



CHAPTER 2: SURVEY AND MAPPING

SECTION 2: ADDRESSING PROCEDURES

Engineering Design Standards

City of Buckeye, Arizona

2024

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Section 2-2 – Addressing Procedures

This section of the Engineering Design Standards (EDS) are developed by the City of Buckeye (COB) to serve as a guiding document for engineers, developers, contractors, and building occupants involved in the application process for street names, addresses, and suites, with the overarching goal of facilitating a quick and easy location of properties for public safety, postal, and utility services.

The City Engineer is required, pursuant to Chapter 23, Article 23-2, of the City Code, to develop standards and details regarding public improvements to be constructed within the city. The standards, design criteria, and policy set forth in this section were developed and recommended by the City Engineer pursuant to Chapter 23, Article 23-2 and adopted by the City Council in Resolution No. XX-XX.

Implementation: The requirements of this section shall become effective in accordance with City Code. The standards and requirements of this section shall apply to all new plans, including plans seeking a new City Engineer's signature or a re-approval from the City Engineer, submitted to the City following the effective date of City Council's adoption of the resolution approving the standards and requirements of this section.

Modification Authority: The City Engineer may approve variances to the requirements of this manual. Variance requests must be submitted in writing and include a justification for the variance requested. A copy of the City approved variance shall be included with the submittal of any plans or design reports to the City of Buckeye that incorporate the variance.

2-2 Addressing Procedures

2-2.000 General Information

2-2.001 Addressing Procedures Requirements

- A. This section provides information on requirements for naming streets and designating addresses and suite numbers in the City of Buckeye and serves as a guiding document for developers, and building occupants applying for street names, addresses, and suite numbers.
- B. The goal of the Standard is to ensure quick and easy location of properties for public safety, postal, and utility services by:
 - 1. Creating standards for street naming
 - 2. Creating standards for address numbering and assignment
 - 3. Providing standards on the addressing process
 - 4. Preventing duplicate street names and allowing only approved street suffixes
- C. Primary consideration to the needs of emergency service providers must be given by the City when assigning/changing any address.

2-2.002 Definitions and Abbreviations

- A. Address Technician – The City of Buckeye’s designated representative.
- B. Alignment – One east/west or north/south segment of the street grid.
- C. Alias – The term used when an alignment has more than one street name approved within its entire length.
- D. APN – Assessor’s Parcel Number
- E. Block – Incremental numbering system as shown in the Phoenix Street Atlas.
- F. CMP – Community Master Plan
- G. COB – City of Buckeye
- H. Cul-De-Sac – A street that has only one access point and terminates with no outlet.
- I. EDS – Engineering Design Standards
- J. GIS – Geographic Information System

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- K. PLSS – Public Land Survey System
- L. Pre-Plat – Preliminary Plat
- M. Street – A defined area of physical property for use by the public to obtain vehicular access to another property. A street may be created through delineation in an approved subdivision, acceptance of a deed of dedication by City Council, recordation of a public access easement, or recordation of a private easement (as determined by the Address Technician).
- N. Street, Circular – A Street designed on a curve, arc, full or part circle which encompasses more than 90 degrees (1/4 of a circle – all concave or all convex) of a circle and crosses 3 or more alignments.
- O. Street, Diagonal – A Street which crosses at least 2 alignments in a straight line other than a grid street.
- P. Street, Grid – A Street which is designed to follow either a north/south or east/west direction and is normally located within a single alignment.
- Q. Street, Meandering – A Street which crosses at least 2 alignments not in a straight line.
- R. Street, Private – A Street that is required to be maintained by a non-governmental jurisdiction.
- S. Street, Public – A Street that is approved and accepted by a governmental jurisdiction.
- T. USPS – United States Post Office

2-2.100 **Addressing Process**

2-2.101 **General Address Information**

- A. All street names and addresses must be approved/assigned through the City. Any marketing materials distributed by developers with street names and addresses before City approval may be subject to change.
- B. Addressing requests can be categorized as follows:
 - 1. New residential subdivision addressing
 - 2. New multi-family and build-to-rent addressing
 - 3. Stand-alone commercial and residential addressing
 - 4. Utility meters (Electric, Landscape, Water, Gas)
 - 5. Suite number assignments for commercial buildings

