



Town of Marana

Addressing Manual

7/1/07

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ADDRESS STANDARDS

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X.010

Purpose.

A. It is the purpose of this chapter to provide for uniformity in street names and addresses, and to facilitate emergency vehicle response, by establishing a uniform system for street names and address numbers, street name standards, display standards, and official address maps, and by eliminating nonconforming street names and addresses.

X.020

Definitions.

A. For the purposes of this chapter, the following terms shall mean:

1. Access: A way or means by which a vehicle enters a lot or parcel or a person enters a building.

2. Address: A number, directional prefix, primary street name, and suffix, and an occupant identifier when required.

3. Address system: A discrete area of Pima County given its own baselines, grid system and street numbers.

4. Addressing Representative: A representative from GIS services or an assigned addressing representative by the Town Manager will be charged with the administration of these addressing standards.

5. Administrative address: An address assigned exclusively for the management by the county of records and permits. It shall not be used for other purposes.

6. Baseline: A north-south or east-west line used as a zero starting point for address numbers.

7. Building: A structure designed for human occupancy or use.

8. Commercial: A development not intended for human residence.

9. Cul-de-sac: A street ending in a dead-end, not being an extension of another street, having no other street intersections, and not having the capability of connecting or intersecting with another street in the future.

10. Directional prefix: A prefix assigned to a street based on the general direction of travel from an appropriate baseline. North (N.), South (S.), East (E.) and West (W.). The determination may be forty-five degrees either side of the true direction.

11. Directional signage: Address information signs.
12. Entrance signage: Address information located at access points.
13. Hundred block: An incremental number breakdown of a section of land. Its length is one-eighth of a side or 660+ feet. It has a hundred numbers, 0 through 99.
14. Hundred block base map: A graphic representation of the Town of Marana boundaries showing established hundred block numbering grids for each section corner.
15. Hundred block indicator: A number and a directional prefix indicating the perpendicular distance of a street from its parallel baseline, e.g., Ina Road is located at 7200 N. It is 72 hundred blocks north of Congress Street within the City of Tucson.
16. Major arterial: A street falling on a section line, quarter section line or sixteenth section line and designed to accommodate through traffic with comparatively long vehicle trip lengths. A street so designated on the County Major Streets and Scenic Routes Plan.
17. Number: Part of an address based on numerical distance from an appropriate baseline.
18. Occupant identifier: A specific number delineating individual unit locations within a single situs address. This number shall be used following the situs address. (e.g., 9600 N. Coachline Bl. Apt. 100 or 9600 N. Coachline Bl. Suite 100.)
19. Person: Any individual, firm, corporation, partnership or other legal entity or their authorized agent.
20. Photo-mylar: A map produced on film polyester material photographically, having a wet processed silver halide emulsion. Standard shall be double matte, reverse reading transparent or translucent mylar.
21. Point-of-origin: The intersection of the north-south and east-west baselines establishing zero at the intersection.
22. Primary access: Principal point of ingress-egress. It may be different than recorded legal access.
23. Primary street name: Principal component of street name not including suffix or directional prefix, e.g., Civic Center Drive.
24. Residential: Facilities intended for human dwelling.
25. Site plan: Map showing property boundaries with dimensional ties to section, township and range monuments, building locations, dimensions of property, buildings and setback distances to property lines, primary access points for property and buildings, dimensional ties of tenant improvements to building shell, access from closest public street for unsubdivided parcels, with north arrow.
26. Situs: Address of a lot, parcel of building; also called "property address".
27. Street: A public or private thoroughfare or easement with abutting properties. Reserved for vehicle travel and access.
28. Street name: Primary street name and suffix. Does not include the directional prefix, e.g., Civic Center Drive.
29. Street sign: Displays primary name, suffix, direction from a baseline, and the north, south, east or west hundred block indicator of each street name.
30. Subdivision design review: The submittal of a subdivision plat or development plan for review by the county subdivision design review committee.
31. Suffix: A word in a street name used to indicate a type of street, e.g., W. Civic Center Drive.

- 32. Tax code number: Number assigned a lot or parcel for tax assessment identification.
- 33. Tenant improvement: Space within a building, which is under separate control, has primary access to exterior or interior public spaces, and is used for business activity.

X.030

General provisions.

A. Authority:

- 1. The head of GIS services or authorized representative shall be designated as the addressing official and shall be responsible for the administration of these standards.
- 2. These standards shall regulate all lots, parcels, buildings, occupant identifiers and streets within the incorporated areas of the Town of Marana.
- 3. Only the Town Council, or the addressing official or authorized representative, may assign, approve or change an address.

