer

- i. The developer is responsible for installing new public rights-of-way street name signs prior to final inspection and temporary occupancy. The new street name signs must conform to the design specifications, placement and number requirements, of the City’s street name standards.
- ii. The developer is responsible for installing new, and maintaining existing, private street name signs within the City. The street name signs must conform to the design specifications, placement and number requirements, of the City’s Street Naming and Addressing Procedures City Code.

B. City

- i. The City assumes responsibility from the developer, with approval by the Engineering Department, of all existing public rights-of-way street name signs within the City.
- ii. The City’s Street Department is responsible for the maintenance of all existing public rights-of-way street name signs within the City.
- iii. Upon notification from the Address Coordinator of a street name change, the Street Department is responsible for changing the street name sign within 30 days from the approved effective name change date.
- iv. The City’s Address Coordinator is responsible for providing the correct information (i.e. street name, address range) for each street name sign.

SECTION 9 (Address Signs and Placement)

1. Responsibility

A. Developer

- i. The developer is responsible for installing new address numbers to buildings and/or units prior to occupancy of the building. The new address numbers must conform to the design specifications, placement and number requirements, of the City of Casa Grande’s Street Naming and Addressing Procedures and Adopted City Codes.

B. Owner

- i. The owner is responsible for the display and maintenance of the address number and/or unit number assigned to their residence within 30 days of annexation or change of address process.

C. City

- i. The City Address Coordinator is responsible for providing address information for new and changing addresses to all necessary agencies and property owners.

2. Placement

- A. All address numbers and/or unit numbers must face their assigned frontage street and be mounted on a permanent, stationary, and durable object (preferably a building), unobstructed at all times by vines, screens, or anything that would tend to hide or obscure the number.
- B. If the addressed building is not viewable from the frontage street, the address number and/or unit number should be placed on a lawn stake, curbside postal mailbox or similar permanent fixture viewable from the frontage street. In rural areas, it is suggested that the address number and/or unit number be placed on both the mailbox and the building.
- C. For each lot frontage address number, a corresponding number shall be placed in the alley in the rear of the house or business where applicable.
- D. A principal building occupied by more than one business and family dwelling unit shall have an identification number displayed at each separate entrance.
- E. Color/Style

Color of number/letters and background shall contrast. Style of numbers/letters is optional; however, height, width and thickness of each letter or number must conform with the following minimum requirements:

Distance at which Letters/Numbers shall be legible from center of thoroughfare	Height	Width	Thickness
0 – 200 feet	4”	2.8”	3/4”
300 feet	6”	4.2”	15/16”
400 feet	8”	5.0”	1 1/4”

* Distance to be measured from the center of the thoroughfare on which building fronts whether dedicated or undedicated. For commercial malls, centers, villages, and squares, distance to be measured from the center of the access to the structure(s).

SECTION 10 (Distribution/Notification)

1. New Addresses

- A. After final approval of the project, the Address Coordinator updates all internal City databases (that require an address) with the newly assigned addresses.
- B. After final approval of the project, the Address Coordinator notifies all required external entities of the newly assigned addresses.
- C. After final approval of the project and request for newly assigned addresses from the principle developer, a new address notification list is sent out by the Address Coordinator.

2. Existing Address (Changes)

- A. Upon approval of an address change, the City will provide a written notification to the property owner advising them of the new address.
- B. Upon approval of an address change, the Address Coordinator updates all internal City databases (that require an address) with the newly assigned address.
- C. Upon approval of an address change, the Address Coordinator notifies all required external entities of the newly assigned address.

SECTION 11 (Request Changes/Appeals)

1. Owner requested changes

A. Address number and/or unit number

- i. An owner requesting change to an existing address number and/or unit number must submit an address change application to the City's Address Coordinator. A fee may be due at the time of application submittal. If the request is justified (i.e. conforms with the standards and rules of the address guidelines, it will be completed within 30 days.

B. Street name

- i. Property owner(s) may petition the City to change their frontage street name. A written request for change must be submitted to the Address Coordinator. If the request is justified, the requested change will be placed on the next regularly scheduled City Council hearing agenda. If approved, a fee may be incurred by the requesting party(s) for City services rendered (i.e. new signs, document recording, notification).

2. City requested changes

A. Address number and/or unit number, street name

- i. A City requested change can only be initiated by City Council or the Address Coordinator. Non-compliance with the Street Naming and Addressing Procedures is the only justification for a City initiated change.

A. Changes / Corrections

- ii. City Council approval is required to change or correct any existing city or street name. The non-conformity with the Street Naming and Addressing Procedures is the only acceptable reason for changing or correcting street names.
- ii. Any address that is found to be non-conforming may be corrected by Address Coordinator. Request for change of address must be submitted in writing.

3. Appeals

- A. Any person or entity aggrieved by the action of the Address Coordinator or City staff may seek review of such action from the City Council.
- B. The appeal must be in writing and submitted to the Address Coordinator to be placed on the agenda of the next regularly scheduled City Council hearing. All pertaining documents must be provided to council for review.
- C. From the submittal date of the written appeal, a council decision will be made within 60 days.

SECTION 12 (Glossary of Terms)

Address Gridlines: City Grid map.

Alignment: The arrangement, positioning, adjustment or formation of a line, road, or street with another line, road or street, or extension of that line.

Block: A street segment defined by street intersection(s), end of street, or jurisdictional change.

Cul-de-sac: A minor thoroughfare having one open end and being permanently terminated at the other by an approved turnaround.

Directional Prefix: A (single letter) component of the legal address, representing the compass direction of the street (i.e., N, S, E, W).

Directional Suffix: A (single letter) component of the legal address, representing an additional compass direction (i.e., N, S, E, W), used to more uniquely define a street.

Frontage Number: A (numeric) component of the legal address which uniquely identifies, a structure or parcel (i.e., 510 E Florence Blvd.).

Frontage Street: The street segment or block the main front of an addressed building, suite, or lot faces.

Private Streets: Thoroughfares which are retained and maintained under the ownership of private individual(s) and/or associations and intended for both private and/or public use.

Public Rights-of-way: Streets which are dedicated for perpetual public use and are retained and maintained by the City, Pinal County, the State of Arizona or the United States Government.

Special District: Large regional projects (i.e. Malls, Amusement Parks, Airports, etc.) that have unique addressing issues and require special consideration.

Street Name: An (alpha) component of the legal address which is given to both public and private streets to distinguish one street from another.

Street Type: An (alpha) component of the legal address which modifies the name to distinguish specific functional and/or physical characteristics of the street to which the address is assigned (i.e., place, court, cul-de-sac, etc.).

