## **City of Roseville Addressing Guidelines** Standards for Street Names, Numerical Addressing and Suite Numbering

**Community Development Department** 





311 Vernon Street, Roseville, CA 95678 www.roseville.ca.us



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## **Table of Contents**

Page	
I aye	

١.	Introduction	2				
II.	Street Names for Private and Public Roads	3				
III.	I. Naming Private Driveways in Residential Subdivisions					
IV.	Street Names for Driveways in Non-Residential Centers	4				
V.	Street Naming for Continuous Streets	4				
VI.	Street Name Signs	4				
VII.	Numerical Addressing	4				
	A. Single Family Residential Development	5				
	B. Multi Family Residential Development	7				
	C. Residential Condominiums	8				
	D. Commercial Development – Single Building Projects	8				
	E. Commercial Development – Multi Building Complexes	8				
	F. Residential/Commercial Mixed-Use Development	11				
	G. Sports Fields and Park Assets	11				
	H. Miscellaneous Development	11				
VIII.	I. Commercial and Industrial Suite Addressing					
IX.	Office Suite Addressing	13				
Х.	Hotel Addressing	13				
XI.	I. Parking Structure Addressing and Level Identification 1					
XII.	Addressing of Appurtenances and Utility Assets	14				
XIII.	Premises Identification 17					
XIV.	Changes to Address or Suite Numbering 17					
XV.	Appendix A. Situs Address Standard	18 18				
	B. Street Type Definitions	19				



## I. Introduction

A central component of the City of Roseville's Geographic Information System (GIS) is a comprehensive addressing system. Addresses are used by a variety of users, provide a convenient reference tool and are an important part of City Services. Continuous maintenance of and updates to the addressing system are essential to provide for accurate, consistent address data that is vital to the operations of City Departments such as Fire, Police, Utility Billing, Engineering, Electric, Building, Environmental Utilities and the City Permit Center. As a result it is critical for City operations that the addressing of parcels and buildings is done methodically and follows a set of standards.

This documentation describes standards and processes to be applied for street name identification and the numerical addressing of all parcels and buildings within the City of Roseville. It is intended to serve as a reference for various City Departments involved with the use, issuance and maintenance of City addresses.

Any interpretation of these guidelines shall be administered by and left to the discretion of the Community Development Department Director or designated representative.



## II. <u>Street Names for Public and Private Roads</u>

Street names shall be used to identify all public and private roads hereafter constructed within the City. The Public Works Director, after consultation with the Police Chief, Fire Chief, and Information Technology Manager, or their designated representative, shall approve the use of all proposed street names within the City. The process for approving proposed street names is to be in accordance with the following criteria:

- 1) The project applicant shall propose street names at the time of Improvement Plan submittal. Proposed street names shall be submitted to City Addressing (Public Works-Engineering, CDD & IT) in electronic format for review and approval. In addition to the list of proposed street names, a copy of the proposed street layout shall be submitted to assist with location of future street names and determination of needed number of street names. Staff shall ensure that the City completes the review and approval of all proposed street names within the established entitlement review period (see item 2 below).
- 2) City Addressing staff shall forward all proposed street names to the Police, Fire and Information Technology departments for review and comment. All comments shall be sent to City Addressing by the departments within five (5) business days
- 3) The duplication of existing street names within the boundaries of the City and all of Placer County shall not be permitted.
- 4) The use of similar sounding street names shall not be permitted.
- 5) The use of street names that are difficult to pronounce, hyphenated, include apostrophes, or exceed maximum space requirements for street signs as defined by the City of Roseville Construction Standards, Section 7-18 page ST-16, shall not be permitted.
- 6) In two word street names beginning with the single word 'Mount', the word 'Mount' shall always be abbreviated to 'Mt', followed by the full second street name (i.e. Mt Baldy Dr). All street name signs shall be consistent with the approved street name.
- 7) The use of numerical street names in combination with a standard street name shall not be permitted (i.e. 400<sup>th</sup> Waterfront St).
- 8) Directional prefixes (north, south, east, west) are permitted when used together with an existing street name to identify the extension of that street. Only streets classified as minor or major arterials are permitted the use of directional prefixes, as defined in the City street classes, located in the City of Roseville Construction Standards, Section 7, page ST-2. All directional prefixes shall be abbreviated after the first letter. All street name signs shall be consistent with the approved street name (i.e. N Sunrise Av). The use of one-word or one-word combined directional street names shall not be permitted (i.e. North St and Northstar Rd)
- 9) Only recognized street types as listed in Section XIII.A Appendix Situs Address Standard, shall be used.
- 10) Street types shall be consistent with their definitions as listed on Page 19, Section XIII.B Appendix Street Type Definitions.



