



## **Planning & Development Services Policy Criteria for Private and Public Site Address Assignments**

*Approved on: March 14, 2019  
Revised on: May 15, 2020*

### **Purpose for Site Addressing Criteria**

The purpose of this policy is to establish a simplified system, in an easy-to-use format, for site addressing assignments. The site addressing system is intended to provide logic and order in assigning site addresses to:

- Guide staff in ensuring consistency in site addressing;
- Ensure that emergency services, such as police, fire, and ambulance are able to locate and respond quickly in an emergency;
- Ensure that visitors to a new area are able to find their way in a timely fashion; and
- Minimize delivery time for postal and private carriers.

### **Who Should Use the Site Addressing Criteria**

- Staff, especially those involved with site addressing approvals;
- Developers needing guidance with site addressing;
- Emergency service providers; and
- Vested/interested organizations.

### **Administration of Site Addressing Criteria**

The addressing team will process and provide direction for the following items:

- Requests for Change of Address;
- Approval of unapproved/undocumented addresses;
- Addressing plans for non-residential developments; and
- Exceptions to this policy.

### **Addressing Team**

An addressing team is designated to review and render decisions for site addresses and street names as required by this policy. Members of that team include representation from:

- Fire
- Police
- Planning and Development Services
- Public Utilities (specific to commercial developments)

## **General Site Addressing Criteria (Based on GIS Database)**

### **Site Addressing GIS Database Format**

Database structure (fields) which define a unique site address location:

1. Address Number
2. Address Fraction
3. Street Direction
4. Street Name
5. Street Type
6. Street Post Direction
7. Complex
8. Building
9. Floor
10. Address Unit
11. Room
12. Status
13. Use

The criteria for each of the unique address fields are defined below:

#### **1. Address Number**

##### **Site Address Assignments**

Site address assignments conform to 400 address numbers (points) per half mile with the following exceptions (See Appendix A for more details):

- 800 address numbers per half mile between Barstow and Gettysburg on any north/south street
- 600 address numbers per half mile between Sierra and Barstow on any north/south street
- 800 address numbers per half mile between Minnewawa and Clovis on any east/west street
- 600 address numbers per half mile between Clovis and Sunnyside on any east/west street

##### **Even site addressing numbers**

Numbers (2, 4, 6, 8, 10, etc.) shall be assigned on the south and west sides of the street

##### **Odd site addressing numbers**

Numbers (1, 3, 5, 7, 9, 11, etc.) shall be assigned on the north and east sides of the street

##### **Change in direction**

Any street or roadway that loops or changes direction shall continue the numerical order of address numbers even if the street or roadway changes from north/south to east/west or east/west to north/south.

## Corner Lots

- Address numbers and street names for typical corner lots (located at two streets that intersect at approximately 90-degrees) shall be determined by the orientation of the lot with the narrow portion of the parcel located adjacent to a street and shall be designated as the “front,” receiving the address assignment. (See Figure 1)
- If the house faces the wider portion of the parcel, the addressing team can consider assigning the address to that street if requested, on a case-by-case basis.