B. Address standards regulations: The Town Council by resolution may adopt and amend regulations to implement the provisions of this chapter.

C. Address maps and indexes:

- 1. The addressing official shall establish and maintain the following maps and indexes:
 - a. A hundred block grid address map of the Town of Marana;
 - b. Map sets delineating each assigned address for subdivided land and unsubdivided parcels;
 - c. An index of approved street names; and
 - d. An index of approved reserved street names.

2. All maps and indexes shall be kept on file with the planning and development services department and shall be available for inspection during normal working hours.

3. Maps and indexes may be created, updated, stored and viewed in electronic media.

D. Development information: The department of transportation and flood control district shall provide the planning and development services department maps and legal descriptions of the following proposed right-of-way developments and modifications at the planning stages:

- 1. Amendments to the Major Streets and Scenic Routes Plan;
- 2. Right-of-way development;
- 3. Realignments of existing rights-of-way;
- 4. Abandonments of existing rights-of-way; and
- 5. Changes in access to property caused by road improvements.

E. Application information: Any person requesting an address or a change of address from the addressing official shall provide the information required by these standards.

F. Fees: Fees shall be adopted in a fee schedule to cover the administration and enforcement of these standards.

X.040

Addressing.

A. Address numbering concept: The address numbering concept used in this chapter is point-of-origin/baseline. North-south and east-west baselines shall be established for each address system. The intersection of the north-south and east-west baselines shall be the

point-of-origin. Numbering shall increase in the north, south, east and west directions from the point-of-origin.

B. Address Systems. Discrete areas of Pima County shall be given their own baselines, points-of-origin, grids radiating from the points-of-origin, and street numbers.

1. Address systems shall be established only in areas which will not overlap other address systems, however distant.

2. If an existing address system expands to overlap another address system, a dominant system shall be selected, and:

a. The nondominant system shall have limits established to restrict further expansion; or

b. The nondominant system shall be abandoned and readdressed to conform to the dominant system.

3. A grid shall be based upon the standard land surveying construct of section, township and range.

4. The section (one square mile) shall be the primary grid division with:

a. Each section line divided into eight equal parts, each part being a hundred block; and

b. Each hundred block divided into equal numeric increments 0 through 99;

c. Hundred block numbers shall be established on each section line, quarter-section line, sixteenth-section line, and sixty-fourth section line;

d. Hundred block numbers shall be displayed on each section line of the hundred block base map for each address system;

e. Existing sections with nonconforming hundred blocks shall remain unchanged.

C. Street names.

1. Any person may request establishment of a street name for any unnamed existing or proposed street or the renaming of any street. The requesting person shall submit proposed names.

a. A request for naming shall be made during the planning stages or the tentative subdivision plat or development plan phases.

b. A request for renaming shall be accompanied by the written consent of the owners of more than fifty percent by number of the properties addressed from the street. Consent petitions shall be on forms provided by the GIS department.

c. Street names found in conformance with these standards by the addressing official shall be submitted to the Town Council for approval and then recorded with the county recorder.

2. Street names shall be composed of:

a. A primary name: The primary name may be composed of one or two words and each primary name shall be considered unique. For example, Park Avenue, Midvale Avenue and Midvale Park Road would each be considered unique primary names. Foreign language names are also included, such as Placita Vista Hermosa and Via Hermosa.

b. A suffix: The following are acceptable suffixes and the two letter abbreviation shall be used on all street signs when complete spelling is limited by space. Abbreviations in () may be used only on signs which must meet Town of Marana installation standards:

1) Alley, Al;

2) Avenue, Av (Ave);

3) Beltway, Bw;

4) Boulevard, Bl (Blvd);

- 5) Circle, Ci (Cir);
- 6) Court, Ct;
- 7) Drive, Dr;
- 8) Highway, Hy (Hwy);
- 9) Lane, Ln;
- 10) Loop, Lp;
- 11) Parkway, Pw (Pkwy);
- 12) Pass, Ps;
- 13) Path, Ph;
- 14) Place, Pl;
- 15) Road, Rd;
- 16) Square, Sq;
- 17) Stravenue, Sv (Stra);
- 18) Street, St;
- 19) Terrace, Te (Terr);
- 20) Trail, Tr;
- 21) Way, Wy;

3. Review criteria for acceptance of street names:

- a. Nonduplication;
- b. Alignment;
- c. Correct spelling;
- d. Reasonableness;
- e. Phonetics;
- f. Length of name;
- g. Same language usage; and
- h. Foreign language compliance.

