

Street Naming and Addressing Procedures

I. PURPOSE

The City of Maricopa is hereby establishing Street Naming and Addressing Procedures (SNAP) for the following reasons:

- Need for uniform and consistent street names and addresses to enable emergency response personnel, and the general public, to readily locate a site by its assigned address.
- Need for increased efficiency of delivery services, including the United States Postal Service.
- Need for consistent and accurate legal documents.
- Need for convenience and proper orientation for travelers and citizens of the City of Maricopa.
- Need for documented guidance for orderly, well-planned growth.

II. AUTHORITY

A. **Address Coordinator**

- Applies the policy and procedures set forth within the City's adopted SNAP;
- Responsible for maintaining all street names and addresses for assignment, changes and updates within the City, including suite splits or suite combinations;
- Provides a main contact for addressing in the City of Maricopa;
- Reviews all new or proposed street names, including street name change requests;
- Consults with emergency service providers for their comments prior to forwarding with any new/change request to the Planning & Zoning Commission or City Council;
- Prohibits the creation of planned street segments and/or new aliases except by official action of City Council or Commission when street segments exist entirely within the City's jurisdiction.

B. **Development Services Department**

- Assists the Address Coordinator in the public process and document routing;
- Handles public notices, staff reports, and public presentations for public hearings;
- May initiate a Street Name Change.

C. **City Council**

- City Council approval is required for any requested changes to existing street names;
- May initiate a Street Name Change.

D. **Planning & Zoning Commission**

- Per the Subdivision Ordinance, approves Preliminary Plat proposals;
- Staff's recommendations include street names reviewed by the Address Coordinator.

E. **Property Owner**

- May initiate a Street Name Change in accordance with procedures in [CITIZEN PETITION \(PRIVATE PARTY\)](#)

III. REQUIRED INFORMATION - DOCUMENTS

A. Residential Projects

Street names and numbering shall be determined in accordance with the street naming and numbering policy adopted by City Council. The Address Coordinator shall review the proposed street names for duplication of names, appropriateness of names, and for overall compliance with the street naming policy.

1. New Single-Family Subdivisions or Permitted Residential Lots
 - a. Preliminary Plat proposal: routed once completed per submittal requirements, including a map of street layout, the name proposed for each street, and an alphabetical list of the proposed street names proposed.
 - b. Final Plat: Approved street names shall be included in the Final Plat for City Council approval and ultimately recordation.
 - c. Residential structures constructed on parcels outside of formal subdivisions, which may require new dedication(s) or prescribed easement(s) that require street names, shall include the name proposed for each street for review and approval by the Address Coordinator and City Staff.
2. New Multi-Family Projects
 - a. Final Plat: illustrate street layout, provide list of street names
 - b. Exhibit showing building footprints and dwelling units per floor
3. Redevelopment and Renovations
 - a. Any improvements that create new dwelling units require review and addressing designations by the Address Coordinator.

B. Mixed-Use and Non-Residential Projects

1. New Projects
 - a. Final Plat proposals (if applicable) and/or development reviews require thoroughfare and building (and suite) layout of project to properly plan addresses into the City's GIS database.
 - b. Recorded Plats (if applicable) and development approvals are required to finalize addresses into the City's GIS database.
2. Redevelopment or Tenant Improvements
 - a. Any improvements that create new suites or dwelling units require review and addressing designations by the Address Coordinator.

C. Amended Plat, Lot Splits, or Minor Land Divisions

1. Applicant to supply the Address Coordinator with a lot map that highlights newly created lots in context of streets and surrounding conditions.

- If multi-unit, the applicant shall supply the Address Coordinator with an exhibit detailing new building footprints and dwelling units per floor in context of streets and surrounding conditions.

D. Approved Annexation Documents

- Pending annexation proposals shall be reviewed for street name conflicts and may require a City-Initiated street name change if the criteria warrants the change.