Upon approval of the proposed street names, City Addressing shall complete a notice for *Approval of Proposed Street Names* and forward it to the applicant. The applicant is to select the final street names to be used from the list of approved streets. The applicant is to submit a final version of the Subdivision Improvement Plan showing all streets with valid street names and types. In addition, an exhibit map showing the proposed street names shall remain on file at the City Hall Permit Center until a Notice of Completion has been issued. A copy of this notice and exhibit map shall be forwarded to all interested parties. Changes to existing street names shall not be permitted unless there is cause to show a street name duplication has occurred or the street name is such that pronunciation is difficult as to cause confusion or a mix up in the case of an emergency response to a location. All street name changes shall be subject to approval by the Public Works Director and City Council.

## III. Naming Private Driveways in Residential Subdivisions

Street names shall not be used to identify short, dead-end private driveways that lead from a residential street inward to abut residential houses. Residences located along these type of private driveways shall be addressed following the number sequencing along the main street and using the same street name as the road they are accessed from. There shall be no odd and even numbered address sides across from each other along these type of driveways.

## IV. Street Names for Driveways in Non-Residential Centers

Street names shall not be used to identify driveways in commercial, industrial or office center parking lots or entrances (private driveways) that have the appearance of a "street" and are less than 750 ft in length. Private driveways exceeding 750 ft in length shall have a valid street name assigned for addressing purposes if used to provide direct building access. These streets shall also have continuity to public streets and be constructed to City standards as defined in the City of Roseville Department of Public Works Improvement Standards. All street name assignments shall be according to the above listed street naming process.

#### V. Street Naming for Continous Streets

Street names along continuous streets, or streets with elbow turns, shall not change unless the street is intersected by another street.

#### VI. Street Name Signs

Official signs displaying street names shall be in accordance with the Street Name Sign guidelines as defined by the City of Roseville Department of Public Works Construction Standards, Section 7-18, page ST-15.

#### VII. <u>Numerical Addressing</u>

Currently, all existing parcels and buildings within the City of Roseville have a valid numerical address. In addition, all new parcels and buildings within the City shall be provided with an approved numerical address. The Public Works Director, after consultation with the Police Chief, Fire Chief, and Information Technology Manager, or their designated representative, shall approve the use of all proposed numerical addressing within the City.



## A. Single Family Residential Development

- City Addressing shall assign a numerical address for each proposed lot within a single family residential development after approval of the project improvement plans by Public Works/Engineering. Staff shall ensure that the City completes the review and approval of numerical addressing within the established entitlement review period.
- 2) Major residential subdivision developments shall be assigned one project/development address as approved by the City. City Addressing shall assign this address prior to the application for subdivision of land being processed by the City by using the address of the parcel the project will be located on. This address shall be the same as the existing parcel address maintained in the City addressing system.
- 3) Sales, construction, and other miscellaneous buildings and trailers used during the construction of projects shall use the project address assigned to the development. All temporary buildings and trailers shall be assigned a designated suite number approved by the City.
- 4) New secondary residential units or structures (i.e. Granny Flats, garage conversion, new construction), located on a parcel with an existing residential building (primary building), are to be identified by an alphabetical letter that is to follow the primary building address number. The existing primary residential building shall keep its original address without further letter identification (i.e.: two residential buildings on one lot are addressed as 102 and 102A). This also applies if a secondary residential structure is proposed with up to four units (i.e.: 102A, 102B, 102C, 102D); or new secondary units are proposed for an existing residential structure (i.e. apartment above the garage). Addressing for new buildings with 5 or more residential units shall be in accordance with Section V.B Numerical Addressing for Multi Family Residential Development. Signs displaying all secondary addresses shall be located at the front entrance of the property and are subject to the City's approval.
- 5) The use of fractional addresses ('1/2's') for new residential units shall not be permitted.
- 6) New residential duplex and triplex structures shall use one primary building address with each individual unit identified by the primary address followed by a letter in alphabetical order (i.e. triplex: 102A, 102B, 102C)
- 7) Secondary structures that share a lot with a primary structure and face (front) a different street as the primary structure shall be addressed off the street they are fronting. This does not apply if the secondary structure is facing an alley (see item 8 below).
- 8) Alley names shall not be used for addressing purposes. All secondary and auxiliary buildings accessible from alleys along the rear of the property they are located on, except secondary residential units, shall be addressed using the same address as the primary, front street facing building. For identification purposes, this address shall be plainly visible and legible from the alley, and as defined. Numbers shall be displayed as defined on Page 17, Section XI. Premises Identification. Secondary residential structures with alley access shall display their address, as assigned per item 4 above, to be visible from the alley.



