

# Maricopa County Addressing Regulations

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January 2009



Maricopa County

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## Administration

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### 101 PURPOSE

To provide a uniform means of identifying developed property and its improvements for the provision of emergency services, government record keeping, and postal delivery. Primary consideration to the needs of emergency service providers shall always be given by the Address Official when assigning/changing any address.

### 102 DEFINITIONS

Address Official:	The Director of the Planning and Development Department or his/her designated representative.
Alignment:	One E/W or N/S segment of the street grid.
Alias:	The term used when an alignment has more than one street name approved within its entire length.
Amendment:	A change to these regulations which must be approved by the Board of Supervisors in the same manner that these regulations were originally adopted.
Directive:	A written determination by the Address Official used to: <ol style="list-style-type: none"><li>1. Clarify and/or further define these regulations;</li><li>2. Identify processes to implement these regulations;</li><li>3. Adopt procedures to implement these regulations; and/or,</li><li>4. Adopt forms to implement these regulations.</li></ol>
Street:	A defined area of physical property for use by the public to obtain vehicular access to another property. A street may be created through delineation in an approved subdivision, acceptance of a deed of dedication by the Board of Supervisors, recordation of a public access easement, or recordation of a private easement (as determined by the Address Official).
Street, Circular:	A street designed on a curve, arc, full or part circle which encompasses more than 90 degrees (1/4 of a circle – all concave or all convex) of a circle and crosses 3 or more alignments.
Street, Diagonal:	A street which crosses at least 2 alignments in a straight line other than a grid street.
Street, Grid:	A street which is designed to follow either a N/S or E/W direction and is normally located within a single alignment.

# Chapter 1

## General Provisions

- Street, Meandering: A street which crosses at least 2 alignments not in a straight line.
- Street, Private: A street that is required to be maintained by a non-governmental jurisdiction.
- Street, Public: A street that is approved and accepted by a governmental jurisdiction.

### 103 ASSIGNMENT OF RESPONSIBILITIES

In order to implement these regulations, the Address Official shall have the following duties and responsibilities:

1. Assign all addresses in unincorporated Maricopa County in accordance with these regulations.
  - a. Addresses shall normally only be assigned as part of the subdivision or building permit process. When determined necessary and appropriate by the Address Official, an address may be assigned to vacant undeveloped property. Should these regulations require that an address assigned to vacant undeveloped property be changed during the subdivision or building permit process, the revised address shall be subject to the previously assigned address change fee.
2. Change existing assigned addresses to conform with these regulations.
  - a. The Address Official may change existing addresses to conform with these adopted rules when, in a particular instance, a limited number (less than 100) of existing assigned addresses would need to be changed. Any such changes shall not be subject to any fees by the County.
  - b. When, in a particular instance, more than a limited number of addresses need changed to conform to these regulations, the Address Official shall only make such changes after approval has been granted by the Board of Supervisors to make such changes. Any such changes shall not be subject to any fees by the County.
3. Develop and maintain automated alignment, street name and street address data base(s). These databases shall include at least the information identified in Attachment A. As part of this maintenance function, the Address Official may include new street names (only within other municipalities) without Board of Supervisor action, if the names were adopted in accordance with the municipalities' procedures.

# Chapter 1

## General Provisions

4. Adopt written directives which:
  - a) Clarify and/or further define these regulations, when needed;
  - b) Identify processes to implement these regulations;
  - c) Adopt procedures to implement these regulations; and/or,
  - d) Adopt forms to implement these regulations. (Attachment "C" will contain current forms and procedures.)
5. Accept application for and process amendments to these regulations. Amendments to these regulations may be proposed by the Address Official or a member of the Board of Supervisors. Amendments to these regulations shall follow the same process used in the original adoption of these regulations.
6. Coordinate data, naming conventions and these regulations with the Maricopa Association of Governments (MAG) and all Cities and Towns in Maricopa County to insure the minimum amount of disruption in the provision of emergency services due to conflicting, inaccurate or incomplete addressing information.
7. Where deemed necessary and appropriate by the Address Official any portion of these regulations may be administratively varied to provide an appropriate addressing system for delivery of emergency services.
8. The Address Official may correct any typographical errors found in these regulations and may reformat this document without any approval by the Board of Supervisors.
9. Annually the Addressing Official shall:
  - a) Review adopted procedures
  - b) Submit an annual report to the Board of Supervisors which:
    - i.) Identifies any changes in procedures
    - ii.) Briefly explains the need for such changes
    - iii.) Summarizes addressing activities
10. Every 5 years the Address Official shall review all directives and determine if any of those directives should be included as part of these regulations.

