

CITY OF FRESNO  
DEVELOPMENT DEPARTMENT

Policies & Procedures

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ADDRESSING

ISSUE NO. 10

**TITLE:** VOLUME 3: ADDRESSING APARTMENTS AND CONDOMINIUMS

**ESTABLISHED:** MAY 3, 1996

**STATEMENT:**

With the new computer permits system coming online, the Department is taking steps to set a process for the addressing of properties. This issue, the third of a series on addressing, establishes the procedures for addressing apartments and condominiums. These are projects that have more than one building and/or one dwelling unit per parcel of land.

**REFERENCES:**

Fresno Municipal Code;

Article 13, of Chapter 12 (The Zoning Ordinance), of the Fresno Municipal Code.

Development Department Policy;

Refer to P&P: Volume 1: Address Numbering Systems to determine the correct numbering system and how to apply the street numbers; odd/even, sequential, spacing, base lines, etc.

**PROCEDURES:**

These types of projects will have multiple tenants occupying multiple buildings (or portions of buildings), demanding more than one official address per parcel. The objective of this issue is to determine an addressing system that will: 1) Provide a "site" address; 2) Provide a separate official address for each dwelling unit; 3) Simplify the address for official records; and 4) Provide a system compatible with the new HTE computer system for the issuance of building permits.

The analyst shall take the following steps in providing a sound and logical addressing sequence for this type of project.

1. Locate your project in the City of Fresno and determine which addressing system is applicable (refer to Volume 1 of Addressing).
  
2. Gather as much information as possible about the addresses surrounding your project. Typical

sources are; tract maps, parcel map, special permits, APN sheets, JAF, microfiche, personal knowledge, HTE, etc.

3. There will be four steps in determining the full address for this type of project; a) street name (which will include a compass direction and suffix if appropriate), b) street number, c) building alpha identification, and d) unit numeric designation.
  - A. The street name for your site shall be identified by the primary vehicular access point to the project. You must be careful in determining the primary access because most projects will have at least two driveways. The following items describe the different project designs you may encounter and how you will determine the street name.
    1. If the project has one street frontage, no matter the number of vehicular entrances, assign that street name.
    2. If the project has vehicular access from one street, and an emergency access from a different street, ignore the emergency access and assign the primary street name.
    3. If the project has vehicular access from two streets, and the internal driveways from those access points do not connect, assign two separate street names accordingly.
    4. If the project has vehicular access from two streets, and the internal driveways from those access points do connect, you must use your intuitive skills, **and common sense** to determine the primary entrance and assign that street name.
    5. For the unusual projects that have access points from more than two streets, use the same logic and skills as called for above.
  - B. Since this type of project is usually an integrated design, you will assign one street number to the project site in determining the official street address. With the information gleaned from the sources mentioned earlier, you can determine the street number for your project. The street number, without any kind of qualifier, will be used as the SITE ADDRESS. Refer to P&P issue, Volume 1: Address Numbering System, for assistance in determining the correct street number.

EXCEPTION: Whenever there are two access points whose internal driveways do not connect (see 3-A-3 above), and/or whenever the special circumstances outlined in paragraph 4 below.

- C. After you have determined the street name and number, you will assign each building an **alpha** designation; i.e., A, B, C, D... as the third step in determining the official street address. This building alpha identification will only be used on the hard copy site plan for reference purposes. It will not be input to GIS or the HTE system, nor will it be used in the official address.

NOTE: In HTE, for building permit purposes only, whenever there is more than one tenant in a building, a + shall be put in the "apartment" field of the lowest unit

number address assigned to that building to enable permits to be issued for the "building", not individual tenants.

The most important criteria to establish in addressing this type of project, is to determine a starting point so that a constant and consistent numbering system can be installed anywhere throughout the City of Fresno.

To select the starting point in a multi-tenant/building commercial center, choose the building at the corner of the development that is the closest to both the "base line" of addressing and the street being assigned to the address. This location will establish the lowest number in the address number range of the project.

