



Addressing Guidelines

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I. Introduction

The advent of automated computer-controlled emergency services (911 systems) has made it important that proper addressing be emphasized. A central and crucial component of the Emergency Service System is a comprehensive, accurate, and sequential addressing system. A properly standardized, maintained, accurate, and consistent address data system is an essential reference tool that is vital to the operations of Fire, Police and other service entities. As a result it is critical for the addressing of parcels and buildings to be done methodically, sequentially and follow a set of standards.

This document describes standards and processes to be applied for street name identification and numerical addressing of all parcels and buildings within the Elk Grove CSD Fire Department jurisdictional area. It is intended to serve as a reference for various other departments and agencies involved with the use, issuance and maintenance of addresses.

The Addressing Guidelines in this document is a focused compilation of existing and adopted addressing Sacramento County standards from the public safety coordination between Elk Grove CSD Fire District, City of Elk Grove Police and Public Works, Postal Service, and Sacramento County Public Works. This document serves as a guide for developers, managers, and owners to use when addressing new or rehabilitated projects.

Any interpretation of these guidelines shall be administered by and left to the discretion of the Elk Grove CSD Fire Department Fire Chief.

II. Nomenclature

Nomenclature of entities referred to within this document is as follows: The Elk Grove Community Services District and its Fire Department will be referred to as "EGCSDFD". City of Elk Grove will be referred as "City". The term "Fire Chief" will refer to the Fire Chief of the EGCSDFD and/or designated representative. The term "Police Chief" will refer to the Police Chief of the City of Elk Grove and/or designated representative. All other references in this document will be named as such.

III. Grandfathering

All street names approved by the authority having jurisdiction (AHJ) prior to the implementation of the Addressing Guidelines on November 1, 2004 will be grandfathered.

All addressing approved by AHJ prior to the implementation of the Addressing Guidelines in November 1, 2004 with the exception of any out-of-sequence address(s) will be grandfathered. All suite and apartment unit identifications approved by AHJ prior to the implementation of the Addressing Guidelines in November 1, 2004 with the exception of any out-of-sequence suite/unit or suite/unit series identification will be grandfathered.

Any street name designations, addressing, suite identifications submitted for approval after November 1, 2004 shall be governed by this guideline.

IV. Street Names for Public and Private Roads

Street names shall be used to identify all public and private roads hereafter constructed within the EGCSDFD. The Public Works Director of the City of Elk Grove or the County of Sacramento, after consultation with the Fire Chief and Police Chief shall approve the use of all proposed street names within the EGCSDFD. The process for approving proposed street names is to be in accordance with the following nine (9) criteria:

- 1) The project applicant shall propose street names at time of the Improvement Plan submittal to the following:
 - a) Proposed street names shall be submitted for review to either the City Public Works if the development is within the city limits of the City of Elk Grove or to Sacramento County Public Works if the development is outside the City limits.
 - b) Proposed street names shall be submitted for review and approval to EGCSDFD.
- 2) The duplication of existing street names within the boundaries of the EGCSDFD shall not be permitted.
- 3) Street names cannot contain any punctuation or special characters. Only alphabetical symbols A through Z, and numbers 0 through 9 and blank spaces may be used in street names.
- 4) Continuous roads should have continuous names.
- 5) The uses of similar (phonetic duplications) sounding street names are not allowed within any portion of a Specific Plan. Fire Chief and Police Chief will have final approval.
- 6) Street names are preferred from the English language origin and easy to spell and pronounce. The use of street names difficult to pronounce shall not be permitted without the approval of the Fire and Police Chief.
- 7) Only recognized street types (prefixes, suffixes) as listed in the Sacramento County Situs Address Standard shall be used.
- 8) The applicant is to submit a final version of the Subdivision Improvement Plan showing all streets with valid approved street names and types for City Addressing, Police and Fire departments staff to review and comment. All comments shall be sent to City Addressing by the departments within five (5) business days.
- 9) Police and Fire departments shall have final approval of any Subdivision Improvement Plan showing all streets with valid approved street names.

