



REPORT TO COUNCIL

City of Sacramento

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915 I Street, Sacramento, CA 95814-2604
www.CityofSacramento.org

CONSENT
August 11, 2009

**Honorable Mayor and
Members of the City Council**

Title: City of Sacramento Addressing Standards

Location/Council District: Citywide

Recommendation: Adopt a **Resolution** adopting standards for addressing for the purpose of establishing and maintaining a comprehensive and consistent addressing system.

Contact: Emilie Schell, Program Analyst, 916-808-5908; Bob Cooper, Supervising Engineer, 916-808-1873

Presenters: Not Applicable

Department: Community Development

Division: Administration

Organization No: 21001011

Description/Analysis

Issue: Adopted procedures for providing addresses do not currently exist in the City of Sacramento. Addressing standards have been developed for the purpose of establishing and maintaining a comprehensive and consistent addressing system. A consistent addressing system will protect public health and safety by enabling a quicker response time for emergency services, expediting postal and general delivery services, providing more efficient delivery of City services, and providing efficient delivery of information to outside agencies. It is the intent that these standards will improve the knowledge, communication, and consistency of addressing information.

Policy Considerations: The proposed Addressing Standards are in accordance with the City's of Sacramento operating principle "Promote safety, livability, and economic vitality" in that they decrease response times by public safety. They are in accordance with the Community Development Department's measures of success in that they provide a clear, timely, consistent, and

predictable process. The standards help Departments meet the strategic goal of streamlining processes.

Environmental Considerations:

California Environmental Quality Act (CEQA): Under the California Environmental Quality Act (CEQA) guidelines, continuing administrative activities do not constitute a project and are therefore exempt from review.

Sustainability Considerations: Not Applicable

Commission/Committee Action: None

Rationale for Recommendation: Staff recommends approval of the Addressing Standards to increase public safety and the efficiency of providing City services. Approval of the standards will also decrease issues in sending and receiving correspondence and save staff time through a more streamlined and consistent process.

Financial Considerations: Fees for addressing are currently incurred through staff time. Staff anticipates a reduction in the amount of staff time spent on address related work due to the clarification provided by the Addressing Standards. Upon adoption of the Addressing Standards staff will also be better equipped to review and enforce address assignments. These reductions to staff time spent on addressing will have a positive affect on the General Fund.

Emerging Small Business Development (ESBD): There are no goods or services being purchased under this report.

Respectfully Submitted by:



Ryan Pham
Support Services Manager

Approved by:



William Thomas
Director of Community Development

Recommendation Approved:



Ray Kerridge
City Manager

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Attachment 1- Background

Having a consistent addressing process will benefit the City of Sacramento. A formalized system for assigning addresses and approving street names does not currently exist in the City. Staff currently has no written process which they can reference when reviewing street names as proposed. Adoption of the City of Sacramento Addressing Standards will allow staff to be consistent, transparent, and provide a clearly defined process for customers and staff.

To reduce issues that were arising from inconsistent addresses and provide a safe and predictable addressing system, over the past twelve months City departments including Police, Fire, Transportation, Information Technology, and Community Development have developed standards for internal and external addressing processes. Input and recommendations from the United States Post Office were also incorporated into the Addressing Standards.

Public outreach occurred on two separate occasions, March 25, 2009 and April 2, 2009. Two hundred and seventeen residents, businesses, stakeholders, and neighborhood associations were noticed by mail and an additional fifty e-mail notifications were sent out. Staff members from all applicable departments were present to answer questions and take suggestions regarding naming conventions in the proposed addressing standards. There was no public concern over the naming or numbering conventions or process outlined in the Addressing Standards.

City departments currently assign addresses by hand. The addresses are written into finalized parcel map books and entered into the permitting system. The new process as outlined in the Addressing Standards is a formalized, streamlined system that reduces errors and saves staff time through consistency and the availability of information. A consistent approval process has been developed and several items have been implemented to aid in the new addressing process. The City now has a Master Address Database that is used by many City departments. Addressing staff also has access to a group e-mail account where they can correspond regarding addressing assignments and issues. The creation of forms and an automated application have also streamlined the process.

It has been City practice that it is responsibility of the developer or applicant to propose street names. The Addressing Standards formalize this practice. If the suggested name meets the conventions and specifications in the Addressing Standards it will then be approved by staff and staff will assign the street numbering.

To obtain an address for a newly developed street, public road, driveway, or alley the Addressing Standards specify that the applicant shall submit a copy of their final map to an e-mail address accessed by addressing staff. On the map the applicant proposes street names which are then reviewed and approved prior to the approval of the map. Numbered addresses are assigned to the final map, entered into GIS and the Master Address Database, and notification is sent to outside agencies. When an address is

needed for on an existing street, public road, driveway or alley the Addressing Standards require the applicant to complete an "Address Request Form" and submit it to the Community Development Department. The Community Development Department will send the proposed address to the applicable departments and agencies for review. Once the address is approved it is entered into the Master Address Database and notification is sent to outside agencies. The Addressing Standards do not specify street names as it is the applicant's responsibility to propose names. The Standards only specify conditions on which to approve or deny the proposed names and assign street numbering.

The system specified in the Addressing Standards promotes citywide safety. The naming and numbering conventions are in accordance with standards. The addressing process is clear, timely, consistent, and predictable.

Attachment 2

RESOLUTION NO.

Adopted by the Sacramento City Council

CITY OF SACRAMENTO ADDRESSING STANDARDS

BACKGROUND

- A. There is currently no adopted system for assigning addresses in the City of Sacramento.
- B. Having an accurate addressing system promotes public safety and provides a clear, timely, consistent, and predictable process.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- Section 1. The City Council hereby adopts the City of Sacramento Addressing Standards, attached to this Resolution as Exhibit A and incorporated by reference.

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Exhibit A- Addressing Standards

City of Sacramento Addressing Standards

For Street Names, Numerical Addressing and Suite Numbering



915 I Street, Sacramento, CA 95814
www.cityofsacramento.org

Addressing Standards
For Street Names, Numerical Addressing and Suite Numbering

Adopted *Month Date Year*
Resolution # XX-XXX

<p>Addressing Standards For Street Names, Numerical Addressing and Suite Numbering</p>

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Addressing Standards
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Addressing Standards For Street Names, Numerical Addressing and Suite Numbering

Chapter 1- Introduction

These addressing standards have been created for the purpose of establishing and maintaining a comprehensive and consistent addressing system for the City of Sacramento.

This addressing system will protect public health and safety by:

- Enabling a quicker response by emergency services,
- Expediting postal and general delivery services,
- Providing more efficient delivery of City services,
- And getting updated information to outside agencies.

It is the intent that these standards will improve the knowledge, communication, and consistency of addressing information. The City of Sacramento Community Development Department Director, or designee, shall be responsible for interpretation and implementation of these standards. Please note that fees may be associated with the addressing procedures found in these standards.

Chapter 2- Street Names for Public, Private Roads, Driveways and Alleys

Street names shall be used to identify public roads, private roads, and alleys within the City of Sacramento. Street names shall also be provided for residential driveways that have eight or more buildings fronting on the driveway. Street names for access ways are provided on an as needed basis or as required at the discretion of the Department of Transportation, after consultation with a member of Public Safety (a representative of the Police/Fire Departments), or their designated representative. These City departments shall also have the authority to approve or deny the use of all proposed street names within the City. The process for approving proposed street names is to be in accordance with the following criteria:

- 1) The project applicant shall propose street names at the time of Improvement Plan or Final Map submittal, whichever comes first. Proposed street names shall be submitted to the Department of Transportation Development Engineering Division using the *Subdivision Street Name Approval* form found on the City of Sacramento website at www.cityofsacramento.org. City staff shall ensure that the review and approval of all proposed street names is completed within the established Improvement Plan or Final Map review period.
- 2) Department of Transportation staff shall forward all proposed street names to the Police and Fire Departments, or their designated representatives, for review and comment. Comments for each review cycle shall be sent back to the Department of Transportation no later than five (5) business days from the time that the proposed street name is received.
- 3) The Department of Transportation shall forward the applicant a list of approved street names. The applicant will select the final street names from the approved list.
- 4) The applicant is to submit a final version of the Subdivision Improvement Plan or Final Map showing all streets, their valid street names, and the street types to Development Engineering. In addition, an electronic copy of the map shall be submitted to Development Engineering at the e-mail address pb_maps@cityofsacramento.org. All electronic maps shall comply with the *City of Sacramento's Digital Map Submission Standards* which can be found on the City of Sacramento website at www.cityofsacramento.org. A copy of the map shall be forwarded to all interested parties.
- 5) Final maps shall not be approved until street names and name placements on maps have been reviewed for clarity, correct spelling, and continuity. A street name shall not be considered final until the final map is recorded. In the interest of public safety, if any graded or paved access is provided, a temporary sign identifying the street(s) shall be erected by the developer.