IV. STANDARDS AND FORMAT

A. Address Naming

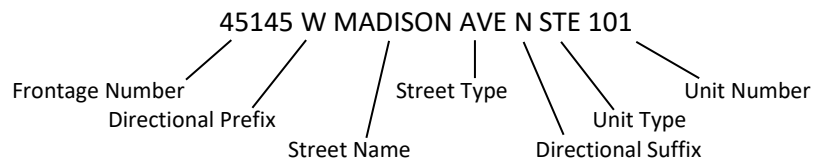
- Choice of Names: Names should be chosen that relate to the scale and location of a project.
- Objectives - Names should be pleasant sounding, appropriate, and easy to read (so that the public, of all ages and abilities, can handle the name in an emergency situation).
- Unacceptable Street Names - Names that do not conform to current State of Arizona 9-1-1 GIS Standards.
- Name Length - The complete road name shall consist of no more than 20 characters, including directional prefix, street name, spaces, the USPS approved abbreviation for street type, and optionally the directional suffix.
- Complete Name - A complete name shall consist of no more than four words, including directional prefix and street type.
 - Examples:
 - North Toya Vista Road:** Prefix (1 word), Primary (2 words), Type (1 word)
 - South Calle de Caballos:** Prefix (1 word), Primary (3 words), Primary includes the type-equivalent (street type)

B. Address gridlines

- Per City Address grid, which follows the Pinal County Addressing Grid

C. Address format

- The address format used by the City is made of as many as seven (7) components (frontage number, directional prefix, street name, street type, directional suffix, unit type, and unit number). Formats shall abide by rules established in [ADDRESS FORMAT RULES](#) (page 5).



- Frontage Number: Five-digit number
- Directional Prefix: One-character, values are N, S, E or W
- Street Name: Characters must meet signage requirements
- Street Type: USPS standards (maximum 4-characters)

- Directional Suffix: One-character, values are N, S, E or W
- Unit Type: USPS standards (i.e. APT = Apartment and STE = Suite, max 4-characters)
- Unit Number: A maximum of a 4-digit number

D. Address ranges/intervals

1. Address ranges are assigned by the Address Coordinator to each block (street segment). A block is a street segment defined by intersecting streets or jurisdictional boundary. Addresses assigned to a frontage street (block) must fall within the address range of the block.

V. RULES

A. Coordination with Development Approval

1. An address shall not be assigned to any Single-Family Residential lot within a subdivision prior to City Council approval of the Final (or Amended) Plat.
2. An address shall not be assigned to any Single-Family Residential home on a residential parcel prior to the dedication of proper egress/ingress being named in accordance with these procedures.
3. A permanent address shall not be assigned to a new multi-family, commercial, mixed-use, or industrial development unless approved as prescribed by the Zoning Code.

B. Address Assignment

1. All buildings subject to the permitting process shall have an address or identifier.
2. Addresses shall be based upon the building's frontage, measured from the center of the building or pad, and address number assigned per City grid.
3. Multiple Commercial Buildings on one lot or project. Multiple addresses may be assigned to the same lot or parcel as long as a Primary Address is identified for the County records. Addressing shall be assigned using the most appropriate and logical method for that lot or project as determined by the Address Coordinator.
4. Multiple buildings in a complex or campus may have separate addresses, one address and building identifiers, one address and suite numbers, or any combinations thereof, as determined by the Address Coordinator. *Building identifiers are not considered part of the address.*
5. Multiple houses on interior lots (Duplexes, Rear Houses)
 - a. Each house must have its own distinct address number. Fractions (1/2) or the words "front" or "rear" to distinguish each house are not allowed. Exceptions may be considered for unexpected in-fill lot splits or plat amendments when necessary, as determined by the Address Coordinator and emergency responders.
 - b. Address numbers are assigned in ascending address intervals from the frontage street across the lot (duplexes) or toward the back of the lot (rear house)
6. Special districts created from large or unique projects (i.e. Malls, Amusement Parks, Airports, etc.) may have unique addressing issues and often require special consideration. Any

addressing issues (i.e. street names, address numbering sequence) in a special district are unique and must be confined to those areas only. Any addressing in a special district shall approved by the Address Coordinator.

7. Address numbers shall be assigned with even number on the North and West sides of the road and odd numbers shall be assigned to South and East sides of the road.

EXCEPTION: Circular or Loop thoroughfares shall be addressed with the odd number on the outside and even number to the inside.