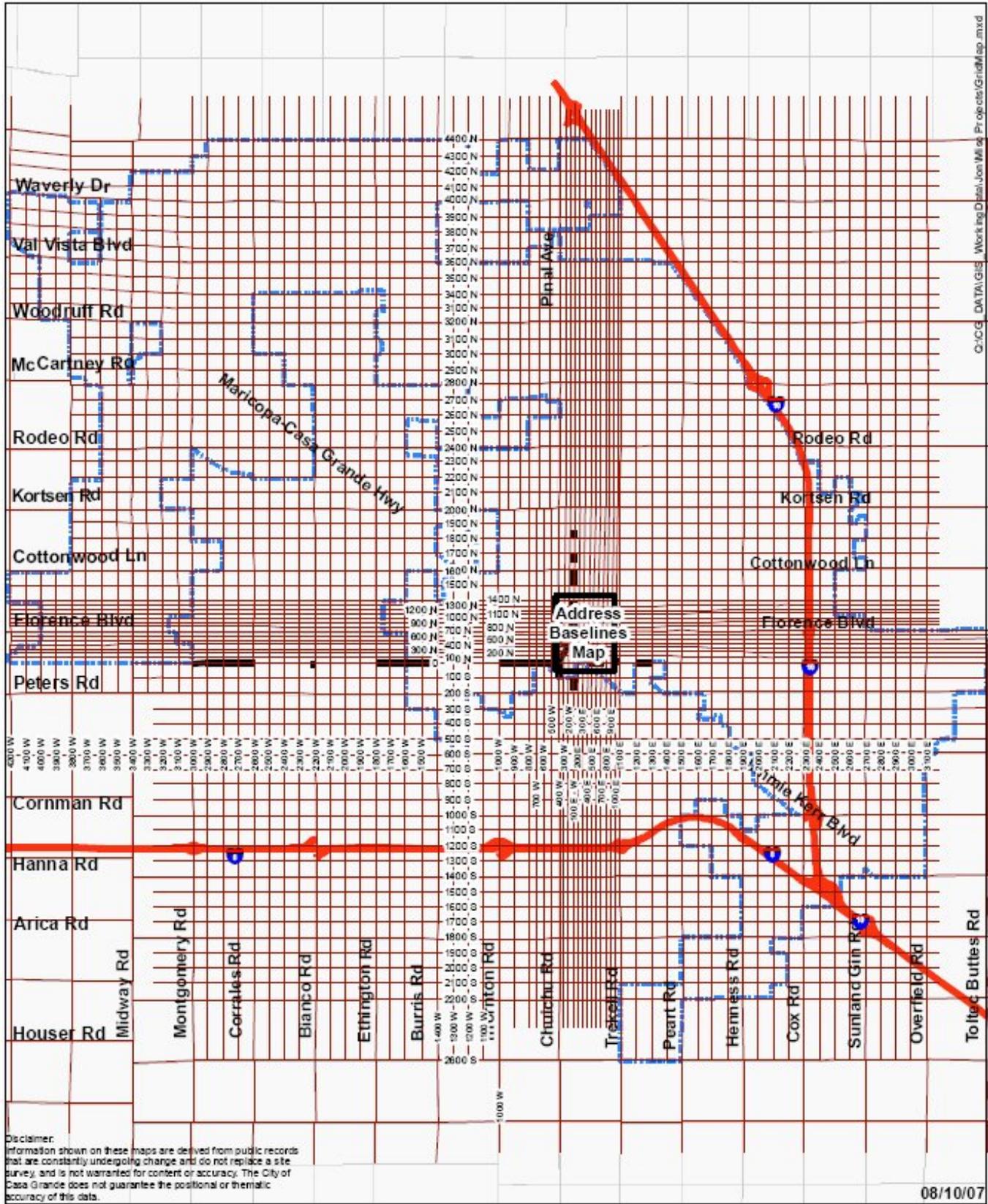
Sub-Structure Suffix: A (numeric) component of the legal address used to identify suites, apartments, and condominium units within high-density developments.

City Codes: Zoning Code, International Building Code and International Fire Code.

SECTION 13 (Examples)