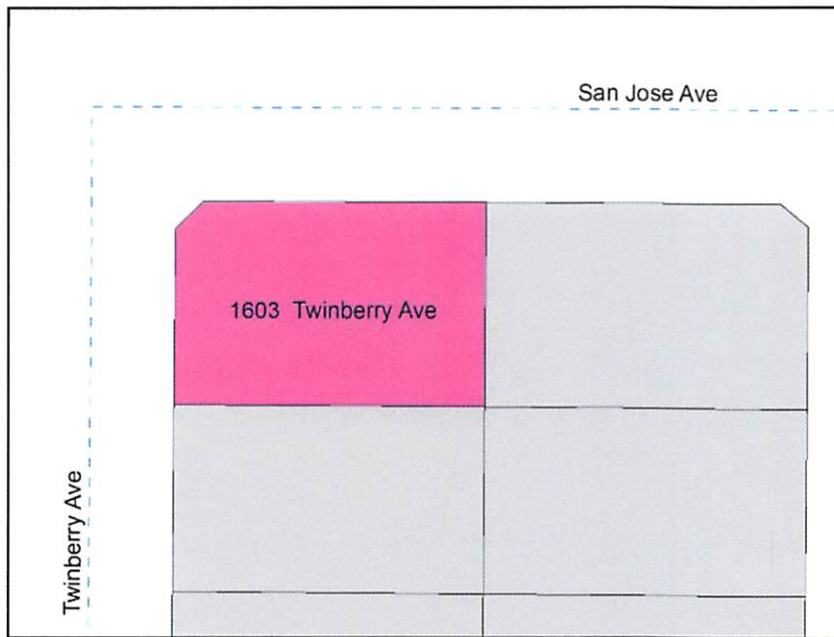


Figure 1

- Address numbers and street names for corner lots along a knuckle shall be determined by the percentage of lot frontage on either side of an imaginary line drawn from the street intersection to the lot (at approximately a 45-degree angle from the intersection toward the knuckle); the larger percentage receiving the address assignment. If the center of the lot frontage matches the point where the imaginary line meets the lot, the address may be assigned to either street. (See Figure 2)

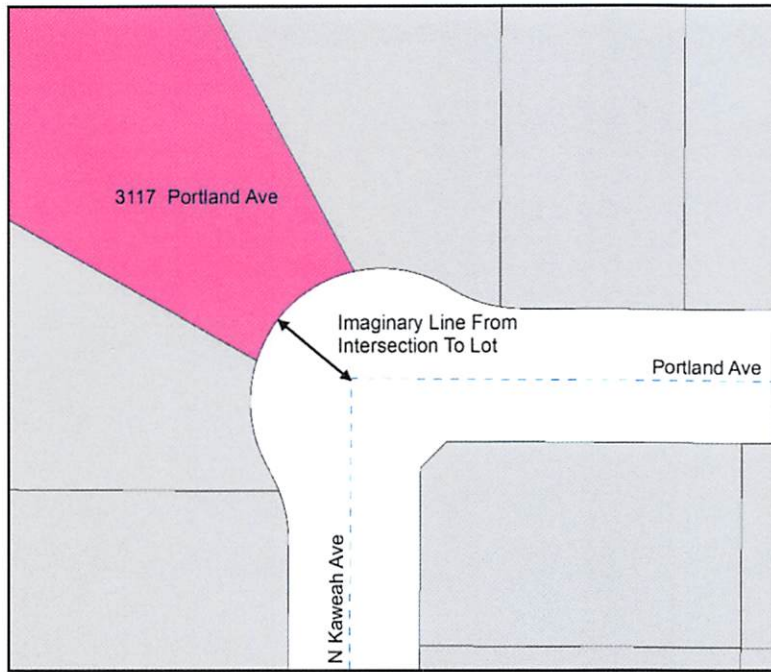


Figure 2

- Address numbers and street names for atypical corner lots (located along a curve where one street transitions into a different street without an obvious intersection) shall be determined by the percentage of lot frontage along each street; the larger percentage receiving the address assignment. If the center of the lot frontage matches the point where the street names changes, the address may be assigned to either street. (See Figure 3)



Figure 3

### Single-Family Residential Site Addressing Criteria

- Address numbers and street names shall be assigned based on the orientation of the lot. The narrow portion typically indicates the front of the lot and addresses shall be assigned to the street adjacent to the front. In cases where lots don't front on a City street (more rural areas), the addresses shall be assigned to the street that gives access to the lot.
- Address numbers may be between two and four digits in length.
- New address sequencing shall begin with the lowest available number consistent with the surrounding addresses (See Appendix B for specific details on calculating address numbers in new areas).
- Addresses shall be whole numbers.
- Addresses should be assigned with gaps in the sequencing to allow flexibility for changes and to maintain consistency with surrounding neighborhoods.
- Separate address numbers shall be assigned to detached accessory units on single family lots, unless they face an alley. (See the "Cottage Homes and Accessory Residential Dwelling Unit Identifiers" section on page 10 for information on unit assignments for alley-facing accessory units.)
- Any address numbers with negative or offensive connotations (i.e. 69, 444, or 666) shall be excluded from the sequencing.
- When streets are curved/angular such that it isn't immediately obvious which streets are north/south or east/west, refer to the nearest existing street alignments to which the new streets connect to ensure they are perpendicular directions.
- Revisions to existing/approved address sequencing may be considered on a case-by-case basis by the addressing team and/or the Director of Planning and Development Services as long as 100 percent of affected property owners agree to the proposed revision. For projects with address sequencing connected to adjacent development, addresses must be consistent with surrounding residential development(s) or an existing or proposed street alignment.