C. Address format rules

1. Frontage Number (required)
 - a. Buildings and lots are assigned addresses from the street determined by the Address Coordinator as being the frontage street. The frontage street is designated as the street segment or block of the main front of the addressed building, suite or lot faces.
2. Directional Prefix (required)
 - a. All street names shall begin with one directional prefix, north, south, east, or west, which shall be assigned with permanent addresses. Additional unnecessary prefixes and suffixes shall be avoided. Combinations of directions are not acceptable. Example: Northwest Sierra Circle.
 - b. The directional prefix (1 character in length, (E) – East, (W)-West, (N)-North, (S)-South) is determined by the direction of the street from the primary address gridlines.
3. Street Name (required)
 - a. The street name must contain only letters and must not exceed the street sign letter limit.
 - b. Street names with similar spelling or are pronounced similarly should be avoided. Examples: “Adler/Alder”, “Loredo/Loreda”, “Lagoon/Laguna”.
 - c. Numbered streets shall not be spelled out, but must comply with the following format: e.g. 2nd, 156th, etc.
 - d. Names tending to be confused as homonyms are not permitted.
 - e. Names that tend to be slurred or have pronunciations that run together are not permitted.
 - f. Different spellings of the same name are not permitted.
 - g. Directional name or street type cannot be used in the street name.
 - Example: E. ST ANDREWS AVE. must be E. SAINT ANDREWS AVE.
 - Example: E. SOUTH HAVEN DR. must be E. HAVEN DR.
 - Example: E. NORTH ST. must be E. NORTHSTAR ST.
4. Street Type (required)
 - a. The street type used following a street name will be consistent throughout the alignment.
 - b. The following are examples of acceptable street types to use within the City. (Refer to the https://pe.usps.com/text/pub28/28apc_002.htm , USPS Street Suffix Abbreviations)

AVE	Avenue	EXPY	Expressway
BLVD	Boulevard	FRWY	Freeway
CIR	Circle	OFF	Off Ramp
CT	Court	ON	On Ramp
DR	Drive	ACWY	Accessway
HWY	Highway	ALY	Alley
LN	Lane	PATH	Path
LOOP	Loop	PLZ	Plaza
PKWY	Parkway	PRIV	Private
PL	Place	RAMP	Ramp
RD	Road	SQ	Square
ST	Street	TERR	Terrace
TRL	Trail	PASS	Pass
WAY	Way		

- c. Thoroughfare (a generic term for providing for the movement of traffic and access to various land uses) types should be identified based on the following characteristics:
- **Avenue:** Thoroughfares that run in any direction. A common or default street type.
 - **Alley:** Shared accessway at the rear of properties, common for utility and refuse.
 - **Boulevard:** A broad thoroughfare that acts as a collector and often has a median. (Typically a section line, mid-section line, quarter section line, collector or arterial.)
 - **Circle:** A curvilinear thoroughfare that returns to its starting point.
 - **Court:** Reserved for cul-de-sac designed street types. See [VI.A.4. CUL-DE-SAC DESIGN](#) for further details.
 - **Drive:** Typically, a roadway that does not connect to an arterial. Where that roadway is a continuation of an existing roadway, the roadway shall carry the same designation.
 - **Highway:** Designated county highways, state route, state highways or federal access routes.
 - **Lane:** Typically, a roadway that does not connect to an arterial. Where that roadway is a continuation of an existing roadway, the roadway shall carry the same designation.
 - **Loop:** A thoroughfare that begins and ends on the same side of the originating street but not in the same place.
 - **Parkway:** A route or park drive typically with limited access and generous median and shoulders.
 - **Place:** Short roadway less than 1500' that may cross a roadway that may end in a cul-de-sac or dead end.
 - **Road:** Typically, a section line, mid-section line, quarter section line, collector or arterial. Where that roadway is a continuation of an existing thoroughfare, the roadway shall carry the same designation.
 - **Street:** Typically, a roadway that connects to a collector or arterial. Where the roadway is a continuation of an existing roadway, the roadway shall carry the same designation.
 - **Trail:** A winding thoroughfare.

