

ADDRESS ASSIGNMENT REQUEST

CITY OF WATSONVILLE – Community Development Department

250 Main Street
Watsonville, CA 95076
(831) 768-3050/(831) 728-6154 Fax



ADDRESS ASSIGNMENT (UP TO 5 ADJACENT UNITS)

ADDRESS ASSIGNMENT (6 OR MORE ADJACENT UNITS)

APPLICANT INFORMATION

APPLICANT NAME _____ PHONE _____

APPLICANT ADDRESS _____

PROJECT DESCRIPTION

REQUESTING ADDRESSES FOR: COMMERCIAL RESIDENTIAL OTHER _____

REASON FOR ADDRESS REQUEST: NEW BLDG. NEW BUSINESS/TENANT ADDRESS CHANGE
 BUILDING WHICH NEVER HAD AN ADDRESS OTHER _____

ASSOCIATED PERMIT NUMBER(S) (if applicable) _____

ZONING _____ APN(S) OF REQUESTED ADDRESSES _____

PROPOSED ADDRESSES FOR PROJECT _____

SUBMITTAL REQUIREMENTS

1. **A plot plan on an 8 ½" x 11" paper, with a scale closely representative of the buildings on the parcel:**
 - The location and main entrances of all structures on the property and their use (commercial, garage, storage, offices or residential, single family dwelling, apartments, garage, storage, etc.)
 - The location and name of the street(s) adjacent to the property.
 - The location of existing and proposed addresses on and directly across the street from the property.
2. Requests for an address in building with multiple commercial uses or multi-residential units must also include a floor plan indicating the location of the proposed new addresses and addresses of the existing spaces or units within the building.
3. Requests for a new residential subdivisions and major commercial projects must include all of the items in item#1 above for the entire development.
4. Requests for a new residential address, for an existing structure, or an additional unit within the main residential building will be required to submit the following information in order to verify the legality of the unit:
 - Show the number of electrical and gas meters currently existing at the property on the plot plan. Provide copies of the PG&E bills for each unit.
 - Provide a copy of the County Assessor's Office historical record, which indicates the use of this structure as a dwelling from the date of its original construction.

Note: If the above information is unavailable or doesn't clearly demonstrate that structure legally exists as a residential unit, a special inspection permit may be purchased, so that a building inspector can verify conditions on site for a final determination of its legality.

**** A copy of the Assessors Parcel Map can be obtained at Community Development Department.****

STREET ADDRESSING REQUIREMENTS

(Checked requirements apply to your project)

- ❑ **Numbers for addresses** will be installed in a location facing the street and above the front door. When the front door does not face the street, the number will also be posted on the building wall facing the street, in close proximity to the entrance. Canopies, projections, covered areas or similar obstructions, which will obstruct the view of the number, will require additional addressing on the projection itself or at a readily visible location.
- ❑ **Flag lots** or similar lots not provide visibility to the buildings and/or addresses from the street will require address number be posted at the location of the major driveway(s) giving access and/or egress to the site from the street.
- ❑ **Large Developments** in addition to item two above multiple buildings, multiple units/tenants and on site interior routes will be required to have the building numbers posted on walls facing the street or the interior site route. The Fire Department must be contacted to determine the location of these building numbers. The building numbers will be a minimum height size of 10" and increasing based on the view distance criteria as needed. The numbers for the individual spaces or units within the buildings will follow the requirements listed in item 1 above. In addition, the large development will include addressing located at the main entrances to the development, preferably as part of the business signage if applicable.
- ❑ **Other:** _____

NUMBER & LETTER SIZE REQUIREMENTS

INDUSTRY STANDARD RATIOS:

Width to height ratio between 3:5 and 1:1
stroke width to be between 10% & 20% of the height.

MINIMUM SIZE LETTER: Height - 6"

VIEW DISTANCE CRITERIA: Where the distance exceeds 100' from the middle of the street/interior site route to the address number location the minimum height will be increased 1" for every 25' for distances over 100'. Example: when the distance is 200', then the number will be 10" height numbers.