# Chapter 2

## Fees

### 201 FEES

The Addressing Official shall charge the following fees for addressing:

Address Assignment:

Amount

Description

\$ 10 per address

Address verification

\$ 10 per lot

Addressing research of legal description and alignments at preliminary plat for subdivisions

\$ 10 per address

Address assigned at final plat for the subdivision process (includes street name approval)

\$ 50 per address

Address assigned from dedicated access at time of permit

\$ 50 per address

Address assigned from a private easement at time of permit

\$ 50 per address

Address assigned to vacant property prior to subdivision

Address Changes:

Amount

Description

\$ 10 per address

Address changed during subdivision process

\$ 50 per address

Previously assigned address (vacant ground) changed at time of permit

\$ 50

Street Number Change

\$ 500

Street Name Change/New Street Name Request

Other Services:

Amount

Description

\$ 500

Development Master Plan Street Name Plan Request

Any required fee may be waived by a unanimous vote of the Board of Supervisors.

### **301 NUMBERING CHANGES**

Address number changes may be requested by the property owner.

### **302 NAME CHANGES**

1. Street name changes/new name assignments may be initiated by a member of the general public, a municipality, the Address Official or one or more members of the Board of Supervisors.
2. All name changes shall be required to file a petition indicating approval of the request by a majority of affected property owners who have addresses assigned along the impacted roadway alignment, unless the Addressing Official determines that the requested change may impact the health and safety of residents.
3. All changes or new names shall be approved by the Board of Supervisors after Public Hearing. The Public Hearing shall be advertised in accordance with state open meeting laws.
4. Any proposed street name changes shall be posted (at least one per block/street segment in the areas where addresses have been assigned) at least 10 days prior to the Public Hearing. The postings shall include both the existing and proposed street names, as well as indicate the date, time, place and location of the Public Hearing.
5. For any change or new name the Addressing Official shall prepare a report for the Board of Supervisors which identifies the requests compliance or noncompliance with these regulations, the comments from the emergency service providers, and percentage of addresses supporting the request if a petition is required. This report shall include a recommendation from the Addressing Official regarding the request.

### **303 CHANGES DUE TO ERRORS**

Any address change which is required as the result of an initial assignment error shall not be subject to any fees by the County.

### **304 APPROVAL OF CHANGE REQUEST**

Any changes approved by the Address Official shall be consistent with the intent of all of these rules and should be consistent with the letter of these rules when possible.

# Chapter 4

## Exceptions

### 401 MUNICIPAL GOVERNMENTS

A municipal government may request, by official action of its governing body, an exception to these regulations to create a new alias name provided that the new alias be created within its entire jurisdiction including County Islands and strip annexation areas. Any approval of such a request shall be done by the Board of Supervisors in a manner consistent with the street name change process.

### 402 DEVELOPMENT MASTER PLANS

Upon approval of a Development Master Plan (DMP) Street Name Plan addresses within a DMP shall be issued in accordance with the approved street name plan and these rules.

- a) To receive approval of a street name plan a DMP shall submit to the County for review and approval a plan which meets the following:
  - 1) Uses the County's numbering systems
  - 2) Proposes a street naming theme
  - 3) Maintains unique street names within the County
  - 4) May propose new alias names
- b) Any Development Master Plan Street Name Plan must be approved by the Board of Supervisors in a manner consistent with the street name change process.

### 403 CITY OF MESA

North of Baseline Road, within this "East Mesa" area in unincorporated Maricopa County, Maricopa County shall assign addresses using Mesa's Block Numbering System.

