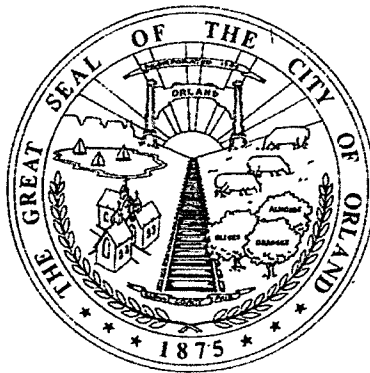


City of Orland Addressing Guidelines

Standards for Street Names, Numerical Addressing and Suite Numbering



City of Orland Planning Department

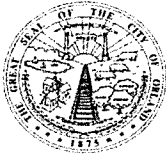
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Addressing Guidelines

Standards for Street Names, Numerical Addressing and Suite Numbering

I. Introduction

This document describes standards and processes to be applied for street name identification and numerical addressing of parcels and buildings within the City of Orland jurisdictional area. The Addressing Guidelines in this document are a focused compilation of existing and adopted addressing City of Orland standards.

Addresses are used by a variety of users, provide a convenient reference tool and are an important part of City Department 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, Public Works, Engineering, Building, and Planning. 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 Orland. 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 Planning Department or designated representative.

II. Grandfathering

All street names approved by the Planning Department or the City prior to the approval and implementation of the Addressing Guidelines will be considered to be grandfathered.

All addressing approved by the Planning Department or the City prior to the approval of this document, including any out-of-sequence address(s) or odd and even numbered structures NOT on the appropriate numbered side of the street will be grandfathered.

All suite and apartment unit identifications approved by the Planning Department or the City prior to the approval of this document will be grandfathered.

Any street name designations, addressing, suite identifications submitted for approval after approval of this document by the City of Orland shall be governed by the contents and guidelines of this document.

III. Exemptions to Changing Street Names

- 1) Changing of street names to special street names. Honoring individuals for community service, local historical reasons, national reasons, or international reasons.
- 2) Generally, a proposed street name will be of historic importance to the City, or be a name which is of importance either nationally or internationally, or lastly, be a name of a person who has been of public service to the City. A written description explaining the individual's contribution to the City and why the honor should be given shall be submitted in writing to the City staff.
- 3) Staff shall research any names proposed by the City of Orland residents or other community members and after research has been completed City staff shall present report to the City Council for approval of the proposed street name.
- 4) Consent is to be given by the person's family.
- 5) Other names that promote pride in the City, acknowledge local heritage, history, and recognize unique features and geography are appropriate. Proposed street names should meet one of following criteria:

- Commemorate local history, places, events, culture; or,
- Strengthen neighborhood identity to reflect the character of the area; or,
- Recognize native wildlife, flora, fauna, natural features; or,
- Recognize communities that contribute to the public life of the City.

IV. Street Names for Public and Private Roads

Street names shall be used to identify all public and private roads hereafter constructed within the City. The Planning Department, after consultation with the City designated department 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 the City 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) The City Planning Department staff shall forward all proposed street names to the City designated department representative(s) for consultation, review, and comments. All comments shall be sent to the appropriate City department representative(s) within five (5) business days.
- 3) The duplication of existing street names within the boundaries of the City and all of Glenn County shall not be permitted.
- 4) The use of similar sounding street names within the City 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 shall not be permitted.
- 6) In two word street names beginning with the single word 'Mount' or 'Saint', the word 'Mount' or 'Saint' shall always be abbreviated to 'Mt' or 'St', 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. – 400th 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. All directional prefixes shall be abbreviated after the first letter. All street name signs shall be consistent with the approved street name (i.e. – S. East St.). 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 the Site Address Standard section, shall be used.
- 10) Street types shall be consistent with their definitions as listed in the Street Type Definitions section.

Upon approval of the proposed street names, the City 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. 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 City Planning Department and/or other department representative.

V. 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 Municipal Code standards. All street name assignments shall be according to the above listed street naming process.

VI. Street Naming for Continuous Streets

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

VII. Street Name Signs

Official signs displaying street names shall be in accordance with adopted City Street Name Sign standards or as otherwise approved by the City.

VIII. Numerical Addressing

Currently, all existing parcels and buildings within the City of Orland are presumed to have a valid numerical address. In addition, all new parcels and buildings within the City shall be provided with an approved numerical address. The Planning Department or City department designated representative, after consultation with applicable parties, shall approve the use of all proposed numerical addressing within the City.