4. Foreign language usage:

a. The person submitting foreign language street names shall provide the addressing official with a notarized affidavit of review compliance from a qualified street name reviewer on a form provided by the GIS department. An applicant for qualification as a street name reviewer shall submit to the addressing official evidence of a degree from a four-year college or university with a major in the language being reviewed.

b. Indian names shall be certified by a tribal council chief.

c. Foreign language name review shall include:

- 1) Proper gender and number (generally used version; avoid exceptions);
- 2) Appropriate article;
- 3) Commonly used meanings;
- 4) Proper use and placement of diacritical marks
- 5) English translation; and
- 6) Language type.

d. Subdivision and development plan names also shall conform to the foreign language format.

5. General restrictions on street names. Unless otherwise permitted by these standards:

a. A new street falling on the alignment of an existing named street shall not assume a different name than the existing aligned street, regardless of distance or jurisdiction.

- b. A new street falling on an alignment with multiple names shall assume the predominate or closest proximity street name.
- c. Perpendicular directions for the same street name shall not be permitted.
- d. Existing names shall not be assigned to any other alignment.
- e. Each name shall not have more than one version of spelling.
- 6. Phonetically unsuitable names shall not be used:
 - a. Homonyms, homophones;
 - b. Names which may be difficult to pronounce.
- 7. Primary name and suffix (abbreviation) shall be limited in length:
 - a. Public streets: Fourteen letters and spaces; fifteen if the name has an "I" in it;
 - b. Private streets: Seventeen letters and spaces.
- 8. A primary street name may be duplicated once if the street has:
 - a. The same primary name as a street it intersects perpendicularly; and
 - b. A suffix of Place or Court.
- 9. Abbreviations and slang terms shall not be used.
- 10. Numbered streets shall be recorded and displayed numerically and not spelled.
- 11. All east-west numbered streets shall use the suffix of Street unless otherwise permitted.
- 12. All north-south numbered streets shall use the suffix of Avenue unless otherwise permitted.
- 13. Fractions of streets shall not be used (e.g., 25 1/2 Street).
- 14. No primary street name shall be duplicated in another Address System.
- 15. Suffix Identifier. The following suffixes shall be restricted to specific street directions or configurations.
 - a. Avenue (Avenida): A north-south street.
 - b. Beltway: A very large oval-shaped street, considered a major thoroughfare, with multiple intersections and limited access.
 - c. Circle (Circulo): An oval-shaped street having a single intersection with one street and not accessing or intersecting another street.
 - d. Loop (Vuelta): A horseshoe-shaped street having two distinct intersections with the same street.
 - e. Parkway: A meandering street, considered a major thoroughfare, which has limited access and multiple intersections.
 - f. Place (Placita) or Court (Corte): A cul-de-sac.
 - g. Stravenue: A street which runs diagonally between and intersects a Street and an Avenue.
 - h. Street (Calle): An east-west street.
- 16. Criteria and configurations for street naming:
 - a. Alignment: A street shall be considered aligned and carry one name if:
 - 1) The street is designated a major street, route or arterial; or
 - 2) The street connects with or has reasonable potential of connecting with an existing street or an extension of the original line of an existing street; or
 - 3) The street predominantly follows a section line (mile line), quarter-section line (half-mile line) or sixteenth-section line.
 - b. Offset alignments:

1) Streets with less than a 150 foot centerline-to-centerline offset shall be considered aligned.

2) Multiple street offsets deviating from the original alignment shall not be considered aligned and shall comply with other provisions of these standards.

c. Circle street: shall require a different primary name than the street which it aligns with and shall require two names when required addresses exceed available numbers within a hundred block.

d. Cul-de-sac. A cul-de-sac having a centerline distance less than one hundred feet may assume the primary name and directional prefix of the street it intersects, but shall require a unique primary name and directional prefix for lengths which exceed one hundred feet.

1) A "T" cul-de-sac is one which has an initial street segment perpendicular to the intersected street, and the remaining segments parallel with the intersected street. One primary name may be used if the perpendicular street segment is less than one hundred feet. A different name than that of the cul-de-sac shall be used for the perpendicular street segment exceeding one hundred feet in length.

e. Loop street: shall have a unique street name and shall not assume the name of any aligned street, and shall only occur on one side of the intersected street.

f. Major arterial alignment and realignment:

1) For name continuity along the entire length of a major arterial which deviates from its original alignment and connects with other street alignments, the arterial may retain one name with the approval of the addressing official.

2) The addressing official may require existing street alignments and established street names to be changed to facilitate one name for a newly constructed major arterial that deviates from its primary alignment.

g. Frontage roads (also called service roads): A frontage road is a local street that generally parallels and is adjacent to a freeway or through street and that provides access to property isolated by access controls from the freeway or through street.