ADDRESS ASSIGNMENT POLICY

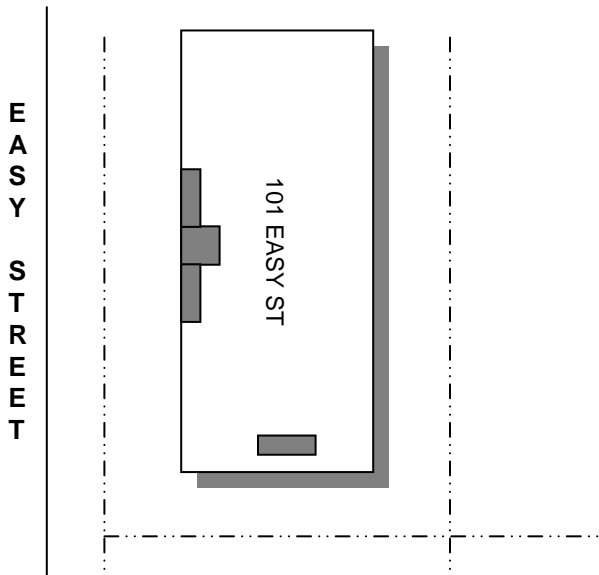
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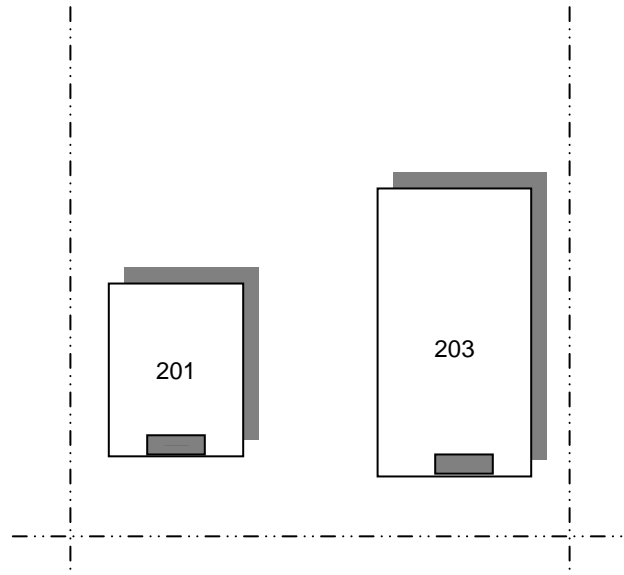


GENERAL PROVISIONS

1. Each parcel within the City shall be assigned an individual street number.
2. Buildings shall be numbered on the street on which the building front or where principal access is gained.
3. Corner parcels: Buildings placed on parcels adjacent to street intersections shall be numbered from the street where the main entrance is located. In situations where due to building design the front or main entrance is not easy to determine, the address will be assigned by the Planning Director with due regard for the response of public safety & emergency agencies (Figure 1).