- **Way:** Meander, curvilinear or diagonal typically less than 600', or short street segment typically not addressed.
5. Directional Suffix (context-dependent)
 - a. Circle and loop streets with parallel segments that were not assigned addresses, even on the inside odd on the outside, require a directional suffix to further identify an address.
 - b. The directional suffix is 1 character in length ((E) – East, (W)-West, (N)-North, (S)-South) and is determined by the direction of the street from the primary address gridlines.
 6. Unit Type (context-dependent)
 - a. In accordance with U.S. Postal Service Standards, a sub-structure suffix (Suite, Unit, etc.) is for one primary frontage number address that is further sub-divided.
 7. Unit Number (context-dependent)
 - a. Unit numbers are to be assigned systematically and intuitively for ease of navigation.
 - b. Numeric (101, 102, 103...) designations are the only acceptable values for assigning sub-structure suffixes (Suite, Unit, Space). Alpha's (A, B, C...) or alpha-numeric (A1, A2...) are not allowed.
 - The first digit indicates the floor.
 - Up to 99 units: 101-199, 201-299, 301-399, etc.
 - Greater than 99 units: 1001-1999, 2001-2999, 3001-3999, etc.
 - c. Simple configurations, such as a single building with a row of suites, should begin numbering at the main access and flow linearly. Office and commercial units have the potential to merge or split units. This is handled by allowing one unit number for every 20 feet (preferred) or by incrementing the number by 5 or 10.
 - d. Apartment or commercial complexes with multiple buildings should begin to the right of the main access and flow counter-clockwise, ending at the left side of the main access. Units in the buildings should also flow counter-clockwise.
 - i. Multiple Buildings: Building shall use alpha (A, B, C...) or numbers (1, 2, 3...) for building identification only, but shall not be considered part of the address.
 - e. Internal access suites should use even-odd numbering along the hallway. Complicated configurations should flow counter-clockwise.
 - f. Mobile home parks will be assigned space or lot numbers. Numbering will begin to the right of the main access and flow counter-clockwise. Even-odd numbering should be used down internal streets.

VI. STREET NAMING

A. New Street Names

1. The Address Coordinator must review and approve all new street name proposals.
2. Existing Alignments. Honor the alignment of existing streets whenever possible.

- a. The street names assigned to newly developed streets must use the name of an existing aligned street.
 - b. If no aligned street exists (like in undeveloped areas) or the newly developed street is in a themed subdivision or area, brand new street names may be assigned.
 - c. The aligned street name used for new streets, must come from a street that is the best overall possible aligned street.
 - d. The new street and aligned street segment(s) cannot be offset by more than 150 feet
Exception: With approval from the Address Coordinator, a street may be offset by more than 150 feet only if it returns to its original alignment and maintains the streets overall alignment
 - e. Aligned street names separated by natural or manmade physical barriers are to retain the same street name
 - f. Once a name has been used, it may only be used again within the same alignment or on the same street.
 - g. Changes to street names or new street names must apply to the entire length of an alignment when no aliases exist or to the entire length of an existing alias. The only exceptions to be granted to this requirement is to create a new alias segment within the City's entire jurisdiction or adopt a Development Master Plan Street Name Plan.
3. Continuity
- a. A continuous street, or one proposed to be continuous, should bear the same name throughout, even though it changes directions. If the street is interrupted by a channel, freeway, railroad, etc., and eventual connection is not probable, the segments may bear different names.
4. Cul-de-sac Design
- a. Less than 100 feet. When the furthest radius point of the end of a cul-de-sac to the closest projected right-of-way line of the intersecting street with the cul-de-sac, is less than 100 feet, the cul-de-sac and its addresses are considered part of the intersecting street. The addresses for the cul-de-sac will be either all odd or all even numbers, since the cul-de-sac exists only on one side of the street and the cul-de-sac will not receive a differentiated street name or sign.
 - b. 100 feet or more. If the end of the cul-de-sac exceeds the condition defined above, the cul-de-sac shall be treated as a new street segment with street name assignment and addressing like any other street. The street type shall be a "Court" for consistent identification by emergency services.
5. Curvilinear Streets
- a. When a street is not an address gridline and curves by 90 degrees or more from its original direction, it should be split into (2) two unique street names at the discretion of the Address Coordinator. The different street names would be assigned half way through the bend (preferably forming an intersection).
- Exception: With approval from the Address Coordinator, a curvilinear street that is not an address gridline, and meanders through a themed subdivision or area, may retain the street's name throughout the themed subdivision or area.

6. Recorded privately owned streets and driveways
 - a. Private street and driveway names are to comply with these Street Naming and Addressing Procedures.

