

*If it has an address, we **can** find it.*

# Calaveras County Addressing Standard

By

David Pastizzo  
GIS Coordinator  
Technology Services

January 2003

# Addressing Standard Contents

Topics	Page
Introduction	1
Address Format	1
GIS Maps	3
Address Ranges	3
Origin Points	3
Transition Points	3
Base Lines	3
General Addressing Guidelines	4
Private Road Naming	5
Appendix A: County Street and Road Address Code as Adopted in 1979	6
Appendix B: County Addressing Workflows	8
Appendix C: Addressing Database Relationships:	9
Appendix D: Addressing Examples for Common Street Layouts	10
Appendix E: Addressing Examples for Common Parcel Layouts	16
Appendix F: Private Road Name Application	23

## Introduction:

The goal of this document is to complete the County’s “numbering system” as documented in the Calaveras County Code of 1979, and expand it into a useful Addressing Standard for the future. The 1979 Calaveras County Street and Road Addresses section has been included as Appendix A.

The Addressing Standard developed here is based on the Land/Structure/Occupancy standard recommended by the Urban and Regional Information Systems Association (URISA). In this system once a structure is permitted, it gets assigned an address based on the actual access road. The occupancy part refers to a structure with multiple suites, apartments, etc.

The main components of the addressing standard will be addressed in the rest of this document.

## Address Database Format:

There are nine components to the address format.

Number	Number Suffix	Street Direct	Street Name	Street Type	Street Suffix	Occupancy	Addressing Area	Community Area
6 -integ	1-text	1 -text	30 -text	2 -text	2 -text	5 -text	2 -text	2 -text

**Number:** is a numerical identifier based on the addressing grid (number code). The number can range from one to six digits depending on the parcel/structure’s location within the grid.

**Number Suffix:** is normally reserved for use in situations where existing address numbers leave no room for a new number to be inserted between them. To solve this problem, one of the existing numbers is given an “A” or “B” suffix in the number suffix field to create a new address.

**Street Directional:** is assigned to a street whenever it crosses one of the base lines of the addressing grid. The directional is required because streets that cross a base line normally have the potential for duplicate address ranges. To avoid this confusion, a directional value or “N,” “S,” “W,” or “E” is used to indicate if that section of the street lies north, south, west, or east of the base line in question.

**Street Name:** identifies the stretch of roadway, which the parcel/structure/occupancy is addressed off of. Within unincorporated Calaveras County, all street names originate from subdivision plats or street name petitions submitted to the Building department for approval. Before a proposed street name is approved, it must be checked against the Master Street Address Guide (MSAG) to avoid the duplication of an existing street name. While some older street names are repeated in different communities, the current County policy is to avoid duplication for new names anywhere within the boundaries of the county. Under this policy, “Oak Street” and “Oak Road” would still be considered unacceptable duplicates.

**Street Type:** is an identifier to make the street name unique (if duplicate street names already exist) and can also help describe the road’s length and/or layout. A “Circle” (Cr), for example, will normally connect back to its street of origin. A “Court” (Ct) is a short street that begins at an intersection and ends in a cul-de-sac. Aside from such descriptive terms, there are no general conventions for assigning street types. For example, all “Roads” do not run in a north/south direction, nor do all “Streets” run in an east/west direction. Following are the County’s street type abbreviations:

AV	Avenue	LN	Lane	RP	Ramp
BL	Boulevard	LP	Loop	RW	Row
CR	Circle	PL	Place	SQ	Square
CT	Court	PT	Point	ST	Street
CV	Cove	PW	Parkway	TL	Trail
DR	Drive	PZ	Plaza	TR	Terrace
EX	Expressway	RD	Road	WY	Way
HY	Highway	RN	Run		

The words “Bend,” “Park,” “Pass,” and “Path” are not considered street **types** and are spelled-out as part of the street **name**.

**Street Suffix:** is an additional identifier. Like the directional, its values are N, S, E, and W. The most common use for the street suffix is to describe the direction and orientation of streets, which do not cross a main baseline. For example, if two courts with the same street name and type branch off to either side from a central thoroughfare, one might be named “Citrus Court W” and the other “Citrus Court E” to distinguish between them. Under the current 911 policy of avoiding duplicate street names, however, the need to assign street suffixes should only be in cases where street name and type duplication already exists.

**Occupancy:** identifies the sub-structure component of an address, such as apartment (residential) or suite (business) numbers or letters.

**Addressing Area:** identifies the Addressing Origin Area that the address resides in by dividing the county into distinct regions. This helps to distinguish legacy road name duplications such as Main St within the county. Each Addressing Area contains one Origin Point. The addressing areas should be defined with geography in mind when ever possible, as they will be used as part of the 911 dispatch system. The Addressing Areas will be utilized by 911 dispatch to determine which response entity to dispatch.