Example 1

Address Grid Map

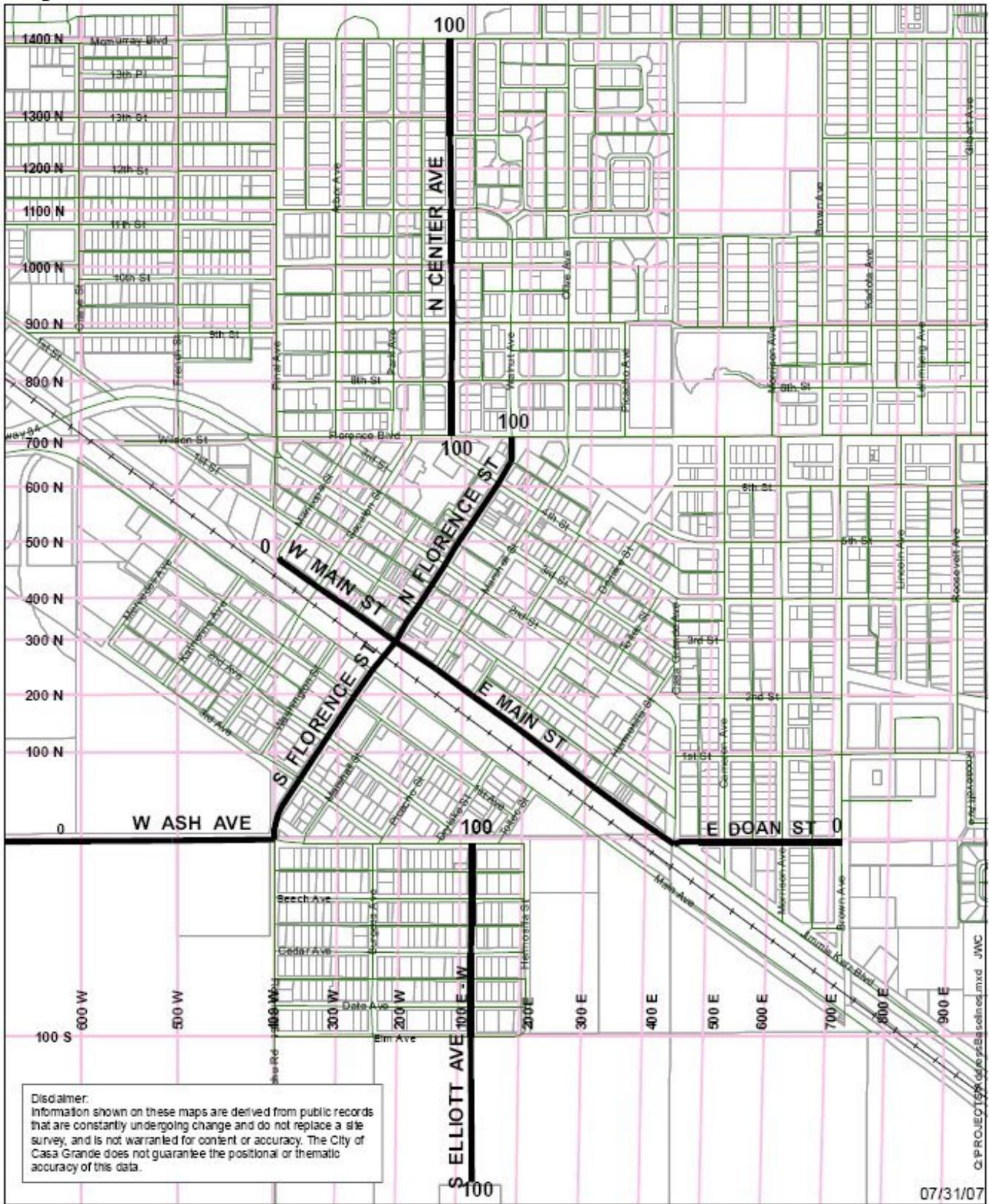


GIS Services **Address Grid Map** Miles
0 0.5 1 2

References Section 5.1

Example 2

Address Baselines

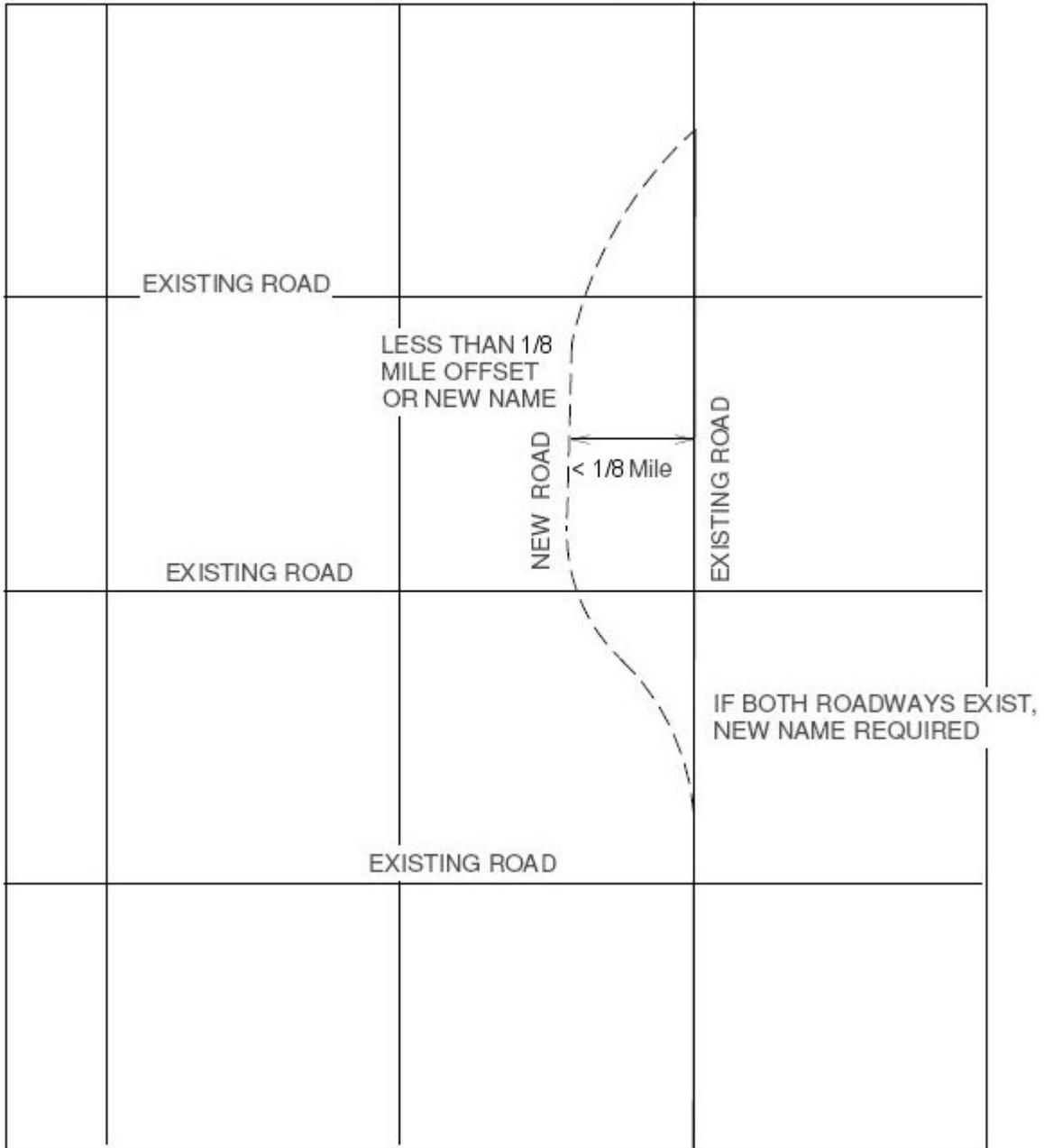


GIS Services **Address Baselines** Feet
0 125 250 500

References Section 5.3

Example 3

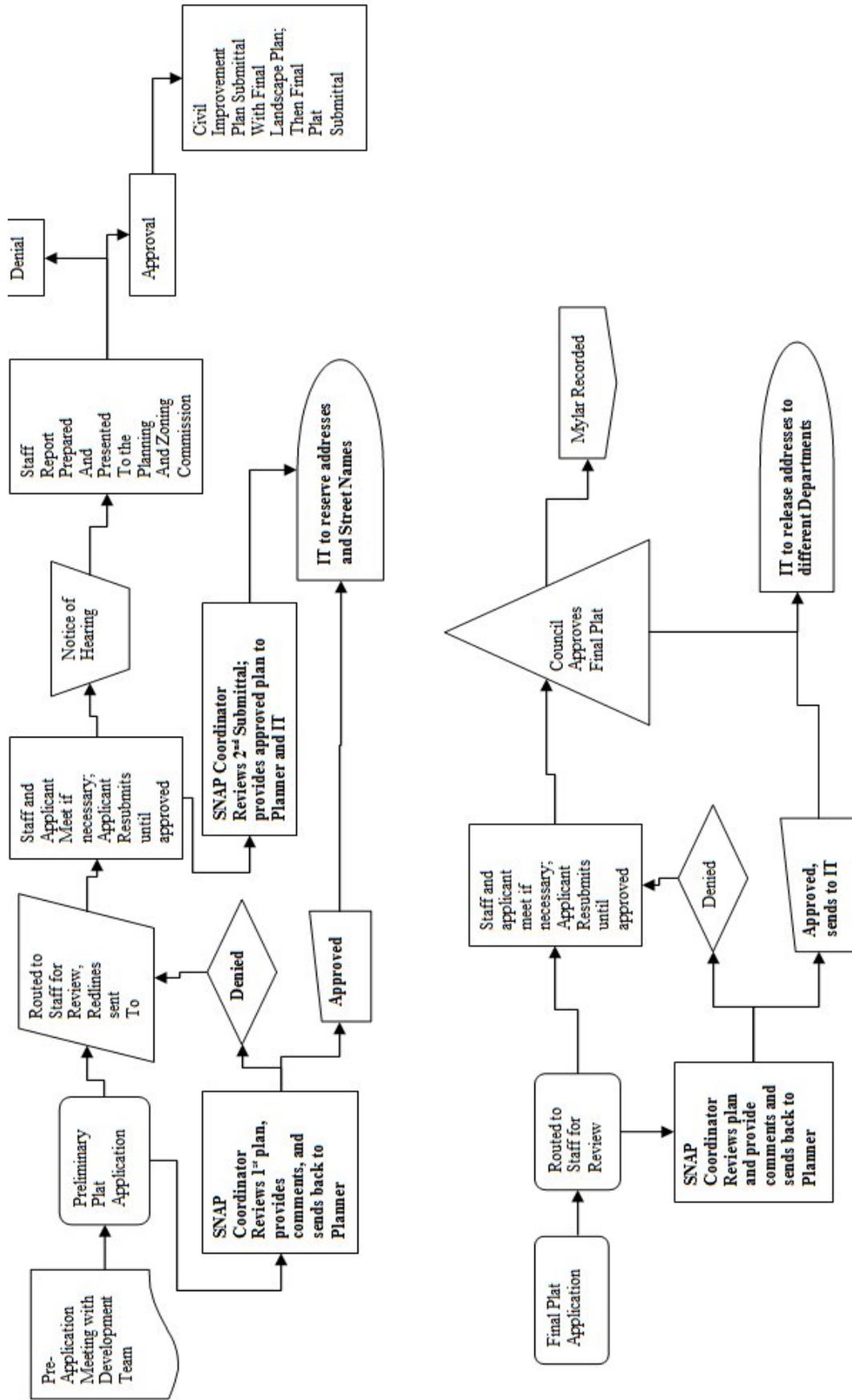
Roadway That Leaves Alignment and Returns