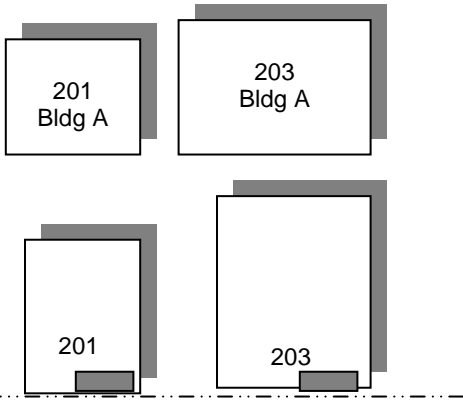
FIESTA AVE
Figure 1



FIESTA AVE
Figure 2

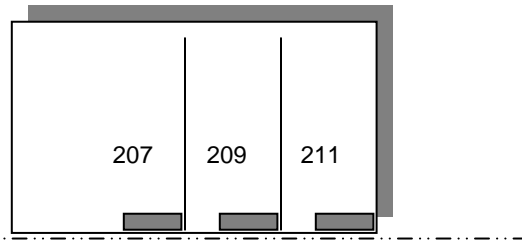
MULTIPLE BUSINESSES

1. Each building fronting a street shall have an individual number assigned (Figure 2).
2. Where the parcel has multiple buildings, those buildings not directly fronting on a street shall be designated alphabetically, (i.e. “A”, “B”, “C”, etc.) (Figure 3).
3. In buildings that are occupied by multiple businesses, each business shall be assigned an individual street number when possible if the business fronts the street. In buildings placed on parcels having a narrow street frontage, or with secondary buildings located on the interior of the parcel; in addition to the street address and building designator each business will be assigned a suite number (Figure 4, 5, & 6).



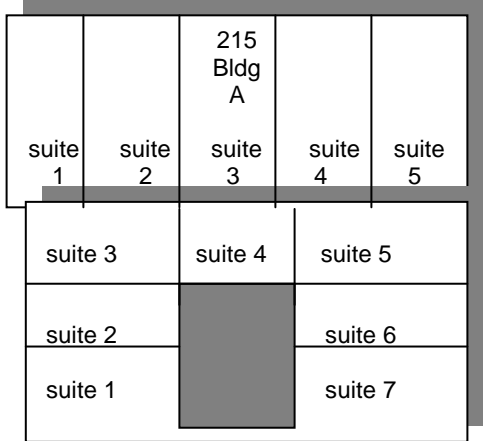
INDUSTRIAL WY

Figure 3



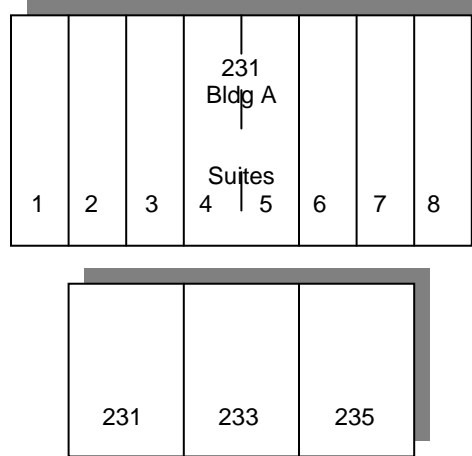
INDUSTRIAL WY

Figure 4



COMMERCIAL ST

Figure 5



COMMERCIAL ST

Figure 6

- For buildings with multiple stories or where businesses exceed the street numbers available, the building shall be assigned the street number and each business assigned a suite number. The business(es) on lower floors of multiple story buildings shall be numbered consecutively beginning with suite 101 and ending with 199. The business(es) above the first floor shall be numbered beginning with the corresponding floor level in the 100's (i.e. 2nd floor = 201, 3rd floor = 301, etc.) (Figure 7 & 8).

