



**TOWN OF PARADISE VALLEY
ADDRESS & STREET
ASSIGNMENT MANUAL**

RESOLUTION 2019 - 01

2019

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SECTION 1.0 PREFACE

The purpose of this Address & Street Assignment Policy (ASAP) Manual is to provide consistent guidance and assistance to those individuals with responsibility for assigning addresses and street names in the Town of Paradise Valley.

A coordinated and clear approach to addressing is imperative to ensure effective deployment of emergency services in the region, efficient postal delivery, and improved ability of residents and visitors to easily locate business and residential addresses. The problems associated with poor addressing practices include multiple names for the same street, increased costs and time for postal delivery and governmental administration functions, and, most importantly, increased response times for emergency services.

This manual is based upon the original MAG ASAP Manual drafted in 1979 and the update done in 2003. The original ASAP was developed through a collaborative effort with participation from MAG, Pinal County, the Bureau of Indian Affairs (BIA), the United States Postal Service (USPS), and local utilities.

The scope of address assignment discussed in this manual covers three primary addressing tasks: (1) determining the addressing origin, size of blocks and odd-even number assigning; (2) naming streets; and (3) assigning addresses. The first two tasks must be performed correctly, for an address to be properly assigned. In addition to policies for assigning addresses to new development, this ASAP Manual also discusses policies for changing existing addresses.

Presented herein are brief overviews of each policy area and the policy statements which provide a recommended standard(s) for each addressing assignment function. Appendices include Definitions and Examples of Acceptable Street Names.

SECTION 2.0 ADDRESSING SYSTEM

Every logical addressing system begins with a 0, 0 point (Origin) from which addresses increase numerically. Furthermore, such a system specifies the number of addresses per block (Block Width), the standard frontage distance (Interval) for each increase in address number, and on which side of the street odd and even numbers will be placed (Odd-Even Assignment). This logical construct must be in place for proper address assignment. Following are assumed for the recognition of current addressing origins, intervals, odd-even assignment as well as associated policies.

2.1 ADDRESSING ORIGINS

Ten existing individual addressing systems, each with its own point of address origin (0,0), are currently recognized in the MAG Region. An eleventh, Apache Junction, has its origin outside of Maricopa County; however, Apache Junction and its addressing system are part of MAG. Figure 2.1 identifies the location of the existing eleven (11) points of address origin in the MAG region. The Town of Paradise Valley will use the Phoenix Point of Addressing Origin.

2.2 BLOCK WIDTHS

Policy 2.2.1 Each 1 mile block shall utilize and extend the address range where the block is located.

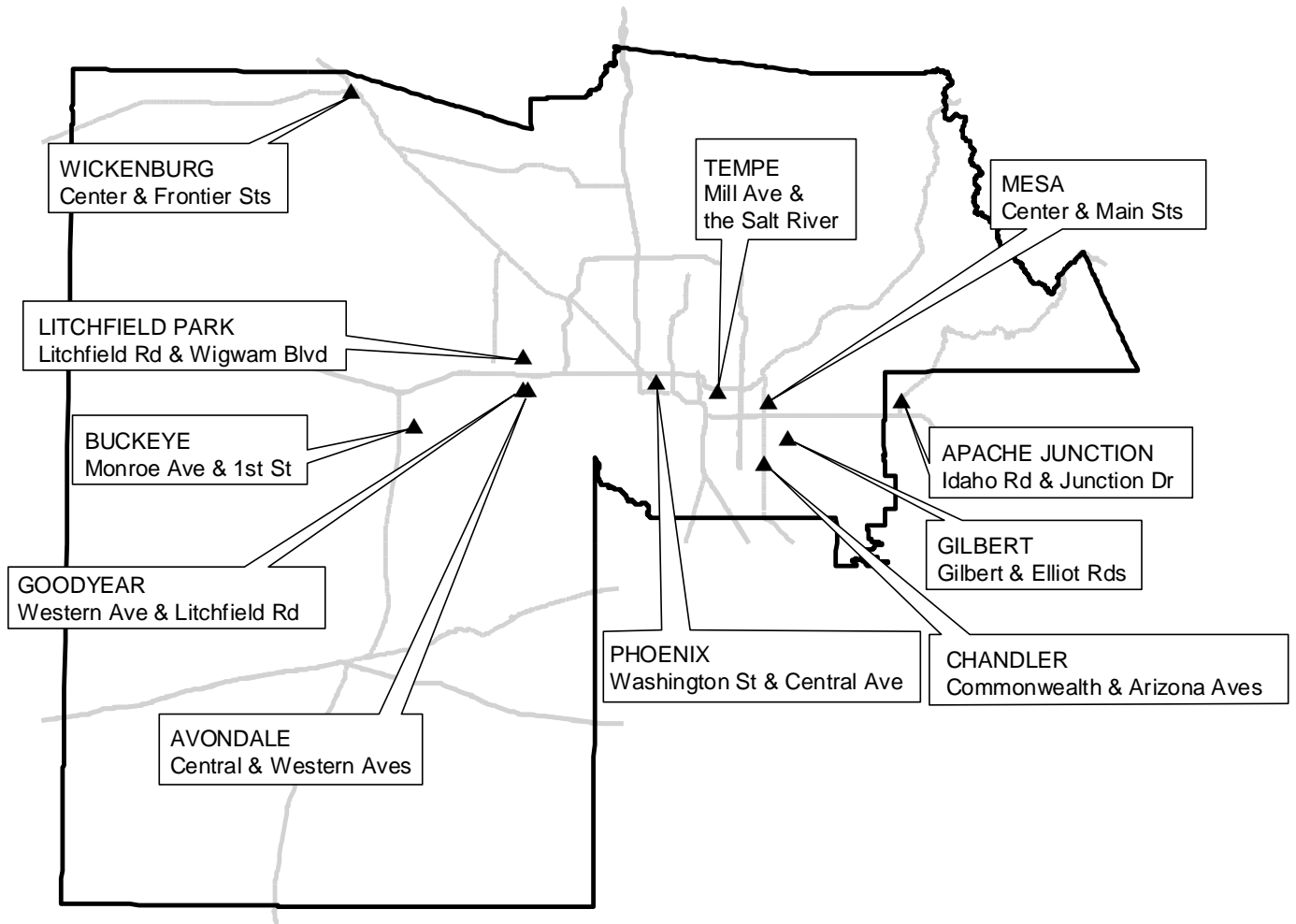
Policy 2.2.2 100 block numbering shall occur in accordance with local block widths.

Policy 2.2.3 When determined possible and practical by the Town Manager or designee, within subdivisions the 100 block numbering system will coincide with physical street locations or other physical features even though these street locations may not be exactly located within the block numbering scheme.

2.3 ODD – EVEN ASSIGNMENT

Policy 2.3.1 Odd – Even address number assignment will be consistent with existing assignment; odd numbers will be assigned to the east and south sides of a thoroughfare, even numbers will be assigned to the west and north sides of a thoroughfare.

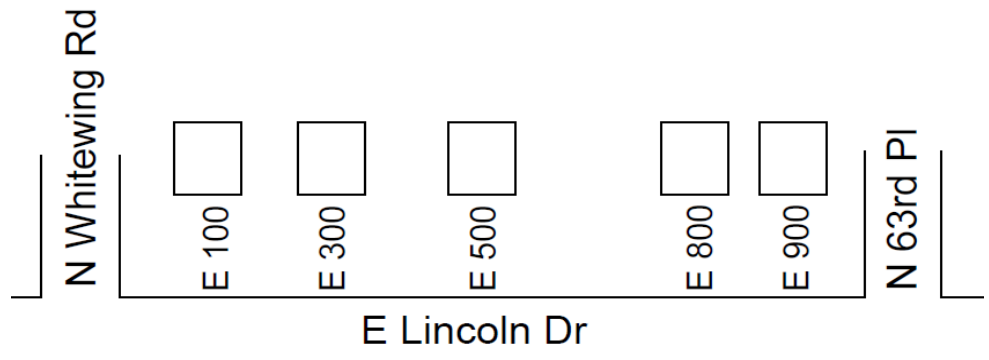
POINTS OF ADDRESSING ORIGIN IN MAG PLANNING AREA



Addressing Points of Origin
Figure 2.1

2.4 ADDRESS INTERVAL

Policy .2.4.1 House numbering will be assigned at 25 foot intervals along the thoroughfare frontage and determined by number of addresses available between baselines. Each address will be assigned by determining the nearest whole number to the center of each lot or parcel. (Figure 2.4.1 A)



Addressing Intervals

Figure 2.4.1 A

Sample Calculation of Residential Address Interval

Givens: Block Width = 1000 street #s per 1 mile block
 Approximately 5000 feet per mile of frontage
 500 address numbers available for each street side:
 even side: 1002, 1004, 1006...-2000; and
 odd side: 1001, 1003, 1005...-1999)

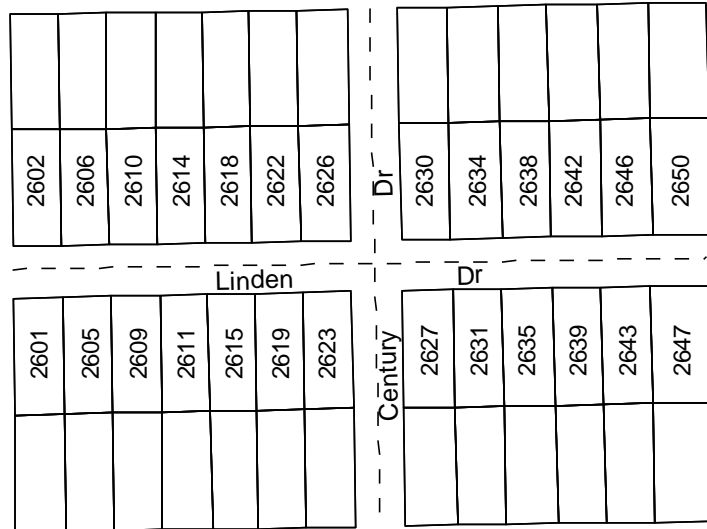
Therefore: $1000 \text{ street numbers} / 2 \text{ sides of the street} = \text{Available street numbers}$
 $= 500 \text{ per street side}$

$5000 \text{ feet per 1 mile block} / 500 \text{ address numbers per mile} =$
Minimum Possible Address Interval = 10 feet
 Results in one number change for every 10 feet

If the desired Address Interval = 25 feet, then each address must be an average of 2.5 numbers higher than the previous address:
 $25 \text{ ft. address interval} / 10 \text{ (number of feet for each address number change)} = 2.5 \text{ number changes per assigned address.}$
 (Note: Addresses are assigned as whole numbers; therefore, changes of 2 or 3 numbers are expected as illustrated below)
 (Figure 2.4.1 B)

Even side numbers 1000, 1004, 1008, 1012, 1016...(even addresses only)

Odd side numbers 1001, 1005, 1009, 1013, 1017...(odd addresses only)



Residential Addressing Example

Figure 2.4.1 B

Policy 2.4.2 Numbering for commercial areas will be assigned at 20 foot intervals along the thoroughfare frontage and determined by number of addresses available between baselines. One whole number shall be assigned per every 20 feet.

Sample Calculation of Business Address Interval

Givens: 1000 street #s per 1 mile block

Approximately 5000 feet per mile of frontage

500 address numbers available for each street side:

even side: 2,4,6...-1000; and odd side: 1,3,5...-999)

*Therefore: 1000 street numbers / 2 sides of the street = Available street numbers
= 500 per street side*

5000 feet per 1 mile block /500 address numbers per mile =

Minimum Possible Address Interval = 10 feet

Results in one digit change for every 10 feet

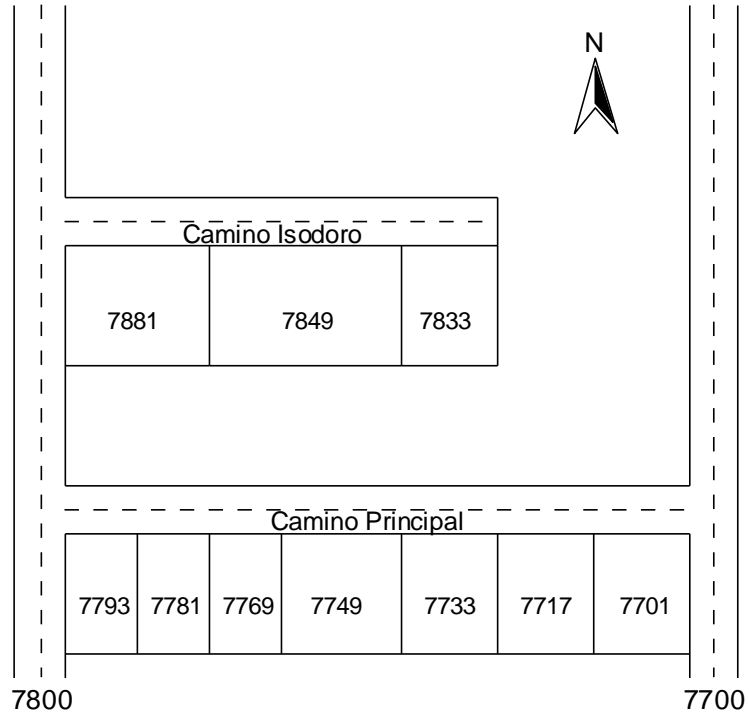
If the desired Address Interval = 20 feet, then each address is two numbers higher than the previous address:

20 ft. address interval / 10 (number of feet for each address number change) = 2 number changes per assigned address

Unit 3

2.6 SPECIAL CIRCUMSTANCES

Policy 2.6.1 Where streets are parallel, the numbering of fronting structures in the same addressing grid should be comparable. (Figure 2.6.1)



Parallel Addressing

Figure 2.6.1

Policy 2.6.2 Exceptional Address Interval
 Paradise Valley may adopt modified address intervals in specific instances relating to small cul-de-sac (“bubbles” or “elbows”), major public or quasi-public facilities, landmarks or other exceptional circumstances where such change is consistent with public safety goals and policies.