B. Name Duplication

1. Similar sounding names are considered as duplications regardless of spelling. Duplication of names within City limits is not permitted.
2. Discouraged similar/duplicate street name examples

Bonita Street	Bonito Court	Colonia Way	Colonial Drive
Harbor Drive	Harbour Drive	Desert Lane	Desert Lane Court
Huron Court	Heron Drive	S. Johnson Lane	W. Johnson Lane
Longspur Lane	Larkspur Street	Lagoon Drive	Laguna Drive
Moorea Drive	Moore Avenue	Ocotillo Lane	Ocotillo Rd
Quail Court	Gail Court	Regatta Drive	Riata Street
Robins Street	Robbins Street	Saguaro Street	Sahuaro Street
Saint Ruben Ave	Saint Andrews Ave	Shaylee Lane	Shady Court
Straford Avenue	Stanford Avenue	Willet Road	Willis Road

C. Renaming Existing Streets

1. When naming a street segment previously named and acknowledged in recorded documents, follow procedures in **XI. ADDRESS CHANGES & STREET NAME CHANGE (AMENDMENT) POLICY**.

VII. STREET NAME SIGNS

A. Street Sign Letter Limit

1. For street sign consistency, the combination of street name, street type and any spaces cannot exceed twenty (20) characters.
2. Street names may only be abbreviated on street name signs with the approval of the Address Coordinator.

B. Responsibility

1. Applicant
 - a. Public Streets. The applicant is responsible for installing new public rights-of-way street name signs prior to final inspection and temporary occupancy. The new street name signs must conform to the current design specifications, placement and number requirements of the Design Standards Manual.
 - b. Private Streets. The applicant is responsible for installing and maintaining private street name signs within the City. The street name signs must conform to the current design specifications, placement and number requirements of the Design Standards Manual at the time of install and time of replacement.

2. City
 - a. The City assumes responsibility from the applicant, with approval by the City Engineer, of all existing public rights-of-way street name signs within the City.
 - b. The City's Public Services Department is responsible for the maintenance of all existing public rights-of-way street name signs within the City.
 - c. Upon notification from the Address Coordinator of a street name change, the Public Services Department is responsible for changing the street name sign within 30 days from the effective name change date.
 - d. The City's Address Coordinator is responsible for providing the correct information (i.e. street name, address range) for each street name sign.

VIII. ADDRESS SIGNS AND PLACEMENT

A. Responsibility

1. Applicant
 - a. The applicant is responsible for installing new address numbers to buildings and/or units prior to occupancy of the building. The new address numbers must conform to the design specifications, placement and number requirements of these Street Naming and Addressing Procedures and Adopted City Codes.
2. Owner
 - a. The owner is responsible for the display and maintenance of the address number and/or unit number assigned to their residence or business within 30 days of annexation or change of address process.
3. City
 - a. The City Address Coordinator is responsible for providing address information for new and changing addresses to all necessary agencies and property owners.

B. Placement

1. All address numbers and/or unit numbers must face their assigned frontage street and be mounted on a permanent, stationary, and durable object (preferably a building), unobstructed always by vines, screens, or anything that would tend to hide or obscure the number.
2. If the addressed building is not viewable from the frontage street, the address number and/or unit number should be placed on a lawn stake, curbside postal mailbox or similar permanent fixture viewable from the frontage street. In rural areas, it is suggested that the address number and/or unit number be placed on both the mailbox and the building.
3. For each lot frontage address number, a corresponding number shall be placed in the alley in the rear of the house or business where applicable.
4. A principal building occupied by more than one business and family dwelling unit shall have an identification number displayed at each separate entrance.
5. Color/Style

- a. Color of number/letters and background shall contrast. Style of numbers/letters is optional; however, height, width and thickness of each letter or number must conform with the following minimum requirements:

Distance at which Letters/Numbers shall be legible from center of thoroughfare	Height	Width	Thickness
Up to 200 feet	4"	2.8"	3/4"
Up to 300 feet	6"	4.2"	15/16"
Up to 400 feet	8"	5.0"	1 1/4"

- b. Distance to be measured from the center of the thoroughfare on which building fronts whether dedicated or undedicated. For commercial malls, centers, villages, and squares, distance to be measured from the center of the access to the structure(s).