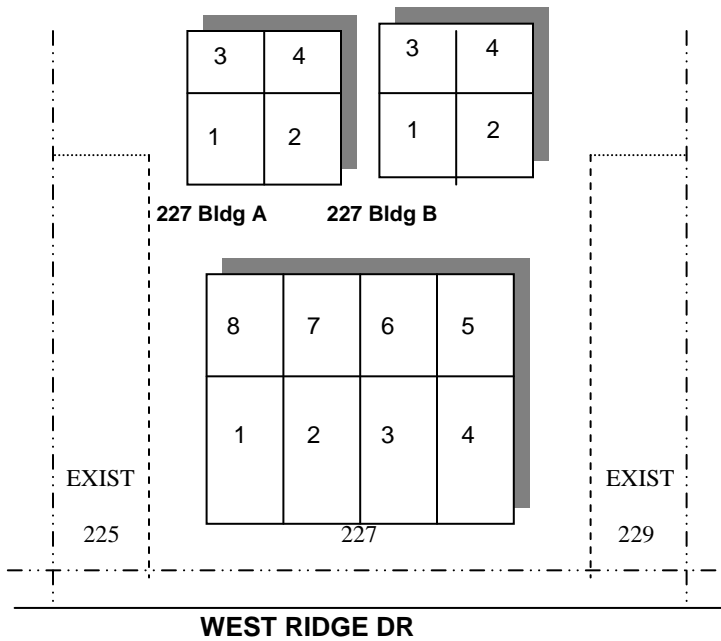


Figure 7

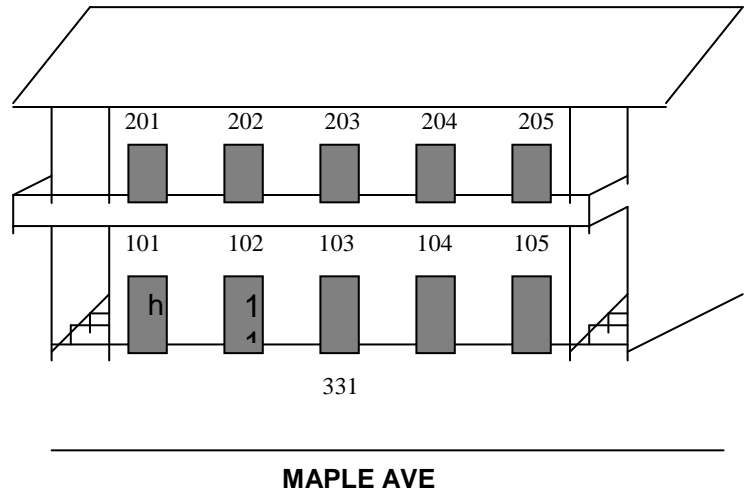
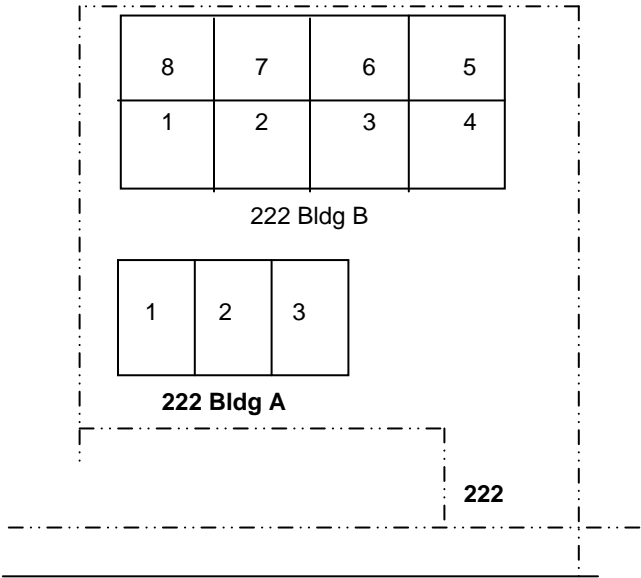