SECTION 3: STREET ALIGNMENT AND NAMING

In naming new streets consider these issues: (1) Is the new street on an existing alignment, and is that alignment valid? (2) Is the street name complete? (3) Are the street name components compatible with existing community standards, including shared database standards? (4) If an entirely new street name is warranted, has it been coordinated with emergency response providers?

Upon understanding/assessing these questions, the Town Manager or designee can make recommendations to the Town Council for approvals of street names.

The following policies provide guidance for the naming of streets:

3.1 STREET ALIGNMENT

Policy 3.1.1 One Mile and Half-mile Street Alignments

- A. The street names of existing mile and half-mile alignments are to remain fixed. Existing streets that have more than one established name are, as a rule, separated by natural or manmade physical barriers and will retain the present street name of each segment as the primary name of that segment.
- B. When any mile or half-mile road is extended on the same alignment, whether adjacent or several miles away, the extension will carry the primary street name if the street lies within the metropolitan planning area.

3.2 STREET NAMING

Street naming shall comply with the following regionally applicable policies:

Policy 3.2.1 Street alignments should have only one assigned name and said names shall not be duplicated when assigning new street names.

Policy 3.2.2 Alias Names

- A. A street name, once assigned to an alignment, may not change, other than a locally approved alias, anywhere along the extension of that alignment regardless of jurisdiction. Street names apply to the entire length of an alignment when no alias exists, or the entire length of an existing alias.
- B. Creation of new alias segments is discouraged.

Policy 3.2.3 Valid Street Names

Valid street names shall include four components:

- Directional Prefix
- Street Name
- Street Type
- Directional Suffix (when needed)

A. Directional Prefix

All streets will have only one standard directional prefix. The accepted directional prefixes are:

- North (N)
- South (S)
- East (E)
- West (W)

Compound directional prefixes (NE, NW, SE, SW) are not to be used in assigning new street names.

B. Street Names

Names shall be limited to twenty-eight (28) characters of the same language, including the space(s) between words.

C. Street Types

1. To facilitate consistency across the region utilize the following street type list in street name assignment and database management:

Table 1
Approved Street Types

ACC	Access	LNDG	Landing
ALY	Alley	LN	Lane
AVE	Avenue	LOOP	Loop
BEND	Bend	OVAL	Oval
BLVD	Boulevard	OVP	Overpass
BR	Branch	PARK	Park
BRG	Bridge	PASS	Pass
BYP	Bypass	PATH	Path
CYN	Canyon	PKY	Parkway
CTR	Center	PIKE	Pike
CIR	Circle	PL	Place
COVE	Cove	PLZ	Plaza
CRSE	Course	PT	Point
CT	Court	RADL	Radial
CRK	Creek	RD	Road
CRES	Crescent	RIDGE	Ridge
DR	Drive	RUN	Run
ESTS	Estates	SQ	Square
EXT	Extension	STA	Station
FRK	Fork	ST	Street
FRWY	Fairway	TER	Terrace
GLN	Glen	THWY	Throughway
GRN	Green	TRL	Trail
HTS	Heights	TUN	Tunnel
JCT	Junction	VIS	Vista
KNOLL	Knoll	WAY	Way

2. Street Type Restrictions

- a) Only streets forming a circle shall use the street type of “Circle”.
- b) Only cul-de-sac streets shall use the street type of “Court”.

D. Directional Suffix

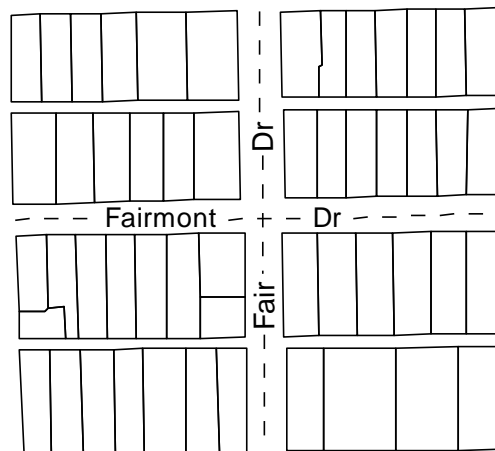
If used, directional suffixes shall comply with the following list:

North	(N)	Northeast	(NE)
South	(S)	Northwest	(NW)
East	(E)	Southeast	(SE)
West	(W)	Southwest	(SW)

Policy 3.2.4 Guidelines for Street Name Approval

- A. Street names should be appropriate, reasonable, spelled correctly and phonetically correct.
- B. Names that are the same or are pronounced the same (homonyms) or similarly, with different spellings, may be used only once (e.g., Saguaro or Sahuaro; Smith, Smyth, or Smythe; Ellis or Alice; Allen or Alan).
- C. Foreign language street names are acceptable under the provisions of Section 3.3.
- D. Only North/South streets shall be numbered streets. Numbered streets shall not be spelled out, but must comply with the following format: 1st, 2nd, 3rd, 4th, 99th, 156th etc.
- E. Alphabetical letters (A, B, C, D ... etc.), directional names (South South Field Drive), complicated or undesirable names, or unconventional spellings are prohibited.
- F. To aid in avoiding confusion and poor communication, street names sounding alike or similar, or with similar spellings, are not to be used in the same vicinity. (Fig. 3.2.4 G)

INCORRECT



Confusing Street Names

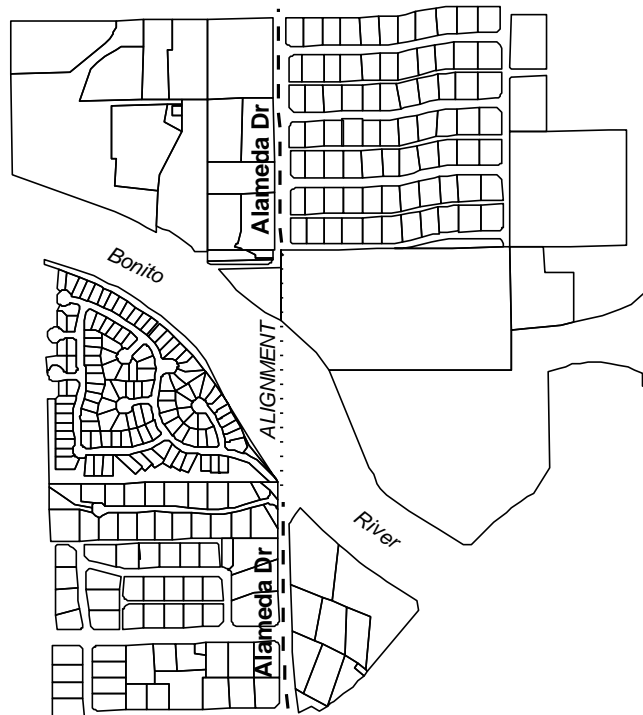
Figure 3.2.4 G

Policy 3.2.5 General Guidelines for Coordinated Subdivision Plat Approval

- A. All proposed streets names, whether for public or private streets, shall be approved and assigned by the Town Manager or designee prior to the approval of a preliminary plat.
- B. Any changes to a preliminary plat that affects street names or types will be resubmitted to the Town Manager or designee for review and approval.

Policy 3.2.6 Naming Guidelines for Straight or Grid Streets

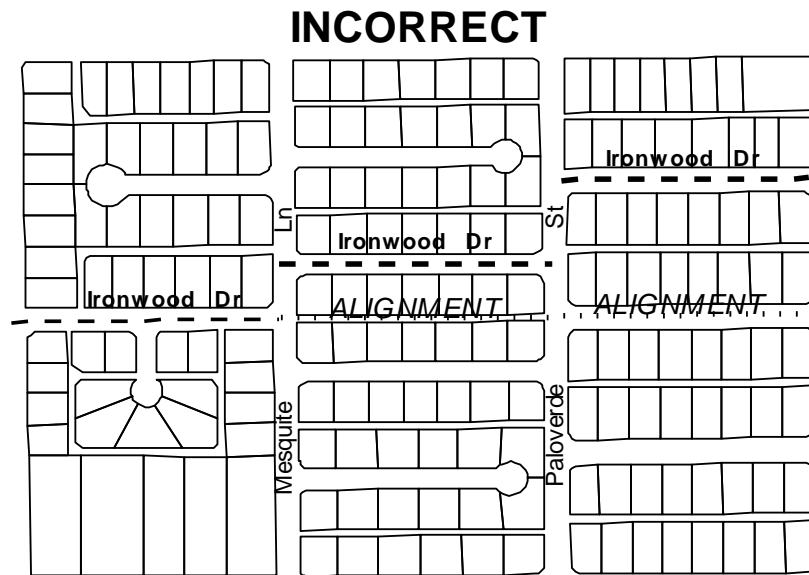
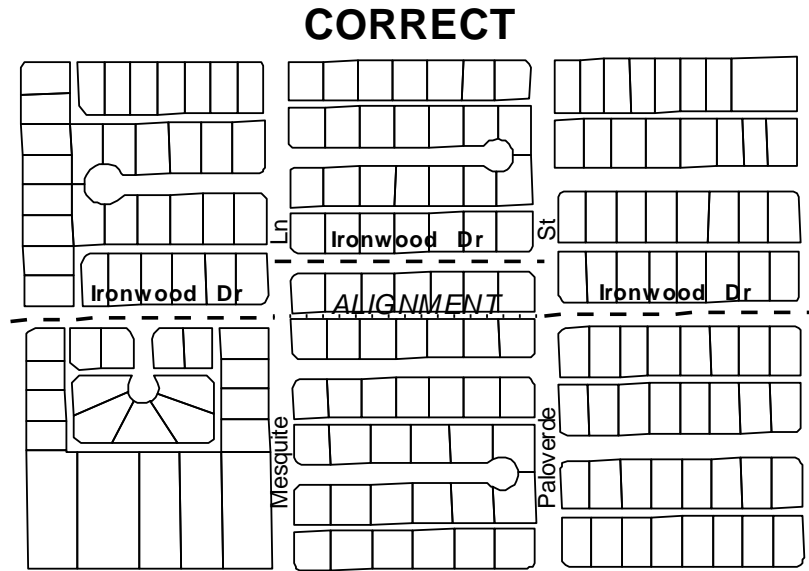
- A. Any street that connects, at an intersection, two adjoining streets not in an extended alignment may receive a separate name.
- B. A newly developed street will assume the name of the street on which it aligns. This applies to new streets located in undeveloped areas on the extended line of an existing street at any distance whether interrupted by natural or man-made barriers such as freeways, reservoirs, railroad tracks, mountains, etc. (Figure 3.2.6 B)



Extension of Existing Alignment
Figure 3.2.6 B

- C. A proposed street may be offset in alignment by not more than one-half of a developed block or 150 feet in any direction, and shall receive the name of that nearest street alignment; however, such offset may not progress in

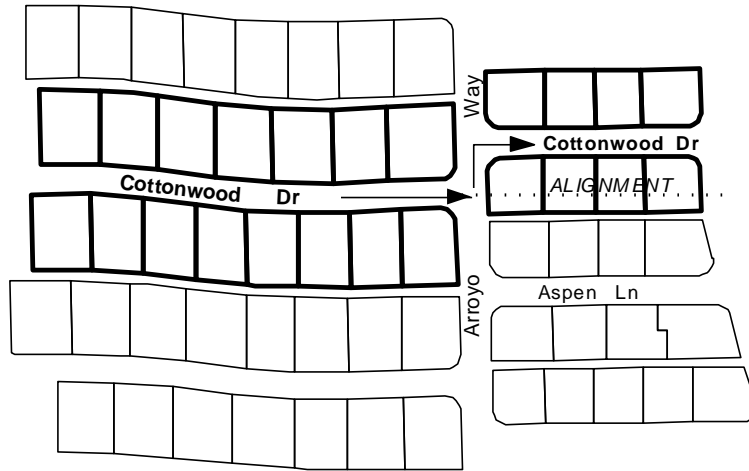
the same direction for subsequent segments but rather must reverse direction to return to or toward the original alignment prior to establishing new offset in either direction. Any street existing beyond the 150 feet or one-half of a developed block is considered out of alignment and will receive the appropriate name or its own unique name. (Figure 3.2.6 C)



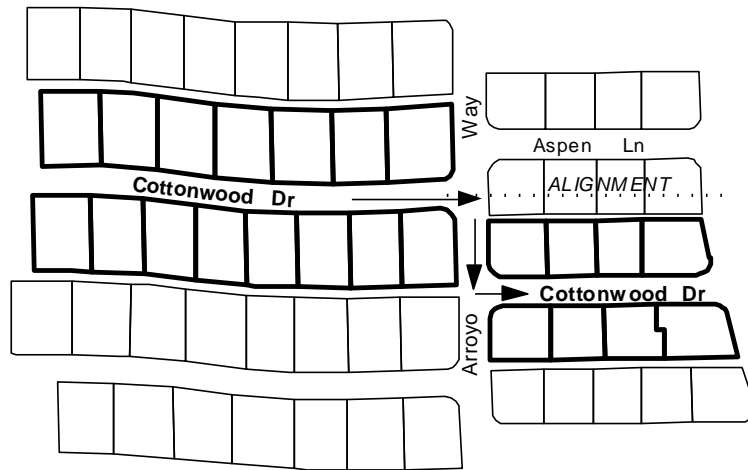
Offset Street Returning to Alignment
Figure 3.2.6 C

- D. When a street changes its alignment or is offset by more than 150 feet or one-half of a block, it will take on the name of the new street alignment or receive a new name if the new alignment is unnamed. (Figure 3.2.6 D)