2-2 Addressing Requirements

2-2.102 New Residential Subdivision Addressing

- A. Addressing for a new residential subdivision begins at civil construction document submittal and requires the approval of the Preliminary Plat (Pre-Plat) and Street Name Exhibit. New subdivision addressing begins with the review and approval of street names during the Pre-Plat process.
- B. A Street Name Exhibit is submitted with the Pre-Plat to the Development Services Department by the Developer as part of the development review process.
 1. The City Addressing Technician will review the submitted street names and grid alignment.
 2. The Street Name Exhibit must include:
 - a. Proposed street names. These should be assigned using the most current Phoenix Map Atlas.
 - b. The correct address alignment number per the most current Phoenix Map Atlas.
 - c. Plotted alignment lines at 100 block intervals.
 - d. Ties to 2 PLSS Section Corners.
 - e. A vicinity map.
 - f. A North Arrow orientated to the top or right side of sheet and be scalable.
 3. Any changes to the street name assignments must occur with City Addressing Technician approval before the Final Plat is recorded.
 4. Once the Final Plat is recorded, any street name changes may only be approved on a case-by-case basis and will involve an affidavit of correction to the recorded final plat or re-plat to complete the process. The Developer must coordinate with the Address Technician for guidance on any street name revisions once a final plat is recorded.
- C. Once the Street Name Exhibit and Pre-Plat are approved, the subdivision is ready for addressing. The Developer will submit a stand-alone Address Map including the approved street names and address grid alignment with the Civil Construction plans or Final Plat.

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1. Address Map Submittal Checklist:
 - a. City of Buckeye Sheet Border per COB EDS 1-1 Engineering Submittal Requirements.
 - b. Approved Street Names (from Approved Street Name Exhibit).
 - c. Approved Grid Alignment (from Approved Street Name Exhibit).
 - d. Intersection sign locations marked on map with corresponding street sign table with block numbers. The alignment or block number for the north/south street will be printed on the east/west street sign blade. The alignment or block number for the east/west street will be printed on the north/south street sign blade.
 - e. City of Buckeye Disclaimer & Approval Line.
 - f. Landscape Meter/Power Pedestal locations.
 - g. Scale back 4 blocks of approved addresses for all adjacent parcels.
 - h. Ties to 2 PLSS Section Corners.
 - i. Include a vicinity map.
 - j. Include North Arrow and Scale on exhibit.
 - k. The Addressing Technician will address all lots and utilities with appropriate numbers.
- D. After the Address Map is approved, the client will submit an Address Map CAD file including all approved information in this format:
 1. All line work and annotation must be georeferenced to: "NAD_1983_HARN_STATEPLANE_ARIZONA_CENTRAL_FIPS_0202_FEET_IN_TL" with North facing up.
 2. PLSS Section lines should be included.
 3. No X-REFs.
 4. CAD drawings must be in model space.
 5. Include address numbers or unit numbers.
- E. After the City receives the CAD file, the approved address map as well as the excel address list will be returned to the client.
- F. Once the Address Map is approved, it will be sent to the GIS Division to go through the notification procedure.

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2-2.103 Multi-family and Build-to-Rent Addressing

- A. The property shall be assigned one site address based on the office location on the dedicated street on which the main entrance fronts. The office will carry the one address for the entire development.
 - 1. The Addressing Technician, in coordination with GIS, will propose an address.
 - 2. The proposed address will be given to the Fire Marshal for approval.
 - 3. Once approved, it will be added to the Address Map.
 - 4. The Addressing Technician will address all units with appropriate numbers.
 - 5. The office will not be given a unit number.
- B. After the Address Map is approved, the client will need to submit an Address Map CAD file including all approved information in this format:
 - 1. All line work and annotation must be georeferenced to: "NAD_1983_HARN_STATEPLANE_ARIZONA_CENTRAL_FIPS_0202_FEET_IN_TL" with North facing up.
 - 2. PLSS Section lines should be included.
 - 3. No X-REFs.
 - 4. CAD drawings must be in model space.
 - 5. Include address numbers or unit numbers.
 - 6. The site address along with the unit numbers will be added to GIS once the address map is approved and CAD file received.