Most of these projects are arranged around some kind of circular drive, either with one or two driveways. Beginning at the chosen starting point and going to the right (counterclockwise), label the first building on the right as BUILDING "A". Continue in alpha order around the complex using the entire alphabet except, "I" AND "O". If needed for large complexes, continue the alphabet with double letters, i.e., AA, BB, CC, DD...

Assign, in linear sequence, letters to the buildings along both sides of the interior drive. If the buildings are exactly opposite, label the building of the right side first. It is very important to determine an orderly building identification sequence, as it will also determine the orderly sequential assignation of unit numbers as set forth below.

Assign alpha designations to all main buildings first. Afterwards, if there are accessory buildings and/or structures such as, carports, garages, recreation buildings, storage buildings, etc., designate them with double letters beginning with "AA", or if double letters are already being used for main buildings, begin where they left off. If necessary, continue with triple letters; i.e., "AAA".

- D. The fourth and last step is to assign unit numbers to individual dwelling units. With the sequence established by the building alpha designations, begin assigning unit numbers. Assign the first dwelling unit on the ground floor of BUILDING "A", the unit number 101, continuing to unit number 199.

Continue assigning unit numbers in Building "A" before moving to Building "B". Assign unit numbers in a logical order (counterclockwise) within each building, and complete that building before moving on. Keep the orderly sequence as firm as possible.

There will be project designs that simply are not conducive to this orderly sequence of addressing. In those cases, as always:

**USE COMMON SENSE!!!!!!**

4. For large projects with more than 100 units on ground and/or any floor, the following special

circumstances will apply.

- a) Encourage the applicant to design the project so that there are two internal drive systems that do not connect. If this is done, the addressing may be separated with two street numbers, each having its own building alpha designations and unit numbers.
  - b) If it is not possible to have separate internal drives, the analyst shall determine a logical division of the site into two address systems as if the internal drives do not connect. In this case, there will be special conditions for the posting of addresses on the buildings.
    - 1) The street number and range of unit numbers for each system shall be prominently displayed at each corresponding entrance.
    - 2) The street number and range of unit numbers shall be prominently displayed on each building in the entire project.
5. Use two digit unit numbers only for those units that are below ground level; basement units.
  6. For all stories above the ground floor, for the unit directly above the ground unit, use the same unit number, except start it with a "2", or "3", etc., i.e., 201 over 101. If there is a mix of single and multiple story buildings, keep constant the similar numbers over similar numbers. This will result in the omission of some numbers on the second (or third, or fourth) floor plan.
  7. Use a working copy of the project and lay out the building alpha and unit number designations for the project. If you do this, you will be able to make corrections without cluttering the original site plan that you will use to formally assign street addresses. When you are satisfied that the alpha and numeric designations fit, and that you have the correct linear sequences, you are ready to transfer the numbers to the original site plan for official street addresses.
  8. Before proceeding, **double check** and even **triple check** your designations. Be sure that you have the correct street name and proper or no compass direction, odd vs. even street number, and in proper sequence, that they fit into the existing sequence of street numbers, and that the sequence of building alpha and unit numeric designations are correct.
  9. Using a felt tip pen, preferably a different color than the site plan, (green does nicely on blue line prints), transfer the information from the working copy to the original site plan.
  10. When completed, place the **OFFICIAL ADDRESS NUMBERS** stamp in a conspicuous place, and sign and date accordingly.
  11. Make a reduced copy of the map (8 1/2" x 11" if legible, otherwise 11" x 17") and give the original site plan and a reduced copy to the Senior Admin Clerk (Carolyn Clark) who will distribute copies of the **official address plan** to the different agencies. The original address plan will be placed in

the Book of Address Plans.

12. Route a copy of the site plan to the Address Team for input into the GIS system which, in turn, will update the HTE system.
13. Place a copy of the address plan into the special permit file.

**FINIS**

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**STATEMENT: History of Changes**

<b>Date of Revision</b>	<b>Changes To</b>	<b>Comment</b>
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REV. 10/14/96

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Add; provide site address

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Item 3.A, B language clarification

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Item C

change starting criteria