Addressing Standards For Street Names, Numerical Addressing and Suite Numbering

- 6) The duplication of existing street names within the boundaries of the City and all jurisdictions within Sacramento County shall not be permitted.
- 7) The use of similar sounding street names shall not be permitted.
- 8) The use of street names that are difficult to pronounce, hyphenated, or include non-alphanumeric characters such as apostrophes shall not be permitted. A street name shall not begin with a numeric word (i.e. – Five Star Street). All numeric words used shall be spelled out completely (i.e. – Big Four Street).
- 9) Street names shall not exceed a maximum of thirteen (13) characters, including spaces and prefixes, so that the street name can meet letter size and space requirements as defined in the *California Manual on Uniform Traffic Control Devices, Section 2D.38* which can be found at <http://www.dot.ca.gov>.
- 10) Directional prefixes (north, south, east, and west) are permitted when used together with a street name (i.e. South Land Park Drive). Directional prefixes are permitted to identify extensions of existing streets or to distinguish parallel streets within the same vicinity. Directional suffixes shall not be used (i.e. Mill Valley Circle South). If a directional word is not intended to provide direction, it will be connected to the remaining portion of the street name without a space (i.e. - Northridge Drive).
- 11) Only recognized street types as listed in Appendix, section 1 of this manual *Street Address Standards* shall be used.
- 12) Street types shall be consistent with their definitions as listed in Appendix, section 2 of this manual *Street Type Definitions* and in accordance with City Code section 12.04.030, *Naming and Designation of Streets*.
- 13) When a project occurs on an unnamed street and the work proposed does not require an Improvement Plan or Final Map submittal, a street name shall be applied for at the time of building permit application. The applicant shall submit a scaled site plan. Street name approval shall be in accordance with items two (2) and three (3) of this section.

Chapter 3- Naming Public and Private Alleys

Section 1- Overview

The term 'alley' has typically been used to identify the narrow streets that divide Sacramento's city blocks. For the purposes of these standards, the definition of an alley can be found in the Appendix, section 3. Alley is a legitimate choice for the suffix portion of any alley name and also has the inherent benefit of immediate recognition when heard or read, especially for the purpose of Police and Fire response. All alleys that are not currently named shall have the suffix of Alley assigned. Existing alleys with alternate suffixes such as Row or Terrace may remain. Alleys in Old Sacramento (Bounded by the Sacramento River on the east, I Street Bridge to the north, Interstate 5 on the west, and Tower Bridge/Capitol Mall on the south) are excluded from this chapter.

Section 2- Naming Requirements for Alleys

The selection of alley names must adhere to the following guidelines and follow the approved street naming process described in Chapter 2 of this document *Street Names for Public, Private Roads and Driveways*.

- 1) Portions of alleys with existing names will not be renamed without the approval of the Planning Commission.
- 2) Alleys shall have the same name from one end to the other.
- 3) The City is not required to make improvements to any alley as part of the naming process.
- 4) At the discretion of the Department of Transportation, standard City of Sacramento street signs shall be provided by the first developer to develop on the alley block and will only be required to be provided for

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For Street Names, Numerical Addressing and Suite Numbering

the block where the development will occur. If standard City street signage is provided, it shall be paid for at the time that the *Subdivision Street Name Approval* form is submitted to the Community Development Department.

Section 3- Central City Alleys

The Central City encompasses the area bounded by the Sacramento River to the west, Broadway to the south, B Street to the north, and Alhambra Boulevard to the east. In the Central City, ninety-five (95) percent of the alleys run parallel to the lettered street names in an east-west direction. The alleys extend from 3rd street through to 30th Street. The selection of names for these alleys must adhere to the following guidelines and follow the approved street naming process described in Chapter 2 of this document *Street Names for Public, Private Roads and Driveways*.

- 1) Any new alley names shall begin with the letter of the adjacent, northern-most lettered street to which they are parallel. For instance, the alley between B and C Street shall begin with the letter B, the alley between C and D Street shall begin with the letter C, etc.
- 2) Existing alley names will remain the same (i.e Democracy Alley, Merchant Street) only where already occurring. If an existing alley name meets these standards, that name shall be extended throughout the entire alley.

Section 4- Existing Development

Street names for alley blocks where development has already occurred shall be reviewed in accordance with Chapter 2 of these standards *Street Names for Public, Private Roads and Driveways*. If standard City of Sacramento street signs are required to be provided per the Department of Transportation they shall be paid for by the applicant at the time that the *Subdivision Street Name Approval* form is submitted to the Community Development Department.

Chapter 4- Naming Private Driveways and Walkways in Residential Subdivisions

Section 1- Overview

Street names shall not be used to identify dead-end private driveways that lead from a residential street inward to abut less than eight residential houses. Residences located along these types of private driveways shall be addressed following the number sequencing along the main street and using the same street name as the road they are accessed from. There shall be no odd and even numbered sides along these types of driveways.

Section 2- Guidelines for Cluster Homes

1) Eight or Fewer Residential Units Clustered

- a) Walks shall remain unnamed unless otherwise approved by Public Safety.
- b) Alleys/driveways shall remain unnamed unless otherwise approved by Public Safety.

2) More Than Eight Residential Units Clustered, Front Door Facing Walk with Rear Garage Opening onto Private Alley

- a) Walks between residences shall be named, and they shall be designated as "walk", i.e. Birdsong Walk. The designation will immediately tell responding public safety personnel that the front door is not immediately accessible by vehicle.
- b) Alleys/driveways may be named. If they are named they must conform to the standards in Chapter 2 *Street Names for Public, Private Roads and Driveways*.
- c) The designation must be uniform within the subdivision, such as place, loop, or lane. The request for uniformity is intended as a method for public safety personnel to know that the street is not a major thoroughfare.

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For Street Names, Numerical Addressing and Suite Numbering

Chapter 5- Street Names for Driveways in Non-Residential Centers

Street names shall not be used to identify driveways in commercial, industrial or office center parking lots or entrances (private driveways) that have the appearance of a "street" and are less than seven hundred and fifty (750) feet in length. Private driveways exceeding seven hundred and fifty (750) feet in length may have a valid street name assigned for addressing purposes if used to provide direct building access. These driveways shall also have continuity to public streets and be constructed to City standards as defined in the *City of Sacramento Design and Procedures Manual* found at <http://www.cityofsacramento.org/transportation>. All street name assignments shall conform to the standards in Chapter 2 *Street Names for Public, Private Roads and Driveways*.

Chapter 6- Street Naming for Continuous Streets

Street names along continuous collector and arterial streets with elbows shall not change. Minor and local continuous streets containing elbow turns may have street name changes. Name changes cannot occur at T intersections.

Chapter 7- Street Name Signs

Official signs displaying street names shall be in accordance with the *Street Name Sign Guidelines* as defined in the *California Manual on Uniform Traffic Control Devices, Section 2D.38*: <http://www.dot.ca.gov/>. Please refer to Appendix, section 3 for the City of Sacramento's definition of an intersection. For street signs on private streets, and alleys contact the Department of Transportation for sign specifications and requirements.

Chapter 8- Street Name Changes

Changes to recorded street names shall not be permitted unless there is cause to show street name duplication has occurred or the street name is such that pronunciation may cause confusion for emergency response to a location; this is at the discretion of the City Council. All street name changes shall be subject to approval by the Planning Commission. All applications for changes in the names of streets shall be made to the Planning Commission, according to Sacramento City Municipal Code Section 12.04.040 *Naming and Designation of Streets Changes*. A copy of all resolutions or orders providing for a street name change shall be forwarded to the Sacramento County Clerk and County Surveyor (Prior code 38.01.014). The City addressing team will provide notification to all other public agencies. Please note that there may be fees associated with street name changes.