1) A frontage road shall assume the name of the freeway or through street it services.

2) Interstate 10 (I-10) frontage roads shall be delineated and addressed as "I-10 Frontage Road" and shall be the only frontage road to have a name different than that which it parallels.

D. Situs numbering assignment:

1. All recorded lots and parcels of land, subdivided or unsubdivided, and all proposed or built structures, shall have an address assigned before a building permit is issued or occupancy occurs.

2. An address shall not be assigned to a lot or parcel until a fronting named street or easement has been approved by the Town Council. Frontage may not be required if recorded legal access is less than three hundred thirty feet to a named street. Physical access shall be the same as recorded access.

3. An address shall not be issued to a lot, parcel or structure until there has been compliance with Section X.040(E)(6).

4. Addresses shall be assigned based upon primary physical access from a named street and not legal access if different.

5. General assignment requirements:

a. The addressing official shall determine official addresses upon compliance with Section X.040(E)(6); and:

- 1) Tentative plat approval; or
 - 2) Approval of a development plan and the submittal of building details (floor plans) as required; or
 - 3) Submittal of an approved site plan and building details (floor plans) as required; or
 - 4) The request by a person, subject to compliance with these standards.
- b. In the case of conflict regarding the proper address, the addressing official or authorized representative shall make the final determination.
- c. Requests for numerical addressing of recorded subdivisions or approved development plans shall not be processed until the recording or approval process is completed pursuant to Pima County Chapters 18.69 or 18.71.
6. Document requirements for address issuance:
- a. Subdivided property:
 - 1) Tax Code number; and
 - 2) Recorded deed, or sales agreement and property description with escrow number and title company name if newly purchased; and
 - 3) Subdivision name, block number and lot number; and
 - 4) If a corner lot, a site plan; and
 - 5) If multiple buildings or tenants, a site plan.
 - b. Unsubdivided parcels:
 - 1) Tax code number or tax statement and copy of assessor's map; and
 - 2) Recorded deed, or sales agreement and property description with escrow number and title company name if newly purchased; and
 - 3) Site plan showing complete ingress and egress from the closest public road.
 - c. Projects requiring subdivision design review:
 - 1) For building address: Approved and signed development plan on twenty-four-inch by thirty-six-inch photo-mylar; additional copies of site plan may be required for multiple-story projects;
 - 2) For administrative address: Name of development and case number assigned for subdivision design review.
 - d. Projects not requiring subdivision design review -Single building or single tenant:
 - 1) Tax code number for parcel; and
 - 2) Legal description or deed or title report; and
 - 3) Blueline of site plan; and
 - 4) If a structure is being added to an existing multibuilding site, refer to additional requirements in X.040(E)(6)(f).
 - e. Projects not requiring subdivision design review -Multi-tenant or multibuildings:
 - 1) Tax code number for parcel; and
 - 2) Legal description and deed or title report; and
 - 3) Blueline of site plan -Initial (only administrative address shall be issued); and
 - 4) Upon final approval of site plan:
 - i) An approved and signed site plan on twenty-four-inch by thirty-six-inch photo-mylar, reverse read; additional copies of site plan may be required for multiple-story projects; and
 - ii) Blueline of maximum tenant space layout (if known) for each building or floor.

f. If buildings, building expansions or multiple tenants are added to an existing multibuilding site, a blueline of the total site shall be required, with all buildings and addresses as displayed at the site appropriately labeled.

g. Tenant improvements -New buildings or existing buildings having an approved development plan or site plan on file with the planning and development services department:

- 1) Address of building; and
- 2) Site plan showing tenant improvements; and
- 3) Development name and case number.

h. Tenant improvements -Existing buildings not having an approved development plan or site plan on file with the planning and development services department:

- 1) Site plan showing all existing structures and addresses as displayed on the site and tenant improvements dimensionally tied to building shell; and
- 2) Development name; and
- 3) Tax Code number; and
- 4) Legal description.

i. Type and quality of required documents: All map documents required shall be photomylars unless otherwise specified. Documents required shall be of sufficient image quality and density to make legible contact prints and to produce micro images.

7. Criteria for address numbering.

a. Even or odd numeric integer of the address: Lots, parcels, buildings and tenants on the right side of a street, ascending from the base line, shall have even numbers. Lots, parcels, buildings and tenants on the left side of a street, ascending from the base line, shall have odd numbers.

b. Address determination:

1) The appropriate hundred block number line shall determine the number of an address for any lot, parcel or building.

2) Address numbers shall be determined by primary property entrance (access) from a named street, mean property street frontage, and may include building location or orientation.

