



Street Naming and Addressing Procedures for the Town of Queen Creek

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for the
Town of Queen Creek**

Table of Contents

<u>Chapter</u>		<u>Page</u>
1	General Provisions	
	Purpose.....	3
	Authority.....	3
	Appeals.....	4
2	Street Naming	
	General Requirements.....	5
	Existing Alignments.....	5
	Assignment of New Street Names.....	6
	Offset Alignments.....	6
	Straight Streets.....	6
	Cul-de-sacs.....	7
	Curvilinear Streets.....	7
3	Addressing Guidelines and Procedures	
	General Guidelines and Procedures.....	9
	Curvilinear Streets	10
	Circles and Loops.....	10
	Cul-de-sacs.....	10
	Streets Changing Direction Between Intersections.....	10
	Apartments and Condominiums.....	11
	Townhomes	11
	Mobile Home Parks.....	11
	Duplexes, Rear Houses and Multiple Buildings.....	12
	Business Districts.....	12
	Commercial Malls, Centers, Villages and Squares.....	12
4	Posting of Addresses	
	Placement of Addresses on Structures	13
5	Amendment Procedures	
	Street Name Changes	15
	Address Number Changes	16
6	Fees	17
7	Definitions	18

Chapter 1 - General Provisions

Purpose

The Town of Queen Creek is experiencing rapid development which makes it essential to establish uniform and consistent guidelines for street naming and addressing within the Town. Street naming and addressing procedures are established for the following purposes:

1. To guide and regulate a uniform and consistent street naming and property numbering system to enable emergency response personnel as well as the general public to readily locate a street address.
2. To ensure that the process of street naming and addressing compliments the development of the Town of Queen Creek.
3. To clearly identify a north-south, east-west point of reference for a street naming and property numbering system.
4. To assist the postal service with the efficient delivery of mail by eliminating the incorrect use of street names and addresses.

Authority

In order to implement these regulations, the GIS Department or designated employee shall have the following responsibilities:

1. Assign all addresses in Queen Creek 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 GIS Department, an address may be assigned to a vacant parcel of land.
2. Change existing assigned addresses to conform to these regulations.
 - a. The GIS Department may change existing addresses to conform with these adopted rules when, in a particular instance, a limited number (less than 10) of existing addresses would need to be changed. Any such changes shall not be subject to any fees by the Town.
 - b. When, in a particular instance, more than a limited number of addresses need changed to conform to these regulations, the GIS Department shall only make such changes after approval has been granted by the Town Council to make such changes. Any such changes shall not be subject to any fees by the Town.
3. Develop and maintain a street name and street address database.
4. Adopt written directives which:
 - a. Clarify and/or further define these regulations, when needed;

- b. Identify procedures to implement these regulations;
- c. Adopt procedures to implement these regulations; and/or
- d. Adopt forms to implement these regulations.

Appeals

Any person aggrieved by the action of the GIS Department in the administration of these procedures may seek review of such action from the Queen Creek Town Council.

A written request shall be submitted to the GIS Department, who will place the item on the agenda of the next regularly scheduled Town Council hearing.

The GIS Department shall submit all of the original documents and materials, or true copies of, constituting the record upon which the appealed action was taken to the Town Council for review.

A decision on whether to approve or deny the GIS Department's action will be made within 60 days of the request for appeal.

An appeal of the GIS Department's decision to the Town Council shall stay all proceeding pending the results of the appeal.

Chapter 2 - Street Naming

General Requirements

1. All proposed public and private street names/types shall be approved by the GIS Department or authorized staff prior to approval of the final plat.
2. Streets separated by natural or manmade physical barriers shall retain the present street name of each segment.
3. Once a name has been used, it may only be used again within the same alignment.
4. When a street changes its alignment by 150 feet or changes direction by 90 degrees, it shall assume the name of the new alignment, or take a new name if no alignment exists. Exceptions are circles and loops.
5. One direction shall be assigned to each primary street name and shall be designated as South or East. Additionally, each street shall contain only one suffix throughout its entirety except in the case of a cul-de-sac, which shall be identified as a Court.