### Multiple-Family Residential Development Site Addressing Criteria

- The City will assign a project site address for the entire development when the site is located on one parcel. Multiple parcels will each receive separate base addresses.
- Multiple complexes/buildings shall receive a letter (i.e. A, B, etc.) or number (i.e. 1, 2, etc.) designation.
  - When numbers are assigned, buildings on the north and east sides of the access way shall receive odd numbers and buildings on the south and west sides shall receive even numbers.
- When units have access off of an internal hallway, the location of the address numbers shall be shown on the site addressing plan utilizing a Site Directory.
- In all cases, a Site Directory is required at the main entrance and shall be shown on the site addressing plan and shall be oriented to match physical building/unit orientation.
- Exterior address signs and building address signs shall be clearly visible and shall meet Clovis Fire Department Standard 1.8 and any other applicable site addressing requirements.
- Parking Structures shall be clearly delineated on the Site Directory.

## Commercial/Industrial/Non-Residential Site Addressing Criteria

- Addressing for commercial centers and industrial parks shall be consistent with the existing numerical system established for the area.
- Addressing for development(s) shall be addressed off the street providing access unless an alternate address is approved by the addressing team.
  - Using a major non-access street to address a commercial development located on minor streets (e.g. giving the commercial development east of the Target shopping center a Herndon address instead of Helm or Spruce) to maintain consistency with existing surrounding addressing.
- Commercial/industrial buildings will be addressed off the street which the main entrance faces, unless no access exists from that direction.
  - If addressing using this method conflicts with surrounding address consistency, consistency should be maintained.
- When there are potential conflicts, the proposed addressing for non-residential buildings shall be distributed for review and approval by the addressing team.

## Infill Projects

For infill projects, staff shall consider potential development of vacant parcels as well as redevelopment of existing parcels and assign numbers to provide flexibility in consideration of future parcel expansions or subdivisions (i.e. 1121, 1131, 1141, etc.). Address reassignment may be necessary to improve numbering sequence of a redeveloped parcel.

## Cul-De-Sacs

Cul-de-sacs shall be subject to the same naming rules as other streets except that cul-de-sacs that are 100' or less, as measured from the prolongation of the face of curb of the intersecting street to the face of curb at the farthest point at the end of the cul-de-sac, may be assigned the same name as the intersecting street. Address numbering along the intersecting street will continue through the short cul-de-sac as if the structures were on the intersecting street.

For all other cul-de-sacs, a new street name will be created and the addressing numbering will adhere to all of the street numbering criteria. (See Figure 4)