8) All single-family residential development, including all subdivisions and off-street townhomes shall be assigned a numerical address per residential lot (for lettered lots see Miscellaneous Development on Page 11). Single-family lots shall be assigned numbers in sequence by eights (8's). Even numbered addresses (1000, 1008, 1016, etc) shall be used to identify all lots located on the right side of the road in the direction the numbers increase and as measured from the entrance into the project or beginning of a street in accordance with existing address ranges, or as determined by Public Works. Odd numbered addresses (1001, 1009, 1017, etc) shall be used to identify all lots located on the direction the numbers increase and as measured from the direction the numbers increase and as measured in the direction the numbers increase and as measured in the direction the numbers increase and as measured from the entrance into the project or beginning used to identify all lots located on the left side of the road in the direction the numbers increase and as measured from the entrance into the subdivision or beginning of a street in accordance with existing address ranges, or as determined by Public Works. (See <u>Figure 1</u> below)

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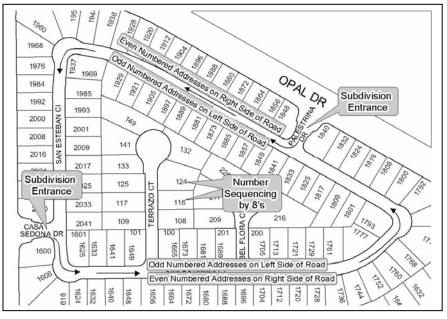


Figure 1: Addressing of Single Family Residential Development

All situs and secondary addresses shall be consistent with the standards for address components and valid address values as described in this document on Page 18, Section XIIIA. – Situs Address Standard.

Addressing of buildings shall be consistent with identification and signage requirements as described in this document on Page 17, Section XI. - Premises Identification.

Residential street address numbers shall not be changed unless one of the following applies:

- a) There is duplication in the actual street number address.
- b) A secondary building requires an address and the current address sequencing does not allow room for additional addresses within the addressing range; or addressing guidelines as established for secondary residential buildings on Page 5 of this document cannot be applied.



## B. Multi Family Residential Development

At the time of submittal to the Planning Department, City Addressing shall assign one project/development address to the new project. This address shall be the same as the existing parcel address maintained in the City addressing system.

- 1) At the time of building permit application and plan check submittal the Building Inspection Division shall address individual apartment buildings and dwelling units within the project.
- 2) The City shall assign individual numbers to buildings located within a multiple family residential project. Address numbers shall be consistent with the range of addresses found along the street or road in which they face. Individual buildings within the complex shall be numbered in consecutive order (Building 1, 2, 3, etc) as approved by the City. Clubhouse and leasing buildings will be identified as Building # 1.
- 3) Individual residential unit numbers will reflect the building number as the first one or two digits, the floor as the next digit, and the dwelling unit number as the last digit. (Building
  - 2 Floor 1 Unit 1 = Apartment No 211) For Example:

Building 2 is a 3-story building and has twelve units.

- First floor units will be addressed as 211, 212, 213, 214
- Second floor units will be addressed as 221, 222, 223, 224
- Third floor units will be addressed as 231, 232, 233, 234

(See *Figure 2* on following below)

Addressing of buildings shall be consistent with identification and signage requirements of both the Building and Fire Codes. Apartment 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 site plan or directory sign showing all buildings and access roads with approved building numbers shown. Each building shall be have signage with the approved building numbers on each side facing a private access road (not public street) complying with Section XI. – Premises Identification as described on Page 17 of this document.

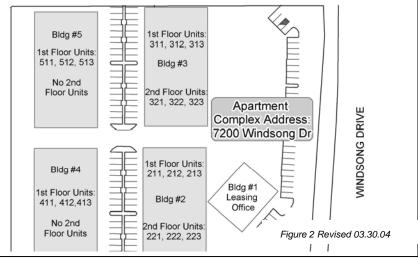


Figure 2: Addressing of Multi Family Residential Development



## C. Residential Condominiums

1) Conversion of Multi-Residential Development to Residential Condominiums 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 Multi Family Residential Development on Page 4) 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. 600 Huff 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 standards as defined in the City of Roseville Department of Public Works Improvement Standards.

