



PLANNING AND DEVELOPMENT DEPARTMENT

DATE: November 19, 2002

TO: STAFF
Planning and Development Department, Planning Division

FROM: RAYBURN R. BEACH, Planning Manager
Planning Division/Project Evaluation Section

SUBJECT: ASSIGNMENT OF ADDRESSES

All projects accepted for processing by this Division must have an address assigned to the property prior to accepting the application for processing. Please remember that the site's lowest address is usually reserved for quasi public use, not that of the largest tenant.

If the assessor's parcel does not have an address assigned at the time of submittal of a project, request that either Dave Stiglich, Stan Dilbeck or Bob Lewis assign an address to enable you to accept the application. Please provide a full size drawing, unless the project is less than one acre in size.

If the project is proposing a use which may result in multiple tenants, immediately deliver one copy of the site plan to Stan Dilbeck for assignment of official addresses which may or may not include suite numbers. Include as a condition of approval of the project that these official addresses appear on the corrected site plan prior the issuance of building permits.

There are copies of many of the official addressing maps filed in the cabinet behind the counter receptionist desk. These are filed in street alphabetical order. There are separate files for some of the larger shopping center complexes listed by shopping center name. Take care not to misfile any of these documents should you decide to copy one for your planning files.

Whenever a building permit is requested for a tenant improvement, the plans must include the address and suite number. These addresses and suite numbers must conform to the official address maps in the file cabinet. If the addressing plan is not in the file drawer and the project is an older development, the addressing plan may have been microfilmed in which case the information will be in the microfilm job address file.

For security purposes, the authorization to enter addressing into the HTE system is limited to team members with maximum addressing experience. This helps prevent errors from getting into the City-wide address base.