IX. PROCEDURES

A. New Addresses and Street Names

1. Preliminary Stage of Project
 - a. The preliminary overall site plan must be submitted to the Address Coordinator for verification of street names and lot/building footprint locations. Subsequent changes to the preliminary overall site plan must also be forwarded to the Address Coordinator for re-verification.
 - b. Preliminary addresses and street names are assigned by the Address Coordinator and must comply with these Street Naming and Addressing Procedures.
 - c. All documents of preliminary addresses and proposed street names are archived by the Address Coordinator. Preliminary addresses and proposed street names are for planning purposes only and should not be used until the project reaches final stage.
2. Final Stage of Project
 - a. A (digital & paper) copy of the final recorded or amended plat with all final changes must be submitted to the Address Coordinator.
 - b. The Address Coordinator reviews and makes any final changes to addresses and street names of the final plat.
 - c. The Address Coordinator is responsible for all address and street name databases.
 - d. The Address Coordinator notifies the required entities of final address and street name information, including but not limited to utilities, county, USPS, and emergency contacts.
 - e. All documents of final addresses and final street names are archived by the Address Coordinator.

B. Existing Addresses and Street Names

1. All sections lines shall carry only the name recorded within the City of Maricopa. All other street names shall follow the rules set forth in this document.

2. Annexations
 - a. Addresses and street names of County areas annexed into the City must be changed to City street names and address ranges to conform to these Street Naming and Addressing Procedures.
 - b. After Council approval and notification of annexation from Pinal County Recorder's office, the Address Coordinator is responsible for changing the existing County addresses and street names.
 - c. The Address Coordinator is responsible for notification of the required people and agencies of any address change due to annexation within ten (10) days.
 - d. Properties annexed into the City shall display the new city assigned address within thirty (30) days following notification of an address change from the.
 - e. Address Coordinator shall coordinate with connecting authority prior to changing adjacent or connecting streets.

C. Secondary Addresses

1. Signs, landscape meters, water meters, electric meters and other structures are assigned addresses for location purpose as deemed necessary by the Address Coordinator.

X. DISTRIBUTION/NOTIFICATION

A. New Addresses

1. When any address assignment becomes effective, the Address Coordinator shall send notices to all impacted agencies.

B. Changes to Existing Addresses or Street Names

1. Upon approval of an address change, the City will provide a written notification to the property owner(s) advising them of the new address.
2. Upon approval of an address change, the Address Coordinator updates all internal City databases (that require an address) with the newly assigned address.
3. Upon approval of an address change, the Address Coordinator notifies all required external entities of the newly assigned address.

XI. ADDRESS CHANGES & STREET NAME CHANGE (AMENDMENT) POLICY

A. Proposed Address Changes

1. Address number and/or unit number
 - a. A private owner requesting change to an existing address number and/or unit number must submit an address request application through the City's Permit Center. A fee is due at the time of application submittal.
 - b. City staff can correct addressing errors in coordination with the property owner(s) to resolve conflicts with the purpose of these procedures.

- c. The Address Coordinator will review to confirm the request conforms with the standards and rules of the address guidelines within 30 days. If in conformance, the address change will be approved administratively.
- d. If approved, the Address Coordinator will advise all impacted agencies of the pending change. The approval will be effective within thirty (30) to ninety (90) days as determined by the Address Coordinator.

B. Proposed Street Name Changes

1. Intent and Authority
 - a. To promote sound and desirable street naming and addressing practices, while 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 or type of an existing street in the City of Maricopa.
 - b. Street name changes (new name assignments) may be initiated by (1) one or more members of the City Council, (2) an owner of land abutting the street involved in the request, or (3) by City Staff through the City Manager.
2. Guidelines for staff recommendation
 - a. Staff reviews shall include, but not be limited to, the following criteria when renaming existing streets within the City. In no order of preference, consider:
 - Duplication (or similarity) in the street names with other existing names of different alignments
 - Historic or cultural purpose for the street name
 - The number and types of residents or buildings affected by the proposed change
 - Length of time the street name has been in use
 - Length of the street affected by the proposed change
 - Traffic volumes accustomed to the existing street name
 - Compatibility of the other street names in the area
 - Impact to emergency response
 - The necessity of the proposed change
3. City-Initiated Changes (this step does not require a Public Hearing)
 - a. Initiation by Mayor or Councilmembers
 - To initiate a street name change, Mayor or Councilmembers may take action to request staff review and make recommendation of a proposed street name change
 - Staff to notify the public per these procedures
 - Staff to prepare action item and resolution for Council review and approval
 - b. Initiation by City Staff through the City Manager
 - To initiate a street name change, staff may agenda a request for City Council to initiate a street name change
 - Staff to notify the public per these procedures
 - Staff to prepare action item and resolution for Council review and approval