## 2) New Residential Condominium Complexes

Addressing of new residential condominium complexes shall be in accordance with the addressing standards as defined under the Single Family and Multi Family Development on Pages 5 and 6 of this document. Single family addressing standards shall apply to complexes with named private roads to be used as part of the address. Multi family addressing standards are to be used for complexes utilizing the overall condominium complex address together with a condo unit number.

## D. Commercial Development - Single Building Projects

- At time of submittal to the Planning Department, City Addressing shall assign one project/development address to the new project by using the address of the parcel the project will be located on. This address shall be the same as the existing address as maintained in the City addressing system.
- 2) The project/development address can be used for the proposed building if the building faces the street used to address the project, and the building is accessible by driveway from the fronting street. Consequently, driveway access to the building is the determining factor for the final building address. If the proposed building frontage faces in the opposite direction, City Addressing shall assign a new building address within twenty-one (21) days of receipt of the project application. 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.
- 3) Sales, construction, and other miscellaneous buildings and trailers used during the construction of projects shall use the project address assigned to the development. All temporary buildings and trailers shall be assigned a designated suite number approved by the City. Temporary Suite numbers shall be alphabetical in sequence (A, B, C, etc...) based upon the order in which the buildings are placed on the project site. (See <u>Figure 3</u> on following page)

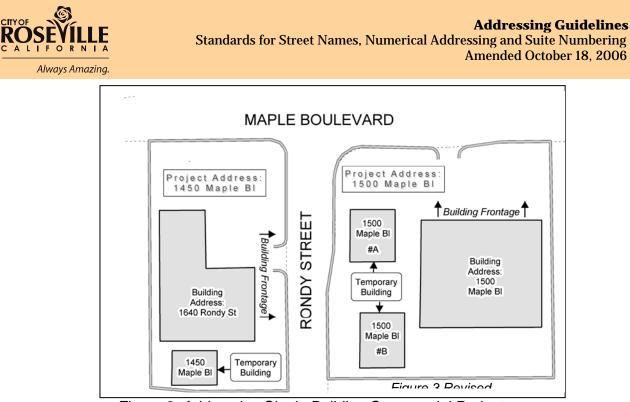


Figure 3: Addressing Single Building Commercial Projects

- 4) Addressing of buildings shall be consistent with identification and signage requirements described in this document on Page 17, Section XI. Premises Identification.
- E. <u>Commercial Development Multi Building Complexes</u>
  - At the time of submittal to the Planning Department, City Addressing shall assign one project/development address to the new project by using the address of the parcel the project will be located on. This address shall be the same as the existing parcel address as maintained in the City addressing system.
  - 2) City Addressing shall further assign individual building addresses for the entire project within twenty-one (21) days of receipt of the project application. Commercial projects shall be assigned an individual numerical address for each occupied building. Address numbers shall be consistent with the range of addresses found along the street or road in which the buildings face and will be accessed from. Consequently, driveway access to the building is the determining factor for the final building address. Each building shall be assigned numbers in sequence by tens (10's) if the address range and number of proposed buildings allows for it; otherwise numbers shall be assigned utilizing the best fitting sequence scheme available. Unoccupied accessory buildings such as storage buildings and fire pump buildings shall not be assigned a numerical address. (See *Figure 4* on following page)
  - 3) Individual buildings attached at the roofline and separated by breezeways can be addressed by either using individual building addresses or one joint building address. If buildings separated by breezeways share one address, a building number shall be assigned to identify each building, in addition to the numerical street address (i.e. 1400 Maple Street, Bldg #1 and Bldg #2, etc).



- 4) When assigning individual building addresses to the project, the original project/development address shall not be used for any of the occupied buildings. Instead, it is to be used with a major site improvement parcel (parking lot, landscape areas).
- 5) Sales, construction, and other miscellaneous buildings and trailers used during the construction of projects shall use the project address assigned to the development. All temporary buildings and trailers shall be assigned a designated suite number approved by the City. Temporary suite numbers shall be alphabetical in sequence (A, B, C, etc...) based upon the order in which the buildings are placed on the project site.