3) Property entrances, mean property frontages or building locations which are directly across the street from one another shall generally be one unit apart in the ascending numerical value of the address number (e.g., across from).

4) With the exception of multi-tenant commercial buildings, one address shall be assigned to each property representing a legal entity; that is, there shall be one address for each legal description and deed. However, multiple street access points to multiple structures may require multiple addresses.

c. Corner lot:

1) The address shall be assigned to the primary access (entrance) street.

2) Subdivision plats shall have a star placed by a lot line to indicate proposed access.

d. Building orientation, ingress and egress: If buildings will occupy all or a major portion of a lot, the structure orientation and the primary ingress and egress of the building shall determine the property address. The primary entrance used by the public shall be considered the primary entrance; secondary doors, such as employee entrances, back or side doors, or delivery doors, shall not be considered primary.

e. The order of address determination shall be:

1) Vehicular access for multiple parking (building orientation and site layout may be considered);

2) Vehicular street frontage parking if there is no on-site parking or drop-off point;

3) Primary pedestrian site access;

4) Structure orientation and general public building ingress and egress.

f. Circle street: Address shall be assigned in a counter-clockwise direction beginning at the intersection. Number availability within a hundred block shall determine if multiple names are required.

g. Loop street: Address shall be assigned based on the overall direction of the street layout in relation to the intersected street.

h. Directional prefix: At the time the address is assigned, the street shall have a directional prefix assigned to facilitate address numbering.

i. Number restrictions: A fractional unit of a number or occupant identifier, or alphabetic letters with a number or occupant identifier, or any combination thereof, shall not be used. E.g., 11555 1/2 W. Civic Center Dr.; or 11555 W. Civic Center Dr., Unit 100 1/2; or 11555A W. Civic Center Dr.; or 11555 W. Civic Center Dr., Unit 100A.

j. Address numbering for specific development types:

1) Residential single-family: Each lot or parcel shall be assigned a unique address.

2) Residential multifamily: Each lot or parcel having multiple tenants shall be assigned a unique address and, in addition, occupant identifiers for each tenant.

a) For example, Unit 2 in a duplex or triplex or Space 3 for a trailer or mobile home.

b) Occupant identifier numbers shall ascend from the baseline for parallel building layouts or from the front to rear of the lot or parcel for building layouts.

3) Apartments: All separate and distinct developments having multiple tenant accommodations intended for human dwelling shall be assigned one unique situs address. In addition, an occupant identifier consisting of a four to five-digit number shall be assigned to each apartment unit. This number shall be considered its complete apartment number, and shall be used with the situs address.

a) The apartment number shall consist of a building number plus a floor number plus a unit number. For example, Apartment 12130 is in Building 12, on Floor 1, and is the 30th apartment on that floor, or the first apartment on Floor 3 of Building 2 would be Apartment 2301.

b) A zero shall be used for a floor number for all units below ground level.

4) Townhomes: townhouse developments shall be assigned a separate situs address for each legal lot.

5) Condominiums:

a) Condominium developments shall be assigned a situs address for each building.

b) Individual living facilities in each building shall be assigned occupant identifiers (unit numbers): First floor units shall have 100 series numbers, second floor units shall have 200 series numbers, and additional floors shall be numbered accordingly.

6) Commercial developments may be addressed in one of the following formats, which shall not be mixed within a complex:

a) A commercial development is assigned only one situs address. In addition, building numbers and tenant (suite) numbers are used. Occupant identifiers are building number, plus floor number, plus a two-digit number.

b) A commercial development is assigned individual addresses for each tenant (suite). This method is restricted to single story commercial developments with all tenants having exterior access, and to number availability.

c) A commercial development is assigned individual building addresses plus tenant (suite) occupant identifiers. First floor units shall have 100 series numbers, second floor units shall have 200 series numbers, and additional floors shall be numbered accordingly.

d) A high-rise building shall require a single situs address, plus tenant (suite) occupant identifiers. The occupant identifier for each separate tenant shall be a floor number plus a two-digit number.

i) A single tenant leasing an entire floor shall use the floor shall use the floor number plus 00. E.g., 2300 is the 23rd Floor.

ii) Multiple tenants on a single floor shall require separate two digit identifiers other than 00 for any tenant on the same floor. E.g., 1217 is number 17 on the 12th floor.