Chapter 9- Numerical Addressing

All existing parcels and buildings within the City of Sacramento will have a valid numerical address. All new parcels and buildings within the City shall be provided with an approved numerical address. The Community Development Director, after consultation with the Police Chief, Fire Chief, and Information Technology Manager, or their designated representatives, shall approve the use of all proposed numerical addressing within the City.

Section 1- Single Family Residential Development

- 1) Residential subdivision developments shall be assigned one project/development address per unit as provided by the City.
- 2) The City addressing staff shall assign a numerical address for each proposed lot within a single family residential development concurrent with approval of the Final Map by the Department of Transportation.

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The addressing team shall ensure that the City completes the review and approval of numerical addressing within the established review period.

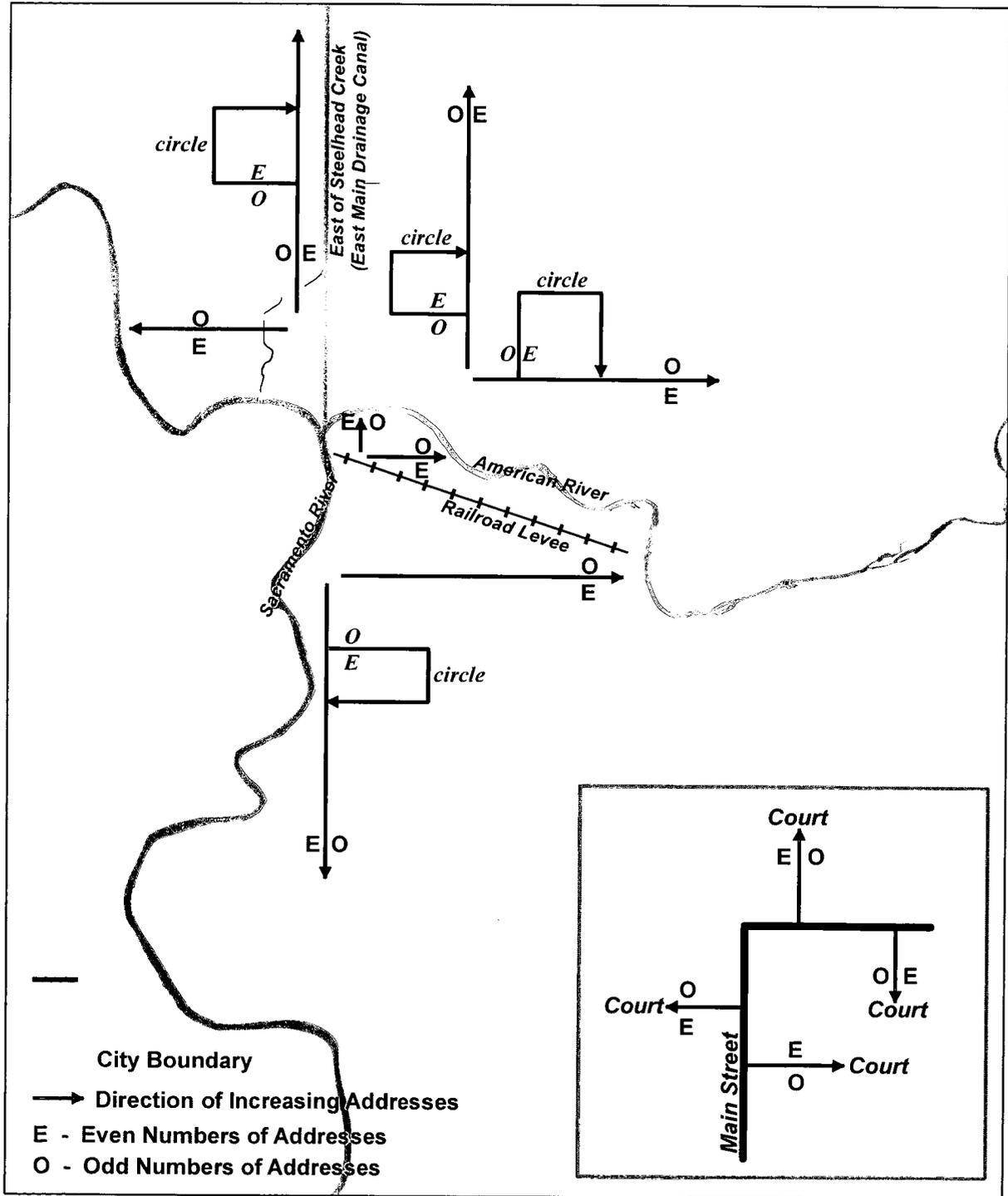
- 3) Sales, construction, and other miscellaneous buildings and trailers used during the construction of projects shall use the project address assigned to the development. All temporary buildings and trailers shall be assigned a designated suite number approved by the City.
- 4) New additional residential units up to four (4) (i.e. Granny Flats, duplexes), located on a parcel with an existing residential building (primary building), are to be identified by a unique numerical street address. Where this is not possible, a unit number shall be assigned that follows the primary building street address for each additional residential unit (i.e. two residential units on one lot are addressed as 102 G Street and 102 G Street # 2). Addressing for new buildings with five (5) or more residential units shall be in accordance with Chapter 9, section 2 *Multifamily Residential Development*. Signs which display all addresses on the lot shall be located at the front entrance of the property and are subject to approval by the City of Sacramento.
- 5) The use of fractional addresses (i.e. 1/2) for new residential units shall not be permitted.
- 6) Each residential structure shall be addressed off the transportation surface that it fronts (i.e. street, alley, walkway, pathway, etc).
- 7) Please refer to *Figure 1: Diagram of Addressing Ranges and Sequences*. Odd and even address ranges and sequencing should be as follows:
 - a. Each side of the transportation surface shall be assigned numerical addresses in sequences of four (4) or more (1000, 1004, 1008, etc).
 - b. Addresses south of the American River shall have the even numbers on the south and west sides of the street and have the odd numbers on the east and north sides of the street. In general, addresses south of the American River increase in an easterly and southerly direction with the following exception:
 - i. North of the Railroad levee addresses increase in a northerly direction (old City grid).
 - c. Addresses north of the American and Sacramento Rivers have the even numbers on the east and south sides of the street and the odd numbers on the west and north sides of the street. In general, addresses increase in a northerly direction with the following exceptions:
 - i. West of Steelhead Creek (East Main Drainage Canal) addresses increase in a westerly direction.
 - ii. East of Steelhead Creek (East Main Drainage Canal) addresses increase in an easterly direction.
 - d. The Garden Highway has odd numbers on the river side of the highway.
 - e. Courts or similar transportation surfaces will have address ranges from one (1) through ninety-nine (99) and increase away from the intersection, odd numbers are on the right-hand side entering a court; even numbers are on the left-side entering the court.
 - f. Addressing of circles and similar transportation surfaces will be three (3) digits (100, 101, 102, etc.). All other sequencing and ranging guidelines apply.
 - g. Exceptions to the above sequencing and ranges will be at the discretion of the City Addressing Team.

All addresses shall be consistent with the standards for address components and legitimate address values as described in Appendix, section 1 *Street Address Standard*.

Identification and signage requirements of buildings shall be consistent with existing City Code Sections: **15.36.901 (Premise Identification)**, **15.80.020 (Personal Safety)**, and **15.148 (Signs)**.