AC	Angels Camp	RR	Rail Road Flat
AR	Arnold	SA	San Andreas
CO	Copperopolis	VS	Valley Springs
MU	Murphys		

**Community Areas:** identifies the communities that the address resides in. Communities are located within Addressing Areas, but give a more specific indication of the address in question. Community Areas are towns or communities, not subdivisions

Angels Camp	AC	Glencoe	GC	San Andreas	SA
Arnold	AR	Hathaway Pines	HP	Sheep Ranch	SR
Avery	AV	Jenny Lind	JL	Tamarack	TK
Burson	BU	Mokelumne Hill	MH	Vallecito	VC
Camp Connell	CC	Milton	ML	Valley Springs	VS
Copperopolis	CO	Mountain Ranch	MR	Wallace	WA
Campo Seco	CS	Murphys	MU	Wilseyville	WL
Douglas Flat	DF	Paloma	PA	West Point	WP
Dorrington	DR	Rail Road Flat	RR	White Pines	WT

**GIS Maps:**

The County GIS will contain a comprehensive Road Centerline layer, which will be routed to contain address ranges in compliance with the existing county numbering system. The County GIS will also contain comprehensive “Address Areas” and “Community Areas” layers, which will indicate the boundaries around each of the 7 addressing origin points (including the City of Angels) and other main towns in the county.

**Address Ranges:**

Address ranges will be assigned in such a way as to be proportional to the distances between the number next adjacent to the location on either side of the major unit line or lines if no numbers have been previously established on adjoining properties.

Address ranges along all roads must be sequential, with address numbers increasing by one every six feet along a road or street. Address numbers should be odd on the left and even on the right in the direction of ascending numbers. Address ranges should have breaks at all 4-way intersections.

**Origin Points:**

Seven addressing Origin Points have been identified in Calaveras County as follows.

<u><b>Town</b></u>	<u><b>Road 1</b></u>	<u><b>Road 2</b></u>
Angels Camp	Hwy 49 (Main St)	Hwy 4
Arnold	Hwy 4	Moran Road
Copperopolis	Hwy 4	Main Street
Murphys	Hwy 4	Main Street
Rail Road Flat	Rail Road Flat Road	Ridge Road
San Andreas	Hwy 49	Main Street
Valley Springs	Hwy 12	Daphne Street

**Transition Points:**

Three addressing Community Transition Points have been identified in Calaveras County as follows.

<u><b>Community</b></u>	<u><b>Road1</b></u>	<u><b>Road2</b></u>
Mountain Ranch	Mountain Ranch Rd	Sheep Ranch Rd
Sheep Ranch	Sheep Ranch Rd	Avery-Sheep Ranch Rd
Avery	Avery-Sheep Ranch Rd	Hwy 4

**Base lines:**

Based on the Origin points for the county, the following base line Grid has been established.

<u><b>North-South</b></u>	<u><b>East-West</b></u>
Hwy 49	Hwy 4
Railroad Flat Road	Hwy 26
Main St (Murphys) – Sheep Ranch Rd	Hwy 12
	Ridge Road

## **General Addressing Guidelines:**

### **A. Addressing must follow the correct format.**

- *All necessary address components must be included.*
- *The legal street must be used.* The legal street address is on the street where access is made to the property.

### **B. Addressing must conform to the local addressing grid.**

- *The local addressing grid must be identified and followed.*
- *The potential address range of the street must be identified.* The potential address range determines which addresses may be assigned along a given street section. For example, an address number of “220” cannot be assigned off a street with potential address range of 1000-1099.
- *Addresses must be assigned in numerical sequence.*
- *Addresses across the street from one another should be similar.*
- *The odd/even relationship should be maintained along the entire length of a street.*

### **C. Addressing must take into account both current and future development.**

- *Existing addresses on or near the property must be reviewed.*
- *A sufficient interval should be left between address numbers to allow for future growth.*
- *Ineligible streets may not be used for addressing purposes.* Ineligible streets include all unnamed streets, and any street that does not abut the parcel (unless there is a legal access route running from the street to the parcel).

### **D. Documentation Requirements:**

- *Recorded Deed of Easement* for access to a landlocked parcel before an address is assigned.

### **E. Appeal Process:**

- If a resident or business disagrees with the address assigned via the County’s addressing standard they can file an appeal with the Planning Commission.
- If the issue cannot be resolved through the Planning Commission process they have the right to file an appeal with the Board of Supervisors.

## **Private Road Naming:**

- A.** No street or road crossing any of the base lines of the system shall be known by the same name on both sides of the base lines, unless the street or road is adequately designated by a prefix or suffix indicating a principal compass direction to denote the position of the street or road in relation to the base line.
  