CORRECT

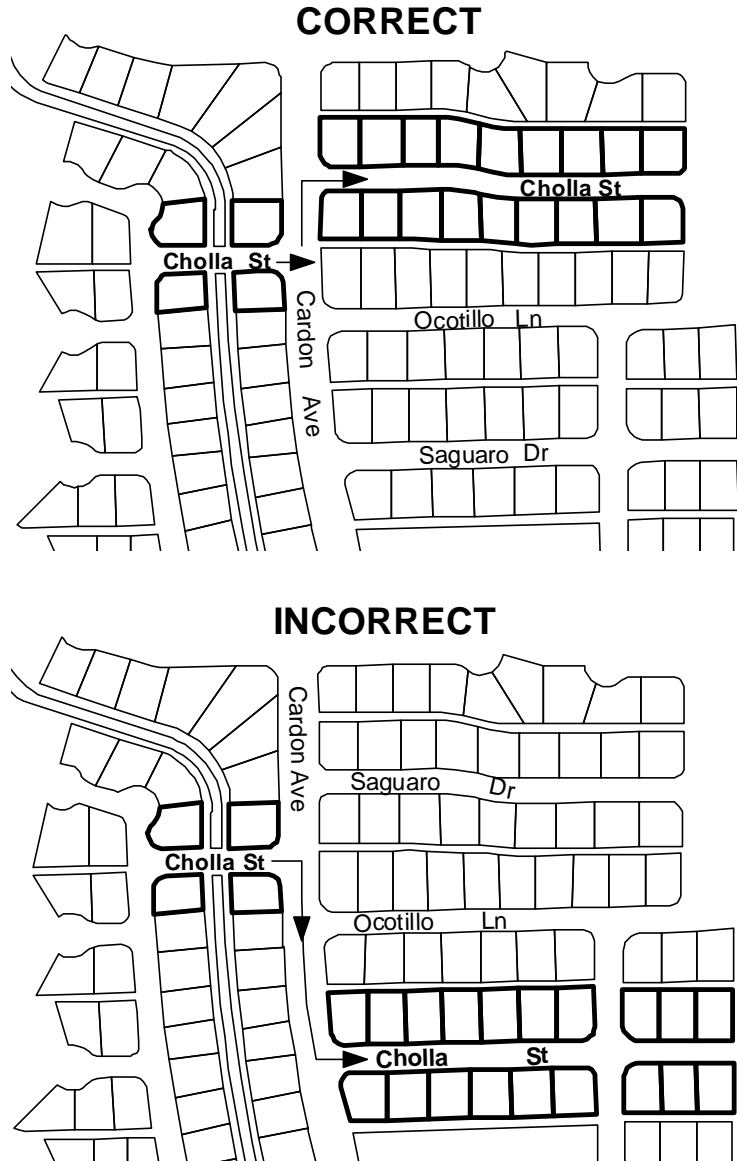


INCORRECT



Acceptable Alignment Offset
Figure 3.2.6 D

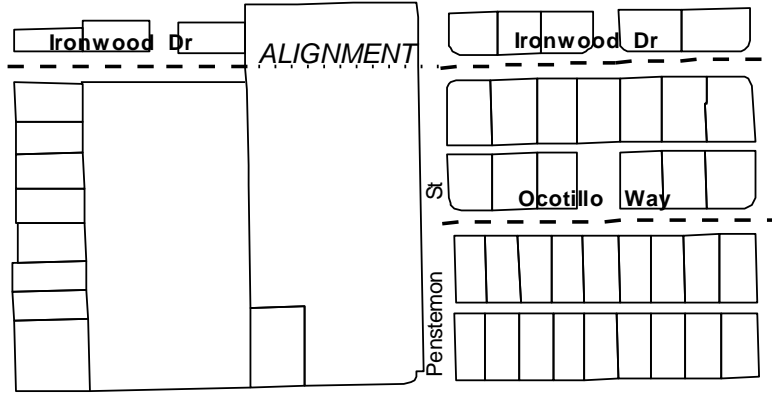
- E. At no time will another street name appear between offset street alignments with the same name. (Figure 3.2.6 E)



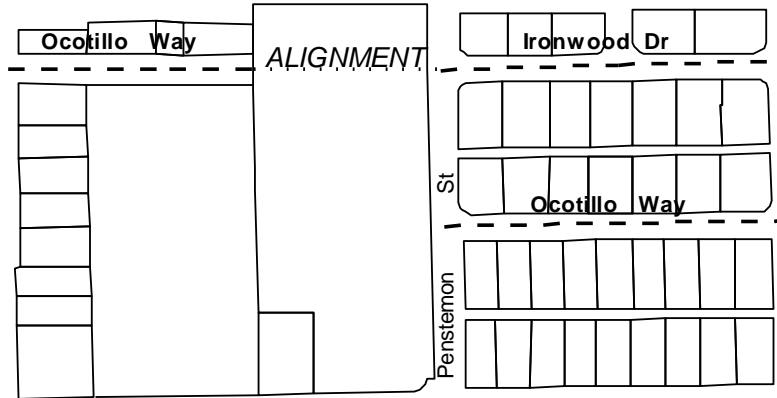
Offset Street Naming
Figure 3.2.6 E

- F. An existing street name will assume one alignment and may not be assigned to any other alignment. (Figure 3.2.6 F)

CORRECT



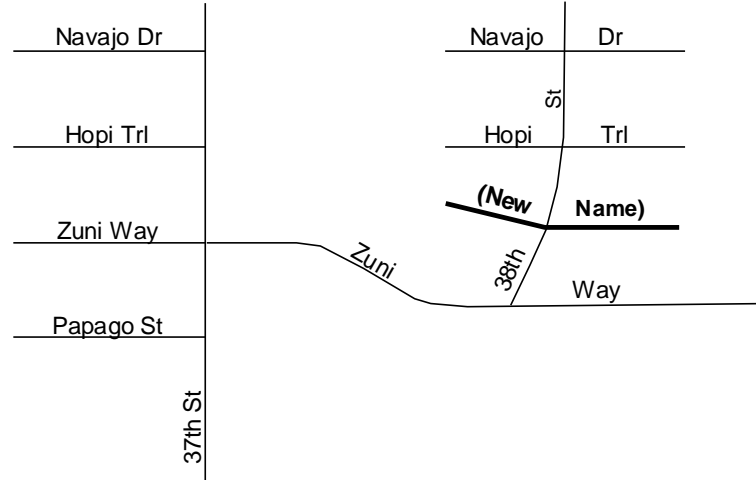
INCORRECT



Consistent Naming Along Alignment

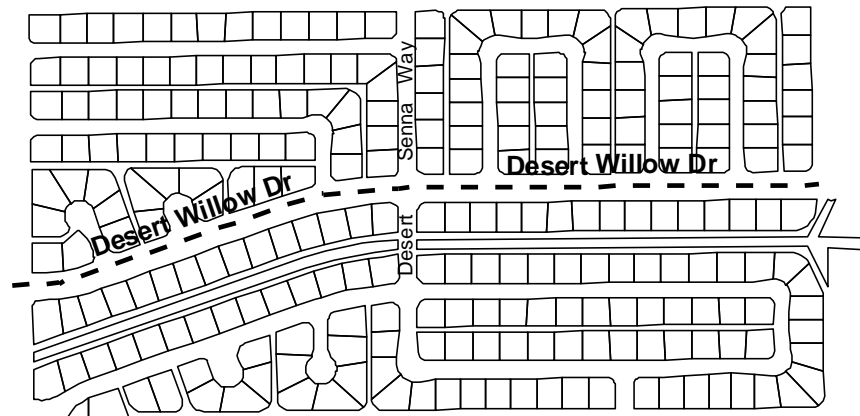
Figure 3.2.6 F

- G. **Two New Streets within Alignment of an Existing Street:**
 When two potential streets are within the alignment of an existing street, the road that is more nearly in alignment takes precedence and the latter receives a new name. (3.2.6 G)



Two New Streets within Existing Alignment
 Figure 3.2.6 G

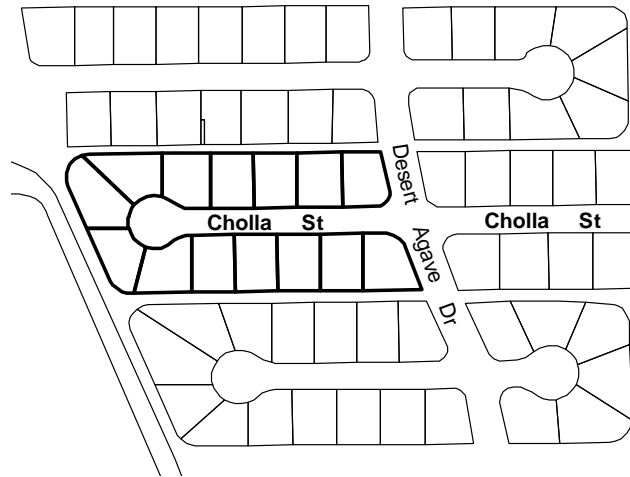
- H. **A street that normally is on a straight north-south or east-west alignment but has a short portion on a diagonal for a distance not to exceed two city blocks will receive the same name throughout as that of the original or major alignment.** (Figure 3.2.6 H)



Short Diagonal Street Segment
 Figure 3.2.6 H

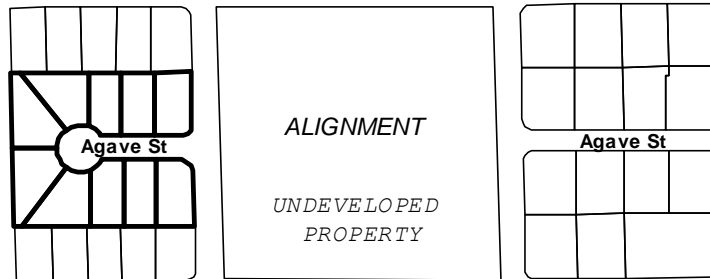
Policy 3.2.7 Naming Guidelines for Culs-de-Sac

- A. A cul-de-sac that exists or is constructed at the end of an existing street right-of-way or alignment will assume the name of that street. (Fig. 3.2.7A)



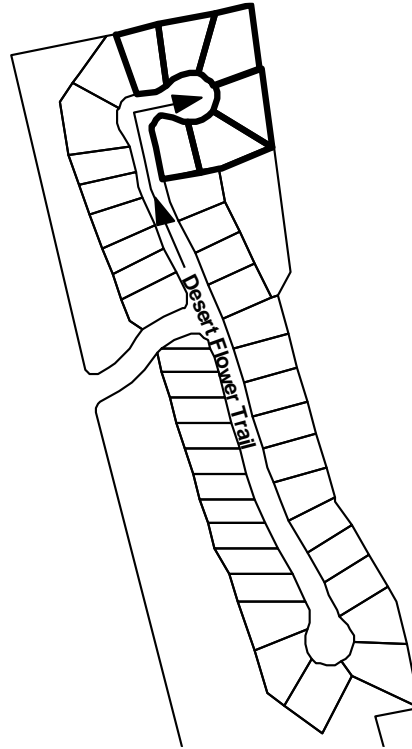
Cul-de-sac Extending Existing Street
Figure 3.2.7 A

- B. A cul-de-sac that is constructed within an extension of an existing street right-of-way or alignment that is not developed in its entirety will assume the name of that alignment of which it is an extension, as if it were dedicated and constructed. (Figure 3.2.7 B)



Extension of Partially Developed Alignment
Figure 3.2.7 B

- C. When a cul-de-sac is constructed at the end of a street right-of-way or alignment that curves, arcs or meanders from its straight alignment, it will assume the name of that street. (Figure 3.2.7 C)

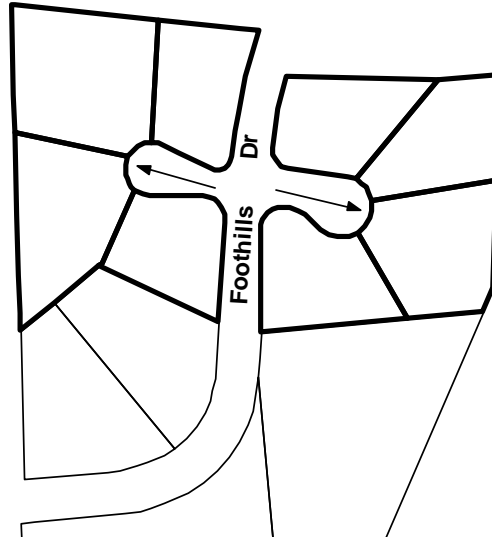


Cul-de-sac at the End of Street

Figure 3.2.7 C

- D. When a cul-de-sac with five lots or less, or a length of less than 250', is dedicated/constructed off any given street, it assumes and retains the name and numbering of that street which it adjoins, whether it is perpendicular to said street or only a bubble configuration. The address interval (*Policies 2.4.1 and 2.6.2*) may be reduced for number assignment on culs-de-sac of 5 lots or less (Figures 3.2.7 D-1). When a cul-de-sac with greater than 5 lots or longer than 250' is dedicated/constructed off any given street, it will carry a name other than that of the original alignment; with care taken that they are not on the extended alignment of an existing street farther away. (Figure 3.2.7 D-2)

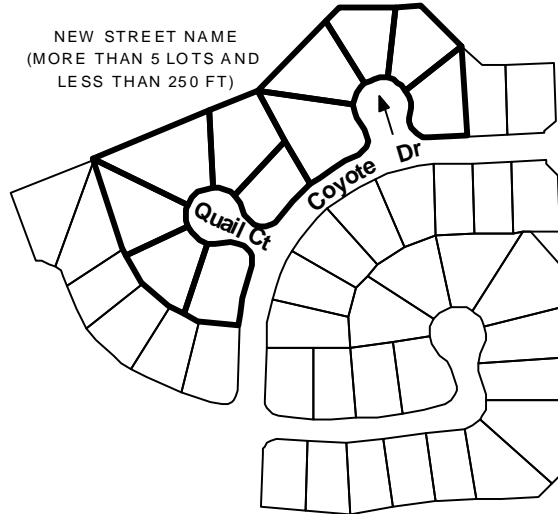
NO NEW STREET NAME
(LESS THAN 5 LOTS AND LESS THAN 250 FT)