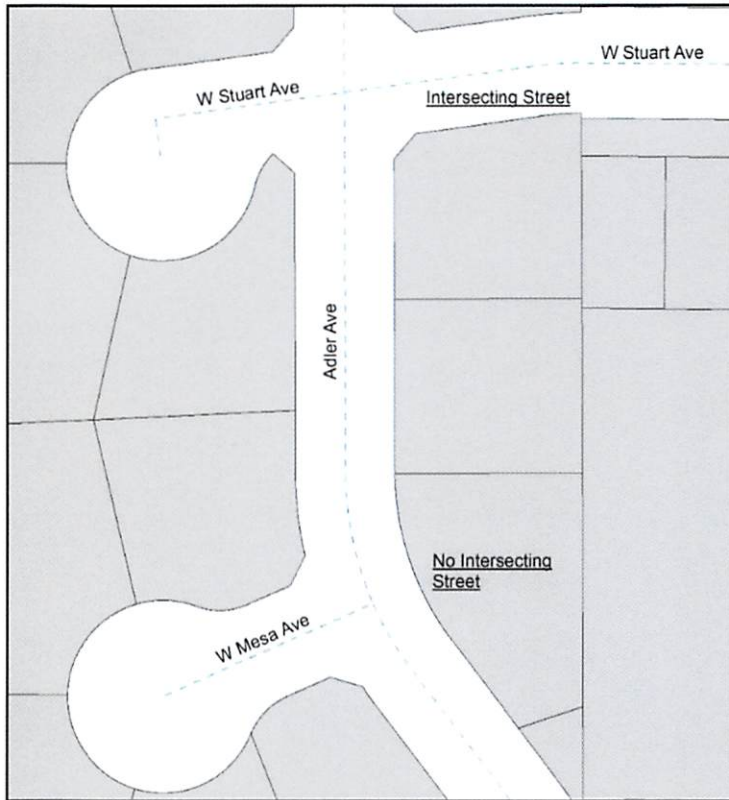


Figure 4

## Annexations

- For areas annexed into the City and designated for development, the City shall create an addressing plan consistent with the requirements outlined in this policy. The address of each property within the annexed area shall be required to change from a county address to a city address.
- In the event that an annexation and subsequent development of rural properties creates new alignments or new street names, rural parcels or addresses that remain rural within the annexation or development area shall be assigned new addresses consistent with the new site addressing.
- The addressing team shall provide proper notification to vested/interested organizations of address additions and modifications.
- Residents affected by the change shall be provided notification of the change including how to coordinate the new address with emergency services dispatch, County Assessor/Recorder and other agencies impacted by the address change. Changing to a city address will allow Clovis Police and Fire to correctly dispatch 9-1-1 calls for service to these areas.

## Change of Address

Any change of address shall be made in writing to the Planning & Development Services Department.

- The request must include the existing address and the proposed new address.
- The request must also include justification that the proposed change will not adversely affect the public health, safety, and welfare of the community.
- The address change fees are consistent with the current fee schedule for “document preparation.”

- The Director of Planning and Development Services, in coordination with the addressing team, has the authority to require property owners to change their addresses to be consistent with certain criteria including, but not limited to:
  - Numbering sequences out of order;
  - Even or odd numbers on the incorrect side of the street;
  - Addresses referenced from an incorrect street;
  - Addresses which pose a conflict with emergency response thus creating a potential hazard to the health, safety, and welfare of the public.
- When an unapproved/undocumented address is discovered, the owner shall be required to complete the change of address process to create an approved address.

## **2. Address Fraction**

The address fraction field is used only once in the City of Clovis (421 ½ Pollasky Avenue). This is not a typical address format and will not be used when creating new addresses.

## **3. Street Direction**

Directional prefixes conform as follows (see Appendix A):

- Every north/south street north of Sierra is designated as “N” street direction.
- Every east/west street west of Minnewawa is designated as “W” street direction.
- There will not be any “S” (south) or “E” (east) directions designators.

## **4. Street Name**

### **Public and Private Street Name Requirements**

- Proposed new street names must be unique in the County of Fresno.
- Similar sounding names are considered duplications and will not be allowed, regardless of spelling (e.g. Brian or Bryan, Sunrise or Sun Rose, Kathy or Cathy, Cortina or Cortona, etc.).
- Compound names with similar beginnings (e.g. Farmland and Farmstead) shall not intersect.
- Street names shall not exceed four syllables and nine characters, including spaces. This helps ensure it can be easily read and pronounced so that the public, children in particular, can identify the street name in the case of an emergency (especially when police or fire personnel are contacted by telephone).
- If a street shares an alignment with an already named street, the existing street name must be used. Alignments typically vary less than 100’ (e.g. an east/west street will typically not stray more than 100’ to the north or south of its known alignment throughout the City).
  - Consideration must be given to even distribution of streets within each quarter section (as shown on Appendix A).
  - Addressing staff must use some judgement in appropriate street naming when the number of streets vary through different quarter sections (e.g. a small-lot private development may have more streets than the larger-lot development next to it).
  - Private streets must follow these rules. Street names can only be provided by the developer if there are more streets than surrounding areas/along that alignment and new street names are needed.
- Cul-de-sac street names have additional rules. See the “Cul-de-sacs” heading on Page 6 for details.