2-2.104 Stand-alone Commercial and Residential Addressing

- A. Stand-alone commercial and residential addressing will be assigned at site plan approval or building plan submittal. The final plat creating the commercial lot should be recorded and assigned an Assessor's Parcel Number (APN) before the City will issue an address.
- B. Approved commercial, other non-subdivision, and subdivision addressing is given to the GIS Department, Maricopa County Assessor, Maricopa County Elections, Phoenix Fire/Maricopa 911 and United States Post Office.

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2-2.105 Utility Meter Addressing (Electric, Landscape, Water, Gas)

- A. Utility Meter addressing will be assigned on the address map if meters are already depicted. In cases where meters are not shown on the map, addresses will be assigned upon the submission of a permit requesting a meter installation. Either the Permit Technician handling the permit, or the customer may contact the Address Technician to obtain the required address. They will need to provide a copy of the plan showing the location of the meter needing the address.
- B. Approved utility meter addresses are given to the City's GIS Division, Utility Billing, Permit Technicians, and the client requesting the address.

2-2.106 Suite Assignments for Commercial Buildings

- A. Commercial addressing will be assigned at site plan approval or building plan submittal. The final plat creating the commercial lot should be recorded and assigned an APN before the City will issue an address.
- B. Approved commercial, other non-subdivision, and subdivision addressing is given to the GIS Division, Maricopa County Assessor, Maricopa County Elections, Phoenix Fire/Maricopa 911 and United States Post Office.

2-2.200 Street Names

2-2.201 Naming Guidelines

- A. Street names should be assigned using the most current Phoenix Map Atlas.
 1. Street naming hierarchy to be utilized:
 - a. 1st City of Phoenix names
 - b. 2nd City of Buckeye names
 - c. 3rd Unincorporated Maricopa County names
 - d. 4th City of Goodyear names
 - e. 5th City of Surprise names
 2. All street suffixes shall match the street suffixes on the map atlas. Street suffixes running north/south shall be in this order (west of Central Ave).
 - a. Avenue (Ave)
 - b. Drive (Dr)
 - c. Lane (Ln)
 - d. Glen (Gln) (when needed)
 - e. Dale (when needed)
 - f. Court (Ct) (only in cases of dead-end roads)

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2-2.202 General Requirements

- A. Fire Lanes will not be named.
- B. Alleys are unnamed access routes and will not be assigned a street name.
- C. Only north/south streets shall be numbered streets.
- D. Proposed street names should not conflict with already established major street names. (e.g., if there is an existing major street name close to proposed development APACHE RD, then APACHE ST etc. will not be allowed).
- E. Only accepted street suffixes will be allowed. Accepted suffixes cannot be used in the NAME. (e.g., COYOTE PASS ROAD, MALL LOOP ROAD will not be acceptable).
- F. Continuations of existing streets must maintain the existing name and suffix, except in cases approved by the City Engineer and Fire Marshal.
- G. All names shall be simple to pronounce, spelled according to a standard dictionary and use the common spelling for a word.
- H. Proposed names should not sound like or approximate the name of an existing street. Street names sounding alike or similar, or with similar spellings, are not to be used in the same vicinity.
- I. Names cannot be homonyms or phonetically similar to existing names. (e.g., Marlin - Marlyn)
- J. Cardinal directions cannot be used in the name. (e.g., NORTH ROAD)
- K. No special characters or punctuations are allowed in street names. Only alphabetical symbols A through Z and blank spaces may be used in street names. (e.g., O'BRIEN LANE is not acceptable; OBRIEN LANE is acceptable)
- L. Names cannot contain numbers or spelling of numbers. (e.g., THREE LANE)
- M. Names cannot begin with articles. (a, an, the, or, of) (e.g., THE GRAND PARKWAY)
- N. Names cannot contain initials, abbreviations, or single letters. (e.g., TJ LANE)
- O. Names cannot exceed 28 characters, including spaces, due to limitations on street name signs. The street suffix does not count against this limit. (e.g., COPPER MOUNTAIN ROAD is 15 characters; CHIEF SPOTTED TAIL DRIVE is 18 characters)
- P. Foreign language street names are often requested for new streets. The