Cul-de-sac – No New Street Name (less than 5 lots, less than 250’)
Figure 3.2.7 D-1

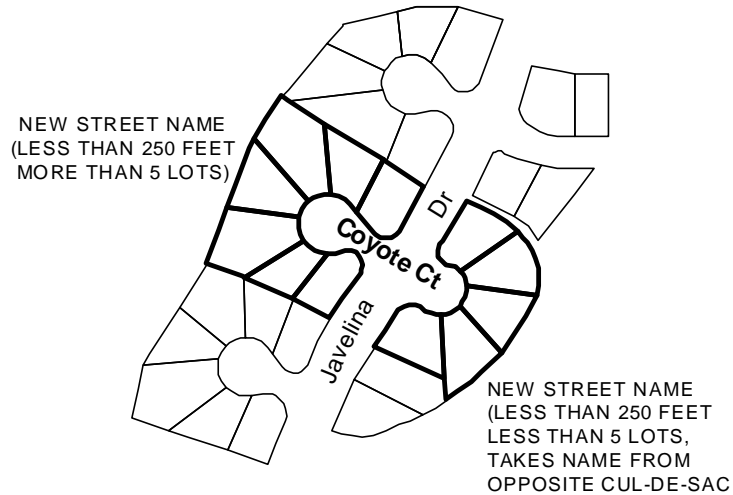
NO NEW STREET NAME
(5 LOTS AND LESS
THAN 250 FT)

NEW STREET NAME
(MORE THAN 5 LOTS AND
LESS THAN 250 FT)



**Bubble or Elbow Cul-de-sac (No New Name) and
New Street Name (greater than 5 lots)**
Figure 3.2.7 D-2

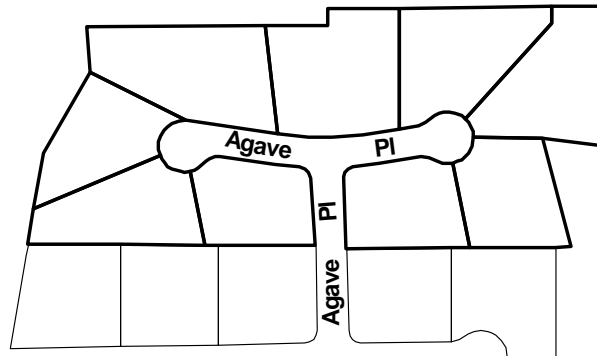
- E. When a cul-de-sac is dedicated/constructed and there is a dedicated/constructed cul-de-sac which is greater than five lots or exceeds 250' on the opposite side of the original alignment, both segments will carry names other than that of the original alignment, with care taken that they are not on the extended alignment of an existing street farther away. (Figure 3.2.7 E)



Opposing Culs-de-sac with New Name

Figure 3.2.7 E

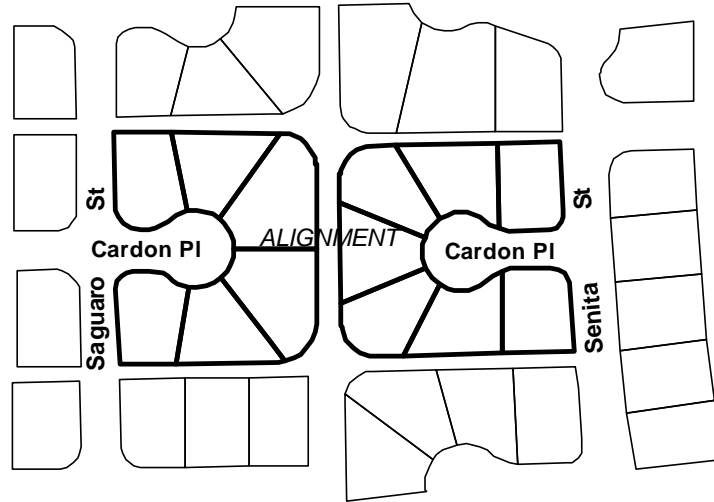
- F. If two cul-de-sacs, each of 5 lots or less and less than 250', exist or are dedicated/constructed in such a manner as to be connected to each other by a short, straight or arcing right-of-way or alignment, and are perpendicular to an adjoining street alignment forming a "T", these cul-de-sacs and the connecting segment will assume the name of the street alignment perpendicularly. (Figure 3.2.7 F)



Cul-de-sac T Alignment-Same Name

Figure 3.2.7 F

- G. When two cul-de-sacs approach each other from opposite directions, each being greater than five lots, not to exceed 250' in length, and are in the same alignment, but do not join in any manner, they will assume the same street name, which will not be the same name as that of any street that they intersect. (Figure 3.2.7 G)



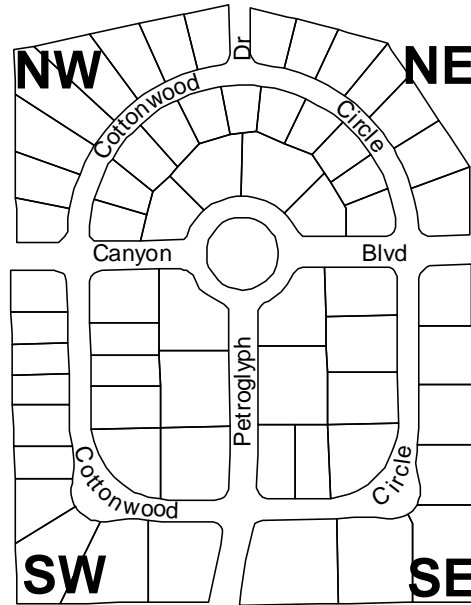
Two Culs-de-sac Not Joined in Same Alignment

Figure 3.2.7 G

Policy 3.2.8 Naming Guidelines for Curvilinear Streets

- A. When a large subdivision of circular streets are involved, in which an arterial or collector street penetrates through said subdivision, then the circular streets shall be named using a quadrant street naming system (Figure 3.2.8 A) as in the following example:

Cottonwood Circle Northwest	(Circle split by a north-south
Cottonwood Circle Northeast	and an east-west axis)
Cottonwood Circle Southwest	
Cottonwood Circle Southeast	

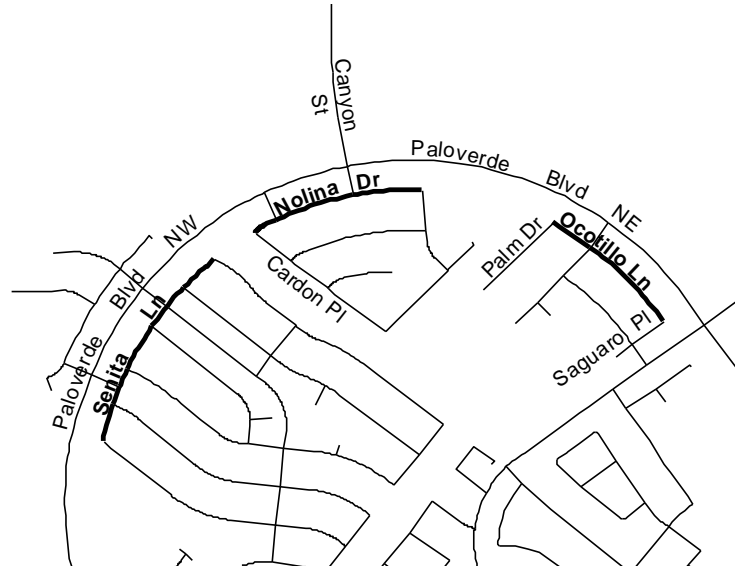


Circular Street Divided by Through Street

Figure 3.2.8 A

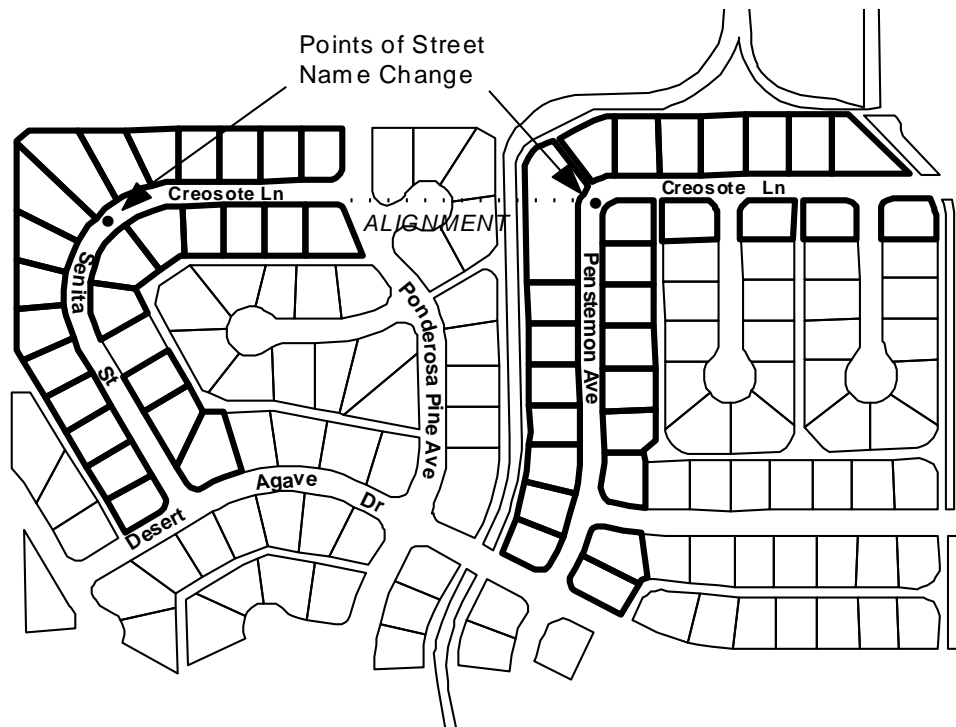
The street name will not only indicate the direction of the street with respect to the baselines but will also identify quadrant location. Quadrants may be assigned a northwest, northeast, southwest, or southeast directional.

- B. When a subdivision of circular streets segmented into halves or quadrants is involved, in which no major arterial or collector street penetrates or connects the quadrants through said subdivision, then said quadrant streets should receive new names not to be duplicated in any other quadrant (Figure 3.2.8 B). Segmented or partial circles will be reviewed on a case by case basis.

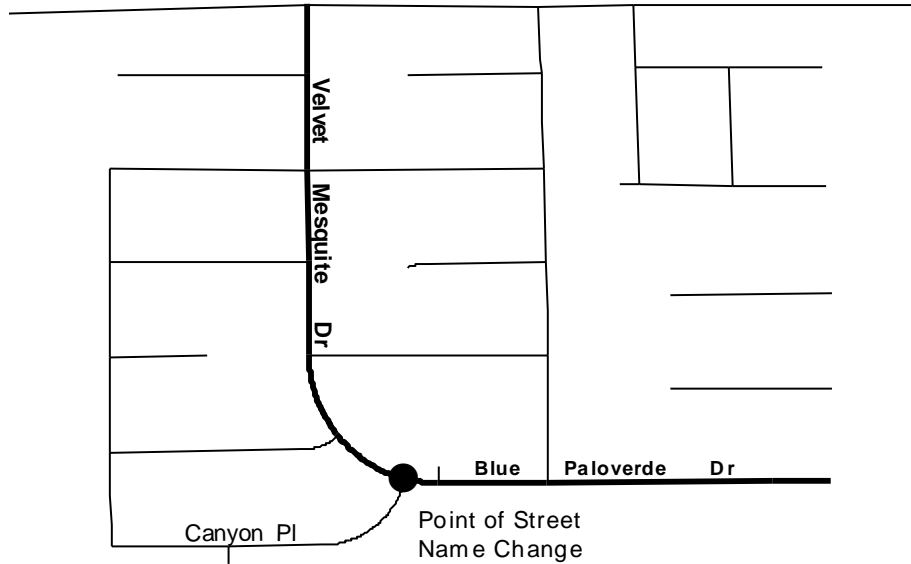


Segmented Circular Street with no through Street
Figure 3.2.8 B

- C. Where a street is involved that curves approximately 90 degrees, thereby changing its predominant direction, a new name shall be required either at the curve's mid-point, or if existing, at an intersecting street which is in close proximity to the curve. (Figures 3.2.8 C-1 and 3.2.8 C-2)



Points of Street Name Change on a Curve
Figure 3.2.8 C-1

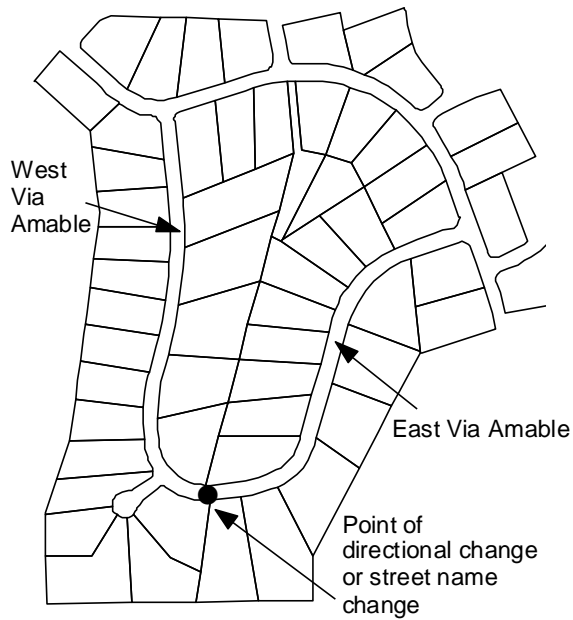


Point of Name Change at Intersection

Figure 3.2.8 C-2

D. Looped Streets

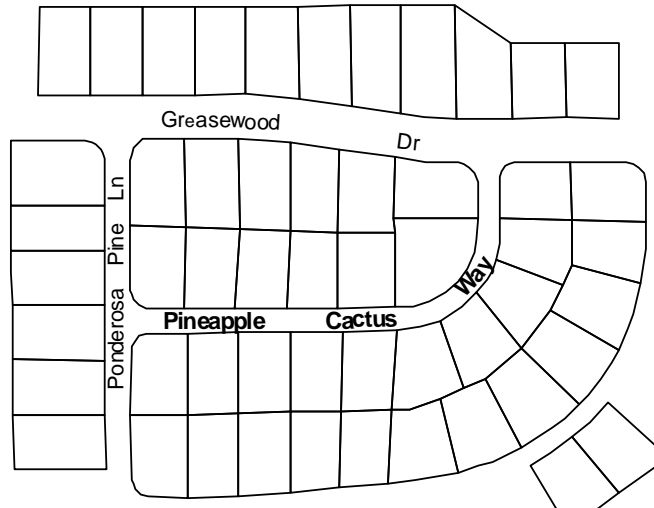
Loops start and end from a common street. Each half of the loop is treated as a separate street starting from the common street and ending at the end or apex of the loop. (Figure 3.2.8 D)