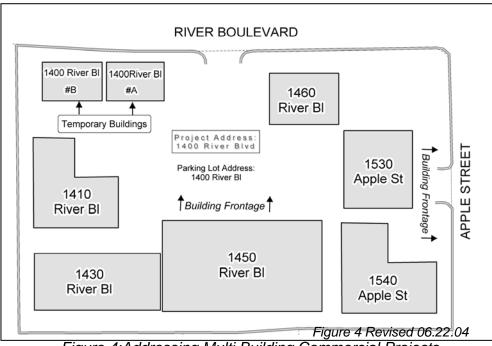


Figure 4: Addressing Multi Building Commercial Projects

- 6) Addressing of buildings shall be consistent with identification and signage requirements described in this document on Page 17, Section XI. Premises Identification.
- 7) City Addressing/Public Works Engineering Division shall provide a copy of the project Site Plan with all proposed building addresses and a list of all building addresses to the Planning Department as part of the Project Evaluation Meeting (PEM) process. The provided final building addresses are to be incorporated onto the project Site Plan as part of the requirements to be completed prior to the project going before either the Planning Commission or Design Committee.
- 8) The Planning Department Project Planner will be responsible for ensuring that the final building addresses provided by City Addressing/Public Works Engineering Division are applied to the project Site Plan prior to the project hearing.
- 9) The requirement for the applicant to provide a fully addressed project Site Plan when submitting for plan check review, including all building addresses, shall be added as a standard conditions for the project.



- 10) In the event that there are changes to the site configuration of the buildings within the complex, the project planner shall re-submit the project Site Plan to the Engineering Division for reconsideration of the project addresses. If changes are made to the project addressing, the Engineering Division shall provide both the Permit Center and the Planning Department with updated copies of the addressed Site Plan.
- 11) At time of building permit plan review submittal Permit Technicians at the Permit Center shall confirm the building addresses established previously by City Addressing and finalized as part of the project approval process.

#### F. <u>Residential/Commercial Mixed-Use Development</u>

Addressing of new residential/commercial mixed-use developments shall be in accordance with the addressing standards as defined under the Single Family and Multi Family Development on Pages 5 and 6 of this document. Single family addressing standards shall apply to developments with named street and private roads to be used as part of the address. Multi family addressing standards are to be used for complexes utilizing the overall mixed-use development address together with a suite and/or unit number.

#### G. Sports Fields and Park Assets

Individual sports fields and larger park assets, such as storage facilities, shall have addresses assigned only if located in Regional Park Facilities. All addressing shall be in accordance with the addressing guidelines for *Commercial Development – Multi Building Complexes* on Page 8 of this document.

#### H. Miscellaneous Development

Lettered lots (landscape easements, open space parcels, etc) shall be assigned one numerical address.

#### VIII. Commercial and Industrial Suite Addressing

All multiple tenant structures shall be provided with an approved suite number to identify the individual tenant space. The Chief Building Official shall approve the use of all proposed suite numbers within the City. The process for approving proposed suite numbers shall be in accordance with the following criteria:

- 1) At the time of building permit application and plan submittal, the project applicant shall submit a proposed plan which shows the suite addressing plan for individual tenant spaces within the building. The Chief Building Official, or the designate, shall approve said plan prior to building permit approval.
- 2) Tenant space addressing shall take into consideration the potential for dividing the space in the future. Tenant space suite numbering shall start from the left side of the building as a person faces the front entrance of the building.

Addressing Guidelines Standards for Street Names, Numerical Addressing and Suite Numbering Amended October 18, 2006

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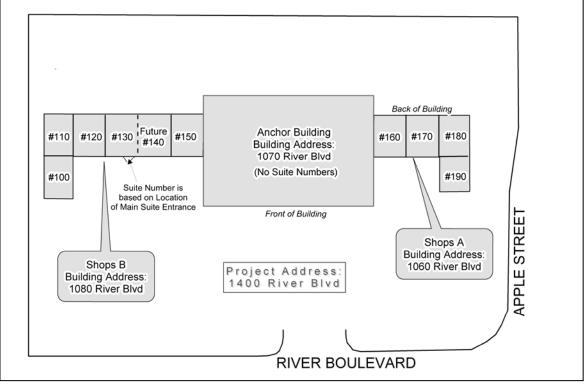