V. Driveways

Street names shall not be used to identify driveways in commercial centers, office building parking lots, rural access easements or entrances that have the appearance of a "street".

VI. Numerical Addressing

All new parcels and buildings within the EGCSDFD shall have an approved sequential numerical address and shall be consistent with the range of addresses found along the street or road in which the entity faces. All addresses shall conform to the adopted Sacramento County Street Numbering System (SCC 673, 1, 1986) under Chapter 12.24 which is stated in subsections "A" through "D" and their respective subsections.

The Public Safety committee for re-addressing shall review any out-of-sequence address. Any out-of-sequence address shall be re-addressed to be consistent with the range of addresses found along the street or road in which the entity faces. Out-of-sequence address(s) shall conform to the proper address grid standard sequence. Partial address numbers such as ½ are not allowed.

The City or Sacramento County Public Works Director or designated representative (depending upon jurisdiction), after consultation with the Fire Chief and Police Chief shall approve the use of all proposed numerical addressing within the City. The Fire Chief shall have final approval in the use of all proposed addressing in the area outside the City limits and within the EGCSDFD jurisdiction.

A. Single Family Residential Development

- 1) A numerical address shall be assigned for each proposed lot within a single-family residential development. The numerical addressing shall conform to the established Sacramento County Code (SCC 12.24) Street Numbering System. Each approved address shall be consistent with the address grid range given to the street or road in which the lot faces.
- 2) All single family residential development, including all subdivisions, townhomes, attached homes, Row houses, duplex, triplex, cluster developments and off-street residential complexes shall be assigned a numerical address per residential entity.
- 3) Any secondary residential building proposed for a parcel with an existing residential dwelling unit shall be addressed using an approved numerical address consistent with the existing street address range prior to issuance of the building permit.
- 4) Residential street address numbers shall not be changed unless one of the following applies:
 - a) There is duplication or out-of-sequence of the street number address.
 - b) A secondary residential dwelling requires an address and the current address sequencing does not allow room for additional addresses within the addressing range.
- 5) Addressing identification of buildings shall be consistent with identification and signage requirements described in this document under the section *Premises Identification*.

B. Multi Family Residential Development

At the time of submittal of the project/development to the City or County (depending upon jurisdiction), one address will be assigned to the new project/development. This address shall be the same as the existing parcel address maintained in the addressing system. If no pre-assigned existing parcel address exists, then an approved address will be assigned that conforms to the proper address grid sequence (SCC 12.24). Address numbers shall be consistent with the range of addresses found along the street or road in which the project faces. Addressing identification of buildings shall be consistent with identification and signage requirements described in this document under the section *Premises Identification*.

B.1 Apartment Complex Development Address criteria

- 1) Individual buildings within the complex shall be numbered in consecutive order (Building 1, 2, 3, etc) as approved by the Fire Chief. Clubhouse and/or leasing building will be identified as Building # 1. Building numbering sequence will start on the right side of the “main” approved addressed entrance and flow in a counterclockwise spiral direction consecutively numbering each building from outward to the inward.
- 2) Individual apartment unit identification numbers will begin with the first and most outward building on the right side of the “main” approved addressed entrance and flow in a counterclockwise spiral direction consecutively numbering each unit.
- 3) Unit identification sequencing will reflect the example as shown in the EGCSDFD *Apartment Numbering Guideline* and follow the options as outlined.
- 4) Only two apartment complex unit identification options are available. The two options cannot be combined. The two options are based on the total count of first floor units. These options are as follows:

If the total count of first floor units in the complex:

Option #1:

is less than or equal to (<=) 99.

First floor units will be addressed as 101 up to 199
Second floor units will be addressed as 201 up to 299.
Third floor units will be addressed as 301 up to 399

Option #2:

is greater than (>) 99.