Looped Streets Point of Name Change

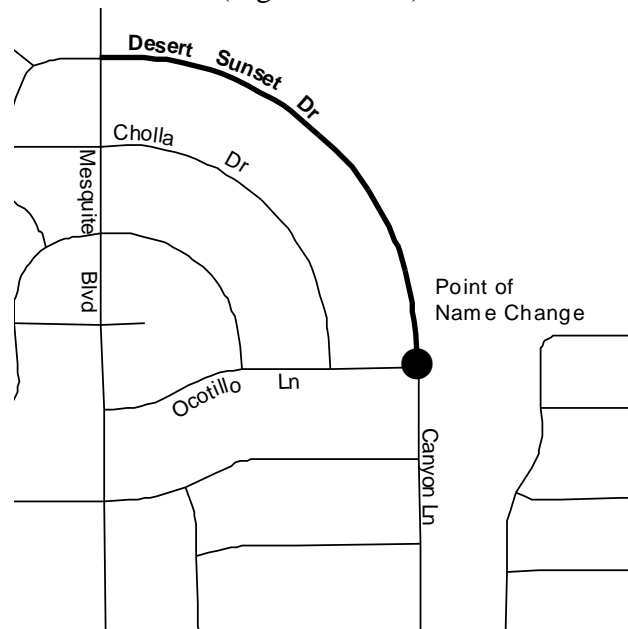
Figure 3.2.8 D

- E. Where a street is involved that curves approximately 90 degrees, thereby changing its predominant direction, but does not exceed 200 feet in length before intersecting with another street, no new street name shall be required. (Figure 3.2.8 E)



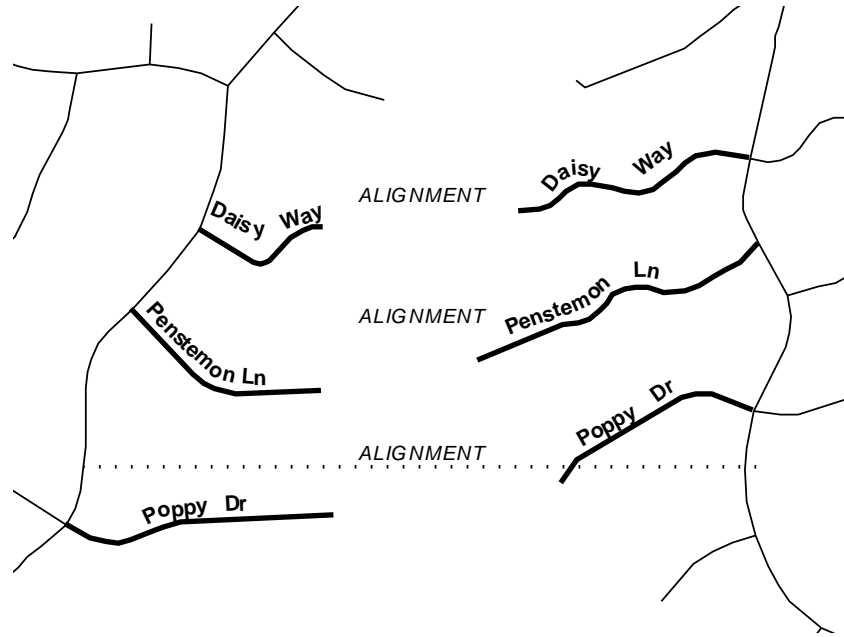
Street with Short Curved Segment – No New Name
Figure 3.2.8 E

- F. When a street follows the alignment of an arc segment and intersects with other existing streets on both ends, then the arced street shall assume a new street name. (Figure 3.2.8 F)



Curved Street Intersection with Two Different Streets
Figure 3.2.9 F

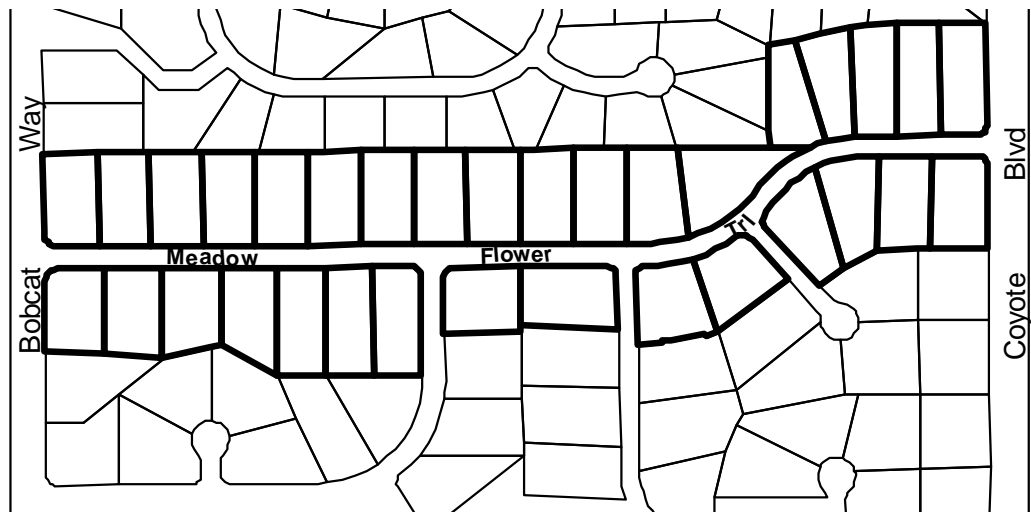
- G. When a curved or arced street is involved, the street will assume the name of an existing street when the arced street is in alignment with the existing street. If no existing street alignment exists, then the arced street may assume a new name and any later extension that is in alignment with the arced street will assume the name of the established arced street. (Figure 3.2.8 G)



Curved Street within Existing Alignment

Figure 3.2.8 G

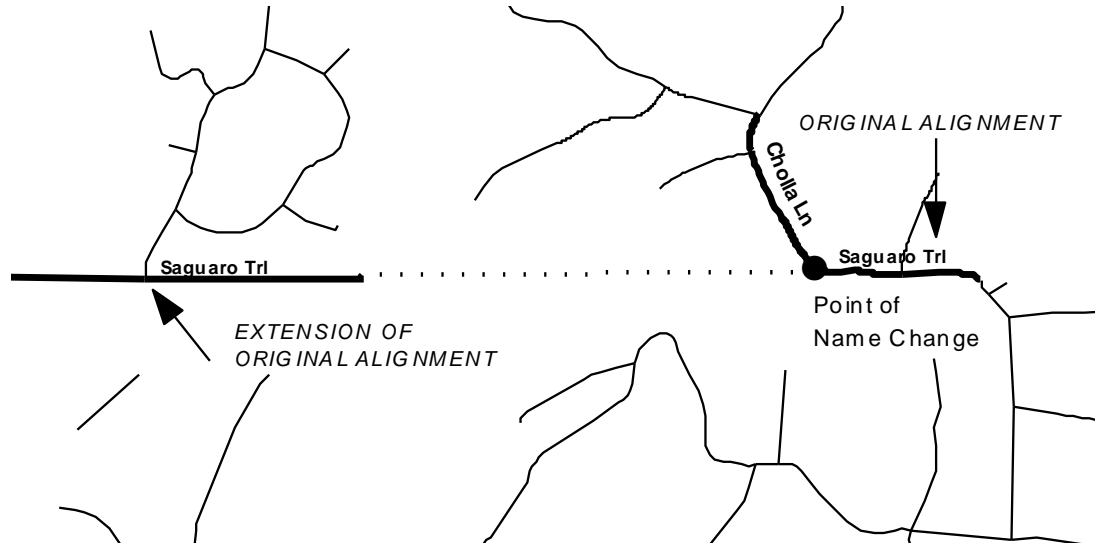
- H. A curved or arced street that leaves its alignment by not more than one block may retain the name of the original alignment. (Figure 3.2.8 H)



Curved Street- Minor Alignment Change

Figure 3.2.8 H

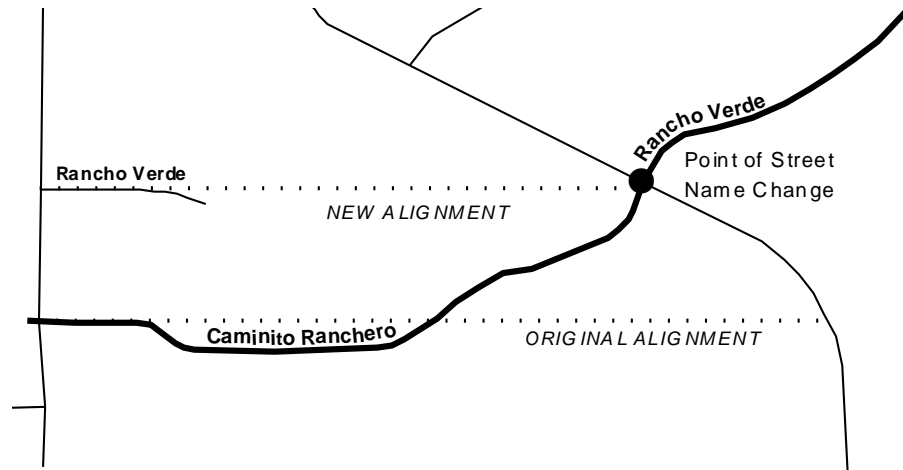
- I. A street that leaves its alignment to assume a new alignment shall assume a new thoroughfare name at the point where it leaves its original alignment if the original alignment could be extended at some later date. (Figure 3.2.8 I)



Point of New Name for Street Changing Alignment

Figure 3.2.8 I

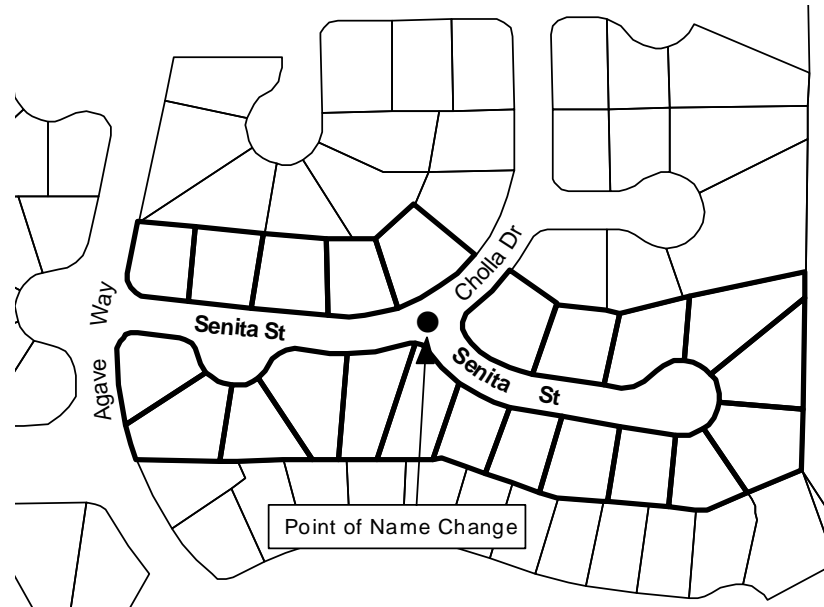
- J. A street that leaves its alignment to assume a new alignment shall assume a new name where it intersects its new alignment. (Figure 3.2.8 J)



Curved Street Assuming New Alignment and New Name

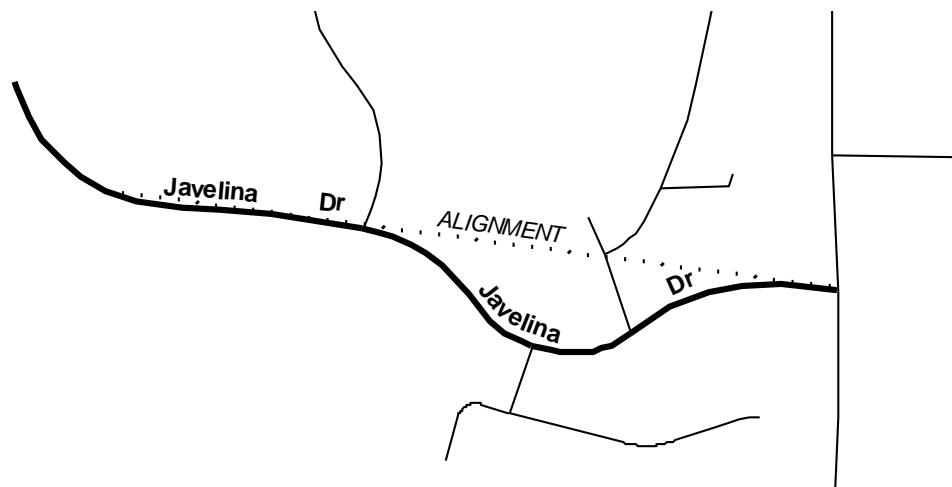
Figure 3.2.8 J

- K. A street that leaves its basic alignment by more than one block and does not return to its original alignment shall assume a new name at the point where it leaves its alignment. An intersecting street that assumes the same alignment as the original thoroughfare may assume the original thoroughfare name. (Figure 3.2.8 K)



Intersecting Street Assuming Alignment and Name
Figure 3.2.8 K

- L. A street that leaves its original alignment and returns again, even if the variation is several blocks, shall retain the same street name. (Figure 3.2.8 L)



Meandering Street Returning to Original Alignment
Figure 3.2.8 L

3.3 FOREIGN LANGUAGE STREET NAMES

Foreign language street names are often requested for new streets. The purpose of these policies is to ensure proper usage and grammar when approving foreign language street names.