6. The following constitutes a list of suffixes to be used within the Town of Queen Creek:

Avenue	Ave (only for east-west streets)
Boulevard	Blvd
Circle	Cir
Court	Ct
Drive	Dr (only for east-west streets)
Lane	Ln (only for east-west streets)
Loop	Lp
Parkway	Pkwy
Place	Pl
Road	Rd
Street	St
Trail	Tr
Way	Way

Existing Alignments

1. All street names shall be assigned based on existing street alignments within the Town of Queen Creek Planning Area or areas within one mile outside of the Town's boundaries.
2. Existing mile and half-mile streets shall remain fixed.
3. Extension of any mile or half-mile streets on the same alignment whether adjacent or several miles away shall carry the same street name.

Assignment of New Street Names

1. For streets not within existing alignments, new names may be proposed by the developer but are subject to approval by staff. Proposed names should be appropriate for the area, such as names that reflect the geographic, historical, or cultural aspects of the town.
2. Any objection by emergency service providers to a proposed street name shall result in a denial of that name.
3. Street names shall be pleasant sounding, easy to read and pronounce.
4. Street names that are the same or are pronounced the same or similarly but with different spellings shall be used only once, i.e. Sanokai or Sanoque, Crimson or Crismon.
5. Directional names (South North Street) frivolous, complicated or undesirable names shall not be used.
6. North-south streets shall be numbered streets, unless otherwise approved. Numbered streets shall have street types assigned by Street, Place, and Way in an easterly direction with every 1/8 of a mile being a street.
7. Street names shall be limited to 15 characters including spaces.

Offset Alignments

1. A street offset in alignment by more than 150 feet in any direction shall receive the name of that street nearest in alignment; however such offset may not progress in the same direction as subsequent segments but rather must reverse direction to return to or toward the original alignment prior to establishing new offset in either direction. Any street existing beyond the 150 feet will be considered out of alignment and will receive its own alignment.
2. When two or more streets are within the 150 feet alignment of the original street, that street closest to the original alignment will receive the name of the original alignment.

An exception to this rule may be made for arterial streets where a more distant street provides traffic and addressing continuity, provided such street does not exceed the 150-foot alignment offset

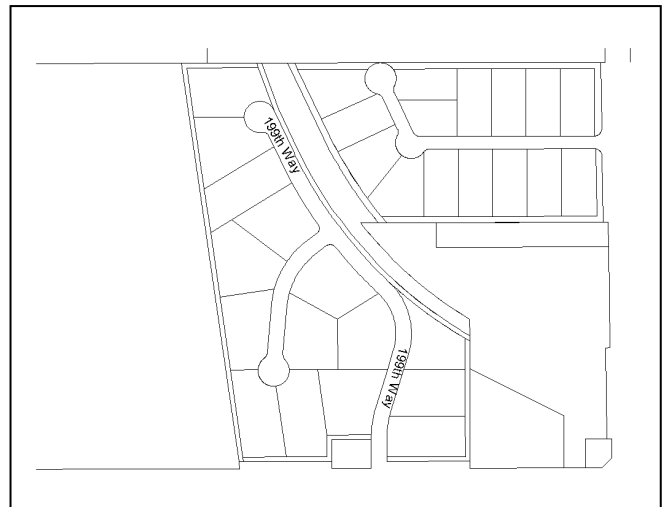
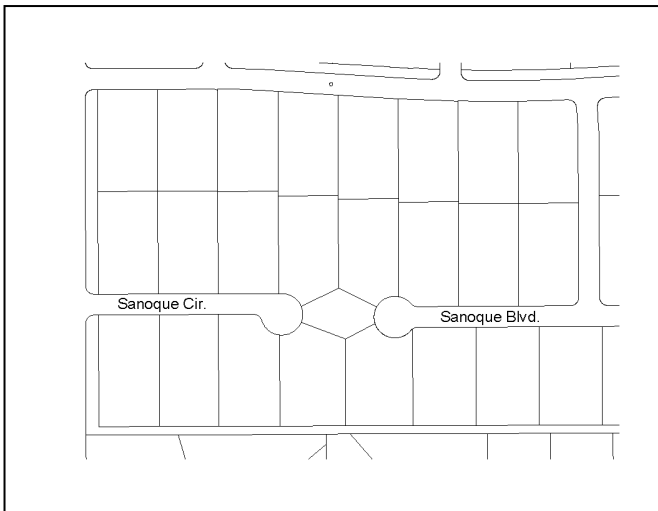
Straight Streets