References Section 5.4.A

Example 4

Address Flow Chart



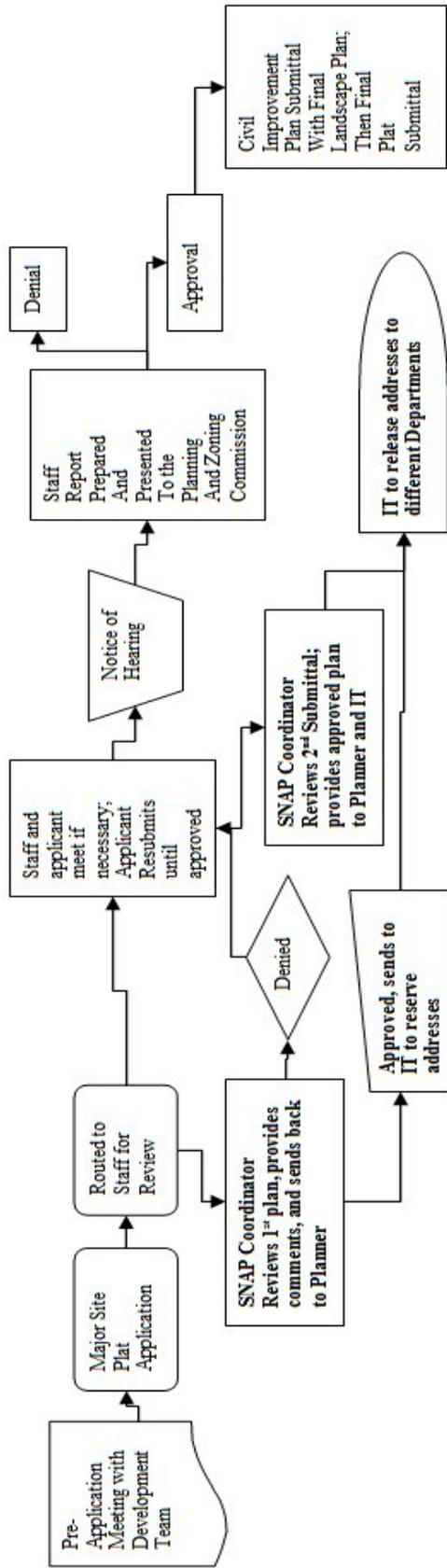
References Section 6

Example 4

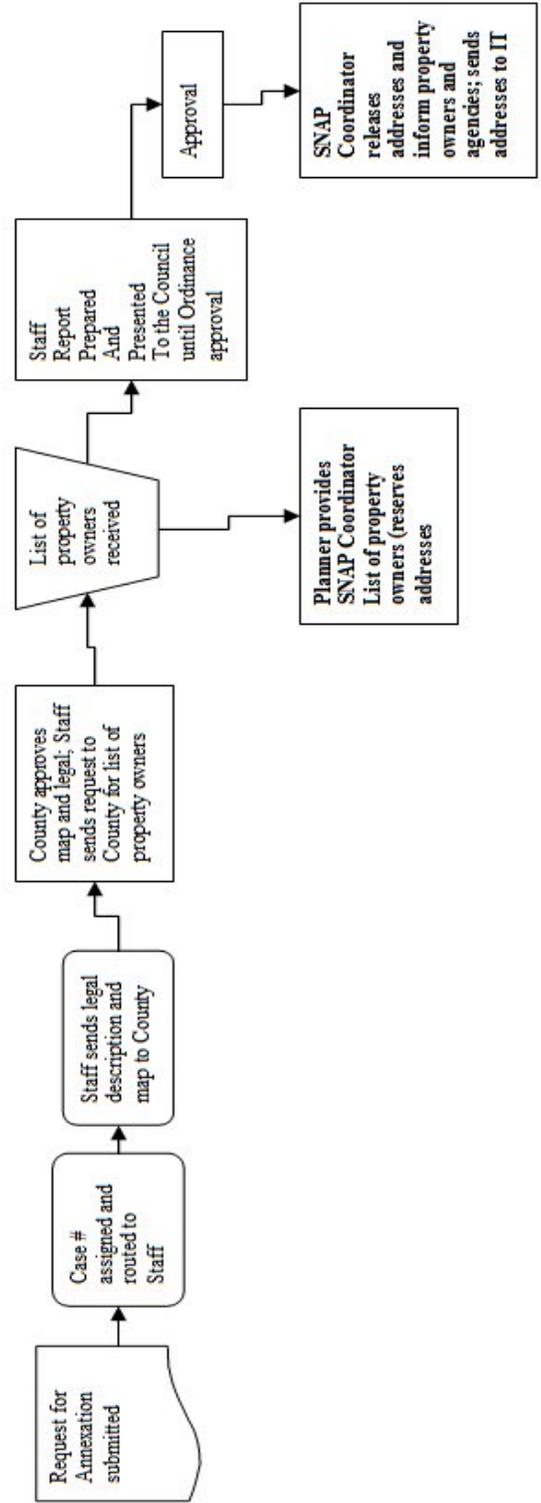
Address Flow Chart (cont.)

NOTE: Commercial and Industrial platting process shall follow the Preliminary and Final Plat addressing process.

ADDRESSING FLOW CHART : Major Site Plan for Commercial and Industrial Sites



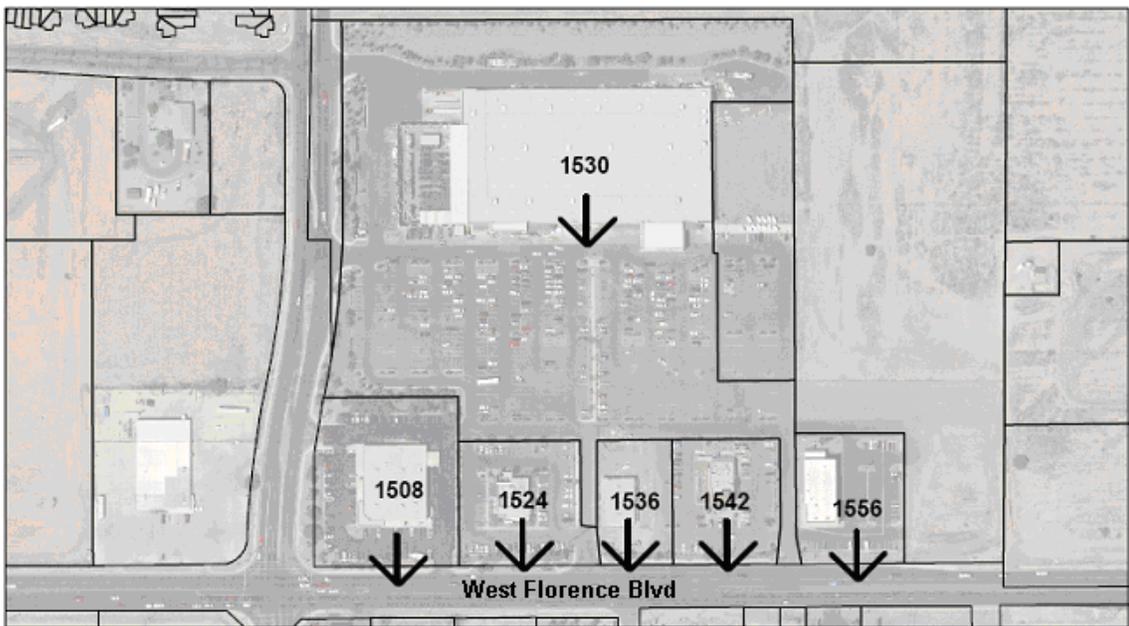
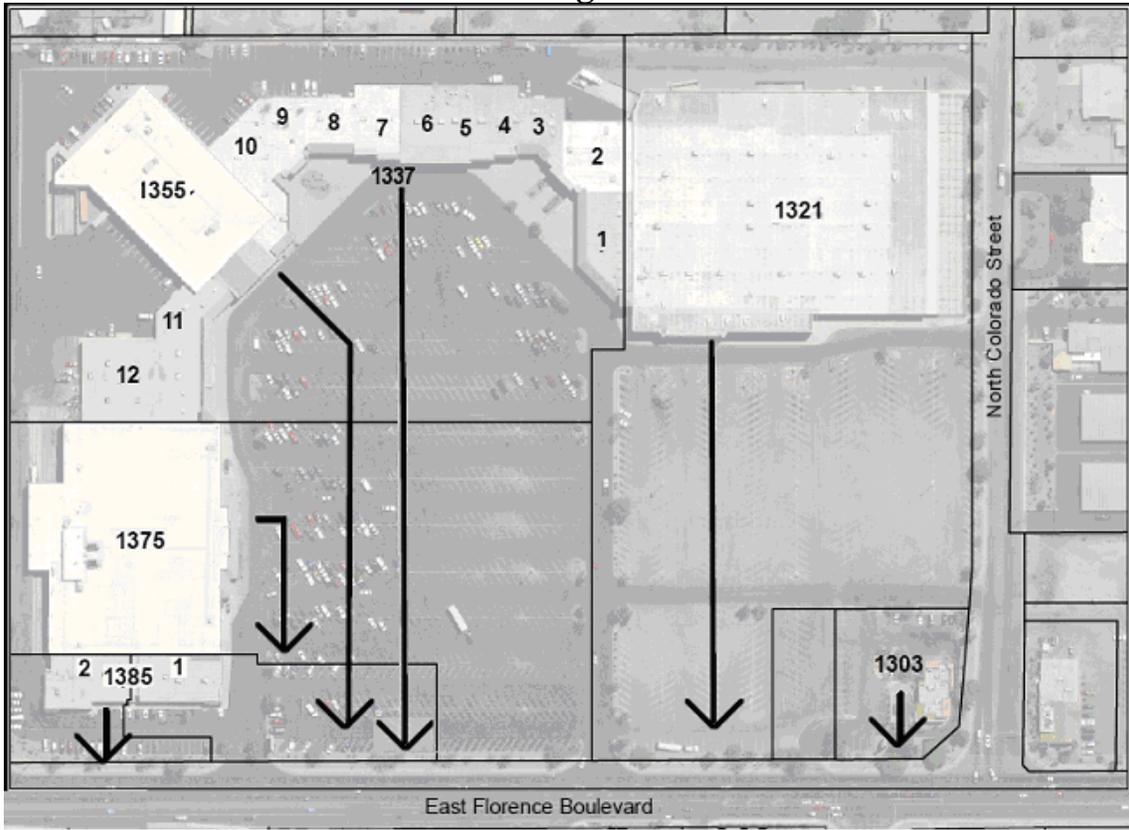
ADDRESSING FLOW CHART : Annexation