Policy 3.3.1 Foreign language street names may be approved only after review for correct grammar, spelling and usage.

Policy 3.3.2 Town Manager or designee shall require foreign language street name review by a qualified individual.

Policy 3.3.3 Foreign Language Street Types

A. Foreign language street names may include multiple words including foreign language street types within the street name.

Example: “Calle Buena Vista”

B. Common Spanish language street types include:

Table 2
Spanish to English Street Name Translation

<i>Spanish</i>	English Translation
<i>Avenida</i>	Avenue
<i>Calle</i>	Street
<i>Caminito</i>	Little Road
<i>Camino</i>	Road
<i>Cerrada</i>	Closed
<i>Circulo</i>	Circle
<i>Entrada</i>	Entrance
<i>Paseo</i>	Path
<i>Placita</i>	Little Plaza
<i>Rancho</i>	Ranch
<i>Vereda</i>	Small Path
<i>Vista</i>	View

- C. Foreign language street types are not inserted in the street type portion of the street name but are considered part of the street name as illustrated in Policy 3.3.4.

Policy 3.3.4 Foreign language street names are not required to include a street type as described in Section 3.2.4C in order to be considered complete.

Example: “1255 N. Calle Buena Vista”

Policy 3.3.5 Spaces between words of foreign language street names are counted as characters. All street names are limited to 28 characters.

Example: “Camino de la Tierra”

(18 characters including spaces)

3.4 SPECIAL CIRCUMSTANCES

Policy 3.4.1 Street Direction Changes:
When a street changes direction from a north-south to east-west alignment or vice versa or by 90 degrees, it will assume the proper name of that new alignment or take a new name if a street alignment or extended alignment does not exist. Exceptions to this are circles and loops. (See Figures 3.2.8 C-1 and C-2)

SECTION 4.0 ADDRESS ASSIGNMENT

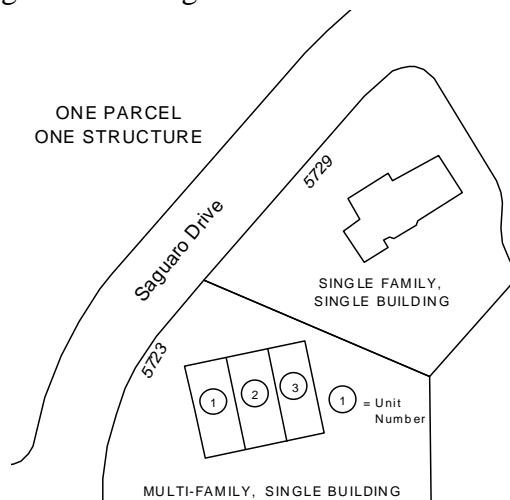
Address assignment is the process of assigning an address number, a street name (including directional prefix, street name, street type, and directional suffix), a jurisdiction (e.g. city or town), and a zip code, to each new developing residential or commercial property. Address assignment may also involve special circumstances such as circular or diagonal streets. Policies for each unique addressing assignment situation follow.

4.1 RESIDENTIAL ADDRESS ASSIGNMENT FOR INDIVIDUAL PROPERTIES

Policy 4.1.1: Any lot or parcel with single or multiple structures shall front on a named street prior to assignment of a situs address. The address shall be on that named street. (Figure 4.1.1)

Policy 4.1.1 Health & Safety Consideration

- A. In those circumstances when health and safety is compromised by strict application of this article, address assignments may be approved by the Town Manager or his designee.



Lot or Parcel Addressing

Figure 4.1.1

Policy 4.1.2 Single Family

A situs address shall not be assigned to a single family residence until the subdivision plat has been recorded in accordance with Town of Paradise Valley policy.

Policy 4.1.3 Apartments and Condos:

- A. Apartment and condominium projects with one main entrance and with interior streets whether dedicated or undedicated, shall be assigned one situs address on the dedicated street on which the main entrance fronts. On a case-by-case basis, a high-density development with multiple entrances may be assigned more than one situs address.

- B. Regardless of the number of assigned situs addresses, unit numbering shall remain consecutive throughout the entire development to avoid the duplication of numbers.
- C. An identifying number or sub-structure suffix, for each individual living unit, such as Apartment 1, Unit 1, Space 1, etc., will be assigned.
- D. Within a development having multiple buildings with one or more floors or levels each building should be assigned an individual building number (letter) as part of the sub-structure suffix. Each building number shall be clearly displayed. Individual apartments, units, suites or such are identified with the first digit referring to floor number.

Sub-structure Suffix Format: ZZXXYY

where: Z = Building letter(s)

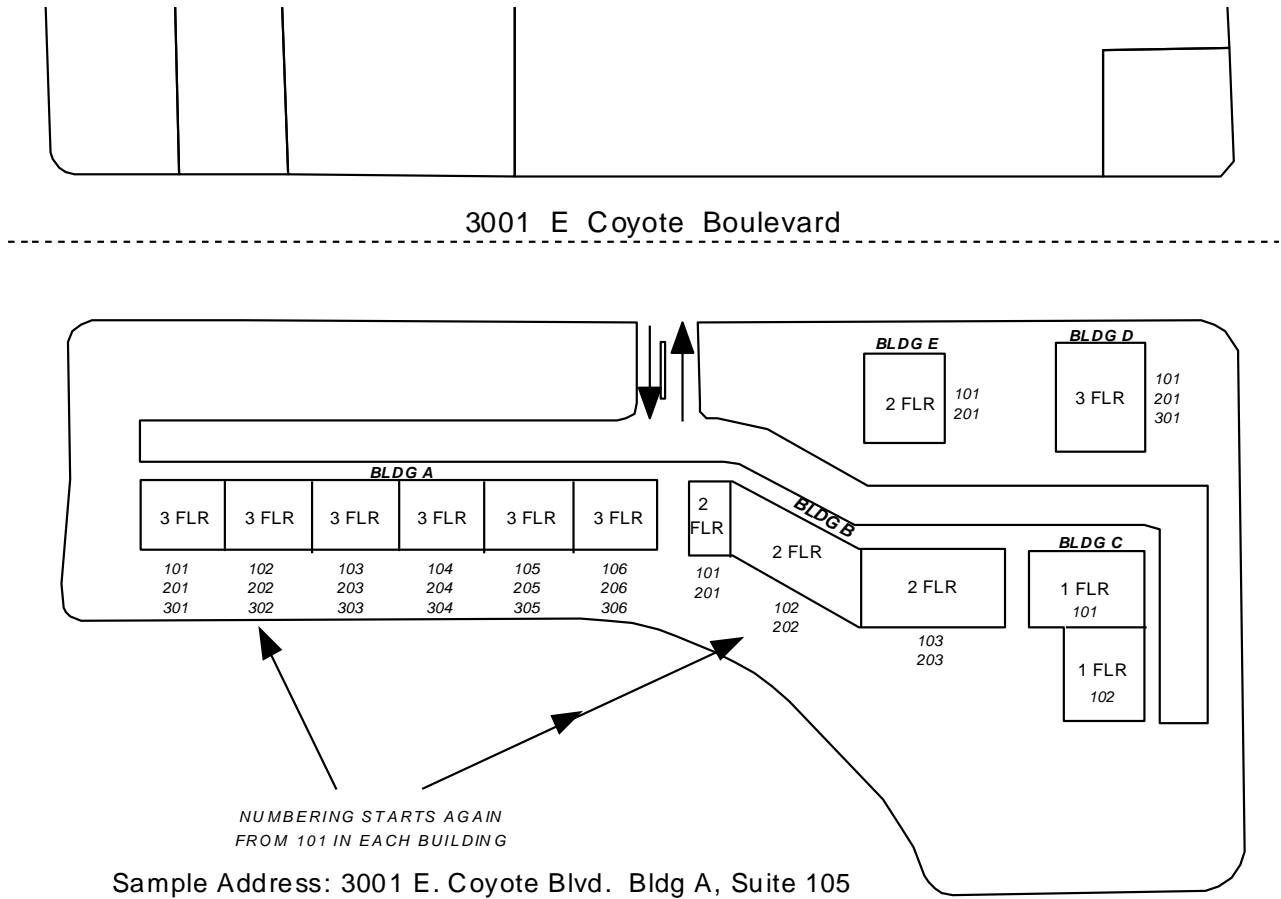
X = Floor number (no leading zeros)

Y = Units number (leading zeros required)

Example: G303 = Building G
Floor 3
Unit 3

The use of double letters (i.e. AA, BB, CC) is discouraged and should only be approved on a case by case basis.

- E. The sub-structure suffix shall be included as part of the official address of each unit (Figure 4.1.4 F).
- F. As a general policy, a sub-structure suffix shall be assigned to each unit in a counterclockwise direction, beginning at the right of the main, addressed entrance, (Figure 4.1.4 F), as follows:
 - 1) 99 units or less, single story: 1-99
 - 2) 100 units or more, single story: 1001-1999
 - 3) 99 units or less, multi-story:
 - a) First floor: 101-199
 - b) Second floor: 201-299
 - c) Third floor: 301-399
 - 4) 100 units or more, multi-story:
 - a) First floor: 1001-1999
 - b) Second floor: 2001-2999
 - c) Third floor: 3001-3999



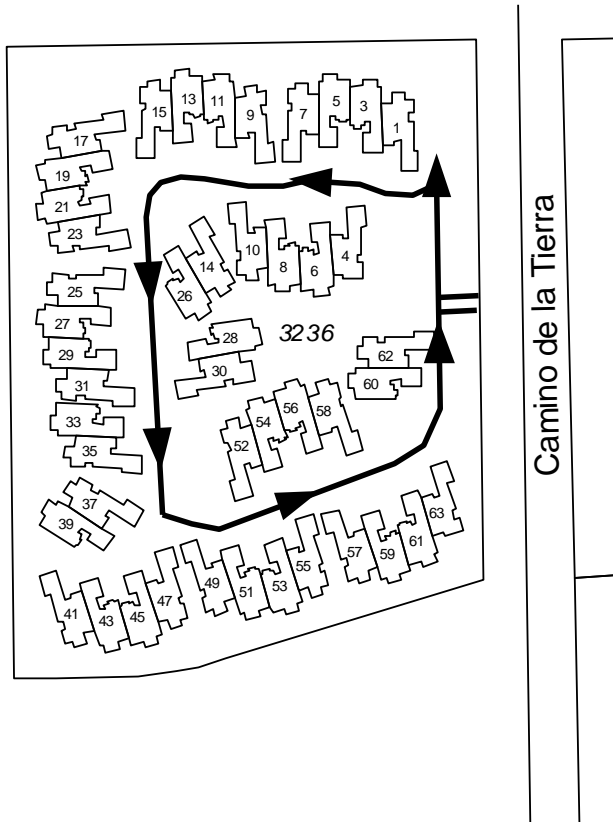
Numbering for Apartments and Condominiums (<99 Units)

Figure 4.1.4 F

- G. The assigned group of numbers, unique to each building, shall be clearly displayed, as a directory, for each building within a development.
- H. For address assignments or changes, all development plans, subdivision plats, development master plans, etc. will be submitted to the local jurisdiction development services office.