1. Any street which is in alignment or an extension of an existing street shall not receive a separate name.

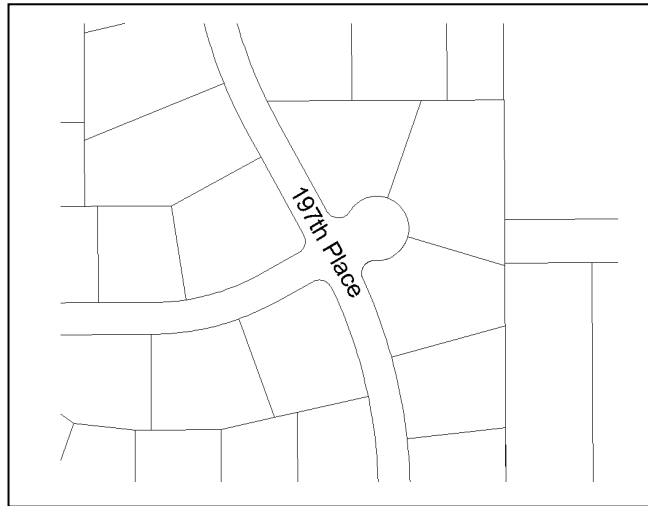
2. An existing street name shall be considered one alignment and may not be assigned to any other alignment.
3. A newly developed street shall assume the name of the street on which it aligns. This will hold true even if it is developed in an undeveloped area, when on the extended line of an existing street at any distance whether interrupted by natural or man-made barriers such as freeways, reservoirs, railroad tracks, open space, etc.

Cul-de-sacs

1. When a cul-de-sac exists or is constructed at the end of an existing street right-of-way or alignment, it shall assume the name of that street. This is also the case when the street adjoining the cul-de-sac curves, arcs or meanders from its straight alignment.



2. When a cul-de-sac is constructed within an extension of an existing street right-of-way or alignment which is not developed in its entirety, it will assume the name of that street as if it were constructed.
3. When a cul-de-sac is less than 100 feet in length, it retains the name of that street which it adjoins. Changes in this policy may be approved by the GIS Department where necessary.



Curvilinear Streets

1. Loops will contain one name along their entire length, unless during the length of the loop it is intersected by a side street, whereby the loop street will change its name to reflect its new alignment. This policy may be changed or modified if approved by the GIS Department.
2. All streets should have one name for their entire length, regardless of directional change. If a street makes a 90-degree turn or more, a new street name may be justified. The final decision on whether a bend in the road justifies a new street name rests with the GIS Department.
3. A street which leaves its alignment by more than 150 feet to assume a new alignment shall assume a new name at the point where it leaves its original alignment **if** the original alignment could be extended at a later date. Exceptions to this may be allowed when the street returns to its original alignment, and therefore allows both addressing continuity and traffic flow. An intersecting street which assumes the original alignment as said street may assume the original street name.

Chapter 3 – Addressing Guidelines and Procedures

General Guidelines:

1. The GIS Department shall assign all situs addresses for the Town of Queen Creek.
2. All situs addresses shall be placed in the Street Register and recorded in the Map Address Book.
3. A situs address shall not be assigned to a single-family residence until the subdivision plat has been recorded with the appropriate County Recorder's Office.
4. A permanent situs address shall not be assigned to a multi-family, commercial, or industrial development unless building plans are submitted to the Building Department of the Town of Queen Creek.
5. Situs addresses may be assigned to water/electric meters and sprinkler timer control boxes with the submittal of a site/vicinity plan or plat and the "Application for Building Permit."
6. Odd numbered addresses will be assigned on the East and South sides of the street, and even numbered addresses will be assigned on the North and West sides of the street.
7. For corner lots where both street frontages are within 15 feet of each other and do not have platted front yard setbacks, addresses shall be assigned for both frontages. Once it has been identified which street the structure will face, the appropriate number shall be assigned. The number not used shall be deleted from the plat.
8. For that portion of Queen Creek located in Maricopa County, addressing shall be based on the Maricopa County addressing system, where the reference point or point of origin is the intersection of Central Avenue and Washington Street.
 - a. North/South streets shall be numbered with 100 block numbering to occur every 1/16 of a mile (330 feet) as measured from the centerline of the baseline street.
 - b. East/West streets shall be numbered with 100 block numbering occurring every 1/8 of a mile (660 feet) as measured from the centerline of the baseline street.
9. For that portion of Queen Creek located in Pinal County, addressing shall follow the Pinal County addressing system.
10. Properties along Power Road shall use the addressing system used by the Town of Gilbert. Addresses shall be obtained from the Town of Gilbert.