7) Mobile home and recreational vehicle parks:

a) Lot or parcel having five or more spaces developed for the installation of mobile homes, or the parking of travel trailers or recreational vehicles on a daily, seasonal or permanent rental basis, shall require a situs address plus space occupant identifiers.

b) The park's appurtenant structures (offices, recreation buildings, etc.) shall be assigned the situs address plus building identifiers.

c) Interior street names shall not be used. The streets shall be called rows and shall be assigned numbers. East-west rows shall use even numbers. North-south rows shall use odd numbers. E.g., Row 9.

d) Space numbers shall be used with the row numbers. E.g., Space 9-53 is the 53rd space on Row 9. (Ord. 1990-10 § 1 (part), 1990; Ord. 1988-2 § 1 (part), 1988)

X.050

Address display.

A General requirements:

1. All structures designed for human occupancy or use which have an assigned address shall display the address.

2. Upon commencement of construction, the assigned address shall be displayed at the primary access of the subject lot parcel or structure. The address display may be temporary signage during construction.

3. Permanent address display shall be installed on all buildings, tenant spaces and entrance signage, or as otherwise required by these Standards, prior to building inspection final approval, certificate of occupancy or occupancy of any building or structure. Display shall be required at all times thereafter, conforming to standards.

4. More than one address or number display may be required for each building or site.

5. The complete address shall be displayed on all corner buildings at a street intersection, for each side of building facing any street.

6. Addresses shall be displayed and visible from both directions of approaching vehicular travel.

7. Numbers and letters shall be made of durable and clearly visible material. Paint shall not be considered durable for building addresses.

8. Numbers and letters shall be of colors contrasting with the background of the sign or wall to which they are attached.

9. Numbers and letters shall have a minimum proportion ratio of height to width of six to one. The formula for width to height is $w = h/6$, where w is width and h is height in inches.

10. Numbers shall not be spelled.

11. All height requirements are minimum sizes.

B. Residential: The address numbers assigned shall be conspicuously placed immediately at the appropriate location on each building, structure entrance or at the property access point.

1. For properties containing multiple addresses, addresses shall be placed near the primary entrance in addition to the structure placement.

2. A building or structure set back fifty feet or more from the curb line or edge of pavement shall permanently display the address a minimum of thirty-six inches from ground level at the primary access point of the property. Structure display may also be required by the addressing official.

3. Minimum number height shall be three inches.

C. Apartments: The address numbers assigned shall be conspicuously placed immediately at the property access points, appropriate locations on each building, and structure entrances.

1. Building numbers shall be a minimum of fifteen inches in height.

2. Apartment number ranges shall be placed below building numbers or on signage near the building. Apartment number ranges shall be a minimum of eight inches in height.

3. Individual apartment numbers shall be a minimum of three inches in height for exterior entrances and a minimum of one inch in height for interior (hallway) entrances.

4. Both exterior signage and interior numbering may be required by the addressing official on specific development types.

5. Apartment complex with multiple buildings:

a. All buildings shall have pedestrian directional signage visible from both directions of pedestrian travel, with numbers a minimum of two inches in height.

b. All interior accessory buildings, structures and pool areas shall be identified and have directional signage.

c. The apartment complex shall have entrance signage at all access points address.

d. For access points that enter the complex from other than the addressed street, the complete address shall be displayed on entrance signage.

e. Site and building addresses shall be visible at all times.

D. Commercial: The address number assigned shall be conspicuously placed immediately at each property access point, and the appropriate locations on each building, and each structure entrance.

1. Buildings or structures set back no more than fifty feet from the curb line or edge of pavement shall display a twelve-inch minimum height number.

2. Buildings or structures set back more than fifty feet from the curb line or edge of pavement shall display a fifteen-inch minimum height number.

3. Individual addresses shall be placed near the primary entrance, a minimum of three inches in height.

4. The low and high number range may be displayed on buildings with multiple addresses, a minimum of twelve inches in height.

5. Site and building addresses shall be visible at all times.

E. RV and mobile home park: The address numbers assigned shall be conspicuously placed immediately at each property access point, and at the appropriate locations for each building, structure, and property rental space.

1. Number height:

a. Space, directional signage and internal street signage numbers shall be a minimum of three inches; and

b. Building numbers shall be a minimum of six inches.

2. Internal street signs shall be placed at each street intersection. The signs shall display the word "Row" plus the appropriate number (e.g., Row 9).

F. Entrance signage: The address or address numbers assigned shall be placed at primary access points immediately and shall be permanently installed prior to first occupancy of any internal structure or building.

1. Numbers or address shall be a minimum of twelve inches in height on all entrance signage.

2. Complete address display shall be required at all street access points in addition to the primary access street.

G. Directional signs: If buildings within a commercial development are obscured from the primary street to which the development is addressed and from parking and access areas, directional signs shall be installed.