First floor units will be addressed as 1001 up to 1999
Second floor units will be addressed as 2001 up to 2999
Third floor units will be addressed as 3001 up to 3999

NO Alpha's (i.e.: A, B, C, D, etc.)
NO HYPHENS (i.e.: 1-3, 1-A, etc.)
NO DUPLICATION

B.2 Residential Condominium addressing criteria

1) New Residential Condominium Complex Address criteria

Addressing of new residential condominium complexes shall be in accordance with the addressing standards as defined under the *Single Family* (Section A) or *Apartment Complex Development Address criteria* (section B.1) in this document.

Single family (section A) addressing standards shall apply to complexes developing named private roads in accordance to the appropriate Public Works Improvement Standards. Named private roads are to be used as part of the address. *Apartment Complex Development Address criteria* (section B.1) addressing standards shall apply to complexes not utilizing and developing named private roads that meet the Public Works and Fire Department street Improvement Standards. The overall condominium complex address will be used together with a condo unit number for the complete condo address.

2) Conversion of Apartment Complex Development to Condominium Complex

Addressing for residential condominiums converted from an existing multi-residential development (apartment complex) shall take place as follows:

The previous overall apartment complex address shall be used as the overall condominium complex address. In addition, all previous apartment unit numbers as defined under *Apartment Complex Development Address criteria* (Section B.1) will be converted to condo unit numbers and used in the same manner. Each individual condominium address is to consist of the overall condominium complex address and the condo unit number (i.e. 9600 Main Street, Unit 101). Assigning street names to driveways within the condo complex for addressing purposes shall not be allowed unless the streets are constructed to City or County standards as defined in the City or County Public Works Improvement Standards and meet Fire Department Residential street requirements.

NO Alpha's (i.e.: A, B, C, D, etc.)
NO HYPHENS (i.e.: 1-3, 1-A, etc.)
NO DUPLICATION

B.3 Multi Family Residential Estate Development Address criteria

This category includes: *Townhomes, Attached homes, Row Houses, and Cluster home developments.*

Addressing for all townhome, attached home, row house, and cluster development complexes shall be in accordance with the addressing standards as defined under *Single Family* (Section A) of this document. All complexes shall have named roads. Road names will conform to the specifications in section *Street Names for Public and Private Roads* (Section III) of this document. No duplication of any address within the complex.

NO Alpha's (i.e.: A, B, C, D, etc.)
NO HYPHENS (i.e.: 1-3, 1-A, etc.)
NO DUPLICATION

B.4 Mobile Home Development Address criteria

Addressing for all mobile home complex projects shall have one street address for entire complex and each unit has a separate unique sequential numeric unit number. No duplicates allowed.

One street address for entire complex

Each unit has a separate unique unit number -no duplicates.

Example: 1000 Main Street Units 1, 2, 3, 4, 5, 6, etc.

NOTE: This is the method preferred by the Sacramento County Sheriff's Dept.

C. Commercial Development – Single Building Projects

- 1) At time of submittal to the Public Works Department, addressing staff shall assign one project/development address to the new project by using the address of the parcel the project will be located on. The project/development address shall be the same as the existing parcel address maintained in the addressing system and shall be used for the proposed building if the proposed building frontage faces the street used to address the parcel. If the proposed building frontage faces in the opposite direction, City addressing shall assign a new approved building address. If no pre-assigned existing parcel address exists, then an approved address will be assigned that conforms to the proper address grid sequence (SCC 12.24). Address numbers shall be consistent with the range of addresses found along the street or road in which they face. Unoccupied accessory buildings such as storage buildings and fire pump buildings shall not be assigned a numerical address.
- 2) All Sales, construction, and other miscellaneous buildings and trailers used during the construction of a project shall use the project address assigned to the development. All other temporary buildings and trailers of same project shall be assigned a designated temporary suite number approved by the City or County. Temporary Suite numbers shall be in a single numerical sequence (1, 2, 3, etc...) based upon the order in which the buildings are placed on the project site.
- 3) Addressing identification of buildings shall be consistent with identification and signage requirements described in this document under the section *Premises Identification*.