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purpose of these standards is to ensure proper usage and grammar when approving foreign language street names.

1. Foreign language street names may be approved only after review for correct grammar, spelling and usage.
 2. Addressing Technician should require foreign language street name review by a qualified individual.
 3. Foreign language street names may include multiple words including foreign language street types within the street name.
 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. (e.g., 1255 N. CALLE BUENA VISTA)
 5. Spaces between words of foreign language street names are counted as characters. All street names are limited to 28 characters. (e.g., CAMINO DE LA TIERRA)
- Q. Any street name requests specifically commemorating living persons are not allowed.
- R. Anytime a street makes a directional change of approximately ninety degrees, the street name will usually change.
- S. Other names may be determined unacceptable by the GIS Division, Fire Department, USPS, or other city representative on a case-by-case basis.

2-2.203 Naming Guidelines for Cul-de-Sacs

- 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.
- 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.
- C. 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.

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- D. 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.

2-2.204 Naming Guidelines for Curvilinear Streets

- A. 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.
- B. A curved or arced street that leaves its alignment by not more than one block may retain the name of the original alignment.
- C. 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.
- D. A street that leaves its alignment to assume a new alignment shall assume a new name where it intersects its new alignment.
- E. 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.
- F. A street that leaves its original alignment and returns to the same alignment, even if the variation is several blocks, shall retain the same street name.

2-2.205 Street Alignment Guidelines

- 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.
- C. A newly developed street will assume the name of the street on which it

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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.

- D. At no time will another street name appear between offset street alignments with the same name.

2-2.206 Grid Streets

- A. All grid streets shall be located within an alignment.
- B. At the discretion of the Engineering Department, a grid street may cross 1 alignment without requiring a change of street name.
- C. New aliases within an alignment shall not be created, except as previously allowed to be requested by a municipal government or as part of a CMP street name plan. Exceptions may be made for collector streets in a CMP.

2-2.207 Diagonal Streets

- A. Generally, diagonal streets will be treated as either North/South or East/West streets 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. If a street is a perfect diagonal for over a mile, it will be given a new name that does not currently exist in the Phoenix Atlas.

2-2.300 Addresses

2-2.301 Numbering Guidelines

- A. Address Structure
 1. Addresses are only provided on roads that have an approved street name.
 2. Addresses are assigned off the public road or street from which driveway access is located. For dual frontage lots the address will be assigned off the public street where the mailbox is located.
 3. The point of origin for all addresses in Buckeye is the intersection of Washington Street & Central Avenue in Phoenix.
 - a. Street names begin with North (N) if they are north of Washington St.
 - b. Street names begin with South (S) if they are south of Washington St.