- B.** From and after the effective date of the ordinance codified in this chapter any public street or road established, or any offered for dedication for public or private use shall be named in accordance with the following:
  - 1.** Major arterial routes through the county, cities, and/or subdivisions may be known as boulevards, parkways, freeways or throughways.
  - 2.** All cul-de-sacs shall be known as courts or places.
  - 3.** All streets, roads and ways shall be known by the same name for their entire length; and where a street or road changes direction of ninety degrees or a greater angle (intended for extension), each direction shall be known by a different name, provided that where such exists on the effective date of the ordinance codified in this chapter, such name may continue to exist. (Ord. 552 Ss1.06, 1970)
  
- C.** Upon the development of a third addressable structure on the same access, said access must become an officially named road. The new road name will be determined by a minimum 50% consensus of effected residences. Once a name has been determined, a standard road sign and post will be put in place at the corner of the new private road and its intersection with the feeder road. The new street address must be posted prior to final sign-off on the Building permit.
  
- D.** If a property owner(s) want to change an existing street name, there must be 100% consensus of all of the current property owners that access their parcel from this existing road.
  
- E.** The new road will be entered into the Master Street Address Database (MSAD). The new road will be GPSed and entered into the GIS Road Centerline layer and geocoded.

**Road Sign Standard:** Road signs must be securely attached to an appropriate post. The sign must have contrasting lettering, not less than 3 inches high, with a ¾” stroke, and be impervious to weather.

**House Number Standard:** The house numbers to be displayed in accordance with the county numbering system will be as follows: not less than three inches in height, with a ¾” stroke, of a metallic and/or reflective nature, and impervious to weather.

**Appendix A**  
**Street and Road Addresses**  
**As**  
**Defined in the 1979 Calaveras County Code**  
**(Chapter 12.04)**

**Purpose:**

The Board of Supervisors finds that the public interest, safety, welfare, and convenience require the establishment of a numbering system of street and road addresses in a uniform plan for the county. For the accomplishment of this objective, the board establishes a uniform numbering system of street and road addresses for the county, which shall be known as the county numbering system. (Ord. 552 Ss1.01, 1970)

**Areas in which the System is Effective:**

The county numbering system is effective in the unincorporated area of the county and may be established within any city of the county upon its adoption by said city. (Ord. 552 Ss1.02, 1970)

**Base Lines:**

The county numbering system shall consist of base lines from which property numbers shall be established, the property numbers to progress in an increasing magnitude in easterly and westerly and northerly and southerly directions, generally in accordance with the distance from the base lines. (Ord. 552 Ss1.03, 1970)

**Maps—Contents:**

The county numbering system shall consist of a map or maps of the county or portions thereof, adopted under Section 12.04.100 of the County Code, upon which map or maps shall be shown or designated the base lines and index lines, indicating the principal location at which major units of the numbering system shall commence, necessary to designate the numbers and location of numbers assigned to particular buildings or lands under the system. All maps constituting any portion of the county numbering system shall have a legend endorsed thereon stating that the maps constitute a portion of the system. (Ord. 552 Ss1.04, 1970)

**Numbers—Determination:**

- A. For purposes of determining the proper number for particular location, the number shall be proportional to the distances between the number next adjacent to the location on either side of the major unit line or lines if no numbers have been previously established on adjoining properties.
- B. For purposes of determining whether a number shall be odd or even, it is determined that even numbers shall be on the right-hand side of the street or road and odd numbers on the left-hand side of the street or road in the direction of increasing magnitude of numbers. (Ord. 552 Ss1.05, 1970)

**Numbers—Display Requirements:**

- A. The department of plans and inspections is designated to enforce, establish, continue, operate and maintain the numbering system, and shall give notice to the occupants or owners of the land or buildings which are assigned or reassigned numbers under the system. Such notice shall contain the old number and the new number being assigned and the date the new number becomes effective.
- B. Within ten days of the effective date of the notice of the number being assigned or displayed upon the building or land in such a manner as to be visible from the street or road upon which the

land or building fronts and shall remove or obscure from public view any old or previous number not in accordance with the system; provided, that in rural areas where buildings are removed considerable distance from any public street or road, or where rural free delivery of mail is provided, the number may be displayed upon receptacles designed for delivery of mail.

C. Nothing in this section shall be construed to prohibit the display of a proper number in accordance with the system upon any road or driveway leading to buildings removed a substantial distance from the public road or street upon which the site abuts. (Ord. 552 Ss1.07, 1970)

### **Number—Specifications:**

The numbers to be displayed in accordance with the county numbering system will be as follows: not less than three inches in height, of a metallic and/or reflective nature, and impervious to weather. (Ord. 552 Ss1.08, 1970)

### **Legal description of Property not Affected:**

The adoption of the county numbering system shall in no way affect the legal description of the property by lot and block numbers or by metes and bounds. (Ord. 552 Ss1.09, 1970)

### **Street and Road Names:**

A. No street or road crossing any of the base lines of the system shall be known by the same name on both sides of the base lines, unless the street or road is adequately designated by a prefix or suffix indicating a principal compass direction to denote the position of the street or road in relation to the base line.