Addressing Standards
For Street Names, Numerical Addressing and Suite Numbering

Figure 1: Diagram of Addressing Ranges and Sequences



Section 2- Multi Family Residential Development

The City addressing staff shall assign one (1) address to new multi-family development projects. The address shall be the same as the existing parcel address maintained in the City addressing system. For additional

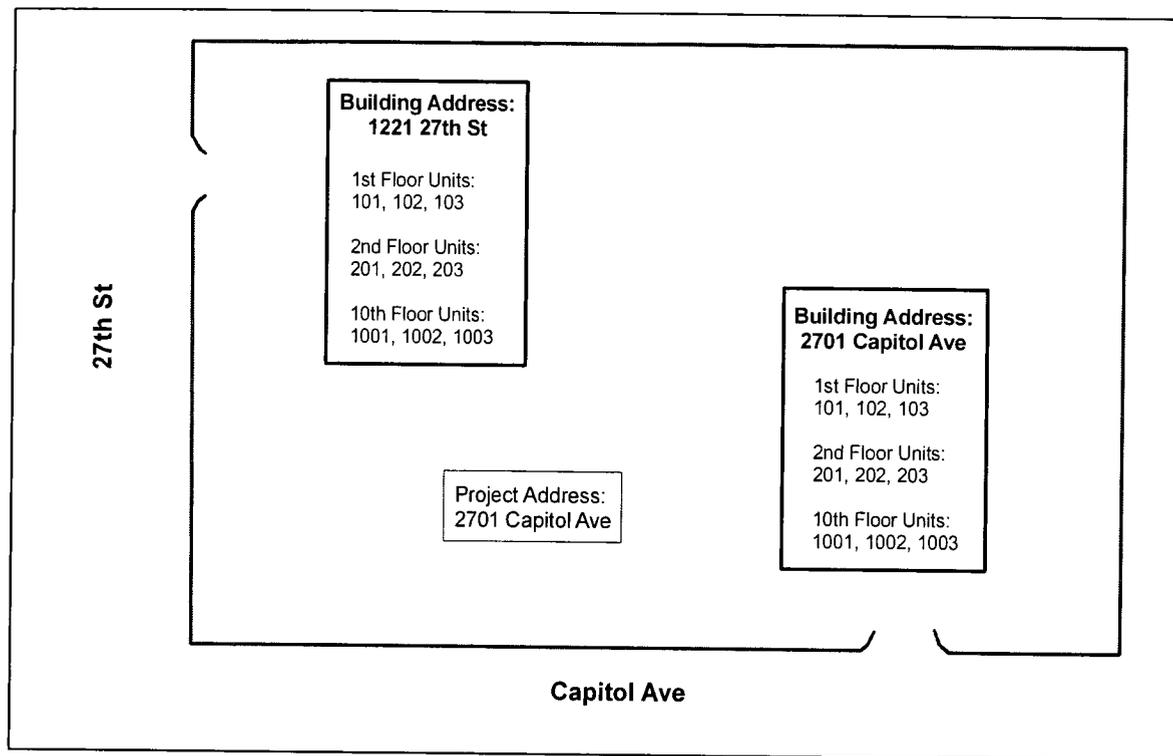
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For Street Names, Numerical Addressing and Suite Numbering

information please refer to the illustration in Figure 2 on the following page: *Addressing of Multi Family Residential Development*.

- 1) Addressing of buildings shall meet the identification and signage requirements of the 2007 California Building Code, Title 24, Part 2 (Municipal Code Chapter 15.148) and 2007 California Fire Code, Title 24, Part 9.
- 2) At the time of building permit application and plan check submittal, the City Addressing Team shall address individual buildings and dwelling units within the project. To accomplish this, the City Addressing Team requires a complete site plan with building footprints, dwelling outlines, and entrance locations clearly designated.
- 3) Wherever possible, each building will have its own unique street address. This may require that transportation surfaces within the residential development have a name assigned according to Chapter 2 *Street Names for Public, Private Roads and Driveways*.
- 4) The City shall assign individual addresses to buildings located within a multiple family residential project. Address numbers shall be consistent with the range of addresses found along the transportation surface which they face. Individual units shall be numbered sequentially, starting on the left when facing the front of the building and continuing in a clockwise direction.
- 5) Individual residential unit numbers will be assigned based on the location of the private entrance. Dwelling addresses will begin with the floor that the private entrance is located on and be followed by two (2) additional digits. Example:
 - a) First floor units will be addressed as 101, 102, 103
 - b) Second floor units will be addressed as 201, 202, 203
 - c) Tenth floor units will be addressed as 1001, 1002, 1003
- 6) Apartment projects with multiple buildings shall have monument signs showing the street addresses of each building at each vehicle entrance to the site. Each vehicle entrance shall also have an illuminated site plan and/or directory signs. The signs shall show the location of the sign (the viewer's current location) and all building addresses. Dwelling numbers shall be included. The monument signs shall have a contrasting background color.
- 7) Apartment projects with multiple buildings shall have building addresses posted and clearly visible from all approaches. Signage for buildings must include the entire building address and street name using the following guidelines: The building address shall be no less than four (4) inches in height when fifty (50) feet or less from the roadway and six (6) inches in height when more than fifty (50) feet from the roadway. The building signs shall have a contrasting background color.

Addressing Standards
For Street Names, Numerical Addressing and Suite Numbering

Figure 2: Addressing of Multi Family Residential Development



Section 3- Residential Condominiums

New and Converted Residential Condominium Complexes

- 1) At the time of building permit application and plan check submittal, the City Addressing Team shall address condominium units within the project. To accomplish this, the City Addressing Team requires a complete condominium site plan.
- 2) Addressing of new residential condominium complexes shall be in accordance with the addressing standards as defined under Chapter 9, section 1 *Single Family* and also in Chapter 9, section 2 *Multi Family Development* of this document.
- 3) Single family addressing standards shall apply to complexes with private roads. They may be required to be named for addressing purposes. Multi family addressing standards are to be used for complexes. They shall utilize the overall condominium complex address together with a condo unit number.

Section 4- Commercial Development: Single Building Projects

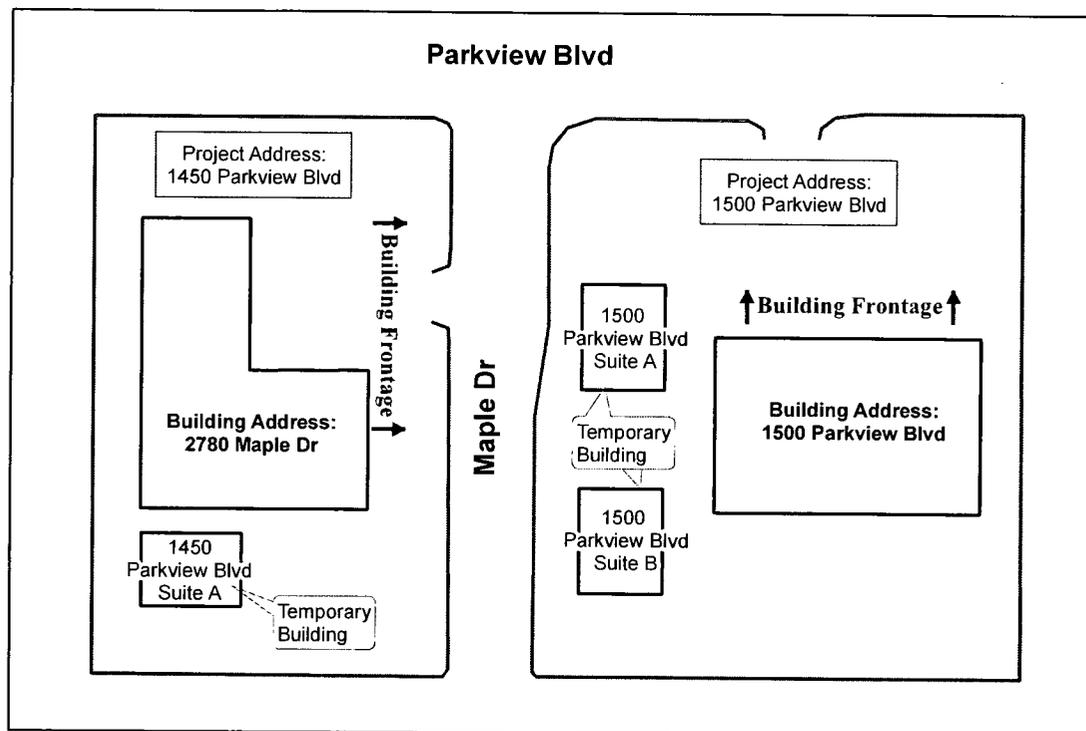
- 1) At time of submittal to the Community Development Department, City Addressing shall assign one project/development address to the new project by using the address of the parcel the project will be located on.
- 2) The project/development address can be used for the proposed building if the building faces the street used to address the project. Primary access to the building is the determining factor for the final building address. If the proposed building frontage faces in the opposite direction, City Addressing shall assign a new building address within twenty-one (21) days of receipt of the project application. Address numbers shall be consistent with the range of addresses found along the street or road in which they face.

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Unoccupied accessory buildings such as storage buildings and fire pump buildings shall not be assigned a numerical address.