1. A directional sign shall be required at each primary entryway to the obscured buildings.

2. A directional sign shall be clearly visible from all parking areas serving a building and shall have numbers of not less than six inches in height.

3. Each directional sign shall carry appropriate addresses or range of addresses and a directional arrow or locational instructions as minimum directional information.

4. Additional signs: Buildings having parking and access areas only at their side or rear shall display additional numbers, at least six inches in height, visible from all such areas. (Ord. 1988-2 § 1 (part), 1988)

X.060

Street name signs.

a. General requirements:

1. Approved street names shall be clearly and visibly displayed at every intersection and street name change break on all public streets and on all private streets within subdivisions and development plans.

2. Approved street names shall be displayed in a temporary manner at all times during construction of such public or private streets.

3. Approved street names shall be displayed in a permanent manner upon completion of street construction.

4. A private street which intersects a public street shall have street name signs of department of transportation and flood control district installation standards installed by the owner or authorized representative at the intersection or street name change point.

5. Private street name signs within subdivisions and development plans which are not at intersections with public streets may be of owner design and not of department of transportation and flood control district installation standards, but shall be clearly visible from all directions of vehicular travel, and shall be in conformance with subsections A6 through A10 of this section.

6. All street name signs shall be reflective.

7. The direction of each street shall precede the name.

8. Primary street names shall be displayed in a uniform size and be at least four inches in height. The primary name shall not be abbreviated.

9. Street name suffixes may be abbreviated and in a smaller size than the primary name, but shall be at least two inches in height.

10. All street signs shall display the appropriate north, south, east or west hundred block indicator for each street name. Sign placement shall not change the value of the hundred block indicator for each name.

11. A homeowners association or the property owners adjacent to the street shall be responsible in equal shares for maintenance and replacement of signage after installation on a private street in a subdivision or development plan. If the responsible parties fail to adequately maintain or replace street signs in a timely manner, the county may, after thirty days written notice to the responsible homeowners association or property owners, make the necessary repairs or replacements and collect the costs of labor and materials equally from each responsible party.

12. A privately installed street name sign not on a public street or in a subdivision or development plan:

a. Shall be of department of transportation and flood control district installation standards if on a private street which intersects a public street;

b. May be of owner design and not of department of transportation and flood control district installation standards if not at an intersection with a public street, but shall be clearly visible from all directions of vehicular travel, and shall be in conformance with subsections A6 through A10 of this section and subsection B of this section; and

c. Shall have additional signage displaying: (Not a County Street Pvt.)

B. Street sign format.

1. All street-name signs installed or replaced after the effective date of this chapter shall conform to the following format:

a. Directional prefix (N., S., E. or W.): upper left corner.

b. Primary name: main body of sign.

c. Suffix: centered following primary name,

or upper right, or, if foreign language requires, centered preceding primary name.

d. Hundred block indicator: lower right corner.

e. The minimum height of a directional prefix, street suffix or hundred block indicator shall be one-half the height of the primary name.

X.070

Display exceptions, nonconforming street names and addresses.

A. Existing addresses displayed prior to January 13, 1981, shall be exempt from the address display provisions of these standards until January 1, 1991, except in the event of:

1. An address change;
 2. A building or structure remodeling or repair which requires a building permit; or
 3. An exterior sign replacement or repair which requires a building permit.
- B. Except as provided in subsection A of this section, these standards shall not apply to existing street names or to addresses of buildings existing prior to January 13, 1991, unless there is:
1. Gross error in the physical placement of a hundred block increment;
 2. Gross error or discontinuity in the assignment of an address number;
 3. An incorrect directional prefix for a street;
 4. More than one directional prefix for the same street;
 5. More than one spelling for same street name;
 6. Homonyms, Homophones;
 7. Use and display of an address not assigned;
 8. Duplication of a street name;
 9. Excessive discontinuity of alignment for a street name;
 10. More than one name for the same alignment;
 11. An overlap in address ranges for the same primary name; or
 12. Primary access from a street different than the address. (Ord. 1988-2 § 1 (part), 1988)

X.080

Address and street name changes.