B. From and after the effective date of the ordinance codified in this chapter, any public street, road, established or any offered for dedication for public or private use or any private road or street established shall be named in accordance with the following:

- a. Major arterial routes through the county, cities, and/or subdivisions may be known as boulevards, parkways, freeways or throughways.
- b. All cul-de-sacs shall be known as courts or places.
- c. All streets, roads and ways shall be known by the same name for their entire length; and where a street or road changes direction of ninety degrees or a greater angle (intended for extension), each direction shall be known by a different name, provided that where such exists on the effective date of the ordinance codified in this chapter, such name may continue to exist. (Ord. 552 Ss1.06, 1970)

### **Maps—Declared Part of Chapter:**

The map and maps referred to in this chapter are made a part of this code. Those maps and all notations, references and other information shown thereon shall be as much a part of this chapter as if fully set forth in this chapter. (Ord. 552 Ss1.10, 1970)

### **Penalty for Violation:**

Any person, firm, partnership, copartnership or corporation, whether as principal, agent or employee, failing or refusing to display a proper number after notice of such has been given in accordance with Section 12.04.o60, or willfully displaying or permitting to be displayed any improper number after said notice, is guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not more than one hundred dollars, or by imprisonment in the county jail for a term not to exceed thirty days, or by both such fine and imprisonment. (Ord. 552 Ss1.11, 1970)

## **Appendix B**

### **County Addressing Workflows**

**Introduction:** Assigning and maintaining addressing in a county government is a complex process requiring cooperation between several departments. It is crucial to the integrity of the County Addressing system that the departmental and interdepartmental workflows work together. The following is a brief summary of how various departmental roles in the addressing process work in Calaveras County.

**Assessor:** The Assessor's Office is responsible for entering and maintaining accurate situs addresses into the Megabyte database. Since the main Addressing Database will be Permits Plus, entering of situs addresses into Megabyte will be in support of the Assessor's needs only.

**Building:** The Building Department is responsible for assigning addresses and entering them into the Permits Plus database. This includes approving street names for new subdivisions, street names for newly named private roads and re-naming of private roads and non-County maintained public roads. When an initial building permit is requested an address must be assigned. Building will send all new or changed addresses and new private road names to the Assessor, Elections, GIS, Sheriff Dispatch, Fire Districts and CDF.

**Elections:** Elections maintains a voter precinct district file that will be based on County assigned physical addresses. For this reason, they need to be informed of any address changes.

**GIS:** The GIS Unit is responsible for maintaining the GIS roads layer, with address ranges, as well as the Addressing Areas and Community Areas layers. A well-defined communication procedure must be maintained between the GIS Unit and the Building and Public Works Departments, as well as the Sheriff and Assessor Office's, to keep the Permits Plus database and the Roads Layer in synchronization.

**Public Works:** The Public Works Department coordinates the renaming of county maintained roads.

**Sheriff:** The Sheriff's Office is responsible for coordinating with the 911 telephone company's Master Street Address Guide (MSAG) database.

## **Appendix C**

### **Addressing Database Relationships**

To insure accuracy and compatibility county databases will need to be interrelated. This requires that the databases share information with each other through the use of monitored automated routines developed specifically for this purpose.

- **MSAG – Master Street Address Guide:** The MSAG will be maintained through a cooperative effort by the Building and GIS Departments and the Sheriff Office. This will be the core of the addressing system: the source of accurate addressing for the county. All new street names and address numbers will be entered into this database. To support the optimal procedure for information to flow through the County’s many databases, the Permits Plus database will house the MSAG for the County. The designated staff person(s) in the Building Department will enter all addressing changes and additions into the Permits Plus database. The GIS department will be notified of all addressing changes or additions and will maintain the address ranges in the County’s GIS Roads Layer. The MSAG data will be entered into other databases by automated procedures or through drop-down boxes for user entry when ever possible. This will insure accuracy between databases. Addresses in the MSAG will be associated to APNs so that they can be related to parcel specific information in the any of the County’s databases.
  
- **Key county databases requiring automated addressing maintenance are:**
  - o **Megabyte:** The Megabyte database is primarily in support of the Assessor, Auditor, and Tax Collector offices. The Situs Addressing fields in the Megabyte database will be maintained by the Assessor’s Office through direct input and editing. The Megabyte database houses all of the Assessors Parcel information. All other County databases will import new or changed addresses from Megabyte through automated routines based on Assessor Parcel Number (APN) when ever possible.
  
  - o **Permits Plus:** The Permits Plus database is maintained by the Building Department. The Sierra Permits Plus database houses all of the Building Departments information. New or changed address information will be directly entered into Permits Plus by Building Department staff when an initial permit is requested for a parcel.
  