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- c. Street names begin with West (W) if they are west of Central Ave.
 - d. Street names begin with East (E) if they are east of Central Ave. (Buckeye will never have an east street except in downtown Buckeye).
 - e. North/south street name blades get a West (W) number.
 - f. East/west street name blades get a North (N) or South (S) number.
4. Addresses on the east and south side of a street get ODD numbers.
 5. Addresses on the north and west side of a street get EVEN numbers.
 6. Avenues will always carry a _ _ _ 00 number (i.e. 25900).
 7. Drives will usually carry a _ _ _ 30 or _ _ _ 40 number. (i.e. 25930 or 25940) The last 2 digits are to be maintained if possible.
 8. Lanes will usually carry a _ _ _ 60 or _ _ _ 70 number. (i.e. 25960 or 25970) The last 2 digits are to be maintained if possible.
 9. Glens will usually carry a _ _ _ 80 or _ _ _ 90 Number. (i.e. 25980 or 25990) The last 2 digits are to be maintained if possible.
 10. Do not use "666" in any address number.
 11. Every connection to a collector roadway will get an Avenue suffix (if possible).
 12. The address origin is from the center of the roadway to the center of the lot.
 13. Do not duplicate address numbers within 4 blocks (if possible).
 14. Verify the progression from the center of the lot to the center of the next lot on the opposite side of the street, and so on. As an example, 241st Avenue is 24100W. Lots east of 241st Avenue should have addresses lower than 24100W and lots west of 241st Avenue should have addresses higher than 24100W.
 15. Downtown Buckeye is an exception to the rules above. The point of origin for downtown Buckeye is Monroe Ave. & 1st St. and some areas west of that point do have east street designations.
 16. As part of addressing information, the Addressing Technician may include data relating to ultimate political jurisdiction and/or county island status. Parcels in the county will be addressed by the county unless they are annexed into City limits.

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17. Unit/suite numbers must be numeric and begin at #101. Lettered building designations may be used when there are multiple structures on a parcel lot or site. Unit/suite designations are used when there are multiple addressable spaces within a building. Suite numbers are assigned every 20' of building. Plans are submitted showing where the walls will be for the tenant and an appropriate suite number is chosen. The numbers increase in the same way as address numbers. Numbers increase moving west. Addresses north of Washington St. increase moving north. Addresses south of Washington St. increase moving south.

2-2.302 Grid Streets

- A. Grid numbers start from the intersection of Washington Street & Central Avenue in Phoenix. (0,0).
- B. North and south of Washington St. the numbers increase.
- C. West and east of Central Ave. the numbers increase.
- D. East/west grids are 800 blocks per mile – In Township 1N 20300 to 21100 is not a mile but still has 800 #'s.
- E. North/south grids are 1,600 blocks per mile – with the exceptions of Yuma to Van Buren = 1500 block #'s and Van Buren to McDowell = 1300 block #'s. Divide north/south grid number blocks found on the Phoenix Atlas into 5280 to get the grid layout scale.
- F. Grid does not necessarily control the roadway numbering. The grid is used to evaluate street name selections. Then, the numerical value of the streets will control the addresses selected. The addresses must fit within the numerical values assigned to the intersecting streets.

2-2.303 Diagonal Streets

- A. 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.
- B. The address interval along a diagonal street may decrease 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.

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2-2.304 Circular Streets

- A. All circular streets shall be:
 - 1. Numbered on the north/south numbering grid.
 - 2. Only circle streets shall use the street type of "Circle."
- B. Even/odd numbers follow grid street rules.
- C. Partial circles are subject to case-by-case approval.

2-2.305 Meandering Streets

- A. Address assignment for meandering (curved) streets shall be based on the predominant direction of the street as determined by the Addressing Technician. Major direction changes shall result in street name changes and number assignments consistent therewith.

2-2.306 Cul-De-Sac

- A. A cul-de-sac must follow the addressing guidelines for odd and even address numbers.
- B. A street that intersects only one access point and terminates in cul-de-sacs on both ends should maintain a single street name from end to end.

2-2.307 Corner Lots

- A. Address assignment is made based on driveway access to the front of a structure.
- B. The Developer should determine the orientation of a structure and driveway for corner lots as early as possible in the planning process so that a correct address can be assigned.
- C. Lot access for corner lots or other ambiguous lot locations should be clearly indicated on plat maps, including subdivision plats, so that accurate addresses can be assigned.

2-2.308 Private Streets

- A. Structures and dwellings that front on private streets will be assigned 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 grid. All

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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. Private numbering systems that are not in accordance with the procedures are not allowed.

2-2.309 Single Family Residences

- A. Each house will be assigned an individual address.
- B. Single family residences must follow the addressing guidelines for odd and even address numbers.