- Street names should relate to the scale and location of a project. When feasible, shorter streets should receive shorter names to facilitate the preparation and reading of address maps.
- If feasible, large developments shall use a single category or theme so that the assigned street names will enhance the relationship between individual developments (i.e. Loma Vista's north/south streets' Spanish theme).
- Names shall be easy to pronounce and spell to assist in the response of public safety personnel.
- To expedite emergency response, the project or development title and primary street entrance name into a development or project should be the same (e.g. Deauville Circle is the main entrance into the Deauville development at the southwest corner of Shepherd and Temperance Avenues).
- Affixes (Via, Del, San, Santa, Sierra, Vista, etc.) are discouraged in consideration of emergency response situations, as these additions can unnecessarily complicate the street name.
- Non-permitted street names include:
  - Numerical (i.e. 1st, 2nd, 3rd, etc.)
  - Alphabetical (i.e. A, B, C, etc.)
  - Complicated and/or hyphenated names
  - Street names beginning with a number (i.e. Four Seasons)
  - Plural names (i.e. Rustic Woods, Tall Cedars)
  - Street names having apostrophes
  - Combination of numbers, symbols, and letters

## **5. Street Type**

The street types are the accepted national standards (i.e. Avenue, Street, Lane, etc.).

- Public streets will typically receive the type "Avenue" unless otherwise approved by the City.
  - If a developer requests a different street type, the addressing team will review the request.
- Private streets will be differentiated by street types typically used for private developments (i.e. Drive, Lane, and Way).

## **6. Street Post Direction**

- The street post direction indicates the direction taken by the street from an arbitrary starting point (e.g. N Medical Center Dr W is on the west side of the hospital (starting point) and N Medical Center Dr E is on the east side of the hospital).
- The only acceptable post directions are north, south, east, or west.

## **7. Complex**

The complex field is not currently used in the City of Clovis.

## **8. Building**

The building field is not currently used in the City of Clovis.

## **9. Floor**

The floor field contains the specific floor information as it relates to the address point (i.e. First, Second, Third, etc.)

## **10. Address Unit**

### **Address Units**

Address units are more specific identifiers (numbers/letters) for commercial/industrial suites, apartments, residential accessory units, or meters (water, electrical, etc.).

### **Commercial/Industrial Suite Identifiers**

A suite is a separately addressed unit with a main entrance accessible from either the parking lot or main lobby (if within a building).

- Suite numbers shall be assigned from left to right when facing the building entrance. If the building layout is more complex than a simple left to right layout, the suite numbers shall be assigned in a clockwise manner, beginning with the first suite to the left when standing just inside the entrance of the main lobby.
- Suites shall be numbered sequentially, starting at 101, unless otherwise requested by the developer and approved by the City.
- Pre-addressed suites, addressed sequentially with no gaps that are later split by a tenant improvement project will retain the same suite number, adding on the letter A to one of the suites (e.g. 103 becomes 103 and 103A).
- Project directory signs shall include the same suite identification orientation with directional arrows to assist visitors in accessing the desired suite and shall include the following considerations:
  - Room
  - Seat
- Exterior Address Signs and building address signs shall be clearly visible and shall meet Clovis Fire Department Standard 1.8 and any other applicable site addressing requirements. (See Appendix C)

### **Apartment Identifiers**

Individual units within each story shall be numbered sequentially with the first number indicating the floor (e.g. 101 would be the first unit on the first floor, 201 would be the first unit on the second floor).

### **Cottage Homes and Accessory Residential Dwelling Unit Identifiers**

Single family lots with an alley-facing detached unit shall receive the same address as the main house with a letter "B" as the address unit portion of the unique address designator. The detached unit may be a "Cottage Home" as defined by City of Clovis Ordinance Section 9.120.020, or an "Accessory Residential Dwelling Unit" as defined by City of Clovis Ordinance Section 9.40.020.

## Meter Identifiers

A PG&E meter usually inherits the existing address of the structure/location to which it belongs and does not require a unit identifier. There are occasions when a meter is installed at a location that does not have an existing address and in such situations a unique address will be assigned. If one meter exists at that location, it will receive an "M1" in the address unit portion of the unique address designator. If a second meter exists at the same location, it will receive a unit identifier of "M2." These address units help to easily identify in GIS any stand-alone meter boxes with addresses that were created specifically and solely for that purpose.