References Section 6

Example 5

Frontage Numbers

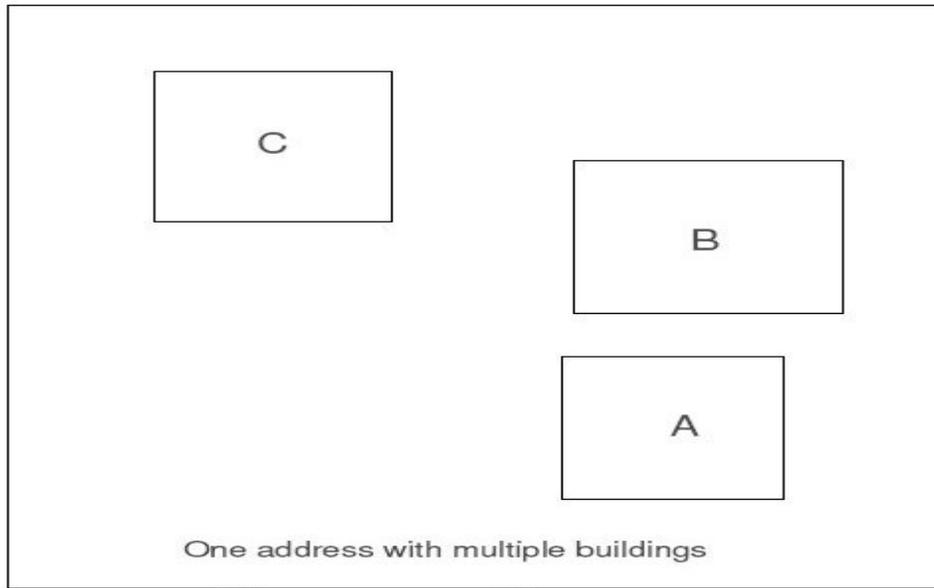


References Section 7.2

Example 7

Building Identifiers

BUILDING IDENTIFIERS



Identifiers begin at right of entrance and numbered counter clockwise

Building identifiers may be numbers or alpha and are not used as part of address.