Addressing

1. **Curvilinear Streets:** In subdivisions where streets vary from the house-numbering grid, addresses will be taken from the baseline most nearly at a right angle to the principle direction of the street.
2. **Circles and Loops:**
 - a. Address numbers shall correspond with the numbering on the street from which the circle originated.
 - b. On circular streets having only one ingress/egress location, the first number will be assigned to the first property on the right a one enters the street. Successive numbers will be assigned as one continues in a counter clockwise direction.
 - c. On circle and loop streets, the longer side of said street shall determine what the numbers will be for each side of the street. Even numbered addresses shall be located on the outside of the loop with odd numbered addresses on the inside of the loop.
3. **Cul-de-Sacs:**
 - a. Any cul-de-sac which is less than one hundred feet (100') in length as measured along the centerline of the cul-de-sac from the nearest right-of-way line of the intersecting street to the point of radius at the end of the cul-de-sac (see exhibit), shall contain the same name as the principal street it intersects, and therefore corresponds to the addressing scheme of the principal street.
 - b. Any cul-de-sac which exceeds one hundred feet (100') in length will be identified by a different name and addressed as a separate street.
4. **Streets originating from different points on the same cross street.** When a thoroughfare does not begin at the same location as a parallel thoroughfare, the numbers shall begin with the same number measured from the baseline as on the parallel thoroughfare. Buildings facing thoroughfares that do not extend to the baseline at present are assigned numbers as if they were extended.
5. **Diagonal streets.** Intersection numbers on diagonal cross thoroughfares shall be calculated to begin with the same number measured from the baseline according to the frontage number scale designated for that area to ensure that the frontage numbers are uniformly measured from one thoroughfare to the next where they intersect the cross thoroughfare. Numbers assigned along a diagonal thoroughfare shall be measured as true north-south and east-west distances from the dedicated reference thoroughfares to which the diagonal thoroughfares intersects and not along the diagonal.
6. **Streets Changing Directions Between Intersections.** If a street changes direction and is contained entirely within a subdivision or area, the frontage numbers may continue sequentially as in one direction.

7. **Apartments and Condominiums**

- a. Apartments and Condominiums projects with one main entrance with interior thoroughfares, whether dedicated or undedicated, shall be assigned one situs address on the dedicated thoroughfare on which the main entrance fronts. On a case-by-case basis, a high-density development with multiple entrances may be assigned more than one situs address.
- b. Regardless of the number of assigned situs addresses, unit numbering shall remain consecutive throughout the entire development to avoid duplication of numbers.
- c. Based on the size of the development, an identifying number, i.e. 1, 2,3 may be assigned to each building within the project and included as part of the official address.
- d. As a general policy, a sub-structure suffix shall be assigned to each unit in a counterclockwise direction, beginning at right of the main, addressed entrance, as follows. The sub-structure suffix shall be included as part of the official address of each unit:

99 units or less, single story: 101-199

100 units or more, single story: 1001-1999

99 units or less, multi-story:

First floor: 101-199

Second floor: 200-299

Third floor: 300-399

100 units or more, multi-story:

First floor: 1001-1999

Second floor: 2000-2999

Third floor: 3000-3999

8. **Townhomes:** An individual situs address shall be assigned to each unit within the town home development if internal thoroughfares are to be named.

If internal thoroughfares are unnamed, Section 7.d of these procedures shall apply. Wherever possible, the legal description of each lot shall correspond with the sub-structure number. In addition, sub-structure numbers assigned to each unit shall correspond with those on the opposite side of the unnamed thoroughfare.

9. **Mobile Home Parks**

- a. The property of a mobile home park shall be assigned one situs address on the dedicated thoroughfare on which the main entrance fronts. In addition to the general situs address, each mobile home shall receive a numerical designation, i.e.

Space 1, Lot 1, etc. Space/lot numbers shall be assigned consecutively throughout the mobile home park, beginning at the right of the main entrance.

- b. If the development is a mobile home subdivision following normal subdivision regulations, the properties shall be treated as individual residences.

10. **Duplexes, Rear Houses, and Multiple Buildings on Interior Lots**

- a. Fractions of numbers or the designation “front” or “rear” to duplexes, rear houses, and structures on interior lots shall not be allowed.

- b. Situs addresses for duplexes, rear houses, and structures on interior lots shall be assigned by using numerical freedom as follows:

11. **Business Districts-** Each business unit within a commercial strip shall be assigned a situs address using a separate frontage number and the alphabetic name for the street that the commercial structure fronts upon.