### **11. Room**

The room field is not currently used in the City of Clovis.

### **12. Status**

- The status will be "active" if the address is current.
- The status will be "not active" if the address is no longer current; this is for historical reference only.

### **13. Use**

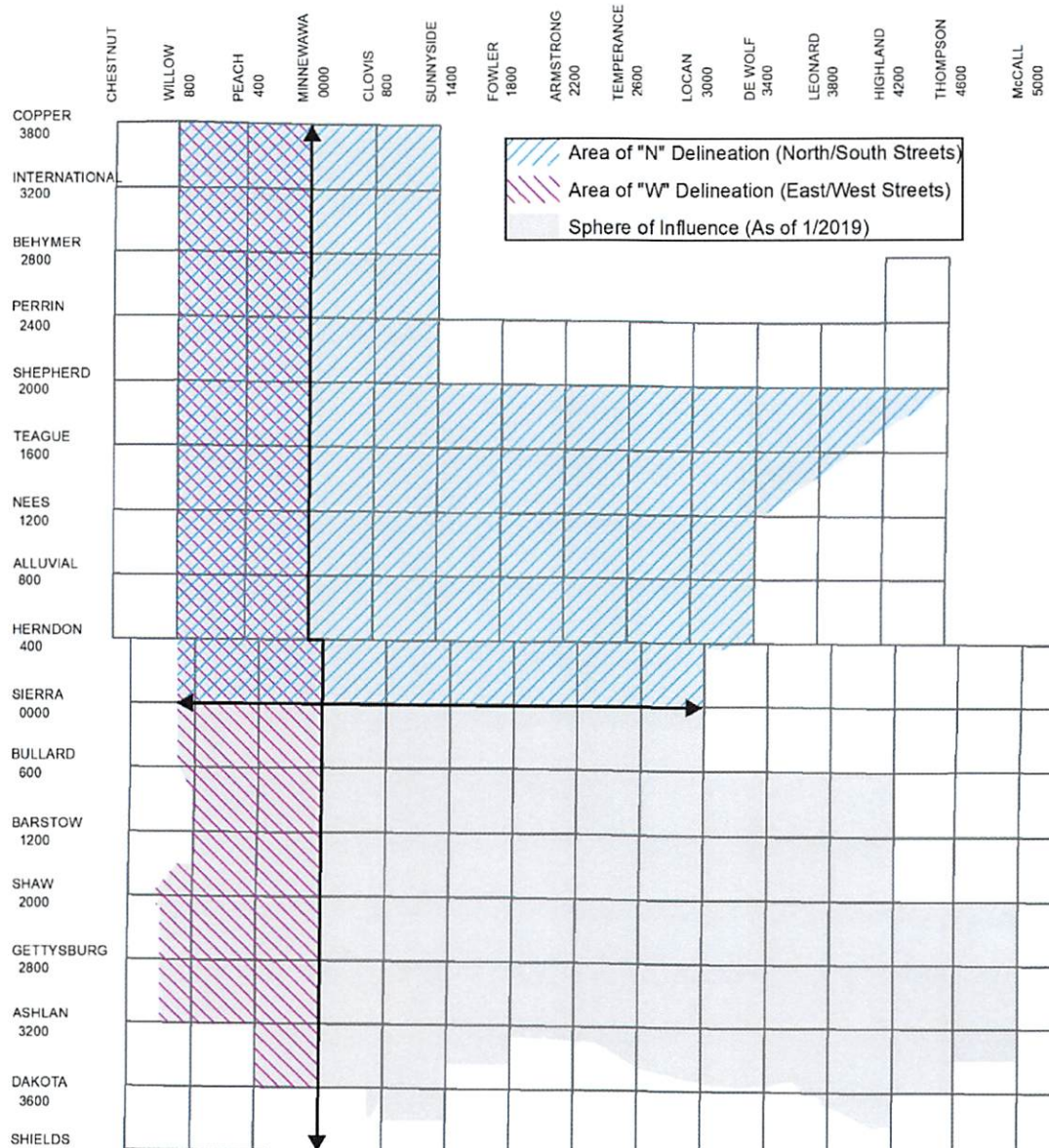
The use type describes the purpose of the address (i.e. Single Family Dwelling, Electrical Meter, Cell Tower, etc.).