A. Single Family Residential Development

- 1) The City shall assign a numerical address for each proposed lot within a single family residential development. Staff shall ensure that the City completes the review and approval of numerical addressing within the established entitlement review period.
- 2) Residential subdivision developments shall be assigned one project/development address and title not otherwise used by streets in the City of Orland as approved by the City. The City 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) 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). 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. Secondary residential structures with alley access shall display their address, as assigned per item 4 above, to be visible from the alley.

- 9) All single-family residential development, including all subdivisions and off-street townhomes shall be assigned a numerical address per residential lot. Single-family lots shall be assigned numbers in sequence by eights (8's) that at time may vary with length of the frontage of the lot. 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. Odd numbered addresses (1001, 1009, 1017, etc) shall be 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 by the City Planning Department and/or other department representative

All sites and secondary addresses shall be consistent with the standards for address components and valid address values as described in this document in the Site Address Standard section. Addressing of buildings shall be consistent with identification and signage requirements as described in the Premises Identification section.

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.

B. Multi Family Residential Development

At the time of submittal to the Planning Department, the City 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

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 the Premises Identification section of this document.

C. Residential Condominiums

- 1) Conversion of Multi-Residential Development to Residential Condominiums by 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 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.

- 2) New Residential Condominium Complexes by addressing of new residential condominium complexes shall be in accordance with the addressing standards as defined under the Single Family and Multi Family Development 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

- 1) At time of submittal to the Planning Department, the City 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, the City 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.
- 4) Addressing of buildings shall be consistent with identification and signage requirements described in the Premises Identification section.

E. Commercial Development – Multi Building Complexes

- 1) At the time of submittal to the Planning Department, the City 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) The City 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.
- 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).

- 6) Addressing of buildings shall be consistent with identification and signage requirements described in the Premises Identification section.
- 7) 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 standard conditions for the project.

F. Residential/Commercial Mixed-Use Development

Addressing of new residential/commercial mixed-use developments shall be in accordance with the addressing standards 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.

IX. Office Suite Addressing

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

- 1) Every office suite shall have a three-digit room 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.
- 2) 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.
- 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 Orland, Building Department. The Building Department will assign hotel room numbers to the floor plan based on the following criteria:

- 1) Every hotel room shall have a three-digit room 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.
- 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. Premises Identification

Addressing of all buildings shall be consistent with identification and signage requirements of the City of Orland Municipal Code and requirements of the California Building Code. 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. Please use the Building Code for the address numbers height requirements.

Whenever monument signage is provided at driveways, the address number shall be in the upper line or other dominant location approved by the designated department representative. 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.

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.

XII. Changes to Address or Suite Numbering

Requested changes to approved address or suite numbering shall be subject to the same approval process as new projects and as described within this document. The City Planning Department and/or other designated department representative may require that changes revert back to the original or be changed to approved numbering at the owner's or tenant's expense. The City Planning Department and/or other designated department representative may defer such change until the time of change of the occupant or tenant.

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 designated department representative 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.

XIII. Appendix

A. Site Address Standard

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

1) Address Components:

A site 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, not permitted for new units)
House Number Suffix		A B
Prefix Direction		N S E W
Street Name	Indicates a north, south, east, or west street direction prefix if one exists.	Any valid street name
Street Type	<u>Type of street.</u> The following are recognized street types:	
	ALLEY	AL
	AVENUE	AV
	BOULEVARD	BL
	CIRCLE	CI
	COURT	CT
	DRIVE	DR
	HILL	HL
	LANE	LN
	LOOP	LP
	PLACE	PL
	PLAZA	PZ
	PARKWAY	PW
	ROAD	RD
SQUARE	SQ	
STREET	ST	
WAY	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 and used properly as indicated in this document.

Example Addresses:

The addresses 311 Bryant Street, 401 Mill Street Suite 404, 127 A Papst Avenue, 127 B Papst Avenue Units 1 & 2; and 100 1/2 North Sunrise Boulevard would be standardized as follows:

House Number	House Number Suffix	Prefix Direction	Street Name	Street Type	Suffix Direction	Unit Type	Unit Number
311			Bryant	St			
401			Mill	St		Suite	404
127	A		Papst	Av			
127	B		Papst	Av		Unit	1
127	B		Papst	Av		Unit	2
100	1/2	N	Sunrise	Bl			

B. Street Type Definitions:

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

Street Type	Street Type Abbreviation	Street Type Definition
ALLEY	AL / ALY	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 / Cir	Normally residential, terminates on the same street where it originates.
COURT	CT	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', 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 designated 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 with two or more outlets.
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 with two or more outlets.
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.