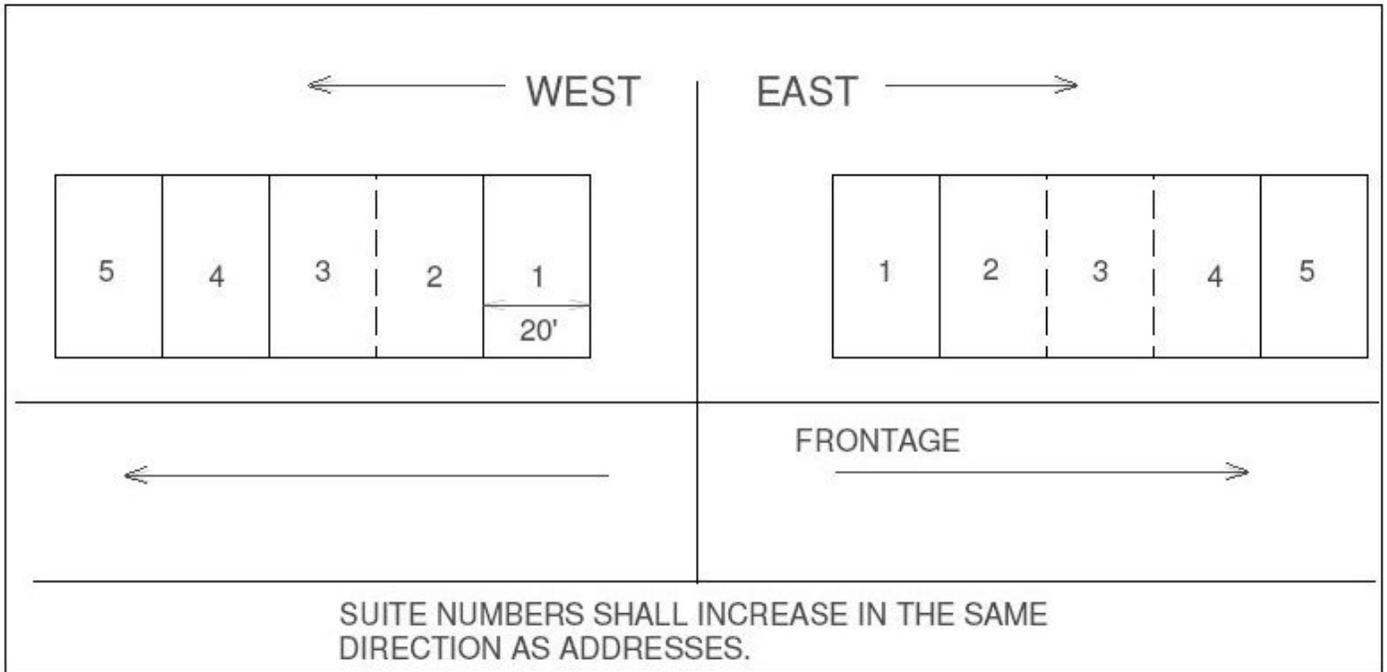


References Section 7.3.F

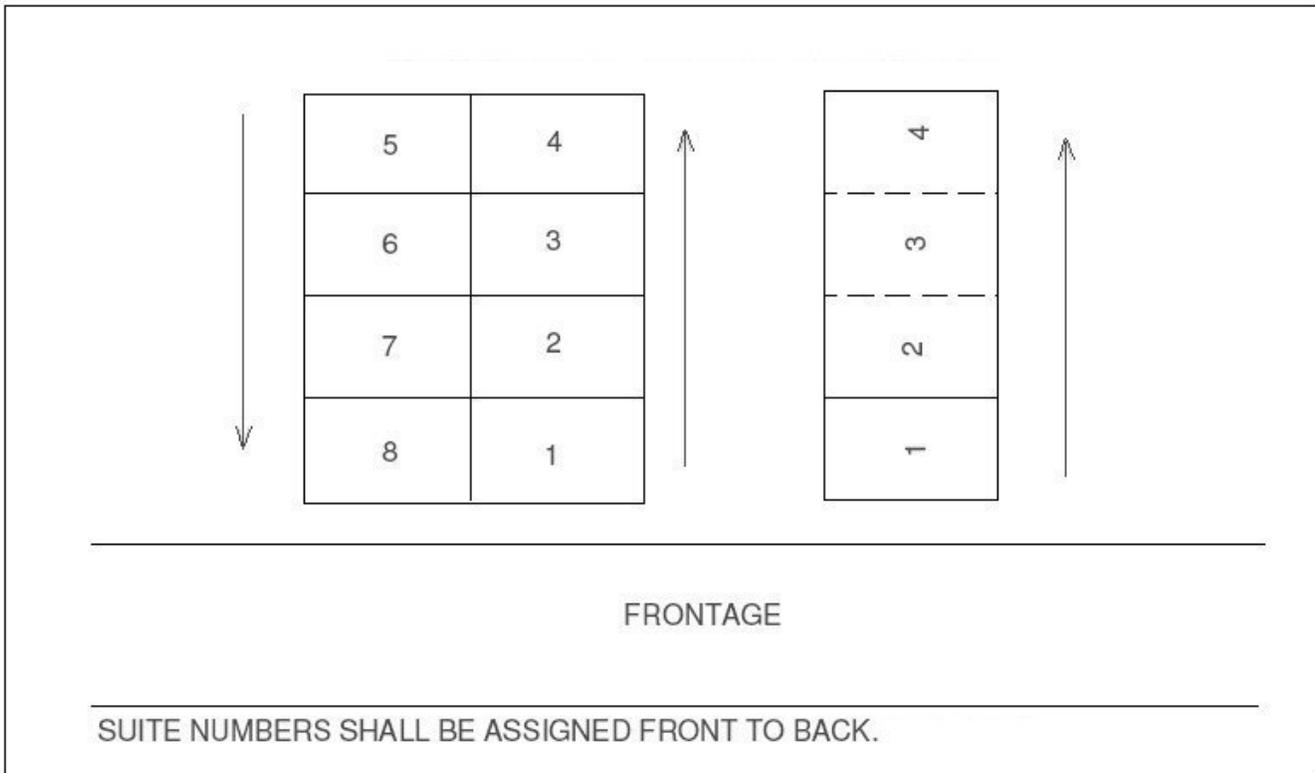
Example 8

Suite Numbering

BUILDINGS PARALLEL TO FRONTAGE



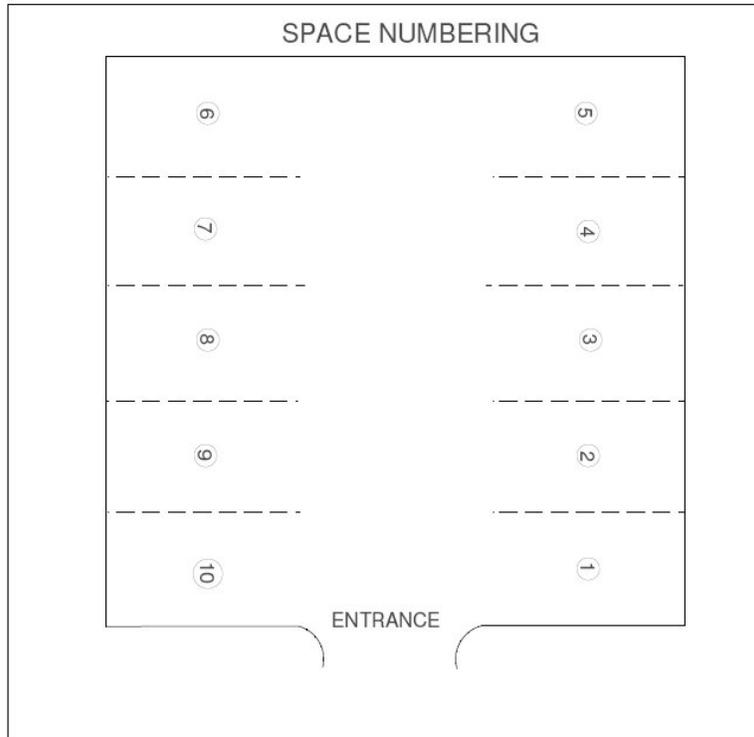
BUILDINGS PERPENDICULAR TO FRONTAGE



References Section 7.2.F.iv

Example 9

Space and Building Numbering

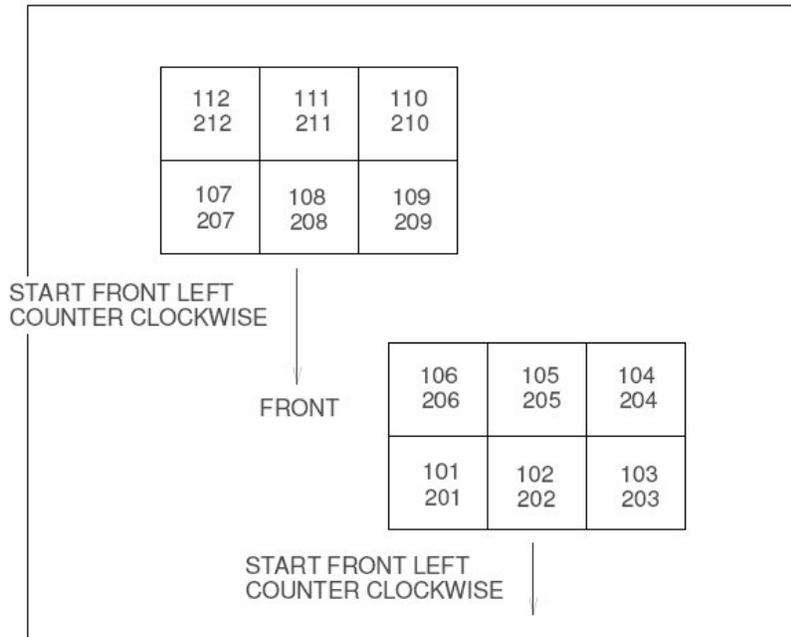


References Section 7.3.F.v

Note: For large projects, other logical numbering methods may be used if approved by SNAP Coordinator.