D. Commercial Development – Multi Building Complexes

- 1) At time of submittal to the Public Works Department, addressing staff shall assign one project/development address to the each new project/building on the parcel. Building frontal and/or entrance access will be the determining factor for the final business address.
- 2) Commercial projects shall be assigned an individual approved numerical address for each occupied building. Address numbers shall be consistent with the range of addresses found along the street or road in which they face and assigned address numbers shall conform to proper address grid standard (SCC 12.24) or in a sequence utilizing the best fitting sequence scheme available. Non-occupied accessory buildings such as storage buildings and fire pump buildings shall not be assigned a numerical address.
- 3) All Sales and construction job site trailers used during the construction of a project shall use the project address assigned to the development. All other temporary buildings and trailers of same project shall be assigned a designated temporary suite number approved by the City or County. Temporary Suite numbers shall be in a single numerical sequence (1, 2, 3, etc...) based upon the order in which the buildings are placed on the project site.
- 4) The applicant is required to provide a fully addressed project Site Plan when submitting for plan check review, including all building addresses, as a standard condition of approval for the project.
- 5) In the event that there are changes to the site configuration (repositioning) of the buildings within the complex, the project submitter shall re-submit for reconsideration a Site Plan of the project addresses. If changes are made to the project addressing the project submitter shall provide updated copies of the addressed Site Plan for review and approval.
- 6) Individual buildings attached at the roofline and separated by breezeways shall be issued a separate approved address for each building.
- 7) Addressing identification of buildings shall be consistent with identification and signage requirements described in this document under the section *Premises Identification*.

VII. Commercial, Office and Industrial Suite Labeling

At the time of building permit application and plan submittal to the City or County Public Works Department (depending upon jurisdiction), the project applicant shall submit a proposed plan that shows the suite labeling for individual tenant spaces for the building. The proposed suite numbers shall be in accordance with the following criteria:

Each tenant space shall be assigned suite numbers in sequence by a minimum of ones (1's). Tenant space addressing shall take into consideration the potential for future space divisions.

If Commercial Development is: Single Building One-story Project

- 1) The one-story building shall have an approved assigned address and shall use the 100 series for suite numbers.
- 2) Tenant spaces with exterior business fronts shall start suite numbering from the left side of the building as a person faces the front entrance of the building.
- 3) Every suite shall have the three-digit number posted above the entrance door.
- 4) Interior suites shall be numbered sequentially in the order they are accessed from the main entrance, starting on the right and continuing in a counter clockwise direction. Interior suite numbers shall be even numbers on one side of the corridor or hallway, and odd numbers on the opposite side.
- 5) Every interior suite shall have the three-digit number posted at each entrance door. The first digit will indicate the floor number; the second and third digit will indicate the actual room number.
- 6) All other unoccupied rooms such as janitor's closet, housekeeping, electrical closet, etc., shall be identified with a simple description.
- 7) Addressing identification of buildings and suite identification shall be consistent with identification and signage requirements described in this document under the section *Premises Identification*.

If Commercial Development is: Single Building Multiple-story Project

- 1) A "Multiple-story building" shall have an approved assigned address and each floor shall use the served series of 100 for first floor, 200 for second floor, 300 for third floor, 400 for the fourth floor, etc.
- 2) Every suite shall have the three-digit number posted at each entrance door. The first digit will indicate the floor number; the second and third digit will indicate the actual room number.
- 3) Interior suites shall be numbered sequentially in the order they are accessed from the "main" entrance, starting on the right and continuing in a counter clockwise direction. Interior suite numbers shall be even numbers on one side of the corridor or hallway, and odd numbers on the opposite side.
- 4) All other unoccupied rooms such as janitor's closet, housekeeping, electrical closet, etc., shall be identified with a simple description.
- 5) Addressing identification of buildings and suite identification shall be consistent with identification and signage requirements described in this document under the section *Premises Identification*.