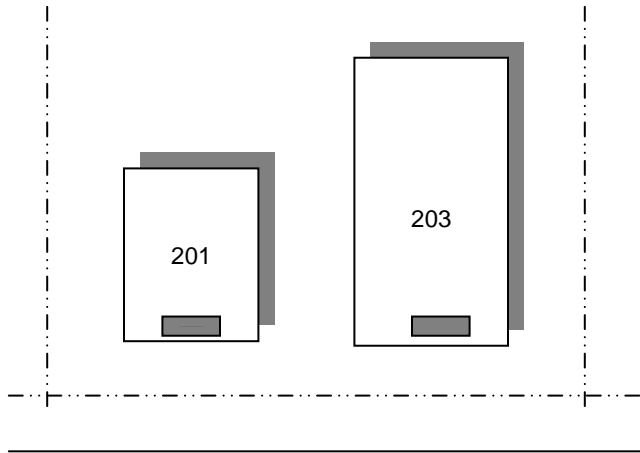
Figure 8

SINGLE AND MULTIPLE FAMILY UNITS

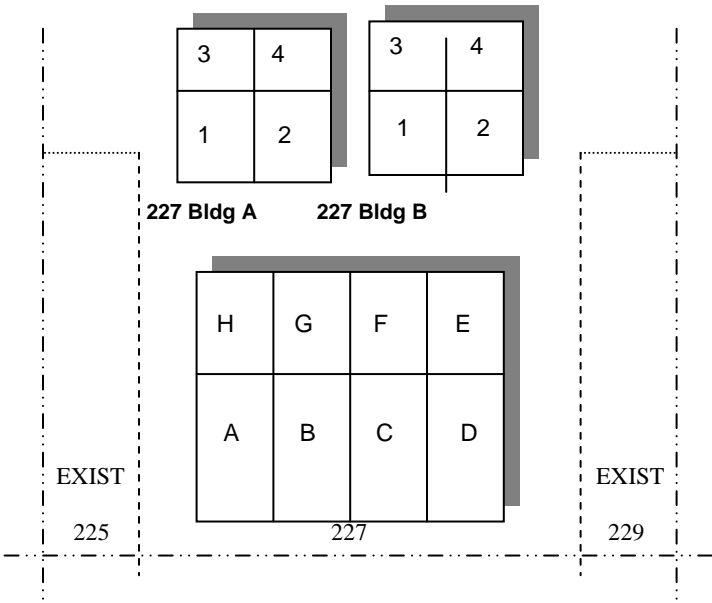
1. Each building or unit fronting on a street shall have an individual street number assigned (Figure 10). Where a single structure contains more units than street numbers available, the building shall be assigned a street number and units shall be assigned alphabetically.
2. Where building(s) are located in the interior of the lot (with no street frontage), the buildings shall use a single street address or multiple buildings will have an alphabetical building designator and individual units shall be assigned alphabetically. The building address(es) shall be posted at the sidewalk at the main entry way (i.e. 222, 222A, 222B etc) (Figure 9).
3. Parcels with multiple buildings, the units fronting the street shall be assigned street numbers (when available) & units designated alphabetically. Interior buildings (with no street frontage) shall be assigned the street number and an alphabetical building designator with units assigned numerically (i.e. 1, 2 etc.) (Figure 11).
4. In buildings with multiple story residential units, the buildings will carry the street address and units on the lower floor will be numbered consecutively beginning with unit 101 and ending with 199. Units above the first floor shall be numbered beginning with the corresponding floor level in 100's (i.e. 2nd floor = 201, 3rd floor = 301, etc.) (Figure 11 & 12).



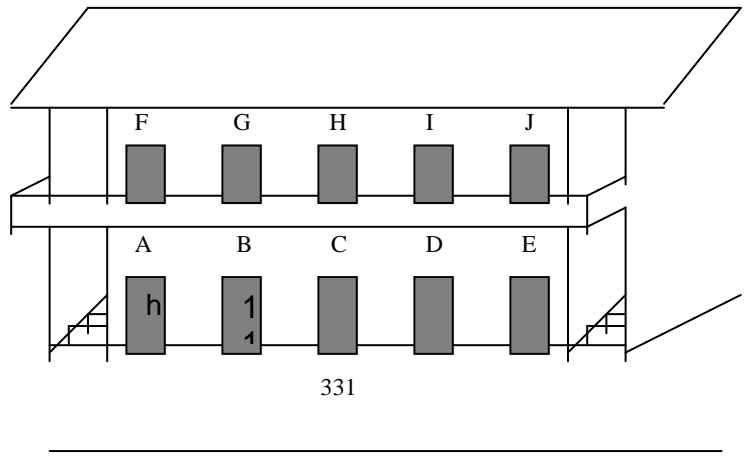
GARDEN ST
Figure 9



GARDEN ST
Figure 10



WEST RIDGE DR
Figure 11



MAPLE AVE
Figure 12