- 3) Sales, construction, and other miscellaneous buildings and trailers used during the construction of projects shall use the project address assigned to the development. All temporary buildings and trailers shall be assigned a designated suite number approved by the City. Temporary Suite numbers shall be alphabetical in sequence (A, B, C, etc.) based upon the order in which the buildings are placed on the project site. Please refer to the illustration in Figure 3: *Addressing Single Building Commercial Projects*.

Figure 3: *Addressing Single Building Commercial Projects*



- 4) Addressing of buildings shall be consistent with the identification and signage requirements described in Chapter 14 of these standards *Premises Identification*.

Section 5- Commercial Development: Multi Building Complexes

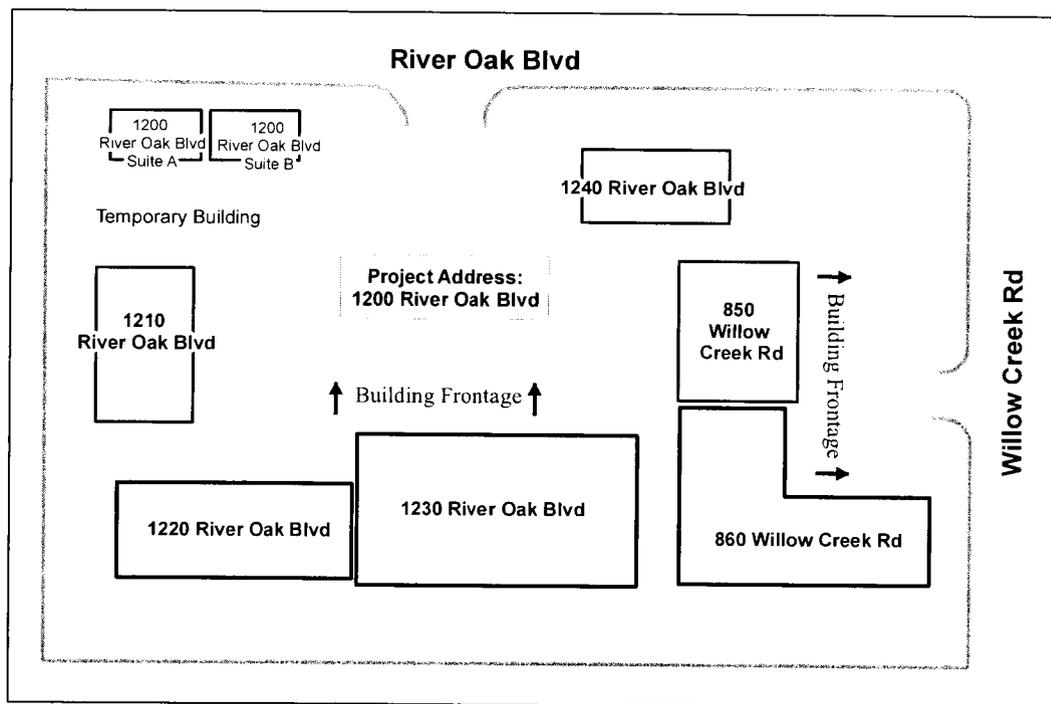
- 1) At the time of submittal to the Community Development Department, City Addressing shall assign one (1) project/development address to the new project by using the address of the parcel the project will be located on. This address shall be the same as the existing parcel address as maintained in the City addressing system.
- 2) City Addressing shall assign individual building addresses for the entire project within ten (10) business days of the building plan submittal. In addition, an electronic copy of the map showing the approved building locations shall be submitted to City Addressing at addressing@cityofsacramento.org. All electronic maps shall comply with the City of Sacramento's *Digital Map Submission Standards*; which can be found on the City of Sacramento website at www.cityofsacramento.org.
- 3) Commercial projects shall be assigned an individual numerical address for each occupied building. Address numbers shall be consistent with the range of addresses found along the street or road in which the buildings face and will be accessed from. Consequently, primary access to the building is the

Addressing Standards
For Street Names, Numerical Addressing and Suite Numbering

determining factor for the final building address. If the address range and number of proposed buildings allows, each building shall be assigned numbers in sequences of ten (10); otherwise numbers shall be assigned utilizing the best fitting sequence scheme available. Please refer to Figure 4: *Addressing Multi Building Commercial Projects*.

- 4) Except in cases where there is a preference to suite numbering, all commercial units shall be given a unique numeric street address. If suite numbering is used, please refer to Chapter 10 *Commercial Suite Addressing*.
- 5) Temporary sales, construction, and other miscellaneous buildings or trailers used during the construction of projects shall use the project address assigned to the development. All temporary buildings and trailers shall be assigned a designated suite number approved by the City. Temporary suite numbers shall be alphabetical in sequence (A, B, C, etc.) based upon the order in which the buildings are placed on the project site.

Figure 4: *Addressing Multi Building Commercial Projects*



- 6) Addressing of buildings shall be consistent with identification and signage requirements described in Chapter 14 *Premises Identification* of these standards.
- 7) In the event that there are changes to the site configuration of the buildings within the complex, the Developer shall re-submit the project Site Plan to City Addressing for reconsideration of the project addresses. If changes are made to the project addressing, City Addressing shall notify internal and external agencies of the changes.
- 8) Community Development Staff shall confirm that the addresses established by City Addressing are valid in the permitting system.

Section 6- Residential/Commercial Mixed-Use Development

Addressing of new residential/commercial mixed-use developments shall be in accordance with the addressing standards as defined in Chapter 9, section 1 *Single Family* and also in Chapter 9, section 2 *Multi Family*

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Development. Single family addressing standards shall apply to mixed-use developments. Multi family addressing standards are to be used for complexes utilizing a single mixed-use development address together with a suite and/or unit number.

Section 7- Sports Fields and Park Assets

Sports fields and larger park assets, such as tennis courts, pools, baseball diamonds, etc shall have addresses assigned. These shall be addressed as buildings in accordance with the addressing guidelines under Chapter 9, section 5 *Commercial Development: Multi Building Complexes.*

Section 8- Miscellaneous Development

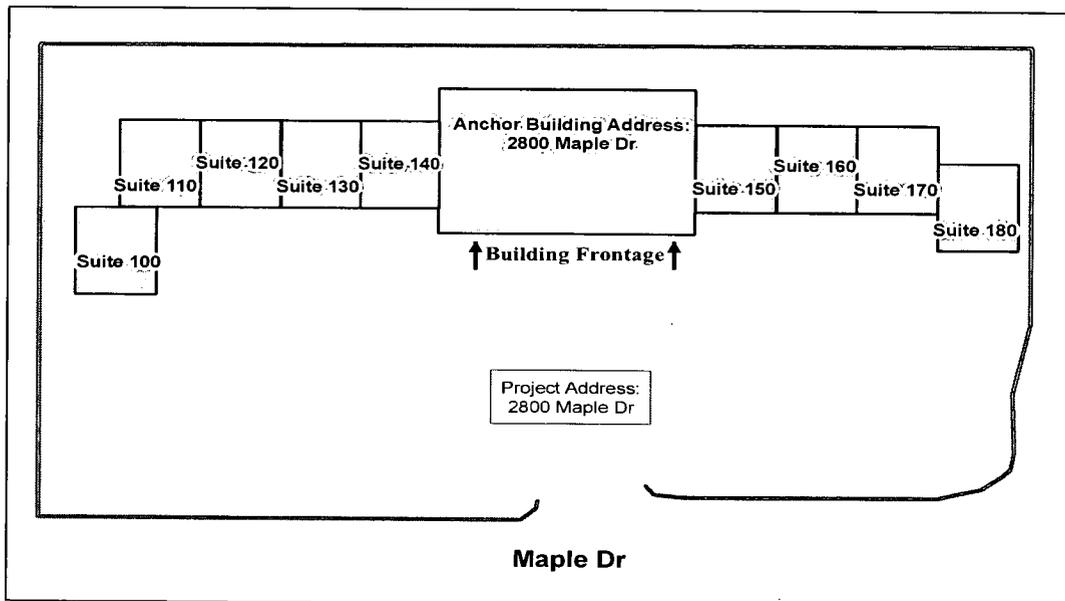
Upon request, lettered lots (landscape areas, open space parcels, etc) shall be assigned one (1) numerical address.