12. **Commercial Malls, Centers, Villages, and Squares**

- a. A temporary situs address designated by the letter “T” after the frontage number may be assigned for temporary office facilities during initial construction.

- b. A separate frontage number shall be assigned to each structure/pad located in a commercial mall, center, village, or square. On a case-by-case basis, major tenants within a single structure may receive a separate frontage number. Frontage numbers shall be assigned by the street closest to the building.

- c. Based on the size of the development and placement of structures, an identifying letter (A,B,C, etc.) ~~or number (1,2,3, etc.)~~ may be assigned to each building within the project and included as part of the official address.

- d. As a normal practice, suite numbers for single story structures shall be limited to numbers 1-99; for multi-story structures, suite numbers shall be assigned beginning with 101 through 199 for the first floor, 201 through 299 for the second floor, etc. In special circumstances, it may be necessary to determine suite numbering using consecutive numbers that may exceed 99 for single story structures.

Chapter 4 –Posting of Addresses

Responsibility

It shall be the responsibility of the subdivider/owner to clearly display the group of assigned numbers to each building and/or unit in accordance with the standards set forth by this policy.

Color/Style

The color of numbers and background shall contrast. The style of the numbers is optional, provided the numbers are easily readable.

Placement of Address on Structure

1. The address shall be mounted in a permanent, stationary and durable manor unobstructed at all times by anything that would tend to hide or obscure the number.
2. If a building or interior buildings are not viewable from the street frontage, a lawn stake or similar permanent fixture with the address should be placed in a conspicuous place, or permanently on a curbside postal mailbox.
3. Each principle building shall display the number assigned to the frontage on which the front entrance is located. On a corner lot, the address shall face the street named in the address.
4. For single family residential dwellings, the minimum address number height shall be 3" (three inches).
5. Commercial, industrial and multi-family residential:
 - a. A principle building occupied by more than one business or residential dwelling unit shall have an identification number displayed at each separate entrance.
 - b. The address shall be displayed on a monument sign or screen wall near the entrance(s) of the site, and be clearly visible from the street. The height of the numbers shall be a minimum of 6" (six inches).
 - c. Individual building numbers shall be displayed on two sides of the building, with at least one facing the entrance, fire lane or perimeter parking area. The height of the numbers shall be a minimum of 12" (twelve inches).
 - d. Unit numbers per floor shall be displayed near the major entrances into each building. The minimum height of the numbers shall be 6" (six inches).
 - e. Suite numbers shall be displayed on or near the front and rear doors. The minimum height of the numbers shall be 3" (three inches).
 - f. Any numbers on a building shall be displayed approximately 8' (eight feet) to 10' (ten feet) above finish grade.

6. The condition of the address will be kept so that the numbers are always readable. In the event that the address becomes unreadable, it will be the responsibility of the property owner to perform such maintenance so that the address is returned to a readable state.

Chapter 5-Amendment Procedures

Statement of Policy

It is the intent of the Town of Queen Creek that these procedures have been established for the purpose of promoting sound and desirable street naming and addressing practices for maintaining accurate and concise street naming and addressing records. In harmony with this purpose, these procedures shall not be amended except to (1) correct an error or oversight in the procedures, or (2) to correct/change the name of an existing street name/type in the Town of Queen Creek. In conformity with this statement of policy, the GIS Department may initiate amendments in the manner set forth.

Street Name Changes

1. **Town Initiated Changes.** The Queen Creek Town Council may, by resolution, initiate a street name change. A public hearing shall be scheduled notifying all interested citizens of the proposed street name change. In addition, all citizens who may be affected by the street name change shall be notified in advance and in writing of the public hearing. Once the resolution for the name change has been approved, the resolution shall be recorded with the Maricopa or Pinal County Recorder's Office.
2. **Street name changes.** Persons may petition the Town of Queen Creek to change, by resolution, the name of either a public or private street which fronts upon lots and land parcels which they own by submitting an application to the GIS Department. The application shall include:
 - Date of application
 - Current street name
 - Proposed street name
 - Justification for the change
 - Property owner's name, address, and telephone number
 - Signature of property owner
 - application fee

Recommendation

The GIS Department shall review the request in accordance with these procedures and based on, but not limited to the following criteria for renaming existing streets:

1. The number and types of residences/buildings which will require a situs address change.
2. Approval/disapproval of homeowners in the neighborhood.
3. The length of time the street name has been in use.
4. The length of the existing street and the amount of traffic generated.
5. Compatibility with adjacent streets.