2-2.310. Hammerhead Developments

- A. Numbering will be even for every residence in the hammerhead on the north and west sides of the road. Numbering will be odd for every residence in the hammerhead on the south and east side of the road.

2-2.311. Apartment Residences

- A. The entire development will be assigned one address based on the office location and its access along the public right-of-way. The address will be assigned when the address map is submitted.
- B. In general, each apartment building will be assigned a building letter with the exception of "I". The letter designation "I" will not be used.
- C. Upon entry to the development off the major road abutting it, or the road where the office is located, building lettering will commence to the right of the office and will progress counterclockwise through the property.
- D. 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, 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

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4. 100 units or more, multi-story:
 - a. First floor: 1001-1999
 - b. Second floor: 2001-2999
 - c. Third floor: 3001-3999
- E. Depending on the situation, unit address sequencing may be based on one of these principals.
 1. Unit numbering in the building starts from left to right starting with the first entry door off the main road. Unit numbering shall remain consecutive throughout the entire development to avoid the duplication of numbers.
 2. If the buildings are lettered, the customer can choose to have unit numbers repeat with every building by utilizing the building letter with the unit number. Unit numbers should represent the building, floor, and unit. For example:
 - a. Sub-structure Suffix Format:
ZYYYY
 - 1st. Z = Building letter (if applicable)
 - 2nd. X = Floor number (no leading zeros)
 - 3rd. Y = Units number (leading zeros required)
 - 4th. Example: G303 = Building G, Floor 3, Unit 3
- F. Sidewalks and pathways shall be shown on the address map.
- G. There shall be an address directory at every entrance that shows the layout of the complex. See Section 2-2.313 for requirements and Figure 1: Address Directory Example.

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Figure 1: Address Directory Example



- H. The assigned group of numbers, unique to each building, shall be clearly displayed, as a directory, for each building within a development. See Figure 2: Wayfinding Sign Example.

Figure 2: Wayfinding Sign Example



2-2 Addressing Requirements

2-2.312. Build-to-Rent

- A. Upon entry to the development off of the major road abutting it, or the road where the office is located, adjacent units shall be grouped in incremental blocks beginning on the right side of the site entryway and moving in a sequential, counterclockwise pattern throughout the site and ending to the left of the main entry. Block numbers should be sequenced and patterned in a logical, systematic, and intuitively clear way. Large jumps in block numbers that are adjacent to one another should be avoided.
- B. In addition to the general site address, each unit shall receive a numerical designation beginning at 101 for the 100 block, 201 for the 200 block, etc... Sequence unit numbers in a counterclockwise direction through the site in incremental blocks, beginning at the right of the main entrance and increasing as you progress through the site.
- C. Consecutive numbering can be chosen for small developments who may not want to use blocks. Unit numbering continues in a counterclockwise direction through each building entry starting with the first entry door off the main road. Use a single overall circular sweep starting from right side of the site entryway as you enter and systematically increment numbers throughout all buildings on the site so as to end at the left side of the entryway. Do not oscillate back and forth across the site. Unit numbering shall remain consecutive throughout the entire development to avoid the duplication of numbers.
- D. Easy and successful location of units in a complex site will depend on good signage. Group unit numbers and blocks such that signage at the main entry and access transition points within the site can be most easily and intuitively understood.
- E. Include Fire Department Information on the address directory. This includes the fire hydrant, fire department connections, fire lane locations and the main address.
- F. Include wayfinding signage locations on the address map.
- G. Include an elevation of a wayfinding signage column on the address map.
- H. Include sidewalks and pathways on address map.