Chapter 10- Commercial Suite Addressing

The process for approving proposed suite numbers shall be in accordance with the following criteria:

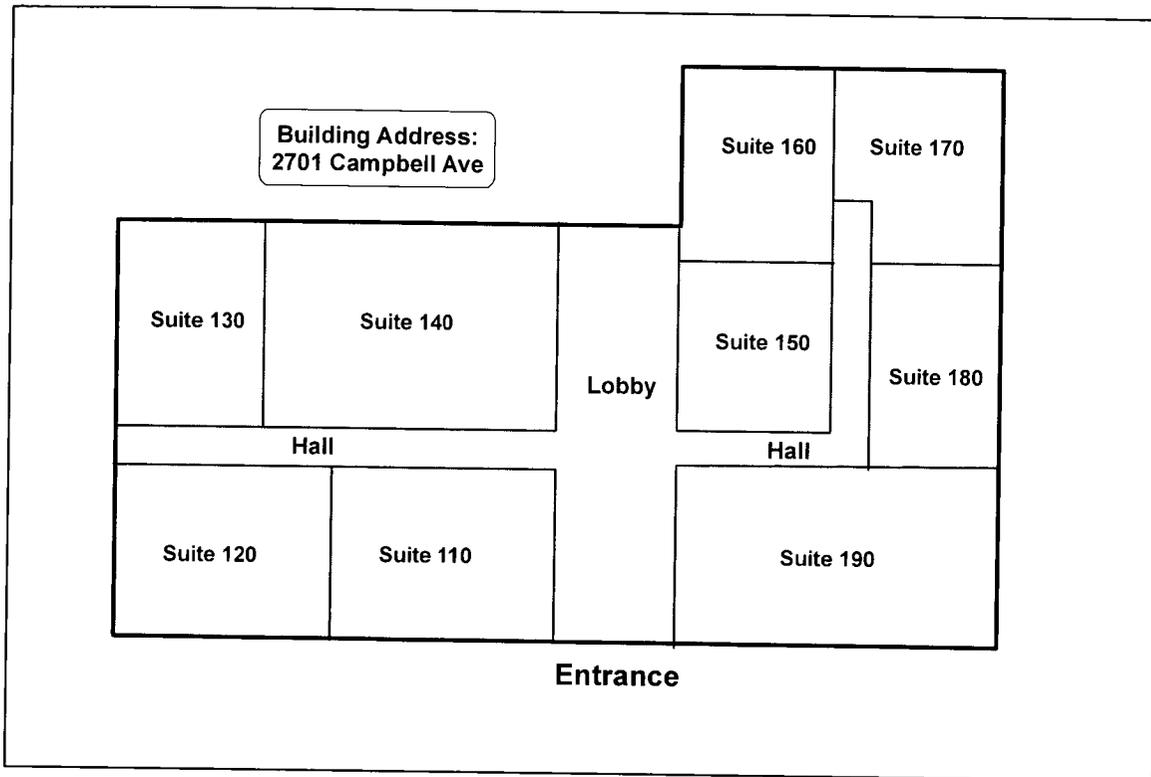
- 1) At the time of building permit application and plan submittal, the project applicant shall submit a proposed plan which shows the suite addressing plan for individual tenant or office spaces within the building. City Addressing shall approve said plan prior to tenant improvement permit approval.
- 2) Suite addressing shall take into consideration the potential for dividing the space in the future. Suites shall be numbered sequentially in the order they are accessed from the main entrance, starting on the left when facing the front of the building and continuing in a clockwise direction. Figures 5 and 6 illustrate how suites are numbered for a retail commercial project and an office project.

Figure 5: Suite Numbering Plan for Shopping Center



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Figure 6: Suite Numbering Plan for Office Building with Interior Halls



- 3) Each tenant space shall be assigned suite numbers in sequence designated by the City Addressing Team to best suit the area being addressed.
- 4) One-story buildings shall have addresses within the 100 series. Multiple story buildings shall be assigned addresses by floor served (100, 200, 300, 400, etc). In a multi-story building the floor with the main walk-in entrance shall be identified as the building's first floor. Every suite shall have a multi-digit room number posted at each entrance door.
- 5) All other unoccupied rooms such as Janitor's closet, housekeeping, electrical closet, etc., shall be identified with a simple description.
- 6) Addressing of buildings shall be consistent with the identification and signage requirements as described in Chapter 14 *Premises Identification*.
- 7) Suite numbers shall follow a consistent pattern throughout the entire building. When additional tenant spaces are created in an existing building the new suite numbers shall conform to the sequence of the existing suite numbers.

Chapter 11- Hotel Addressing

When hotel addressing is requested, the applicant shall submit a reduced copy of the building floor plan to the City of Sacramento, Community Development Department. The City Addressing Team will assign hotel room numbers to the floor plan based on the following criteria:

- 1) Every hotel room shall have a multi-digit room number posted at each entrance door. The first digit(s) will indicate the floor number; the last two digits indicate the actual room number. For example, room 301 on the third floor or room 1101 on the eleventh floor.

Addressing Standards
For Street Names, Numerical Addressing and Suite Numbering

- 2) Hotel rooms shall be numbered with even numbers on one side of the corridor and odd numbers on the other side.
- 3) All other unoccupied rooms such as Janitor's closet, housekeeping, electrical closet, etc., shall be identified with a simple description.

Chapter 12- Parking Structure Addressing & Level (Floor) Identification

Based on the following criteria, parking structures shall receive addresses:

- 1) The parking structure building address shall be assigned as described in Chapter 9, section 4 *Commercial Development: Single Building Projects* and Chapter 9, section 5 *Commercial Development: Multi-Building Complexes*.
- 2) Individual parking structure levels (floors) at or above ground shall be identified by the letter L, followed by the floor number: L1 = First Floor; L2 = Second Floor, L3= Third Floor, etc. The First Floor In a multi-level parking structure shall be the floor with the main drive-in entrance.
- 3) All parking levels below ground shall be identified by the letter B, followed by the below-ground level number: B1 = First Floor Below; B2 = Second Floor Below, etc.

Chapter 13- Addressing of Appurtenances and Utility Assets

- 1) When requested, appurtenances and utility assets will be assigned latitude and longitude addresses. When a latitude/longitude address will not suffice because the appurtenance/asset is affected by a billing system, emergency service, or an alarm system, a parcel situs address will be used unless it is determined that a unique street address is required. When a situs address is used, a brief description (when possible, a latitude/longitude address as well) of where the appurtenance is located on the parcel will be identified to assist field staff with locating the appurtenance. The following table lists common appurtenances and utility assets in the City of Sacramento:

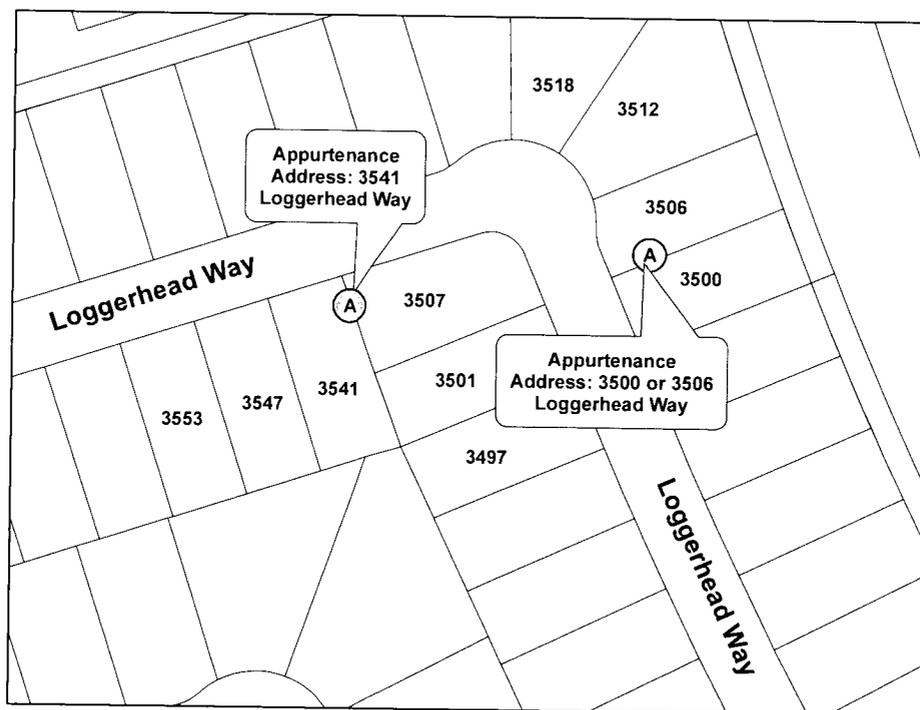
Table 1: Appurtenances and Utility Assets in the City of Sacramento

- Electric meters
- Electric Pedestals
- Electric Panel Vaults
- Electric Power Poles
- Cable Panel Vaults
- Telephone Panel Vaults
- Fiber Optics Panel
- Water Irrigation Meters
- Water Service
- Water Backflows
- Wastewater Services
- Stormwater Outfalls
- Pump Stations
- Cell Towers
- Utility Sheds

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- 2) Special circumstances required to assign situs addresses to appurtenances and assets:
- a) Appurtenances located on the property line between parcels: For appurtenances located directly on the property line between parcels, either one of the immediately adjacent parcel addresses can be used if both parcels are addressed off the same frontage street. If the adjacent parcels are addressed off different streets, the parcel address that contains the street the appurtenance fronts should be used. If several types of appurtenances are to be located on same property line, all should use the same address. Please refer to the illustration in Figure 7 for a geographic layout of how appurtenances on a property line are addressed.