### 501 RULES

1. All Grid Streets shall be based on the following alignment system:
  - a) A grid system shall be established which uses 4 quadrants and a 0,0 point at N/S E/W Township splits. (Figure 1)
  - b) Establish Row & Column numbers of 1-6 for sections in a Township following the grid quadrants. (Figure 2)
  - c) Each Section in a Township shall have 38 road name “alignments” (19 rows & 19 columns). (Figure 3)
  - d) Section line “alignments” and section line frontage road “alignments” are to be 1/32 of each section in width (normally 165’) and to be the same “alignment”.
  - e) All other “alignments” are to be 1/16 of each section in width (normally 330’.)
  - f) Alignments are to be centered at section boundaries and every 1/16 point in a section.
  - g) Most E/W row alignments (N/S address numbers) will have a 100’s block series numbering as the centerline location of the alignment
  - h) Most N/S column alignments (E/W address numbers) will have a 100’s or 150’s block series numbering as the centerline location of the alignment
  
2. An alignment numbering system shall be established which includes the following:

Field Size	Description	Valid Entry
3 Characters	Township or Range Number	(1-13)(T or R)
1 Digit	Row or Column Number	(1-6)
2 Digits	Alignment Number	(0-16)
1 Character	Direction	E,W,N, S, Z-E/W Zero, Y-N/S Zero
1 Character	Section Frontage Road	F - only if frontage road

### 502 USE OF ALIGNMENTS

1. All Grid Streets shall be named in accordance with these alignment name rules.

# Chapter 5

## Alignments

2. The County's official alignment and street name list can be found in Attachment D. An interim street name list is provided in Attachment "E". This interim list is to be used until the Board of Supervisors adopts the permanent list. A permanent list shall be submitted to the Board of Supervisors for adoption no later than January 2003.
3. Duplication of a street name when not located within an alignment/alias of the same name is prohibited within County jurisdiction. (This shall include duplication of a non-grid street name with an alignment name.)
4. Duplication of any street name (within all municipal boundaries in the County) not within the same alignment shall not knowingly be approved by the County.
5. New alias names shall not be allowed, except within DMP's when a street name plan is approved or as requested by a municipal government.
6. Street Centerline location within an alignment shall be identified as follows:
  - a) For 330' wide alignments, approximately every 30' (actual 33') will be a 10 number increase in alignment center line location.
  - b) Street centerline locations within an alignment shall run from 0-300. Mid point of each non-section/non-frontage road alignment shall be 150.
  - c) Street Centerlines shall also be located in accordance with the block numbering system.

### 601 NUMBER

Number - XXXYY

XXX - max of 3 min of 0

YY - every 25' = a number

- Odd and even numbers on different sides of street
- With a 330' block length - max number should be 28
- With a 660' block length - max number should be 54

### 602 FRACTION

A fraction field may be developed for use in assigning an address for projects located within a public/private street and for condominium projects. When possible such right-of-way projects should use an abutting specific property address. The Address Official shall develop standard terminology and requirements for this address component when used.

### 603 PREFIX DIRECTION

Prefix direction - XX

- XX - Must use E, N,S,W
- Only circular streets may and must use NE, SE, SW, NW
- Directions shall always be capitalized

### 604 STREET NAME

1. Shall not use a street type from Attachment B as part of the name (e.g. Coyote Pass Road, Mall Loop Road are not acceptable)
2. Shall not exceed 28 characters in length
3. For County automation purposes the name shall always be capitalized
4. May have multiple words
5. Only one space is permitted between components of a street name
6. No spaces are permitted after "Mc", "Mac", "-", or "" . No dashes, slashes, apostrophes, periods or any type of punctuation are to be a part of the street name, or other similar examples as determined by the Address Official.
7. Street name abbreviations shall only be permitted for street name signs and any abbreviation shall be approved by the Address Official.

# Chapter 6

## Address Components

### 605 STREET TYPE

1. Street type is only required for:
  - a) Numbered streets
  - b) Existing streets with approved types
  - c) Circular, Diagonal and Meandering streets
2. Only the street types and abbreviations identified in Attachment B shall be used for new addressing assignment.
3. For out-of-County addresses, street types and abbreviations identified in Table A shall be used.
4. Only circular streets shall use the street type of Circle.
5. Only permanent cul-de-sac's (with no emergency access) in approved subdivisions may use the street type of "Court".