6. Impact on emergency response.
7. Impact on the neighborhood; consensus of the homeowners for the street name change.
8. Is the street name change necessary.

The GIS Department shall then forward a recommendation to the Town Council for the approval/denial of the request.

Procedures to change a petitioned street name shall follow with a resolution by Town Council to initiate the change.

Address Number Changes

Address number changes may only be requested by the property owner. All requests for address number changes shall be submitted to the GIS Department for consideration. The application shall include:

- Date of application
- Current address number
- Proposed address number
- Justification for the change
- Property owner's name, address, and telephone number
- Signature of property owner
- application fee

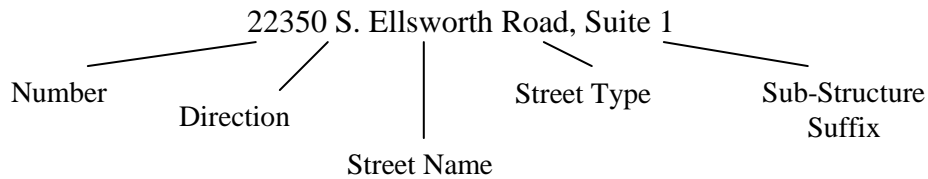
Chapter 6 – Fees

The GIS Department shall charge the following fees for addressing. Fees will not be charged for items such as utility meters that require an address.

Chapter 7-Definitions

Address: A unique alphanumeric descriptor which identifies the property location of a parcel of land, a building, or other structure located within the Town of Queen Creek (e.g. 22350 S. Ellsworth Road).

Address Format: The order of assemblage and structure of the five standardized components used in a legal address (number, direction, street name, suffix, sub-structure).



Alignment: The arrangement, positioning, adjustment, or formation of a line, road, or street with another line, road, street or extension of the line.

Avenue: A designated suffix identification of a north-south or east-west thoroughfare.

Block: Minimum length for one block is 600 feet; maximum length is 1200 feet.

Boulevard: A major street connecting two baselines, usually divided by a landscaped center island, or with landscaping within the right-of-way.

Circle: Short streets in a platted subdivision that return to themselves; a secondary street that begins and circles back to the point of beginning.

Court: A suffix identification of a cul-de-sac.

Cul-de-sac: A minor street having one open end and being permanently terminated at the other by a vehicular turn around.

Directional (Prefix): The compass direction of the address abbreviated with the single letter equivalent for its compass direction, (i.e. N, S, E, W).

Drive: A suffix identification of a north-south or east-west thoroughfare.

Frontage Number: Prefix component of the legal address which is numerically sequenced and assigned to a structure or a parcel along a street according to its relative distance perpendicular to the baseline or meridian axis of the county grid.

Gridlines: Mile thoroughfares which divide the Town into identifiable mile squares to indicate address divisions whereby no more than 800 addresses will be allowed between two gridlines.

Intersection: The point at which two or more streets cross one another.

Lane: A suffix identification of a north-south or east-west thoroughfare.

Loop: A suffix identification for a street that begins and ends on the same half-mile or mile street.

Parkway: A special scenic route or park drive designated by a name.

Place: Cul-de-sac or permanent dead-end street greater than 400 feet, unless in an extended alignment.

Prefix (Directional): The compass direction of the address abbreviated with the single letter equivalent for its compass direction, (i.e. N, S, E, W).

Private Streets: Thoroughfares which are retained and maintained under the ownership of private individual(s) and/or associations and are intended for private and/or public use.

Public Rights-of-ways: Streets which are dedicated for perpetual public use and are retained and maintained by the Town of Queen Creek, Maricopa County, the State of Arizona or the United States Government.

Reference Point:

Road: A continuous thoroughfare running north-south or east-west, a minimum 1320 feet in length.

Street: A suffix identification of a north-south or east-west thoroughfare.

Street Name: The component of the address which is given to both public and private rights-of-way to distinguish the location of one street from another. Street names shall not be abbreviated. There shall not be any directional or suffixes within the name itself.

Street Suffix: The component of the address which modifies the name to distinguish specific functional and/or characteristics of the street to which the address is assigned (i.e. place, court, street, etc.)

Sub-Structure Suffix: The component of the address which is an alphanumeric code to identify suites, apartments and condominium units within commercial or residential developments.

Way: A north-south or east-west thoroughfare.