Policy 4.1.5: Townhomes

- A. An individual situs address shall be assigned to each unit within townhome developments if internal streets are to be named.
- B. If internal streets are unnamed, sub-structure numbers shall be assigned to each unit starting at the right of the main entrance, using even/odd numbering. (Figure 4.1.5 B)

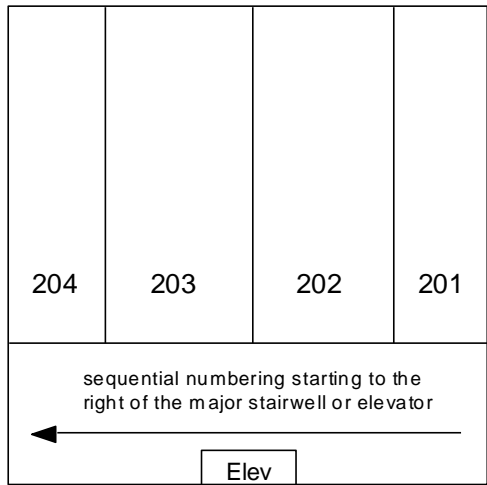


One Parcel - Multiple Structures with Interior Streets

Figure 4.1.5 B

Policy 4.1.6: Buildings with Internal Stairways, Hallways, and Elevators:

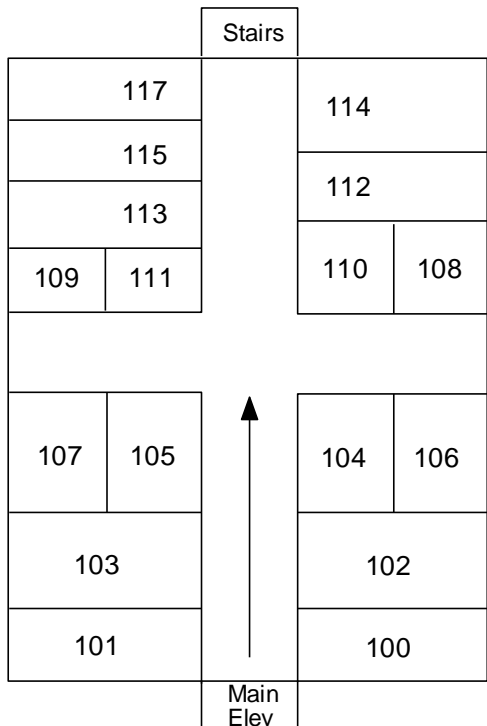
- A. Living units in single and/or multi-family structures accessible by the public by way of internal stairways, hallways, or elevators shall be assigned sequential numbers starting on the right of a major stairwell or elevator shaft. (Figure 4.1.6 A)



Internal Building Addressing

Figure 4.1.6 A

- B. When living units are double loaded on a hallway, even/odd numbering shall be assigned similar to the policies for straight streets. (Figure 4.1.6 B)

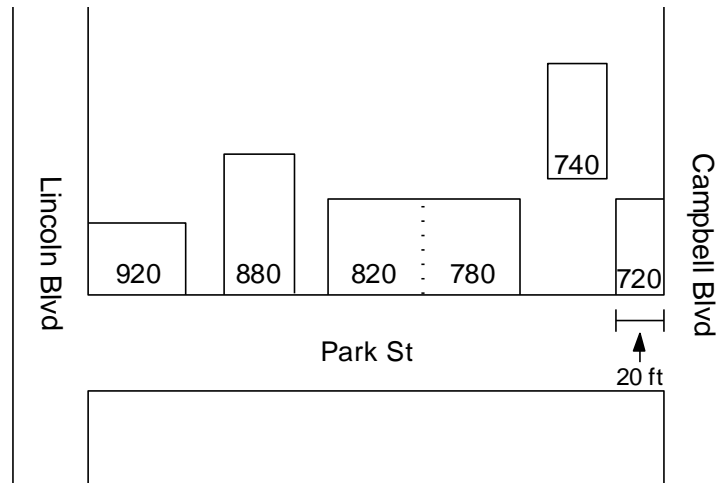


Internal Building Addressing – Double Loaded

Figure 4.1.6 B

4.2 NON-RESIDENTIAL ADDRESS ASSIGNMENT

Policy 4.2.1 Business Districts: Each business unit within a commercial strip shall be assigned a situs address using a separate address number. Addresses are assigned off of the street that the commercial structure fronts upon. (Figure 4.2.1)



Business District Addressing

Fig. 4.2.1

Policy 4.2.2: Malls, Centers, Squares, Office Complexes

- A. A separate address number will be assigned to each structure/pad located in a commercial mall, center, office development, village, or square. On a case-by-case basis, major tenants within a single structure may receive a separate address number.
- B. Based on the size of the development and placement of structures, a sub-structure suffix may be assigned as part of the official address.

Sub-structure Suffix Format: ZZXXYY

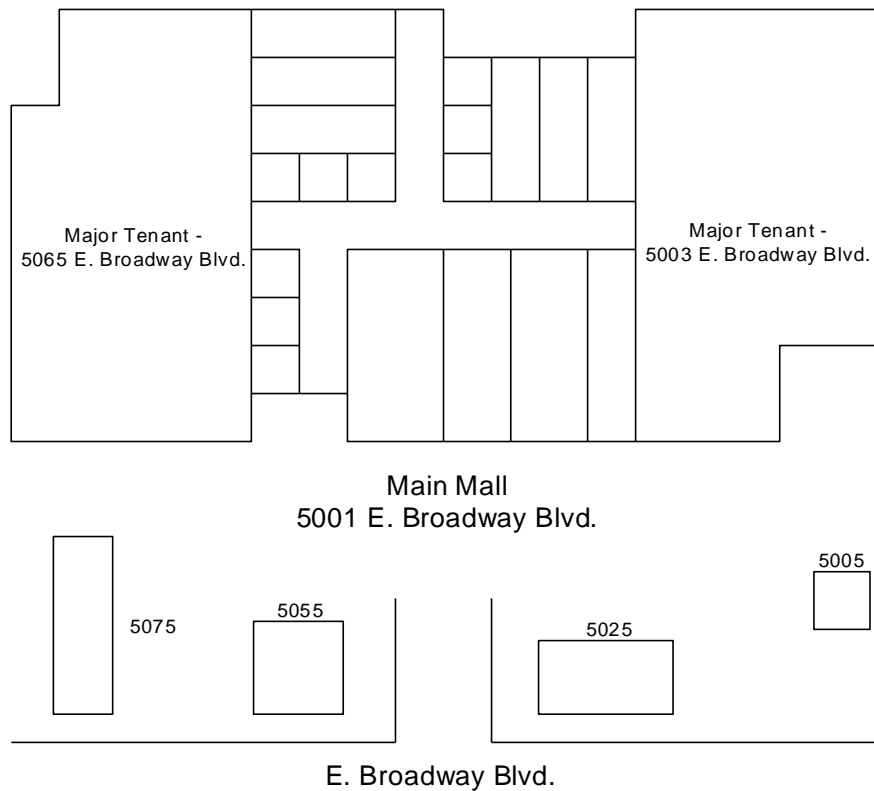
where: Z = Building letter(s)

X = Floor number (no leading zeros)

Y = Units number (leading zeros required)

Example: G303 = Building G
Floor 3
Suite 3

- D. Suite numbers will be assigned per every twenty (20) feet of office (hallway) space. Suite numbers will be assigned as follows (Figure 4.2.2 D):
- a. 99 units or less, single story: 1-99
 - b. 100 units or more, single story: 1001-1999
 - c. 99 units or less, multi-story:
 - 1) First floor: 101-199
 - 2) Second floor: 201-299
 - 3) Third floor: 301-399
 - d. 100 units or more, multi-story:
 - 1) First floor: 1001-1999
 - 2) Second floor: 2001-2999
 - 3) Third floor: 3001-3999



Malls, Centers, Squares, Office Complexes

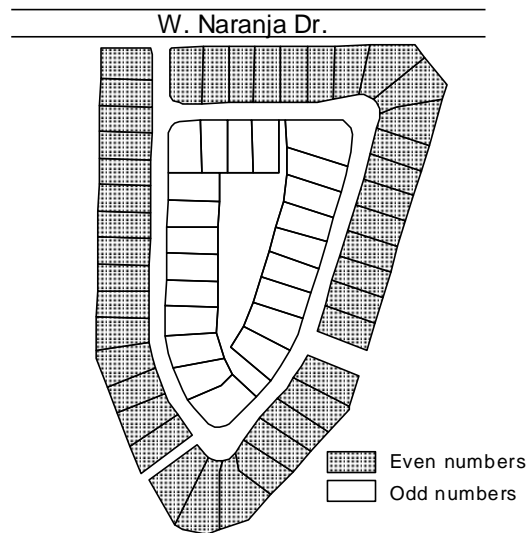
Figure 4.2.2 D

- E. Exceptions:
Addressing of some commercial buildings, such as the Metro Center, will be handled on an individual basis.

4.3 SPECIAL CIRCUMSTANCES

Policy 4.3.1 Circles

Address numbers shall be assigned in a regular manner to the side of the street having the greatest property frontage along the street, using consecutive odd or even numbering. Numbers will then be assigned to the side having the shorter frontage so that these numbers correspond with the properties on the opposite side of the street. Even numbers will be assigned on the outside of the circle, and odd numbers will be assigned on the inside of the circle. (Figure 4.3.1)

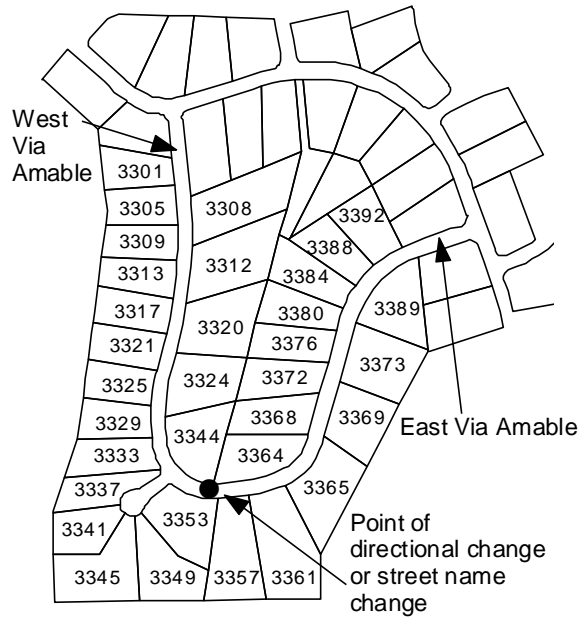


Circle Addressing

Fig. 4.3.1

Policy 4.3.2 Loops

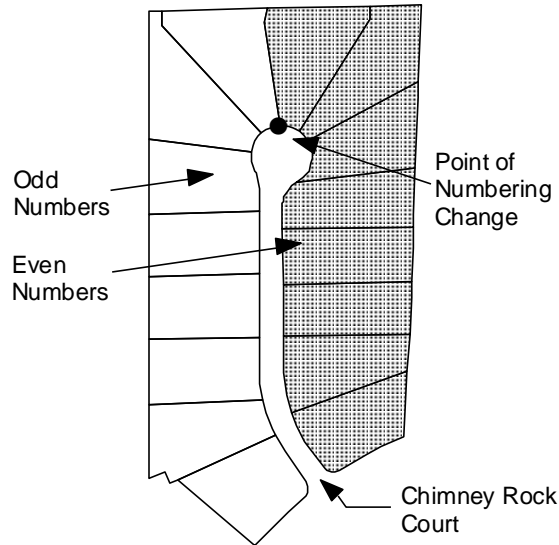
When a looped street is split in two halves as distinguished by a street name change of any sort (including a simple directional prefix or suffix change), the two halves are assigned address numbers separately. Numbering is based on the predominant direction of that portion of the looped street. (Figure 4.3.1)



Loop Addressing
Figure 4.3.2

Policy 4.3.3 Courts

Address assignment for courts shall use frontage numbers that are even on one side to a point approximately halfway to the top of the turnaround and then switched to odd numbers back along the opposite side of the court. Even/odd numbering shall reflect normal orientation to the address system point of origin. (Figure 4.3.3)



Court Addressing
Figure 4.3.3

Policy 4.3.4 Diagonal Streets:

- A. Generally, diagonal streets will be treated as either north-south or east-west street if it is not a perfect diagonal. If it is an exact (meaning 45 degrees) diagonal, all jurisdictions to which the street is common should use consistent directional and numbering for the diagonal street.
- B. Address numbers on diagonal cross streets shall be calculated to begin with the same number measured to the baseline according to the address interval designated for that system. (Figure 4.3.4)

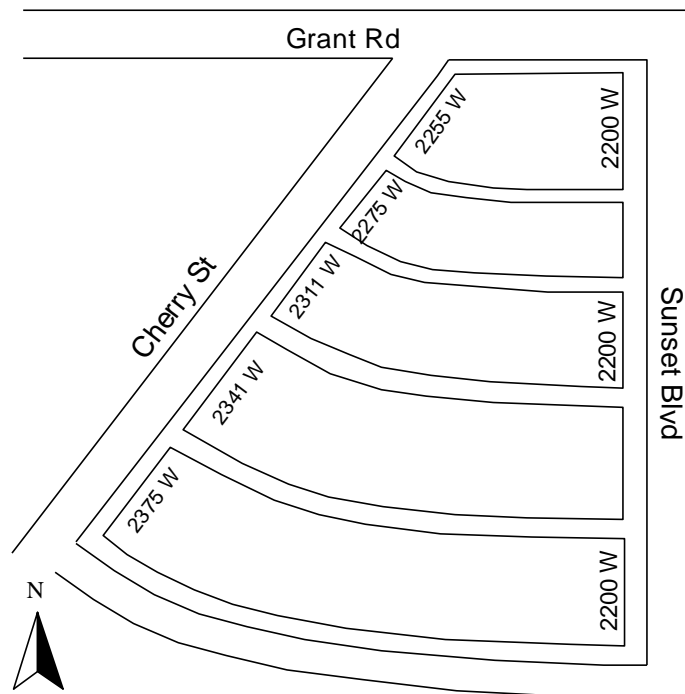
**Diagonal Addressing**

Figure 4.3.4

- C. Numbers along a diagonal street will be measured as true north-south and east-west distances from the reference streets that the diagonal street intersects, and not along the diagonal.
- D. The address interval along a diagonal street may decrease in order to provide additional address numbers. (i.e. address interval may be decreased to 10, for example, to accommodate more addressed parcels located on a diagonal street)

- Policy 4.3.5** Streets Originating at Different Points on the Same Cross Street:
When a street does not begin at the same location as a parallel street, the numbers will begin with the same number measured from the baseline street as on the parallel street. Buildings that face streets that do not currently extend to the baseline are assigned numbers as if the street was extended.
- Policy 4.3.6** Streets Changing Directions between Intersections:
If a street changes direction and is contained entirely within a subdivision or area, the address numbers may continue sequentially as in one direction.
- Policy 4.3.7** Meandering Streets
Address assignment for meandering (curved) streets shall be based on the predominant direction of the street as determined by the Town Manager or designee. Major direction changes shall result in street name changes and number assignment consistent therewith.
- Policy 4.3.8** Corner Lots:
Proposed subdivisions with corner lots will have an address number calculated from the street that the lot fronts upon.
- Policy 4.3.9** Private Streets:
- A. Structures and dwellings that front on private streets will be assigned situs addresses that have address numbers consistent with the block address interval of the public street to which the private street intersects.
 - B. If a private street requires addressing that exceeds the available numbers in the block address interval on the public street that it intersects, the private street shall be assigned a name and placed on the appropriate city or county grid. All structures and dwellings that front on the newly named private street will be reassigned addresses according to the standards set for in these procedures.
 - C. If a private street contains single family residences or other occupied structures that are numbered off of the public street that the private street intersects, the owners may elect to petition the relevant city or county addressing authority to approve a dedication of the private street name. The private street will then be placed on the city or county grid system.
 - D. Private numbering systems that are not in accordance with the procedures are not to be approved.