  - o **Planning:** How the Planning Department’s data will be stored is to be determined. Whether the planning data is stored in a separate planning database, or in existing databases, Planning Department personnel will maintain the planning data fields. If planning information is to be stored in a database other than Megabyte, the addressing information will be imported into the planning database from the MSAG (i.e. Permits Plus) using automated routines based on APN if possible.

## Appendix D

### Addressing Examples for Common Street Layouts

#### Address Along two Blocks of a Typical Linear Street

Figure 1 illustrates how to address along two blocks of a typical linear street. This example illustrates several of the general addressing guidelines.

- Each block begins a new address range.
- All in-use addresses conform to the potential address range along the street.
- All addresses have been assigned in numerical sequence.
- Each address number is similar to the one across the street.
- The odd and even relationship is maintained along the length of the street.
- No duplicate addresses have been assigned.
- There is a sufficient interval between addresses to allow for future growth.

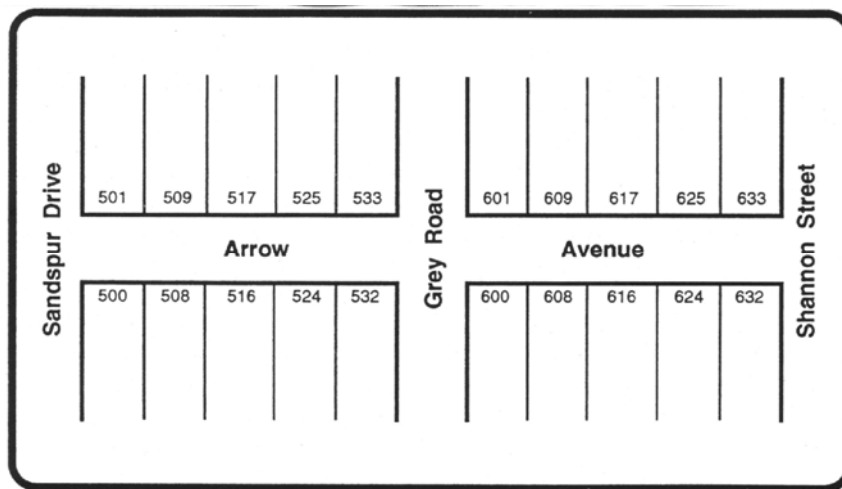


Figure 1: Addressing Along a Basic Linear Street

#### Address across a “T” Intersection Within a Block

Figure 2 illustrates how to address across a “T” intersection within a block. In this example, there is not a need to start a new hundred range at Town Avenue. The prevailing 800 range simply continues across the intersection. Notice, however, that the cross-street addresses are kept consistent skipping the interval range reserved for 816 Amber Road. All other general addressing guidelines apply.

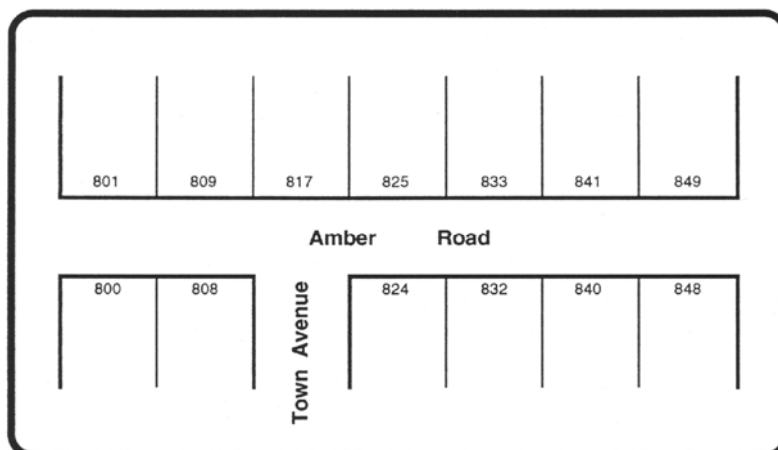
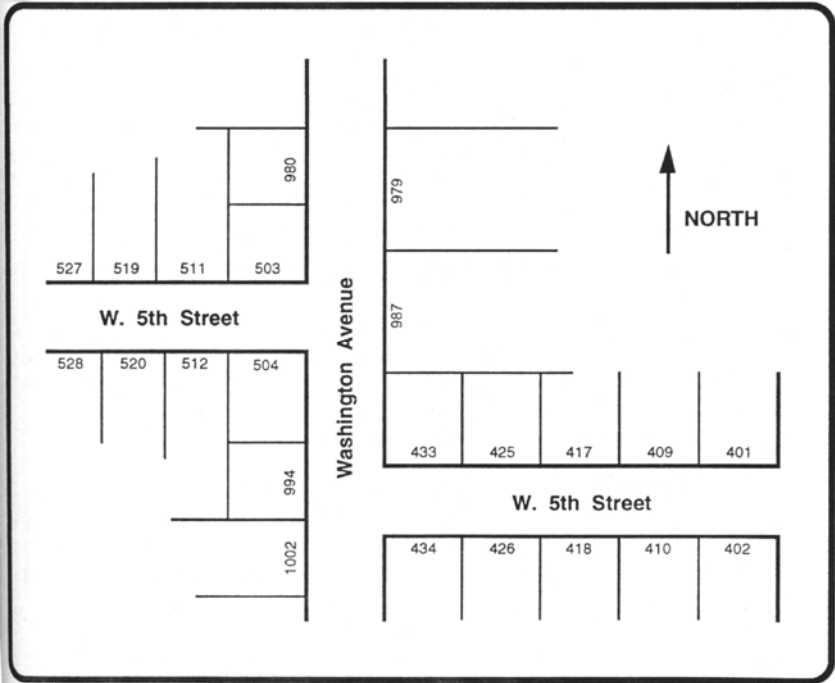