2-2 Addressing Requirements

2-2.313. Address Directory Requirements

- A. Address Directories are required for apartment residences and build-to-rent developments.
- B. An approved address directory shall be installed at properties with more than one principal building, buildings with unit identification numbers, or when in the opinion of the Fire Department, emergency response may be delayed due to the physical layout of the complex. (Example: multi-family buildings, business office condos)
- C. The number of buildings in the complex shall determine the dimensions of the directory.
- D. Complexes containing 12 or fewer buildings require 3 feet x 3 feet site directory.
- E. Complexes containing 13 to 30 buildings require 4 feet x 4 feet site directory.
- F. Complexes containing 31 or more buildings require 5 feet x 5 feet site directory.
- G. For complexes that have a physical layout that may require a larger address directory, the Developer shall work with the City to determine the appropriate size.
- H. Any framing materials shall not encroach upon the face of the directory by more than 1-1/2 inches. Stanchions or supports shall not be included in the required size of the directory.
- I. The directory shall be protected against vandalism and disfigurement by a clear polycarbonate cover, with a minimum of 1/8 inch thickness, sealed to protect from weather.
- J. Address directories shall be internally illuminated utilizing white light. The Directory must be illuminated from dusk to dawn.
- K. Support posts or stanchions shall be set in concrete. Directories with dimensions of 3 feet x 3 feet be 36 inches above grade. Directories with dimensions of 4 feet x 4 feet and 5 feet x 5 feet shall be 24 inches above grade.
- L. All depictions must be clear, easily understood and legible at a distance of 8 feet. The directory shall depict structures, building letters, units, apartment space numbers, tennis courts, swimming pools, canals, waterfronts,

2-2 Addressing Requirements

driveways, streets, laundry rooms, fire hydrants, fire department connections, and fire lane locations. The depictions shall comply with the following:

1. Directories shall be a dark print on a contrasting light background.
 2. The name and address of the complex are required but shall not exceed 10% of the total size of the site directory.
 3. Swimming pools, canals, and waterway areas shall be translucent blue.
 4. Tennis courts shall be translucent green.
- M. Fire hydrants shall be a ¼-inch diameter black circle filled with a translucent yellow center. The abbreviation "HYD" must be affixed by the location of the hydrant on the directory.
1. The directory shall be properly oriented to the viewer with a red symbol 1 inch in diameter, with the words "you are here" affixed at the appropriate location on the directory.
 2. There must be a north directional arrow affixed to the directory. This arrow must be a minimum of 3 inches in size.
- N. Building letters must be 1 inch in diameter and located directly adjacent to the building on the driveway side.
- O. The colors used on the directory may not be duplicated to represent more than one item.
- P. The directory shall be installed on the property and at the location approved by the Fire Marshal as follows:
- Q. Shall be set back from the street or curbing at least 25 feet to allow emergency vehicles to clear the public right-of-way.
- R. Shall not exceed a distance of four (4) feet from the edge of the property driveway facing the direction of oncoming traffic.
1. Shall not conflict with traffic visibility zones as provided for by other ordinances.
 2. Shall be immediately visible and free from obstructions including architectural design and landscaping.
- S. Information such as advertising or additional artwork shall not be allowed on the address directory.

2-2 Addressing Requirements

2-2.314. Mobile Home Parks

- A. The property of a mobile home park shall be assigned one site address based on entrance access along the public right-of-way on which the main entrance fronts. In addition to the general site address, each mobile home shall receive a numerical designation, i.e. Space 1, Lot 1, etc. Space/lot numbers shall be assigned consecutively throughout the mobile home park, beginning at the right of the main entrance and progressing counterclockwise through the park. Even/odd numbering shall be used throughout.
- B. Lot numbers should follow the spatial pattern of the buildings in a logical manner.
- C. If the development is a mobile home subdivision following normal subdivision regulations, the properties shall be treated as individual residences, and will be assigned individual addresses as such.

2-2.315. Townhomes

- A. Each individually owned townhome will be assigned a primary address 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.

2-2.316. Condominiums

- A. For condominium residential units, individual/primary addresses will be assigned to each unit.
- B. Condominium residences must follow the addressing guidelines for odd and even address numbers.

2-2.317. Office Buildings

- A. For an office site with one building, a single address based on entrance access along the public right-of-way will be assigned.
- B. For a site with multiple buildings, each office building will be assigned an individual address based on the entrance access along the street range. Address numbers will follow the spatial pattern of the buildings in a logical manner.