Policy 4.3.10 Below Grade Numbering

Sub-structure suffix numbers for units below grade will be identified with the number “0” preceding the suite number to indicate the below grade floor level. Suite numbers will be assigned in the same manner as those prescribed for single and multi-story structures.

Policy 4.3.11 Temporary Situs Addresses:

A temporary situs address designated by the letter “T” after the address number may be assigned for model homes, construction facilities and temporary offices during initial construction.

SECTION 5.0 ADDRESS AND STREET NAME CHANGES

From time to time, changes may be warranted in either an address number and/or a street name. Authority lies with the Town of Paradise Valley to approve address changes based on local policy. The following policies outline issues associated with address changes that span jurisdictional boundaries.

5.1 ANNEXATIONS

Upon annexation, coordination is encouraged between affected addressing authorities. A coordinated transition to municipal addressing ensures continuity while facilitating efficient provision of emergency and other public services.

Policy 5.1.1 Address and Street Name Changes:

When the Town annexes, the Town at that time will change both the addressing system and the street name, if dual names exist for the same street, to concur with the Town's designated street name for that alignment.

Policy 5.1.2 Expansion of Block Addressing

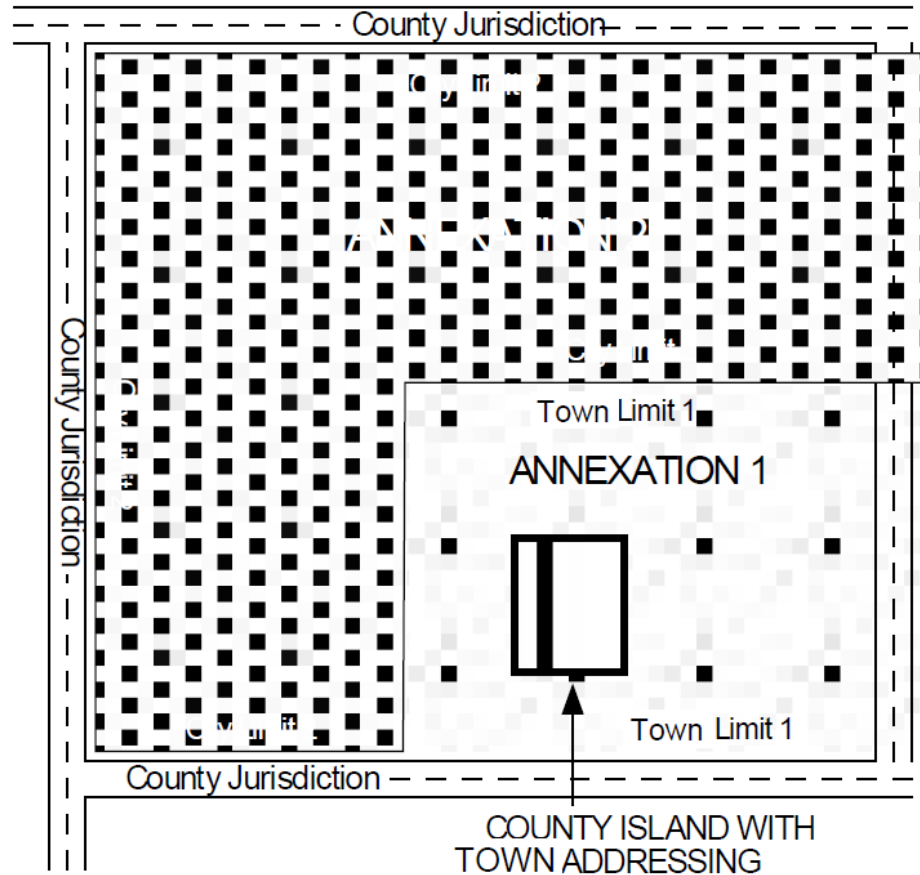
All existing block addressing systems (Figure 2.1) will be allowed to expand as annexations are made by the Town of Paradise Valley.

Policy 5.1.3 Dual Signs

When street name changes due to annexation occur, the Town will post new street signs with the new street name, separate from the old signs, which will remain in place for a period of not less than one year, and not more than two years following the change.

Policy 5.1.4 County Islands

- A. When Paradise Valley annexes a portion of the County and creates a county island, the Town will extend its block addressing system to cover and include both the annexed area and the county island. (Figure 5.1.4)



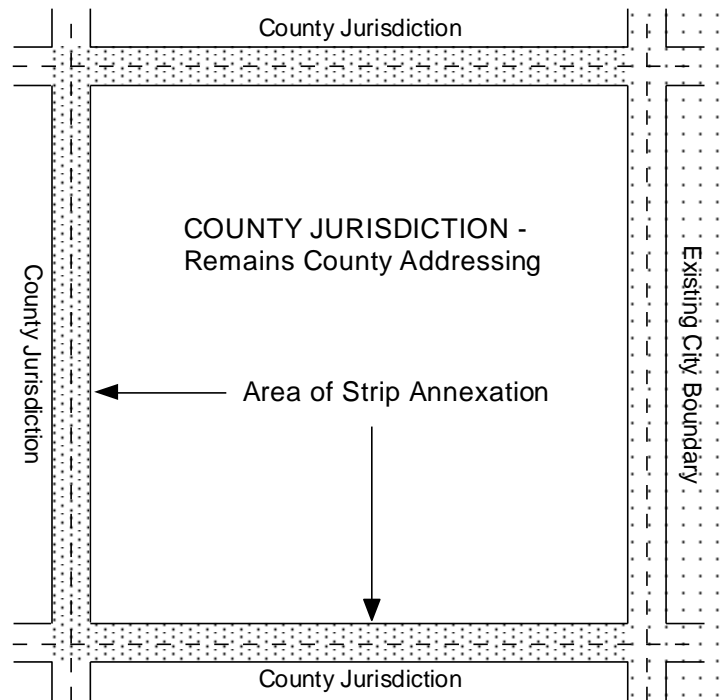
Annexation with County Islands

Figure 5.1.4

- B. The Town will provide the County with its assigned block numbering system and will be responsible for carrying out the address assignment in agreement with the Town’s system.

Policy 5.1.5 Strip Annexation Areas

Strip annexations are no longer permitted under Arizona statutes per se, however, portions of the MAG region lie within strip annexation areas. Strip annexation areas are exceptions to the above rules. A strip annexation is a narrow extension, typically along a section-line alignment of a city limit boundary, surrounding a large area of County jurisdiction. Strip annexations are considered a part of the annexing jurisdiction’s planning area limits but are not considered in addressing or in street name extensions. (Figure 5.1.5)



Strip Annexation
Figure 5.1.5

5.2 OTHER ADDRESS CHANGES

Policy 5.2.1: Building Addressing

- A. In some special instances, the Town will be asked to consider other address changes. Because of the impact of these changes on regional services such as the postal service, utilities and emergency service deployment, building number changes are discouraged.
- B. Property owners may request address number changes. Applications for number changes should be made to the Town's Town Manager or designee on the Town's application form, "Change of Address Request" and will be reviewed in accordance with the Town of Paradise Valley Address & Street Assignment Policy Manual.

5.3 STREET NAME CHANGES

Policy 5.3.1 Street Name Changes

Applications for street name changes are made to the Town Manager or his designee and reviewed in accordance with the Town of Paradise Valley Address & Street Assignment Policy Manual, and subject to legislative approval.

SECTION 6.0 OTHER ADDRESSING POLICIES

Policy 6.1 Eligibility to Obtain Address

A permanent situs address will only be assigned to a residential, commercial, or industrial development once the requirements of these policies and procedures have been satisfied.

Policy 6.2 Assigning Addresses to Infrastructure

Situs addresses for street lights, power poles, traffic signals, water wells, water/electric meters and sprinkler timer control boxes and similar infrastructure may be assigned by the Town or utility providers. Addresses should be assigned in accordance with regional addressing policies outlined in this manual, using addressing techniques similar to those used for addressing standard residential and commercial parcels.

SECTION 7.0 APPENDICES

Appendix A DEFINITIONS

Address:	A unique alphanumeric descriptor that identifies the property location of a parcel of land, building, or other structure.
Address Format:	The order and structure of the five standardized components (address number, prefix directional, street name or number, street type, and sub-structure suffix) used in a legal situs address.
Address Number:	Prefix component of the legal situs address that is numerically sequenced and assigned to a structure or parcel along a street according to its relative distance perpendicular to address baseline.
Address Origin:	The east-west and north-south thoroughfares that mark a point of origin for street naming and numbering.
Alias:	A second recognized name for a street or alignment already having a recognized name.
Alignment:	The arrangement, positioning, adjustment or formation of a line, road or street with another line, road or street or extension of that line.
Avenue:	A north-south or east-west thoroughfare.
Baseline:	Alignment creating the divide between north and south address assignments.
Block:	Minimum lengths for addressing blocks vary across jurisdictions.
Boulevard:	A major thoroughfare connecting two baselines, usually divided by a landscaped center island, or with landscaping within the right-of-way.
Circle:	Short thoroughfares in a platted subdivision that return to themselves, or a secondary thoroughfare that begins and circles back to connect at the point of beginning.
County Island:	Land under County jurisdiction in the immediate vicinity of and surrounded by the main body of any municipal jurisdiction's limits.
Court:	A permanent dead-end street running in an east-west or north-south direction that is less than 400' in length and containing five or more lots.
Cul-de-sac:	A minor street thoroughfare having one open end and being permanently terminated at the other by a vehicular turnaround.
Dedicated Street:	A public street or thoroughfare under local government ownership and control.

Directional (Prefix):	The compass direction component of the address abbreviated with a single letter equivalent for its compass direction, i.e. “N”, “S”, “E”, or “W”, or in special circumstances, “NW”, “SW”, “NE”, or “SE”.
Drive:	A north-south or east-west thoroughfare.
Expressway:	Multi-lane, high speed thoroughfare.
Freeway:	Multi-lane, high speed thoroughfare.
Frontage Number:	Prefix component of the legal situs address that is numerically sequenced and assigned to a structure or parcel along a street according to its relative distance perpendicular to address baseline.
Geocoding:	Using Geographic Information Systems, geocoding is the process of assigning a spatial location to a point, usually referencing a street address, to a location on an addressed street network.
GIS:	Geographic Information Systems.
Grid-based:	A system of straight-line street aligned in a grid pattern with regularly spaced streets and blocks.
Grid Lines:	Imaginary lines constructed perpendicular and parallel to the address baselines indicating the point where block numbers change from one thousand to the next higher thousand.
Highway:	Multi-lane, high speed thoroughfare.
Intersection:	The point where two or more streets cross one another.
Juxtaposition:	The placement of two street thoroughfares parallel to one another.
Lane:	An interrupted thoroughfare ending in a cul-de-sac, unless in an extended alignment.
Loop:	A thoroughfare that begins and ends on the same half-mile or mile thoroughfare.
Major Thoroughfare:	For the purposes of this manual, a street, existing or proposed, which serves or is intended to serve as a major traffic way, i.e. arterial or collector.
MAG:	Maricopa Association of Governments (MAG) is the Metropolitan Planning Agency and Council of Governments representing the 27 jurisdictions in the Phoenix metropolitan area, which encompasses all of Maricopa County and portions of Pinal and Yavapai counties.
Minor Thoroughfare:	For purposes of this manual, a street, existing or proposed, which is supplementary to a major thoroughfare, which serves or is intended to serve the local needs of a neighborhood, i.e. local streets.

Numerical Freedom:	The range of integer numbers that comprise the interval between frontage address numbers for a given frontage scale. This range may be used to interpolate and assign additional address numbers for high density development.
Parkway:	A special scenic route or park drive designated by the name.
Place:	A cul-de-sac or permanent dead-end thoroughfare that is greater than 400', unless in an extended alignment.
Prefix (Directional):	The compass direction component of the address, i.e. "N", "S", "E", or "W", or in special circumstances "NW", "NE", "SW", or "SE".
Private Streets:	Streets that are retained and maintained under the ownership of private individuals and intended for private or public use.
Reference Point:	The east-west and north-south thoroughfares that mark a point of origin for street naming and numbering.
Road:	A continuous thoroughfare running north-south or east-west that is a minimum of 1320' in length.
Situs Address:	A unique alphanumeric descriptor that identifies the property location of a parcel of land, building, or other structure.
Street:	A north-south or east-west thoroughfare. In this manual, street is used as a generic term to represent any roadway or thoroughfare.
Street Names:	Any combination of no fewer than two of these (PREFIX, PRIMARY, SUFFIX) will constitute a full or total name; e.g., North Galveston Boulevard (N. Galveston Blvd.).
Street Type:	The component of the address that modifies the name to distinguish specific locational, functional, and physical characteristics of the street to which the address is assigned, i.e. Place, Lane, Court.
Strip Annexation:	A narrow extension of a city limit boundary surrounding a large area of County Jurisdiction
Sub-structure Suffix:	The component of the address that is a numeric code to identify suites, apartment, and condominium units within high-density developments.
Thoroughfare:	In this manual, thoroughfare is used as a generic term to represent any roadway or street.
Trail:	Typically, a meandering street or thoroughfare.
Way:	A north-south or east-west thoroughfare.

Appendix B

Examples of Complete Street Names

Examples of complete street names are:

- a. West Jolly Roger Road
(Prefix (1 word), Primary (2 words), Suffix (1 word))

- b. South Calle de Caballos
(Prefix (1 word), Primary (3 words))

Note: Primary includes the suffix (street type) equivalent.

- c. North Sun Lakes Blvd. East
(Prefix (1 word), Primary (2 words), Suffix (2 words))

The location of “East” in the suffix position will be considered a directional suffix and will be used only in the case of circles.