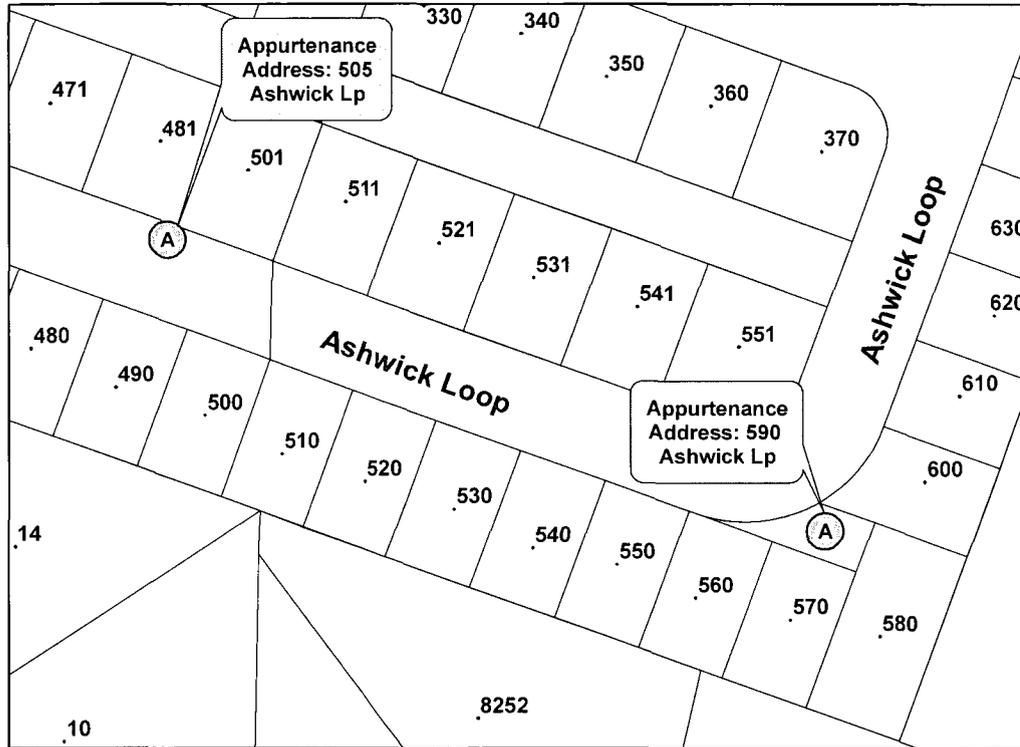
Figure 7: Appurtenance Location between Parcels



- b) Appurtenances located in the right-of-way: For appurtenances located near a parcel but not directly on the parcel, the situs address shall not be used and a unique street address will be assigned. Please refer to Figure 8 *Appurtenance Locations near Parcel*.

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Figure 8: Appurtenance Locations near Parcel (wrong address)



Chapter 14- Premises Identification

Addressing of all buildings shall be consistent with identification and signage requirements of both the California Building Code, Section 502 (City Municipal Code 15.148) and California Fire Code, Section 901.4.4 (City Municipal Code 15.36.901). Building address numbers shall be plainly visible and legible from the street or road fronting the building. Numbers shall contrast with their background and shall be either internally or externally illuminated so they can be easily seen from the street or road fronting the building. When the front of the building does not face the street from which it is addressed, the sides of the building facing said street shall also have complying numbers. Building address numbers shall have a minimum one (1) inch stroke and a height in accordance with the following table:

Table 2: Stroke Height for Building Addresses

Distance from Road	Number Height
0-50 feet	6 inch
50-100 feet	8 inch
100-150 feet	10 inch
> 150 feet	12 inch

Whenever monument signage is provided at driveways, the address number shall be in the upper line or other dominant location approved by the Fire Department. Monument signs at driveways that are not on the street from which the parcel is addressed shall also include the street name used for addressing. Address numbers on monument signs shall contrast with their background and shall be either internally or externally illuminated so they can be easily seen from the street. Monument signs or some other method acceptable to the Fire Chief shall be provided when the address number on the building is not easily seen from the street.

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For Street Names, Numerical Addressing and Suite Numbering

All buildings located in apartment and office complexes that can be approached from multiple vehicle directions shall have approved signage in accordance with these standards. The signs shall be properly sized and located where they will be visible from all vehicular paths. This shall require the address to be located at a minimum on two sides of the building. Location is subject to the approval of the City.

Chapter 15- Changes to Addresses

Changes to approved addresses or suite numbering shall be subject to the same approval process as new projects and as described in Chapter 9 *Numerical Addressing*. The Fire Chief may require that modified addresses be reverted back to their original address or be changed to a newly approved address at the owner's or tenant's expense.

Changes to existing street names shall not be permitted unless there is cause to show that street name duplication has occurred or the street name is such that pronunciation may cause confusion or a mix up in the case of an emergency response to a location. All street name changes shall be subject to approval by the Community Development Director and the Planning Commission after the Department of Transportation and a member of Public Safety have approved the new street name.

Residential street address numbers shall not be changed unless one of the following applies:

- a) There is duplication in the actual street number address.
- b) A secondary building requires an address and the current address sequencing does not allow room for additional addresses within the addressing range; or addressing standards as established in Chapter 9, section 2 *Multifamily Residential Development*.

Changes in plans that require address changes shall have a fee associated with them.

Appendix

Section 1- Street Address Standards

Summarizing the address standard used for addresses in the City of Sacramento, the address standard covers address components, abbreviations, and street name spellings as outlined below.

- 1) Address Components: An address consists of several components. Table 4 lists these components, a description, and the valid values for each. Where abbreviations are used for a component, only values listed in the table can be used. No periods are used behind the abbreviations.

Table 3: Address Components

Address Component	Description	Valid Values
House Number	House number of the address.	Any integer number
House Number Suffix	Indicates a house number suffix if one exists. No longer permitted for new addresses.	"½" : only for existing units, not permitted for new units "W" : only for existing units, not permitted for new units
Prefix Direction	Indicates a north, south, east, or west street direction prefix if one exists.	N S E W
Street Name	Name of the street associated with the address.	Any valid street name as describe in Section II
Street Type	The following are approved street types for Public	

Addressing Standards
For Street Names, Numerical Addressing and Suite Numbering

Address Component	Description	Valid Values
	<p>Streets:</p> <p>ALLEY AVENUE BOULEVARD CIRCLE COURT DRIVE PARKWAY STREET WAY</p> <p>The following are approved street types for Private Streets: LANE LOOP PLACE</p> <p>The following are approved street types for Private Alleys: COMMON(S) PASSAGE</p> <p>The following are approved street types for Private Walkways: PLAZA SQUARE WALK</p>	<p>ALY AVE BLVD CIR CT DR PKWY ST WAY</p> <p>LN LOOP PL</p> <p>CMN, CMNS PSGE</p> <p>PLZ SQ WALK</p>
Suffix Direction	Indicates a north, south, east, or west street direction suffix if one exists. No longer permitted for new streets.	N S E W
Unit Type	Indicates the type of unit associated with the address if one exists.	Apt Suite Unit #
Unit Number	Indicates the unit number of an address if one exists.	Any integer number

2) Current Street Names: Current street names can be found in the City of Sacramento's master address database and the regional geographic street centerline file.