Example 10

Apartment Unit Numbering

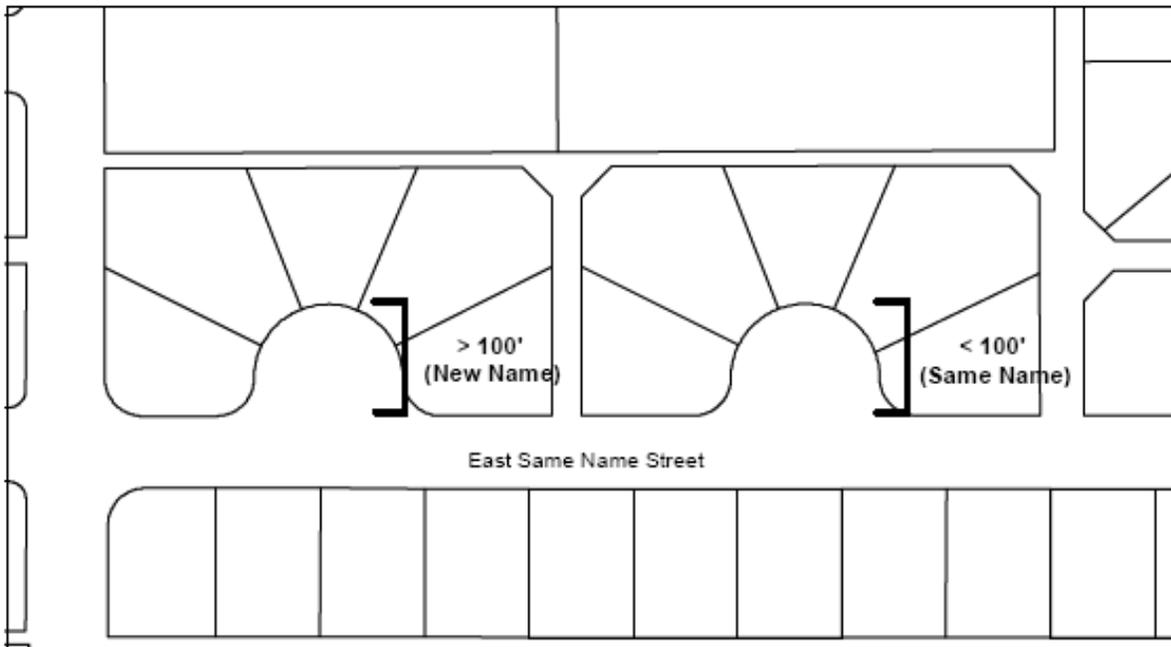
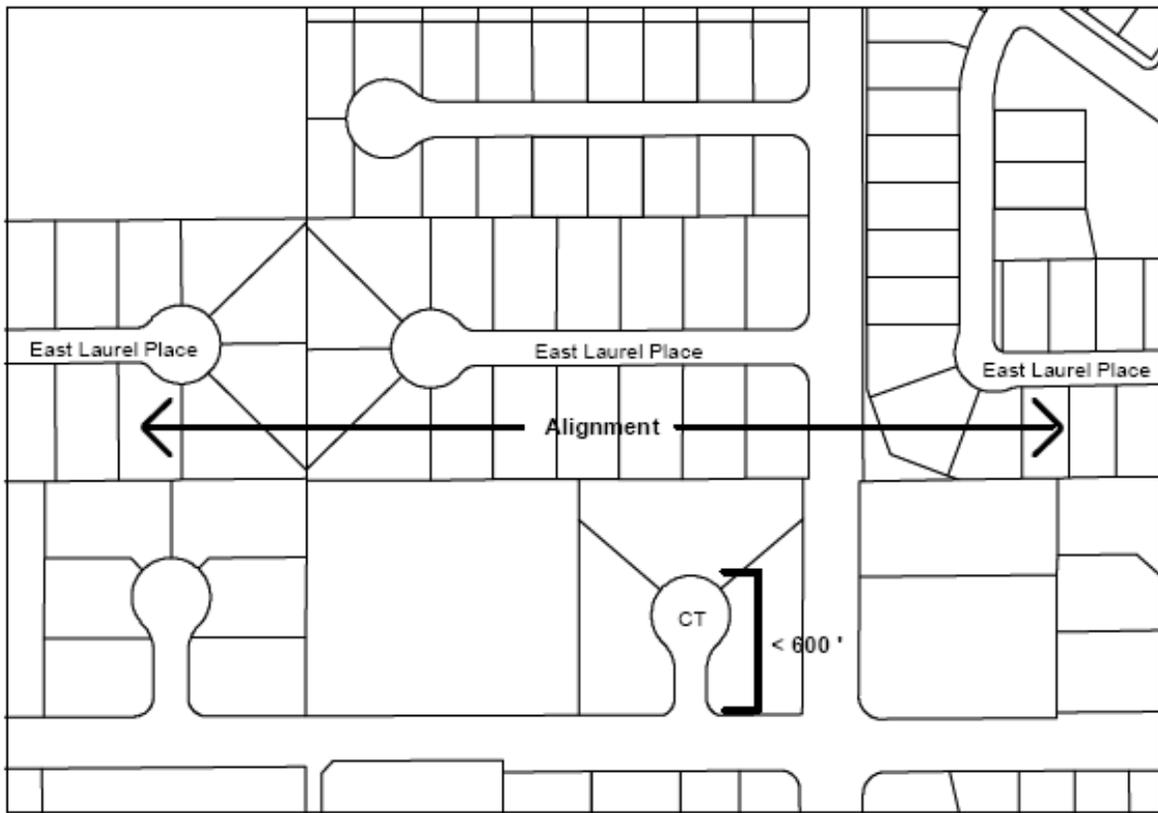


References Section 7.3.F.vi

Note: For large projects, other logical numbering methods may be used if approved by SNAP Coordinator.

Example 11

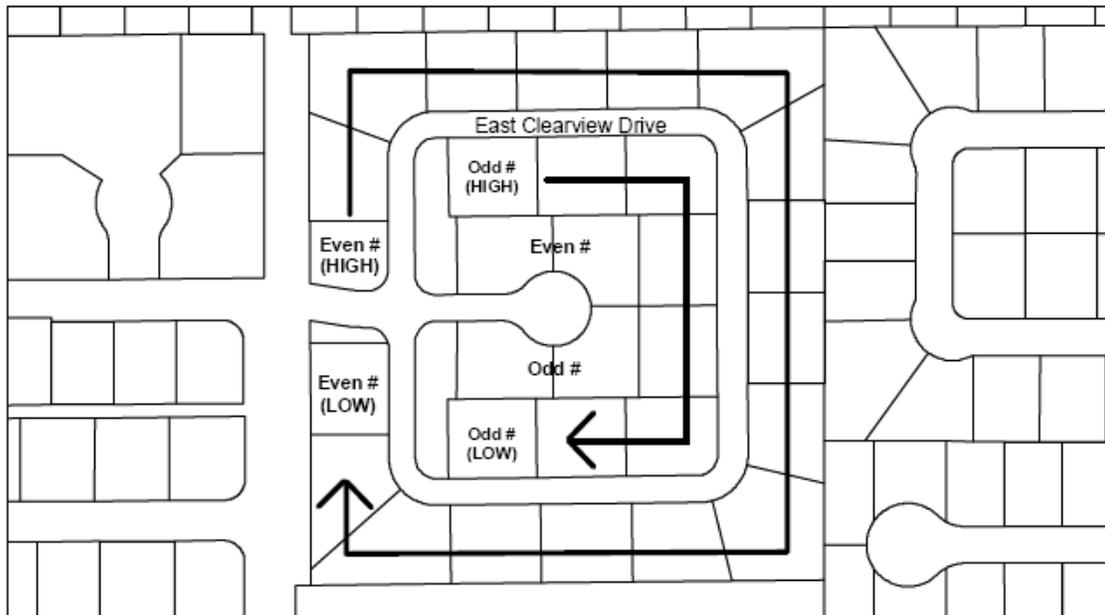
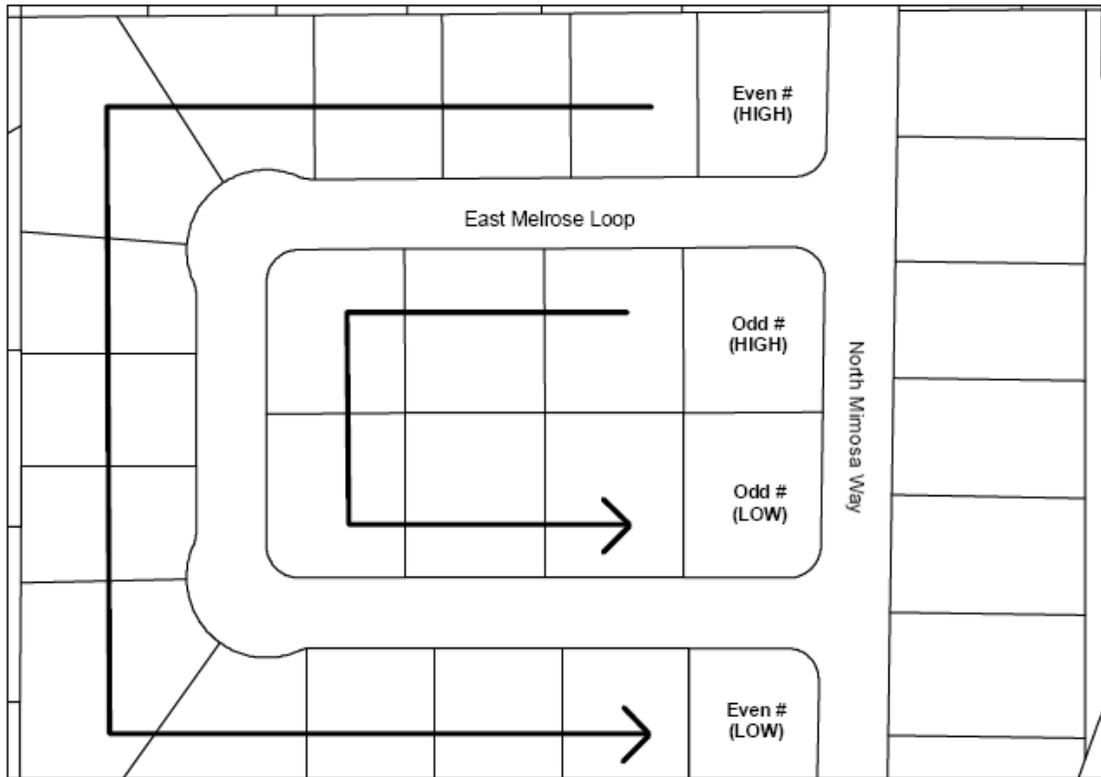
Cul-de-sac