VIII. Hotel and Suite Addressing

The applicant is to provide an addressing plan including the identification number of each room as described below. A copy of the plan shall be submitted for approval by Fire and Police Departments. Each room is to have a unique number in accordance with the floor the room will be located on as described in the following two (2) options:

Option #1

Every room with a door on a fire-rated corridor or available to the public is to have a three-digit room number posted at the door. The first digit is to indicate the floor and the second and third digits are to indicate the individual room on the floor. Rooms shall be numbered in the order that they are accessed from the main entrance with odd numbers on one side of the corridor or hallway and even on the other side. All other unoccupied rooms such as janitor's closet, housekeeping, electrical closet, etc., shall be identified with a simple description.

Option #2

Every guest room is to have a three-digit room number posted at the door. The first digit is to indicate the floor and the second and third digits are to indicate the individual room on the floor. All other rooms with a door on a fire-rated corridor or available to the public shall have a two-digit room number posted at the door along with a simple description of the use such as "meeting room", "office", "storage", "housekeeping", etc. The first digit is to indicate the floor and the second digit is to indicate the individual room on the floor. Rooms shall be numbered in the order that they are accessed from the main entrance with odd numbers on one side of the corridor or hallway and even on the other side.

IX. Miscellaneous Development

- 1) A new address shall be assigned to any types of appurtenances and utility assets as a secondary situs address of the parcel the appurtenances and utility asset will be located on.
- 2) Lettered lots (landscape easements, open space parcels, etc) shall be assigned one numerical address if necessary for an asset location.
- 3) EGCS D parks with associated occupied buildings shall have addresses assigned. All addressing shall be in accordance with the addressing guidelines for *Commercial Development – Multi Building Complexes* of this document.
- 4) EGCS D parks with NO associated occupied buildings shall have addresses assigned. All addressing shall be in accordance with the addressing guidelines for *Single Family* of this document.

X. Premises Identification

Identification and signage requirements shall be consistent with all Building and Fire Codes. Reference County of Sacramento Public Works Building Inspection Division's "*Posting of Building Addresses*" and Fire Code Section and sub-sections of 901.4.4.

Building address numbers shall be plainly visible and legible from the street or road fronting the building. Numbers shall contrast with their background and shall be either internally or externally illuminated so they can be easily seen from the street or road fronting the building. When the front of the building does not face the street from which it is addressed, the sides of the building facing said street shall also have complying numbers. Building address numbers shall conform in accordance to the following minimum stroke and height table:

Distance from edge of Property Line and Road	Minimum Number Height	Minimum Stroke
0-50 feet	6 inch	1 inch
50-100 feet	8 inch	1.25 inch
100-150 feet	10 inch	1.75 inch
> 150 feet	12 inch	2 inch

Whenever monument signage is provided at entrances, the address number shall be in a dominant location approved by the EGCSF Fire Department. Monument signs at entrances that are not on the street from which the parcel is addressed shall also include the street name of the street used for addressing. Address numbers on the monument signs shall contrast with their background and shall be either internally or externally illuminated so they can be easily seen from the street. Monument signs or some other method acceptable to the Fire Chief shall also be provided (not in lieu of...) in addition to the posting of the address number on the building.

All apartments, condominium, mobile home, and multiple commercial building complex projects with multiple buildings shall have a monument sign with the street address at each vehicle entrance to the site. Each vehicle entrance shall also have a directory sign as outlined in the EGCSF Fire Department document "*Directory Board Signs Standards*" showing all buildings and access roads with approved building numbers shown. Each building shall have signage with the approved building numbers on each side facing the related access road.

XI. Changes to Address or Suite Numbering

No guideline can anticipate every condition or question related to any addressing and street naming circumstance. However, the prescribed methods described in this document are to outline many addressing conditions. The entities through a meet and confer coordination reserves the sole and absolute discretionary right to revise, supplement, or rescind any portion of these guidelines as it deems appropriate to meet the public safety standards.

Changes to approved address or suite numbering shall be subject to the same approval process as new projects and as described in this document. The Fire Chief may require that changes revert back to the original or be changed to approve numbering at the owner or tenant's expense. The Fire Chief may defer such change until the time of change of the occupant or tenant. Any future changes to these guidelines will be communicated to the community through official notices.

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