3) The following addresses would be standardized like that in the adjacent table:
 311 Vernon Street,
 401 Oak Street Suite 404,
 127 Elm Avenue Unit A,
 127 Elm Avenue Units 1 & 2;
 1500 ½ North D Street would

Table 4: Address Standardization

House Number	House Number	Prefix Direction	Street Name	Street Type	Suffix Direction	Unit Type	Unit Number
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Addressing Standards
For Street Names, Numerical Addressing and Suite Numbering

	Suffix						
311			Vernon	St			
401			Oak	St		Suite	404
127			Elm	Ave		Unit	A
127			Elm	Ave		Unit	1
127			Elm	Ave		Unit	2
1500	½	N	D	St			

Section 2- Street Type Definitions

The following table lists the definitions for recommended street types used in the City of Sacramento:

Table 5: Recommended Street Types for the City of Sacramento

Street Type	Street Type Abbreviation	Street Type Definition
ALLEY	ALY	A narrow passage or way in a city between or behind buildings. Public right of way, but distinct from a public street. Alleys are narrow, without sidewalks, curb & gutter.
AVENUE	AVE	East-west streets shall be designated as "avenues" and, where feasible, shall be designated with a number based on the present grid system rather than designation by name. Extensions or links of any east-west avenues shall bear the designation of the avenue of which it is a projection.
BOULEVARD	BLVD	A broad street often tree-lined and landscaped. Usually used for arterials or collectors.
CIRCLE	CIR	A so-called circle street or one which returns to the street at each end shall be designated as "circle."
COMMON(S)	CMN, CMNS	A privately owned narrow passage or way in a city between or behind buildings. Not public right of way, but distinct from a private street. Commons are narrow, without sidewalks, curb & gutter.
COURT	CT	Cul-de-sac or dead-end streets shall be designated as "court" when they are not the extension of an existing street, avenue, drive or way.
DRIVE	DR	Streets in a large development which do not run north, south, east or west, but on a diagonal or meandering line, shall be designated "drives" if they serve as a major or collector streets within the tract.
LANE	LN	A narrow privately owned street.
LOOP	LOOP	Similar to CIRCLE, but with a privately owned street.
PLACE	PL	A privately owned cul-de-sac.
PLAZA	PLZ	A privately owned pedestrian-only walkway providing entrance to residences.
PARKWAY	PKWY	A broad landscaped arterial or highway, often divided by a planted median strip.
PASSAGE	PSGE	A privately owned narrow passage or way in a city between or behind buildings. Not public right of way, but distinct from a private street. Passages are narrow, without sidewalks, curb & gutter.
SQUARE	SQ	A privately owned pedestrian-only walkway providing entrance to residences.
STREET	ST	All north-south streets shall be designated as "streets" and shall, as in the case of avenues, be numbered where they are extensions of the existing system or conform to the numbering

Addressing Standards
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		system.
WALK	WALK	A privately owned pedestrian-only walkway providing entrance to residences.
WAY	WAY	Minor streets not following the grid east, west, north, or south shall be designated as 'ways.'

Section 3- General Definitions

Address Process: Assigning an alphanumeric key to identify land or structure where no address exists.

Alley: A narrow street or passageway between or behind city buildings generally not exceeding 25 feet in width.

Circle: a street that ends on the road from which it began

Cluster Homes: Planned high density residential development. Access will not be extended.

Commercial: Relating to commerce, buying and selling of goods or services.

Construction Trailer: A temporary structure used by Construction Company during the building process.

Coordinate address: a latitude and longitude notated as X,Y for a specific location

Cul-de-sac: a transportation surface designed to remain permanently closed at one end terminated by a vehicular turnaround. For the purposes of these regulations, the length of a cul-de-sac street shall be measured from the center line of the intersecting street along the centerline of the cul-de-sac to the center of the radius of the turnaround

Driveway: Not a public right-of-way. City does not maintain transportation surface. Less than six building exists along frontage. Length restrictions outlined in City Municipal Code 18.08.050.

Intersection: For the purposes of addressing an intersection shall be defined as vehicle, bicycle, pedestrian, rail or any other mode of transportation where transportation surfaces intersect.

Loop: a privately owned street that ends on the road from which it began.

Mixed Use: Combining commercial and residential elements in a single property.

Multi-unit: Three or more units, detached or attached, on a single lot.

Pads: Future location of a building or structure.

Residential: Relating to or consisting of private housing rather than business offices or factories, structures where citizens live.

Sales Trailer: A temporary structure where the land developer sells parcels; accessible to public.

Situs Address: Identifies location of real property.

Special Event: A regulated activity of seasonal or short term duration.

Street Address: Refers to numerical identifier in combination with street name.

Subdivisions: To divide a tract of land into building lots.

Suspended Address: Not associated with current land/structure, could be re-assigned, may exist in historical records.

Temporary Address: Address has a limited term; until deemed suspended or permanent.

Transportation Surface: The area used for travel.

Vacant: Without an occupant, having no occupant or contents.

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Walkway: A nonpublic right-of-way designated as a pedestrian path with no vehicular access. City does not maintain transportation surface.

Section 4- Matrix Type

The following table represents the various Matrix types for the City of Sacramento.

Table 6: City Matrix Types

Matrix Type	Traditional Addressing Type
<p>Residential 1-2 Units New residential construction of single family, duplex or half-plex structures and includes remodels, additions, fencing over 6 ft., residential pools, and accessory structures requiring plans.</p>	<p>A. Single Family Residential Development</p>
<p>Commercial New commercial development, additions, office condo conversions, churches, or multifamily residential units of generally more than 15,000 aggregate square feet in area. Included is existing commercial development where exterior modifications are proposed. Projects would generally be less than \$50 million in valuation and would not require major infrastructure improvements.</p>	<p>C. Residential Condominiums D. Commercial Development: Single Building Projects E. Commercial Development: Multi-Building Complexes F. Residential/Commercial Mixed-Use Development G. Sports Fields and Park Assets</p>
<p>Small Commercial New commercial development additions, office condo conversions, churches or 3 or more attached residential units of generally less than 15,000 aggregate square feet in area. Included is existing commercial development where exterior modifications are proposed. Signs, small parking lots, and commercial pools are also included in this development type.</p>	<p>B. Multi Family Residential Development C. Residential Condominiums D. Commercial Development: Single Building Projects E. Commercial Development: Multi Building Complexes F. Residential/Commercial Mixed-Use Development G. Sports Fields and Park Assets</p>
<p>High Rise Buildings with habitable space measured from lowest point of fire department access to highest habitable floor, over 75 feet in height, as defined by the building code.</p>	<p>C. Residential Condominiums D. Commercial Development: Single Building Projects E. Commercial Development: Multi Building Complexes F. Residential/Commercial Mixed-Use Development</p>
<p>Major Project Commercial projects that are generally in excess of 135,000 square feet in area, or in excess of 100 units, or where major infrastructure improvements are required.</p>	<p>C. Residential Condominiums D. Commercial Development: Single Building Projects E. Commercial Development: Multi Building Complexes F. Residential/Commercial Mixed-Use Development</p>
<p>Tenant Improvement Interior tenant improvements for all commercial structures, including change in use and interior remodels.</p>	<p>B. Multi Family Residential Development C. Residential Condominiums F. Residential/Commercial Mixed-Use Development</p>
<p>Minor Permit Projects not requiring plans, such as re-roof and siding, installations for heating ventilation, air conditioning and water heaters, and damage repair for dry rot and termites and minor electric and/or plumbing inspections.</p>	<p>Existing Address</p>

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<p>Institution/Hospital Hospitals and institutions are defined as general and specific hospitals, clinics, and children's treatment centers, extended care facilities for treatment and convalescence, and nursing homes.</p>	<p>D. Commercial Development: Single Building Projects E. Commercial Development: Multi Building Complexes</p>
<p>Government Includes any projects proposed by a government agency, such as city, county, state, federal and special districts (i.e. Regional Transit, public school district).</p>	<p>G. Sports Fields and Park Assets</p>
<p>Subdivision Independent permit applications for the division of land into parcels without associated development.</p>	<p>G. Sports Fields and Park Assets</p>