References Section 7.4.B

Example 12

Circles and Loops



References Section 5.3.B

Example 13

90 Degree Change of Direction



References Section 7.4.C.i

Example 14

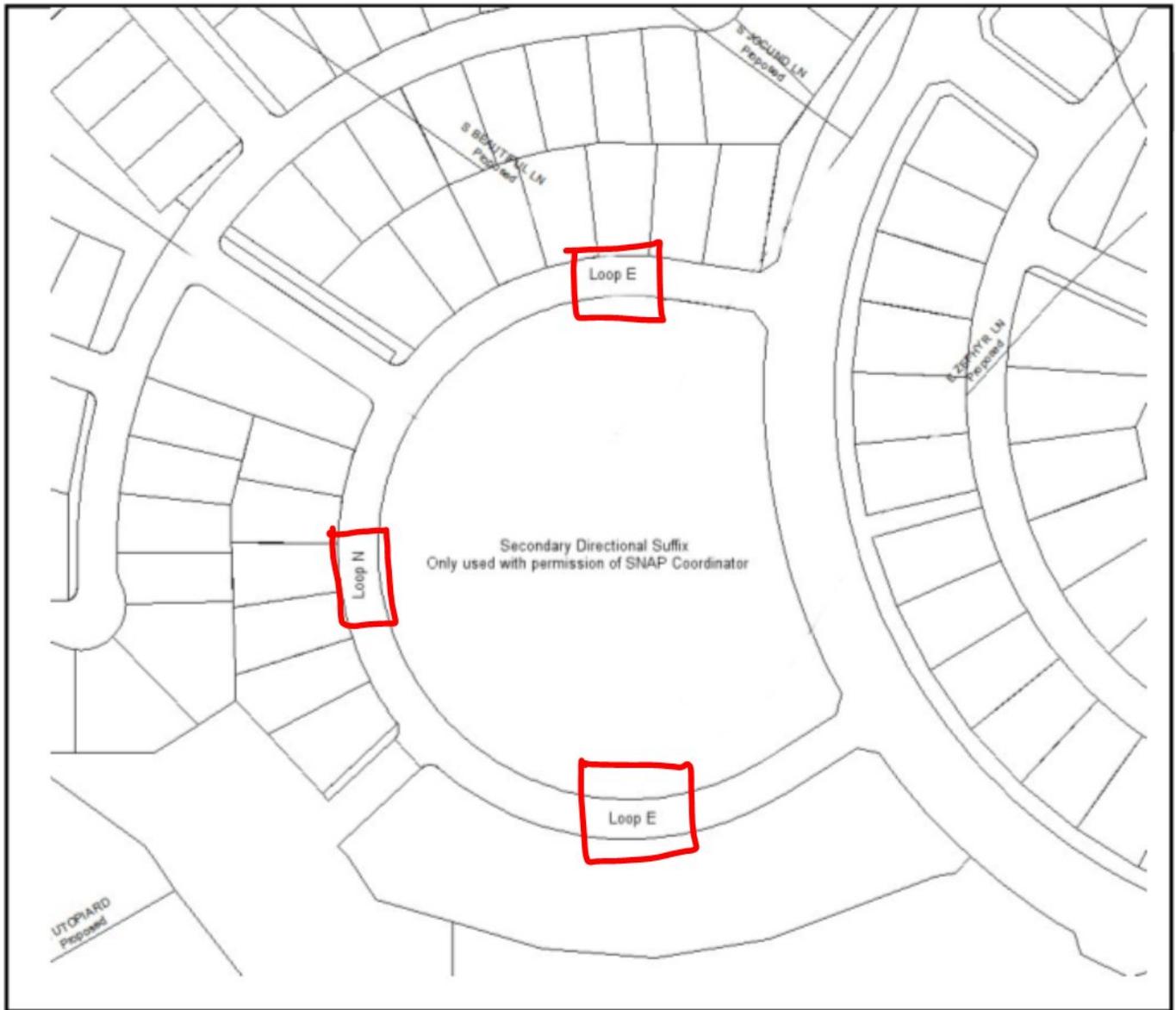
Alignments



References Section 7.4.D.iv

Example 15

Secondary Direction Suffix



References Section 5.2

Example 16

Multiple Building on One Lot



References 7.2.E

DISTRIBUTION AND RECORD KEEPING CHECK SHEET

PART A: SINGLE-FAMILY RESIDENTIAL SUBDIVISIONS

DATE & INITIAL

_____	Street Names Verified on Final Plat Prior to Recordation
_____	a. Street Alignment
_____	b. Street Name Spelling
_____	c. Street Suffix
_____	d. Street Direction
_____	Lot Addresses Assigned after Recordation of the Final Plat
_____	Lot Addresses Verified
_____	a. Odd/Even
_____	b. Sequential Numbering of Lot Addresses
_____	c. Street Name Spelling
_____	d. Street Direction
_____	Address Listing Distributed Internally and Externally
_____	Address List Logged into Address Book
_____	Intersection Block Numbers Assigned
_____	Intersection Block Numbers Verified
_____	Intersection Block Numbers Distributed to Engineering Inspectors
_____	Intersection Signs Inspected by Engineering Inspectors
_____	a. Spelling of Street Name
_____	b. Direction of Street
_____	c. Block Number

PART B: MULTI-FAMILY RESIDENTIAL

DATE & INITIAL

_____	Street Names Verified on Final Site Plan Prior to Council Approval
_____	Site/Project Address Assigned
_____	1 st Review of Building and Unit Numbering Scheme by the Applicant
_____	2 nd Review if Necessary
_____	Building and Unit Numbering Verified and Approved
_____	Site Address Including Building and Unit Numbering Distributed
_____	Site Address Including Building and Unit Numbering Logged into Address

DISTRIBUTION AND RECORD KEEPING CHECK SHEET

PART C: NON-RESIDENTIAL UNSUBDIVIDED

DATE & INITIAL

Street Names Verified on Final Site Plan Prior to Council Approval
Site, Project or Building Addresses Assigned

Site, Project or Building Addresses Verified
a. Odd/Even
b. Sequential Numbering of Buildings Addresses
c. Street Name Spelling
d. Street Direction
e. Addresses assigned are Based upon Building Orientation

Site, Project or Building Addresses Logged into Address Book

Site Address Including Building and Unit Numbering Distributed

PART D: NON-RESIDENTIAL SUBDIVIDED

DATE & INITIAL

Street Names Verified on Final Plat Prior to Recordation
a. Street Alignment
b. Street Name Spelling
c. Street Suffix
d. Street Direction

Lot Addresses Assigned after Recordation of the Final Plat
Lot Addresses Verified
a. Odd/Even
b. Sequential Numbering of Lot Addresses
c. Street Name Spelling
d. Street Direction

Address Listing Distributed Internally and Externally

Address List Logged into Address Book

Intersection Block Numbers Assigned
Intersection Block Numbers Verified
Intersection Block Numbers Distributed to Engineering Inspectors

Intersection Signs Inspected by Engineering Inspectors
a. Spelling of Street Name
b. Direction of Street
c. Block Number

ADDRESS CHANGE APPLICATION



Date:

PRINT OR TYPE:

ADDRESS TO BE CHANGED (CITY, STATE, ZIP)	
PARCEL NUMBER LEGAL DESCRIPTION (LOT, SUBDIVISION/AREA)	
REASON FOR CHANGE	
APPLICANT NAME	CONTACT PHONE
APPLICANT ADDRESS (CITY, STATE, ZIP)	
APPLICANT E-MAIL	
PROPERTY OWNER NAME	CONTACT PHONE
PROPERTY OWNER ADDRESS (CITY, STATE, ZIP)	
PROPERTY OWNER E-MAIL	
PROPERTY OWNER SIGNATURE	DATE SIGNED
<i>FOR OFFICE USE ONLY:</i>	
APPROVED BY	DATE APPROVED
DENIED BY	DATE DENIED
COMMENT	
NEW ADDRESS(ES)	