### 606 SUFFIX DIRECTION (POSTDIR)

1. Used only in existing situations (max 2 characters)
2. Not to be used in new address assignments

### 607 BUILDING/UNIT/SUITE/SPACE APARTMENT NUMBER

1. XXYYYYZZ represents (x - building, y - floor, z - suite #) (x letter & y, z number) Rentals (maximum size – 7 characters):
  - a) Suite/Space number shall only be used when needed for RV parks, apartments, and commercial lease space.
  - b) Building portion of this number shall only contain letters (xx) when multiple buildings exist on one lot.
  - c) Suite/Apartment numbers shall be assigned on a 1 # = 25' basis. When apartments or suites are double loaded on a hallway, even odd numbering shall be assigned similar to that required for grid streets.
  - d) Minimum suite/apartment numbers shall be 101, 102, etc. (YZZ -y floor, z number).
  - e) Minimum space number shall be 101 for RV/mobile home parks.

2. Condominiums (maximum size – 4 characters (XYZZ):
  - a) Same rules as rentals.

### **608 POST OFFICE/CITY**

Post office to which mail is to be addressed for delivery.

### **609 STATE**

Always AZ.

### **610 ZIP CODE**

Zip code XXXXX-XXXX

- a) Zip code is mandatory
- b) Plus 4 is optional only if not available

### **611 JURISDICTION CODE**

Political jurisdiction (including strip annex area) or designated place code

### **612 ULTIMATE POLITICAL JURISDICTION/COUNTY ISLAND STATUS**

As part of addressing information, the Addressing Official may include data relating to ultimate political jurisdiction and/or county island status.

# Chapter 7

## Street Naming

### 701 GENERAL

#### 1. Procedures

- a) All new or proposed change of street names shall be coordinated by the Address Official. Prior to forwarding any new/change request to the Board of Supervisors the Address Official shall consult with emergency service providers for their comments regarding the proposed name.
- b) Any new or proposed street name change must comply with all portions of this policy.
- c) Any new or proposed street name change must not be opposed by the appropriate emergency service providers.
- d) Creation of future alias segments shall be prohibited, except if a City requests (only by official action of its governing body) that a new alias be created within its entire jurisdiction including County Islands and strip annexation areas, or a Development Master Plan (DMP) Street Name Plan is approved which creates new alias within the entire boundary of the DMP.

#### 2. Restrictions

- a) Once a name has been used, it may only be used again within the same alignment or on the same street.
- b) A name shall not exceed 28 characters.
- c) Street names may only be abbreviated on street name signs with the approval of the Address Official.
- d) Street names may only be changed or initially provided by action of the Board of Supervisors.
- e) When possible only 1 name should be approved for each alignment in the County. The Address Official may change an existing street name without Board action to eliminate aliases when a limited number (less than 100) of existing assigned addresses would need to be changed.

- f) Changes to street names or new street names must apply to the entire length of an alignment when no alias's exist or to the entire length of an existing alias. The only exceptions to be granted to this are the exception permitted to City's to create a new alias segment within their entire jurisdiction or adoption of a Development Master Plan Street Name Plan.
  - g) Numbered streets shall not be spelled out, but must comply with the following format: e.g. 2nd, 156th, etc.
3. Phonetics
- a) Names tending to be confused as homonyms are not permitted.
  - b) Names that tend to be slurred or have pronunciations that run together are not permitted.
  - c) Different spellings of the same name are not permitted.

### **702 GRID STREETS**

1. All grid streets shall be located within an alignment.
2. At the discretion of the Address Official, a grid street may cross 1 alignment without requiring a change of street name.
3. Only N/S streets shall be numbered streets.
4. New aliases within an alignment shall not be created, except as previously allowed to be requested by a municipal government or as part of a DMP street name plan.
5. Numbered streets West of County 0/0 block numbering starting point shall have street types assigned by Avenue, Drive and Lane in a westerly direction with every 1/8 alignment being an Avenue.
6. Numbered streets East of County 0/0 block numbering starting point shall have street types assigned by Street, Place and Way in a easterly direction with every 1/8 alignment being a Street.
7. When more than one street exists within an alignment, normally the street closest to the centerline of the alignment will assume the alignment name. The Address Official may modify this rule to maintain a consistent street naming sequence.

# Chapter 7

## Street Naming

### 703 DIAGONAL STREETS

All Diagonal streets shall be:

- a) Numbered based on the N/S or E/W numbering grid. See Figure (4) for more detailed information.
- b) Even/odd numbers follow grid street rules.