- A. An owner of property may request the change of its address, provided:
1. The change shall not conflict with these standards;
 2. The change shall bring the address into conformance with these standards;
 3. The applicant shall comply with the display requirements of these standards; and
 4. The applicant shall provide the required materials specified in Section 18.83.040E6.
- B. The addressing official shall correct an address number or street direction prefix not in conformance with these standards as follows:
1. Notice of the change shall be mailed to all owners and the occupant of the property whose address is changed. The notice shall:
 - a. Advise the property owners or occupant that they may submit a written objection to the change to the addressing official within fifteen working days of the mailing of notice;
 - b. State the reasons for the change and the effective date of change; and
 - c. Include an objection form.
 2. An owner or occupant of property whose address numbers or street direction prefix is to be changed may object to the change, and shall submit the objection in writing, within fifteen working days of the mailing of notice. Objections received after the fifteen days shall not be considered.
 3. Action of address representative: The addressing representative shall render a decision on the objection within five working days of receipt and notify the objector in writing of the decision. The effective date of the change shall be unaffected unless altered by the addressing official or an order of the superior court.
- C. The Town Council shall change the name of a street as follows:
1. Notice of the change shall be mailed to all owners and occupants of property whose existing address will be changed by the renaming. The notice shall:

a. Advise the property owners or occupants that they may submit a written objection to the change to the addressing official within fifteen working days of the mailing of notice;

b. State the reasons for the change and the date the Town Council will consider the renaming; and

c. Shall include an objection form.

2. An owner or occupant of property whose address is to be changed by the renaming may object to the change, and shall submit the objection in writing to the addressing official, within fifteen working days of the mailing of notice. Objections received after the fifteen days shall not be considered.

a. Hearing: The Town Council shall hold a hearing on the name change. The decision of the board shall be made in writing to all objectors.

D. Appeal to superior court: Any owner of property whose address has been changed by a decision of the Town Council or the addressing official may appeal to the superior court within thirty-five days of the effective date of the decision. (Ord. 1988-2 § 1 (part), 1988)

X.090

Conflicting actions, compliance and citation.

A. Conflicting actions: County departments, officials and staff shall not perform any of the following acts which conflict with these standards:

1. Approve a final plat or development plan;

2. Issue a permit or address;

3. Inspect a building.

4. Grant permission to occupy any construction project, structure relocation, erection, repair, alteration or modification until the address assigned is displayed as required by these Standards;

5. Install a street sign;

6. Approve an area, community or neighborhood plan;

7. Approve a transportation or corridor plan; or

8. Change a person's property access through road improvements without prior notice to the planning and development services department.

B. Invalidity: Any address or street name used or issued in conflict with these standards shall not be deemed or construed to be a valid address or street name.

C. Citation: If the Addressing Official determines an address display violation exists, a written citation may be posted at the site by an authorized representative of the addressing official or the zoning inspector. In addition, the property owner may be notified of the citation by mail. The citation may include required corrective measures.

D. Compliance: Compliance is required within thirty days of citation. One written time extension of thirty days may be granted by the addressing official if adequate progress is being made toward compliance.

X.100

Jurisdictions.

A. These standards shall apply in the incorporated areas of the Town of Marana.

Standard Operating Procedure for Addressing in Marana.

This procedure is set forth by the Geographic Information Systems Department for the Town Of Marana. It is the purpose of this document to detail the process of addressing for The Town Marana.

Step1

The development coordinator sends the 1st submittal of Preliminary Plat, Final Plat or Development Plan to GIS services for review. 1st submittal comments are due in 5 days.

Step 2

The GIS services sends the Planning Department a comment letter stating: The above referenced project has been reviewed by GIS services for all matters pertaining to street naming/addressing, and we hereby **approve** this project.

Or

The above referenced project has been reviewed by GIS Services for all matters pertaining to street naming/addressing, and we hereby **disapprove** this project.

Step 3

The project planner sends GIS services comments to the applicant/engineer of record with planning and other department/entity comments.

Step 4

The applicant/engineer of record responds to GIS services and other department/entity comments with a 2nd Submittal, including revised plans and a response letter. The development coordinator sends the 2nd Submittal to GIS services for review. 2nd Submittal comments are due in 3 days.

Step 5

GIS services sends the Planning Department a letter with additional comments or acceptance. If there are additional comments the applicant/engineer of record will be required to resubmit.

Step 6

After the plans are accepted by the Planning Department, along with other departments/entities and Commission/Council (if applicable), mylars are submitted. Signatures are obtained on mylars.

Step 7

For **Development Plans**, mylars are scanned electronically and copies are made at Reproductions. A mylar copy of the Development Plan is sent directly from Reproductions to GIS services.

For **Final Plats**, the Town Clerk office delivers the mylars to the Pima County Recorder. After the plat is recorded, the Town Clerk picks up the mylars at the Pima County Recorder's office and delivers the mylars to the Marana Planning Department. Then the recorded final plat mylars are scanned electronically and copies are made at Reproductions. A mylar copy of the final plat is sent directly from the Reproductions to GIS services.

Copies of approved **Preliminary Plats** are not sent to GIS services.

Addressing Work Flow Chart