Figure 5A: Suite Numbering Plan for Shopping Center

- 3) All multiple tenant structures projects shall be assigned an individual suite number for every 20-feet of linear frontage along the exterior wall of the building. When multiple-tenant buildings are so close to other buildings so as to appear to be the same building, only one series of suite numbers shall be used for the entire building. However where tenant spaces each have their own entrance from a public sidewalk (as is common in the downtown area), each such tenant space shall have its own street address as if it were a separate building. (See *Figure 5A* above)
- 4) Each tenant space shall be assigned numbers in sequence by a minimum of twos (2's)
- 5) One-story buildings are to have addresses within the 100 series. Multiple story buildings will be assigned addresses by floor served (100, 200, 300, 400, etc). In a multi-story building the floor with the main walk-in entrance shall be identified as the building's First Floor.
- 6) The permit applicant shall submit an 8½" x11", 8½"x14"or 11"x17" reduced version of the building suite addressing plan to the City that shall be retained within a binder at the Permit Center front counter for reference.
- 7) Addressing of buildings shall be consistent with identification and signage requirements as described in this document on Page 17, Section XI. Premises Identification.



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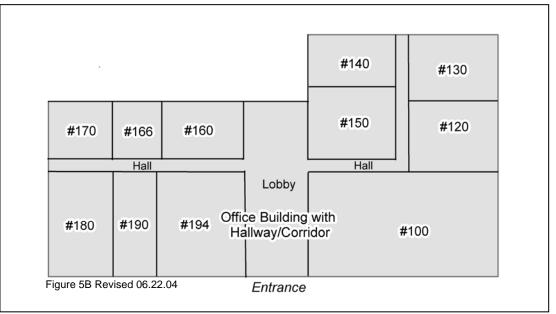


Figure 5B: Suite Numbering Plan for Office Building with Interior Halls

## IX. Office Suite Addressing

The applicant shall submit a reduced copy of the building floor plan to the City of Roseville, Building Division. The Building Division will assign office suite numbers to the floor plan based on the following criteria:

- Every office suite shall have a three-digit room number posted at each entrance door. The first digit will indicated the floor number; the second and third digit will indicate the actual room number.
- Office 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. (See Figure 5B above)
- 3) All other unoccupied rooms such as janitor's closet, housekeeping, electrical closet, etc., shall be identified with a simple description.

## X. Hotel Addressing

The applicant shall submit a reduced copy of the building floor plan to the City of Roseville, Building Division. The Building Division will assign hotel room numbers to the floor plan based on the following criteria:

- Every hotel room shall have a three-digit room number posted at each entrance door. The first digit will indicated the floor number; the second and third digit will indicate the actual room number.
- 2) Hotel rooms shall be numbered with even numbers on one side of the corridor and odd numbers on the other side.
- 3) All other unoccupied rooms such as janitor's closet, housekeeping, electrical closet, etc., shall be identified with a simple description.



## XI. Parking Structure Addressing & Level (Floor) Identification

- 1) The parking structure building address shall be assigned as described in Section V.D & E (Numerical Addressing for Commercial Development)
- Individual parking structure levels (floors) at or above ground shall be identified by the letter L, followed by the floor number: L1 = First Floor; L2 = Second Floor, L3= Third Floor, etc. The First Floor In a multi-level parking structure shall be the floor with the main drive-in entrance.
- All parking levels below ground shall be identified by the letter B, followed by the below-ground level number: B1 = First Floor Below; B2 = Second Floor Below, etc
- 4) For further identification, all columns located in a parking structure shall be numbered using the parking level and column location grid number. A copy of the column location grid plan shall be submitted to the City of Roseville, Building Division at time of building plan submittal, and is subject to the City's final approval.

#### XII. Addressing of Appurtenances and Utility Assets

- The following table lists types of appurtenances and utility assets in the City of Roseville:
  - Electric meters **Electric Pedestals Electric Panel Vaults Electric Power Poles Cable Panel Vaults Telephone Panel Vaults** Water Irrigation Meters Water Service Water Backflows Wastewater Services Stormwater Outfalls Wells Pump Stations Billboards and Electric Reader Boards Monument Signs Cell Towers **Utility Sheds**

#### Addressing for all appurtenances/assets shall take place as follows:

No new addresses shall be assigned to any types of appurtenances and utility assets. Instead, any address assignment to above listed appurtenances/assets shall use the existing valid situs or, if available, secondary situs address of the parcel the appurtenance will be located on. To assist field staff with locating the appurtenance in the field, all asset information entered into City data systems shall include the valid situs/secondary address and in addition, a brief description of where the appurtenance is located on the parcel.