  
\_\_\_\_\_  
Dwight Kroll, AICP  
Director of Planning & Development Services

5.15.20  
Date



# Appendix A Clovis Addressing Grid



## **Appendix B**

To calculate starting address numbers in new areas:

1. Find the general location for the project on the City Addressing Grid (Appendix A)
2. Scale the linear distance from the lower grid number
  - a. Example: The given project is located between 2800 and 3200 Culver Avenue (an East/West street) and the site is located 2,250 feet from the 2800 address line
3. Divide the linear distance measured in step a above by 6.6
4. Take the last three whole numbers from this calculation and add them to the lower grid number
  - a. Example:  $2,250 \text{ feet} / 6.6 = 341$
  - b. Add 341 to the address line 2800
  - c. The result is 3141
  - d. The address would be 3141 Culver Avenue if the site is on the north side of the street. If the address is on the south side of the street, adjust the address to either 3140 or 3142 Culver Avenue
5. Check the surrounding areas for addressing consistency and to prevent duplication

## **Appendix C**

### **Clovis Fire Department Standard # 1.8 ADDRESSING**

All buildings shall be addressed according to this standard.

Exception: Detached Utility or Storage buildings on the same parcel as a single family dwelling.

#### **All address numbers shall:**

1. Read from left to right
2. Building identification placed in a position that is plainly legible and visible from the street or road fronting the property.
3. Have contrasting backgrounds.
4. Address numbers shall be Arabic numbers or alphabetical letters.
5. Shall not be italicized or unusual in any way.
6. Be kept clear of vegetation or growth so as to be readily visible from the street.
7. All address identifications must be installed prior to occupancy.
8. All address identifications must be internally or externally illuminated in an approved manner.
9. Where access is by means of a private road and the building address cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure.

#### **Commercial / Industrial Buildings**

Building numbers shall:

1. Be a minimum of twelve inches (12") tall.
  2. Be a minimum of one and one-half inches (1½") principal stroke width.
  3. Be located above any eaves or walkway coverings, if possible.
  4. Face the street in which it is addressed, if possible.
  5. Buildings with multiple units shall be identified with unit numbers at both front and rear entrances.
  6. Buildings with multiple address numbers shall also have the address numbers on the rear door. (Rear door numbers are not required to be illuminated if reflectorized.)
  7. Unit numbers and rear door building numbers shall be at least four inches (4") in height.
- Should an occasion arise that is not covered by the above conditions; the fire and building departments will review on a case-by-case basis.

#### **Multi-Family**

1. Address signs on structures shall have numbers a minimum of five inches (5") in height with a principle stroke of not less than one-half inch (1/2") in width, on contrasting backgrounds when placed on the structures.
2. The address signs located on structures shall face the public street or the interior driveway when the building is located on the interior driveway.
3. When one address has multiple units, each unit shall be numbered with unit numbers located adjacent to the door.
4. The numbers shall be illuminated by dedicated luminaires, luminaires for unit lighting shall have an over current protection device and may have a photoelectric control only no other disconnects or controls are allowed. Unit numbers are intended to be illuminated during all times of darkness.
5. Illuminated unit signs shall have numbers a minimum of four inches (4") in height with a principle stroke of not less than one-half inch (1/2") in width, on contrasting backgrounds.
6. Multi-family complexes shall have installed a monument sign at each driveway entrance with the complex address visible with contrasting background. The address portion of the sign shall be



illuminated. The size of the address shall be a minimum of six inches (6") in height with a principle stroke of one inch (1") in width.

### **Single Family Residential**

1. Shall be provided with illuminated address signs.
2. The address signs shall have numbers a minimum of four inches (4") in height with a principle stroke of not less than one-half inch (1/2") in width, on contrasting backgrounds.
3. The address number shall be located on that portion of the structure nearest to a public street and shall remain visible from the street from which the structure is addressed.

### **Fenced Area**

Fenced areas will require four inch (4") non-illuminated address numbers attached to the fence adjacent to a gate.