2-2 Addressing Requirements

- C. If multiple offices exist in each building, individual offices will be assigned suite numbers as secondary location indicators by the Address Technician. Suite numbers must be numeric.
- D. The suite number assigned must indicate the floor location. (e.g., 201 = first office on the second floor)

2-2.318. Non-Residential Address Assignment

- A. Individual commercial buildings are assigned an address based on entrance access along the public right-of-way.
- B. For a commercial site with multiple buildings, each building will be assigned an individual address based on the entrance access along the street range. Numbers should follow the spatial pattern of the buildings in a logical manner.
- C. A superstore that houses one main retail business with additional smaller retail spaces within (e.g., Walmart or Target with bank, hair salon, etc.) shall be assigned one address for the use of all businesses located within the main store.
- D. Malls, Centers, Squares, and Office Complexes shall be assigned a separate address number to each structure/pad located within the property. On a case-by-case basis, major tenants within a single structure may receive a separate address number.
- E. A building housing more than one business will be assigned suite numbers as secondary location indicators by the Addressing Technician. Suite numbers must be numeric.
- F. Suite numbers will be assigned per every twenty (20) feet of office (hallway) space. Numbering will start on the west increasing going east or from the south increasing going north, depending on the building's orientation. Suite numbers will be assigned as follows:
 - a. single story: begin at 101
 - b. 99 units or less, multi-story:
 - i. First floor: 101-199
 - ii. Second floor: 201-299
 - iii. Third floor: 301-399

2-2 Addressing Requirements

- c. 100 units or more, multi-story:
 - i. First floor: 1001-1999
 - ii. Second floor: 2001-2999
 - iii. Third floor: 3001-3999

G. Water Tower/Wireless Tower

- 1. Water towers and wireless towers will be assigned individual addresses based off entrance access along the public right-of-way.

H. Community Pools

- 1. If a pool shares the same access point as an amenity center or a park, then the pool will share the same address as the facility.
- 2. If pool access is different from the main amenity center or park access, then a separate address will be assigned for the pool based on entrance access along the public right-of-way.

I. Guard Station

- 1. If a guard station exists on a property with an existing primary address, then the guard station will share the same primary address.
- 2. If the guard station exists as a stand-alone structure with street access, then a separate address will be assigned based on the street range.

2-2.319. Notification of Addresses

- A. For residential subdivision addressing, the approved address map will be sent to the client.
- B. Notification of new street names and addresses will be periodically sent to:
 - 1. USPS
 - 2. Maricopa County Assessors GIS Department
 - 3. Maricopa County Elections Department
 - 4. Maricopa 911
 - 5. Phoenix Fire

2-2 Addressing Requirements

2-2.320. Renumbering of Addresses

- A. Changing existing addresses and address numbers that are already in use is discouraged. Legacy addresses, particularly in older sections of the City, may not follow existing standards but will be accommodated for historic reasons. Address changes may be allowed on a case-by-case basis, based on (but not limited to), the following criteria:
1. Safety or emergency response purposes.
 2. A street name changed from a County Road to a standard street name.
 3. Correcting an existing number that is not in sequence with the surrounding address range.
 4. If new properties have been built and there is a need to re-number existing addresses to accommodate the new properties.
 5. Renumbering an existing address that is incorrect:
 - a. The property owner contacts City of Buckeye, or USPS, about a possible mistake in addressing
 - b. COB reviews the issue and decides if an address change is warranted.
 - c. An address change approval form is generated by COB and signed by the City Engineer.
 - d. The homeowner is contacted by the Addressing Technician and informed of the need for the address change. The homeowner is also notified that it is their responsibility to get mortgage, insurance, and any other entity who bills them or mails to them, the new corrected address.
 - e. The owner will be given the signed address change approval form.
 - f. The homeowner will be notified that COB GIS Division will notify Maricopa County Assessor, Maricopa County Elections, Phoenix Fire/Maricopa 911, and USPS.
 - g. The homeowner is responsible for following up, if needed, with the agencies outlined above to make sure they have been updated in their system.

[END OF SECTION]