Addressing Guidelines Standards for Street Names, Numerical Addressing and Suite Numbering Amended October 18, 2006

#### Exceptions to the above exist for the following:

1) Appurtenances located on the property line between parcels:

For appurtenances located directly on the property line between parcels, either one of the immediately adjacent parcel addresses can be used if both parcels are addressed off the same frontage street. If the adjacent parcels are addressed off different streets, the parcel address that contains the street the property line fronts should be used. If several types of appurtenances are to be located on same property line, all should use the same address. (See *Figure 6* below)

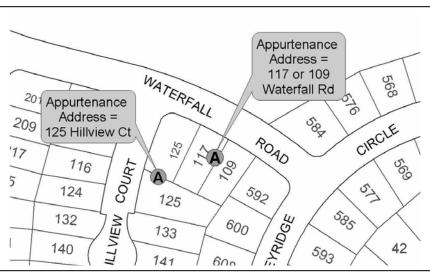


Figure 6: Appurtenance Location Between Parcels

 <u>Appurtenances located near a parcel but not on a parcel:</u> For appurtenances located near a parcel but not directly on the parcel, the situs address of the parcel located closest to the appurtenance shall be used to identify the asset. (See <u>Figure 7</u> below)

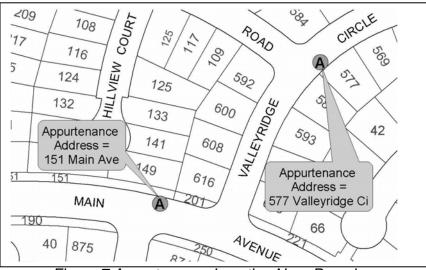


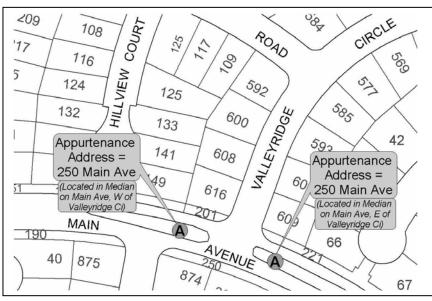
Figure 7 Appurtenance Location Near Parcel



Addressing Guidelines Standards for Street Names, Numerical Addressing and Suite Numbering Amended October 18, 2006

3) Appurtenances located in rights-of-way medians:

Appurtenances located in street medians shall be addressed by utilizing the address of the parcel located closest to the median, or the parcel address where the power supply pedestal for the appurtenance is located. When identical addresses are used for separate appurtenance locations, a location description shall be included. (See <u>Figure 8</u> below)



4) Traffic Signals:

Traffic signal addresses are determined by the address of the parcel where the power supply pedestal for the traffic light controller box is located. (See *Figure 9* below)

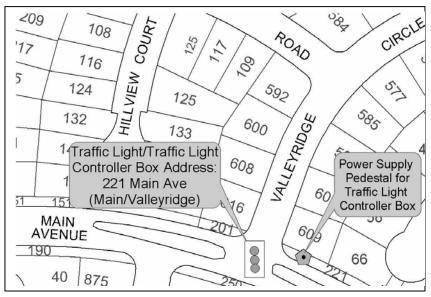


Figure 9: Addressing of Traffic Signals



## XII. Premises Identification

Addressing of all buildings shall be consistent with identification and signage requirements of both the Building Code Section 502 and Fire Code Section 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 have a minimum 1" stroke and a height in accordance with the following table:

Distance from Road	Number Height
0-50 feet	6 inch
50-100 feet	8 inch
100-150 feet	10 inch
> 150 feet	12 inch

Whenever monument signage is provided at driveways, the address number shall be in the upper line or other dominant location approved by the Fire Department. Monument signs at driveways 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 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 be provided when the address number on the building is not easily seen from the street.

All buildings located in apartment and office complexes that can be approached from multiple vehicle directions shall have the approved signage and sizes in accordance with these guidelines, located and visible from those accessible directions. This shall require the address to be located at a minimum of two sides of the building. Location is subject to the approval of the City

#### XIII. Changes to Address or Suite Numbering

Changes to approved address or suite numbering shall be subject to the same approval process as new projects and as described in section V. (Commercial and Industrial Suite Addressing). The Fire Chief may require that changes revert back to the original or be changed to approved numbering at the owner's or tenant's expense. The Fire Chief may defer such change until the time of change of the occupant or tenant.