### 704 CIRCULAR STREETS

All Circular Streets shall be:

- a) Numbered on the N/S numbering grid.
- b) Only Circle Streets shall use street type of "Circle".
- c) Use NE, SE, SW, NW prefix directional based upon:
  - i.) 1<sup>st</sup> letter N/S on address number range
  - ii.) 2<sup>nd</sup> letter E/W on ½ of circle
- d) Even/odd numbers follow grid street rules.
- e) Partial circles are subject to case by case approval.

### 705 MEANDERING STREETS

All Meandering streets shall be:

- a) Numbered based on the N/S numbering grid. Exceptions to this rule may be granted by the Address Official if this type of street is predominately in an E/W direction and of sufficient length that use of the N/S numbering grid would be infeasible or impractical for emergency service providers.
- b) Even/odd numbers follow grid street rules.

### 801 BLOCK NUMBERING

1. Only N/S streets shall be numbered streets with 100 block numbering to occur every 1/8 of a section except as follows (Figure 5 - Exception Location Map):

Between:           16th St and 7th St 1/9 of section (586')  
                          7th St and 7th Ave 1/14 of section (377')  
                          7th Ave and 19th Ave 1/12 of section (440')

2. All E/W streets shall be addressed with 100 block numbering to occur every 1/16 of a section except as follows (Figure 5 - Exception Location Map):

Between:           Dunlap and Northern 1/10 of section (528')  
                          Northern and Glendale 1/10 of section (528')  
                          Glendale and Bethany Home 1/10 of section (528')  
                          Bethany Home and Camelback 1/10 of section (528')  
                          Camelback and Indian School 1/6 of section (880')  
                          Indian School and Thomas 1/15 of section (352')  
                          Thomas and McDowell 1/13 of section (406')  
                          McDowell and Van Buren 1/13 of section (406')  
                          Van Buren and Buckeye 1/15 of section (352')

3. When determined possible and practical by the Addressing Official, within subdivisions the 100 block numbering system will coincide with physical street locations or other physical breaks even though these street locations may not be exactly located within the block numbering scheme.
4. Exception - City of Mesa, North of Baseline Road; within this "East Mesa" area in unincorporated Maricopa County. Maricopa County shall assign addresses using Mesa's Block Numbering System.

### 802 PROPERTY/LOT NUMBERING

(XXXZZ - X is block number, Z is lot location within block)

1. Block number shall not include leading zeros.
2. Lot location number shall include leading zeros.
3. Every 25' is a number (330' block numbers - maximum number should be 28)  
  
(660' block numbers - maximum number should be 54)
4. N/S grid streets shall be numbered with odd numbers on the east side of the street and even numbers on the west side.

# Chapter 8

## Address Numbering

5. E/W grid streets shall be numbered with odd numbers on the south side of the street and even numbers on the north side.

### 803 BUILDING/UNIT/SUITE/SPACE NUMBERING

1. Rentals (maximum 7 characters - XXYYYYZZ):
  - a) Building number, floor number and apartment number shall be considered as a single number.
  - b) Building Numbering (XX - letters only). Properties with multiple buildings may number (letter) buildings when deemed necessary and appropriate by the Addressing Official.
2. Unit/Suite/Space Numbering (YYYYZZ)
  - a) Numbers shall be assigned on a 1 # = 25' basis.
  - b) Leading zeros shall not be used for floor numbers (YYY).
  - c) Leading zeros shall be used for suite numbers (ZZ).
  - d) When apartments or suites are double loaded on a hallway, even/odd numbering shall be assigned similar to the rules that are required for grid streets.
  - e) Minimum suite/apartment numbers shall be 101, 102, etc. (y floor, z number).
  - f) Minimum space number shall be 101 for RV/mobile home parks.
3. Condominiums (maximum 4 characters - XYZZ):
  - a) Same rules as rentals.

# ATTACHMENT A

## NEW ASSIGNMENT STREET TYPES

<u>Type</u>	<u>Abbreviation</u>
Alley	ALY
Avenue	AVE
Bay	BAY
Boulevard	BLVD
Circle	CIR
Court	CT
Dale	DL
Drive	DR
Freeway	FWY
Glen	GL
Highway	HWY
Lane	LN
Loop	LOOP
Parkway	PKWY
Pass	PASS
Place	PL
Plaza	PZ
Road	RD
Run	RUN
Ridge	RDG
Street	ST
Terrace	TER
Trail	TR
Way	WAY