Figure 2: Addressing Across a “T” Intersection

**Addressing Across a “Dog Leg” Intersection**

Figure 3 illustrates how to address “dog leg” intersections. The offset arrangement of the intersection actually makes no difference for addressing purposes. W. 5<sup>th</sup> Street is treated as if it were continuous. As with other streets, the address range for each block still begins and ends at an intersection. All other addressing guidelines apply.



**Figure 3: Addressing Across a “Dog Leg” Intersection**

## Determining the Orientation of a Diagonal Street

Figure 4 shows how assigning addresses along a diagonal street involves a two-step process. First, determine if the street is oriented north-south or east-west. Second, assign addresses according to the proper addressing grid.

The three primary methods for determining the orientation of a diagonal street are:

- **By examining its intersection with a major street.** Whenever a minor street branches off of a major street (based on the amount of vehicular traffic it carries) this is the preferred method to use. So, if E. 11<sup>th</sup> Ave is assumed to be a major street and is addressed according to the E-W grid, address Orange Terrace according to the N-S grid.
- **By examining its intersection with other existing streets.** Use this method if it is difficult to identify one street major and the other minor. In this case, treat the existing street as a major street, and any new street branching off of it as a minor street. Whenever possible, streets which branch off of a N-S street should use the E-W grid and vice-versa.
- **By examining the entire length of the street.** If intersections can not be used to determine street orientation, such as within large residential subdivisions where streets are added in phases, or have many curves, use the entire length of the street itself to determine the orientation. Even if streets curve, they will still usually follow a rough N-S or E-W direction.

Once the orientation of a diagonal street is determined, then addressing can be assigned according to the general addressing guidelines.

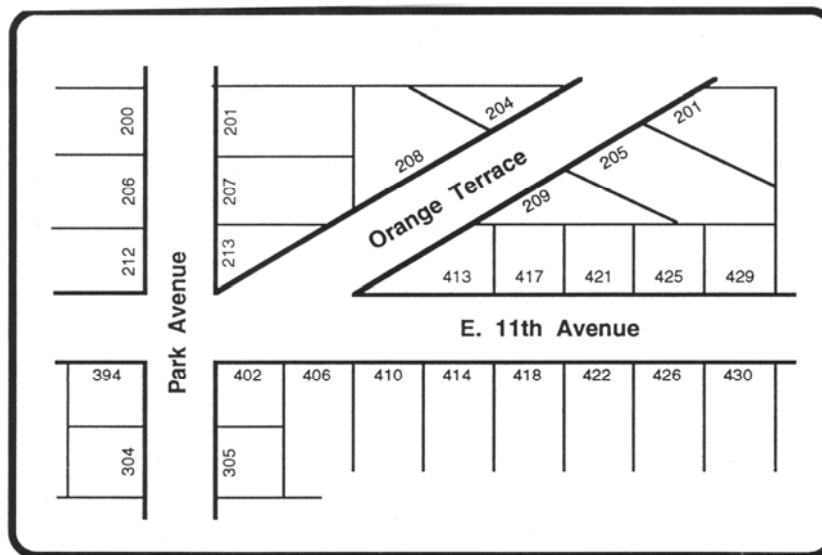


Figure 4: Determining the Orientation of a Diagonal Street

### Addressing Along a Diagonal Street

Figure 5 illustrates how to address streets if a diagonal cuts through the middle of a block, or address range. In this case, the address range continues on both sides of the diagonal as shown.