## XIV. Appendix

#### A. Situs Address Standard

The following summarizes the address standard used for situs addresses in the City of Roseville. The address standard covers address components, abbreviations, and street name spellings as outlined below.

1) Address Components

A situs address consists of several components. The following table lists those components, a description and the valid values for each. Where abbreviations are used for a component, only values listed in the table can be used. No periods are used behind the abbreviations.

Address Component	Description	Valid Values		
House Number	House number of the address.	Any integer number 1/2 (only for existing units,		
House Number Suffix	Indicates a house number suffix if one exists.	not permitted for new units) A B N		
Prefix Direction	Indicates a north, south, east, or west street direction prefix if one exists.	S E W		
Street Name	Name of the street associated with the address.	Any valid street name		
Street Type	Type of street.The following are recognized street types:ALLEYAVENUEBOULEVARDCIRCLECOURTDRIVEHILLLANELOOPPLACEPLAZAPARKWAYROADSQUARESTREETWAY	AL AV BL CI CT DR HL LN LP PL PZ PW RD SQ ST WY		
Suffix Direction	Indicates a north, south, east, or west street direction suffix if one exists	N S E W		
Unit Type	Indicates the type of unit associated with the address if one exists.	Apt Suite #		
Unit Number	Indicates the unit number of an address if one exists.	Any integer number		



#### 2) Street Name Spelling

Street names must be spelled as indicated in the valid street file attached to this document. Valid street name spellings can also be obtained from the valid street database contained in the Roseville Land Inventory maintained by the Planning Department.

#### 3) Example Addresses

The addresses 311 Vernon Street, 401 Oak Street Suite 404, 127 A Elm Avenue, 127 B Elm Avenue Units 1 & 2; and 100 ½ North Sunrise Boulevard would be standardized as follows;

House Number	House Number Suffix	Prefix Direction	Street Name	Street Type	Suffix Directio n	Unit Type	Unit Number
311			Vernon	St			
401			Oak	St		Suite	404
127	A		Elm	Av			
127	В		Elm	Av		Unit	1
127	В		Elm	Av		Unit	2
100	1/2	N	Sunrise	BI			

#### B. <u>Street Type Definitions</u>

The following table lists the definitions for all street types used in the City of Roseville

Street Type	Street Type Abbreviation	Street Type Definition
ALLEY	AL	A narrow passage or way in a city between or behind buildings, distinct from a public street. Alleys are narrow, without sidewalks, curb & gutter. Alley names are not used for address assignment.
AVENUE	AV	A wide street or thoroughfare, often lined with trees. It is predominantly straight, normally with sidewalks, leads through residential or commercial development,
BOULEVARD	BL	A broad street often tree-lined and landscaped. Usually used for arterials or collectors.
CIRCLE	CI	Normally residential, terminates on the same street where it originates.
COURT	СТ	A short street with outlet at one end only (dead-end street), constructed with turnaround at the other end. Also referred to as a 'Cul-de-Sac'. As per the City of Roseville Improvement Standards," a cul-de-sac shall not exceed 500 feet, unless a secondary emergency vehicle access is provided to the rear of the court, in which case the length of the cul-de-sac may be increased to 1000 feet with the approval of the City Engineer and Fire Department".
DRIVE	DR	Usually not as straight as an AVENUE or STREET, used in residential and commercial developments.
HILL	HL	A road with an incline and sloping.
LANE	LN	Narrow road, originally used in rural areas.
LOOP	LP	Similar to CIRCLE, but with more meandering layout.
PLACE	PL	A short street.
PLAZA	PZ	A public square, or similar open area. See SQUARE.
PARKWAY	PW	A broad landscaped arterial or highway, often divided by a planted median strip.
ROAD	RD	An open, generally public way.
SQUARE	SQ	A public square, or similar open area. See PLAZA.
STREET	ST	A public way or thoroughfare, usually with sidewalks. Similar to AVENUE.
WAY	WY	An arterial, road, path or highway affording passage from one place to another. Usually not as straight as an AVENUE or STREET, mostly in residential developments.

Source: Design Standards, City of Roseville Department of Public Works , 2001

URISA – Address Issues and IS/GIS Implementation – URISA Certified Workshop May 1999 Addressing Standards Orange County – Orange County MIS Dept, GIS Referencing Unit - 1995