4. Citizen Petition (private party)
 - a. A written petition to change the name of a public or private street may be submitted by any owner of an abutting lot or parcel. This petition must include:
 - Date of application
 - Applicant /property owner contact information
 - Applicant/ property owner petition
 - Signature of the applicant/ property owner
 - Application fee
 - Current street name
 - Proposed street name, with two alternative choices
 - Justification for the change
 - Signature of at least 51 percent of the individuals that own a lot or parcel abutting the street
 - b. Staff to review completeness of the petition prior to moving the request forward
 - Applications denied due to Incompleteness may be revised and resubmitted
 - Appeals should be made to the Development Services Director
 - c. Staff to notify the public per these procedures
 - d. Staff to prepare action item and resolution for Council review and approval
5. Public Notice Requirements
 - a. All notice materials to include Public Hearing date, time, and location with the existing and proposed street name with an exhibit that identifies the limits of the proposed change.
 - b. Notice materials shall be posted or mailed at least ten (10) days prior to the public hearing date.
 - c. Mailed notices to all property owners immediately affected by the street name change.
 - d. Posted notices measuring 24" x 36" located one per block or street segment.
 - e. Any other public hearing notice procedures required by state law and open meeting law.
 - f. A resolution may be scheduled for the same meeting, seeking action from the City Council to approve or deny the request. Staff shall prepare a report and recommendation based on the criteria of these procedures.
6. Approval
 - a. City Council, by resolution, may approve a street name change replacing an existing name of a thoroughfare within City limits after a Public Hearing.
 - b. A signed resolution shall be recorded with Pinal County.
 - c. Address Coordinator shall send electronic notices of the pending change to all impacted agencies. A follow-up electronic notice shall be sent when the change becomes effective.
 - d. The impacted property owners shall be notified by mail of the approved change and timeline for the change to become effective.

7. Making the Change Effective
 - a. Within thirty (30) to ninety (90) days, the street name will become effective, as determined by the Address Coordinator. During this time, the street signs shall be replaced by the Public Services Department.
 - b. Address Coordinator shall communicate the needed change of street signs to the Public Services Department.
 - c. The applicant is responsible for:
 - Fees that the City incurs from the sign replacements and recordation of any documents required at the County Recorder
 - If warranted, an affidavit of correction may be required to be prepared and submitted for recordation purposes.

XII. GLOSSARY OF TERMS

Address Gridlines: City map establishing gridded geographic address coordinates.

Alignment: The arrangement, positioning, adjustment or formation of a centerline along a road or street or thoroughfare, or extension of that line.

Block: A street segment defined by street intersection(s), end of street, or jurisdictional limits.

City Code: A set of adopted legislative enacted regulations including the Zoning Code, International Building Code (as amended), and International Fire Code (as amended).

Cul-de-sac: A minor thoroughfare having one open end and terminated at the other by an approved turnaround.

Directional Prefix: A (single letter) component of the legal address, representing the cardinal direction of the street from the grid center (i.e., N, S, E, W).

Directional Suffix: A (single letter) component of the legal address, representing an additional cardinal direction of the street from the grid center (i.e., N, S, E, W), used to more uniquely define a street.

Frontage Number: A (numeric) component of the legal address which uniquely identifies, a structure or parcel (i.e., 510 E Florence Blvd.).

Frontage Street: The street segment or block the main front of an addressed building, suite, or lot faces.

Private Streets: Thoroughfares retained and maintained under the ownership of private individual(s) and/or associations and intended for both private and/or public use. Distinctly not publicly owned and maintained.

Public Rights-of-way: Thoroughfares dedicated and accepted for public use and are retained and maintained by the City, State of Arizona, or the United States Government.

Special District: Large regional projects (i.e. Malls, Amusement Parks, Airports, etc.) that have unique addressing issues and require special consideration.

Street Name: An (alpha) component of the legal address which is given to both public and private streets to distinguish one street from another.

Street Type: An (alpha) component of the legal address which modifies the name to distinguish specific functional and/or physical characteristics of the street to which the address is assigned (i.e., place, court, cul-de-sac, etc.).

Sub-Structure Suffix (Unit Type): A (numeric) component of the legal address used to identify suites, apartments, and condominium units within high-density developments.