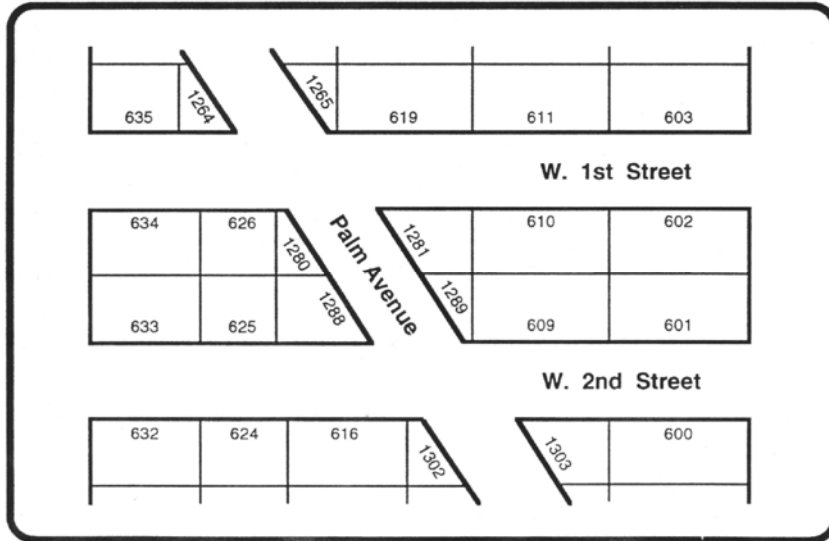


Figure 5: Addressing Along a Diagonal Street

### Addressing Along a Cul-de-Sac Street

Figure 6 shows how addresses are assigned around a cul-de-sac. Essentially cul-de-sacs should be addressed in the same way as any other street. Start a new address range at the open end, using the odd and even convention. The only real difference is at the closed end of the cul-de-sac where the odd and even numbers abut (120 and 121 Smith Court in this example). All other general addressing guidelines apply. Cul-de-sacs are assigned the "Court" street type.

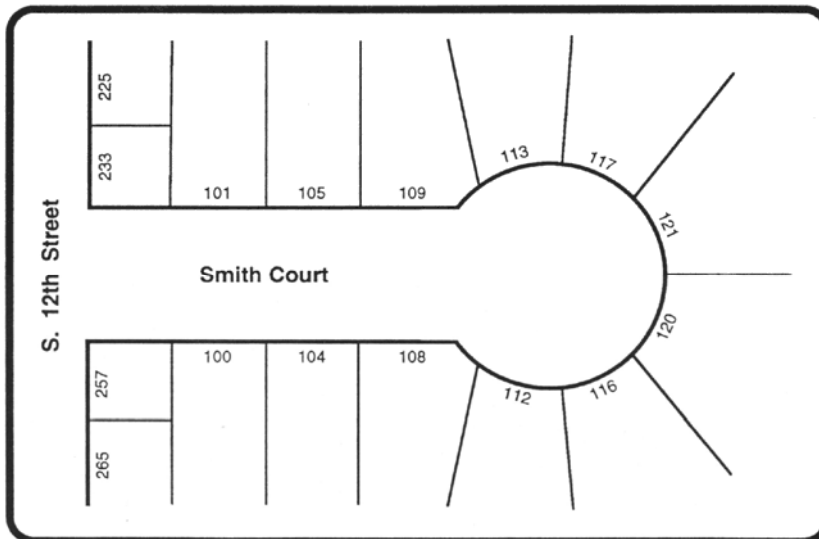
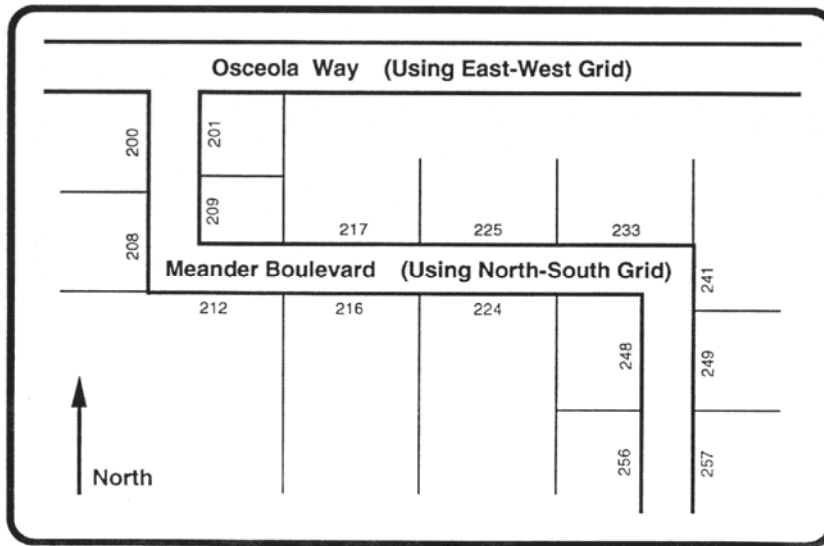


