

# ADDRESS ASSIGNMENT SUBMITTAL REQUIREMENTS



Date: July 2022

The submittal requirements for tract housing or commercial development address maps are as follows:

- 1 copy Approved Final Map (Final Map as approved by City Council – Addresses will not be issued to Tentative Tracts)
- 1 copy Letter from the Planning Division approving Street Names (must also include an index map which graphically coordinates the street names with the plan of the project; this requirement applies primarily to residential tracts; contact the Building Division before submitting if you have questions)
- 1 copy Exhibit Map for addressing:
  - Single Plan Sheet 24 x 36 inch minimum
  - Drawn to scale
  - Graphic scale indicator
  - North arrow
  - Show streets, street names, lot lines, lot numbers
  - Identify drawing with tract number and as Address Exhibit

The exhibit map presented for addressing shall be as free as possible from extraneous information. It should also include the entire project on one sheet. The map should reference the project location in relation to at least one existing major intersection (this is frequently included on the Tract Map).

Do not attempt to propose addresses on the exhibit map, the development will be assigned addresses by designated Building Division staff per the Riverside County Fire Applicable Standard and the following Policy Guidelines:

1. The Coachella Valley is sectioned off into one (1) square mile areas, as established by the County of Riverside. Numeric addresses are determined using the address grid and will be assigned in numeric sequence of 77000 to 81000 from West to East with even numbers fronting on the north side of the street, and odd numbers fronting on the south side of the street, and the sequence of 44000 to 62000 from North to South with even numbers fronting on the east side of the street, and odd numbers fronting on the west side of the street.
2. Commercial Retail and Office Centers are assigned one address per building with sequence from the closest street of access and individual suite assignment following "Multi-Unit Numbering" as applicable.
3. Detached Single Family Dwellings are assigned one address based on location of driveway access, and when a circular driveway is proposed to multiple streets is to the sequence in common with neighboring dwellings.
4. Townhouses, Duplexes, Tri-Plexes, Four-Plexes, Apartments and Condominiums are assigned one address per building or site overall, with multiple buildings given individual numbers and the units assigned following "Multi-Unit Numbering" as applicable.
5. Multi-Unit Numbering:
  - a. Unit numbering of three (3) or more digits with the first digit indicating the building story level, use of alpha-numeric identification is not permitted. (i.e. 100 for first floor units, 200 for second floor units and 300 for third floor units, etc.)
  - b. For buildings with units accessed from multiple sides of the building, unit numbering systems shall revolve counter-clockwise around the building beginning at the northeast corner unit.