Figure 6: Addressing Along a Cul-de-Sac Street

**Addressing Along a Street that changes direction.**

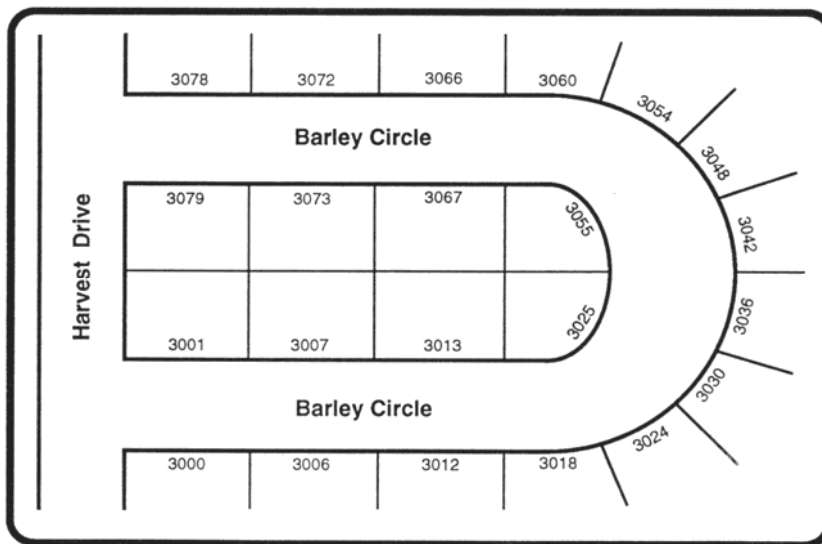
Figure 7 illustrates a situation where a street changes direction. In this situation, to avoid confusion about addressing grids, each street will retain its original addressing grid and range throughout its entire length no matter how many times it turns or bends. All other general addressing guidelines apply.



**Figure 7: Addressing Along a Curved Street**

**Addressing Around a Circular Street**

Figure 8 shows how to assign addresses around a typical circular street. The first step is to determine which intersection to use to start addressing around the circle. This is done by determining the direction of increasing addresses along the street of origin (in this case Harvest Drive). The intersection at the lower end of the addressing range on the street of origin becomes the starting point for addressing the circle street. In this case it is assumed that addresses on Harvest Drive increase to the North, so the southern-most intersection becomes the starting point for Barley Circle. The general addressing guidelines then apply as usual.



### Addressing Around a Lake

There are two ways that addressing can be handled when streets are designed to encircle a lake or other similar round area. Figure 9 shows the first possible arrangement. A continuous street, Polar Street, passes under the southern half of Lake Berg. The odd-numbered 500 range is omitted due to the lake. Those numbers appear along a second street, Sunshine Terrace, which runs around the northern half of the lake. Sunshine Terrace has no even-numbered address range, again due to the presence of the lake. All other general addressing guidelines apply.

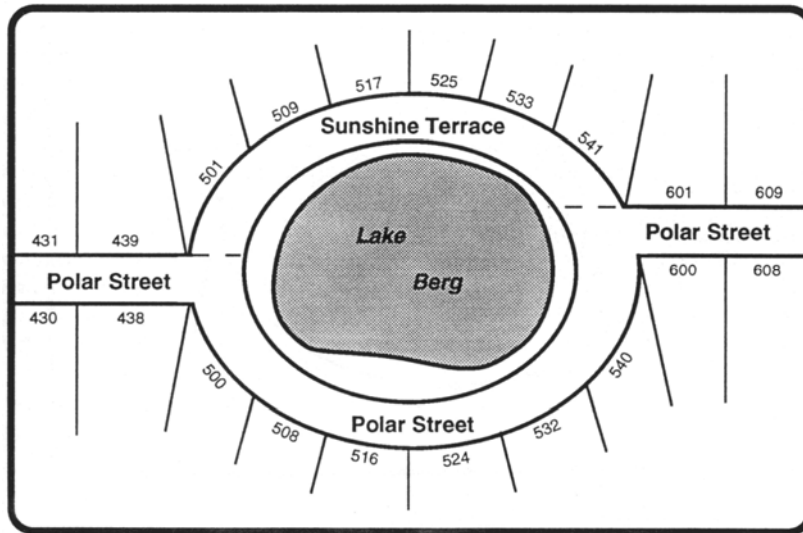


Figure 9: Addressing Around a Lake – Case #1

Figure 10 shows the second way a street may encircle a lake. In this instance, only one street, Division Drive, is involved. Instead of passing along one edge of the lake, Division Dr. splits into two roadways which join together again on the far side of the lake. When this arrangement is used, the address range along the street remains continuous. The odd-numbered addresses appear only along the northern portion of the street and the even-numbered addresses appear only along the southern portion of the street. No potential address ranges exist along the inner edges of Division Dr., which abut the lake. All other general addressing guidelines apply.

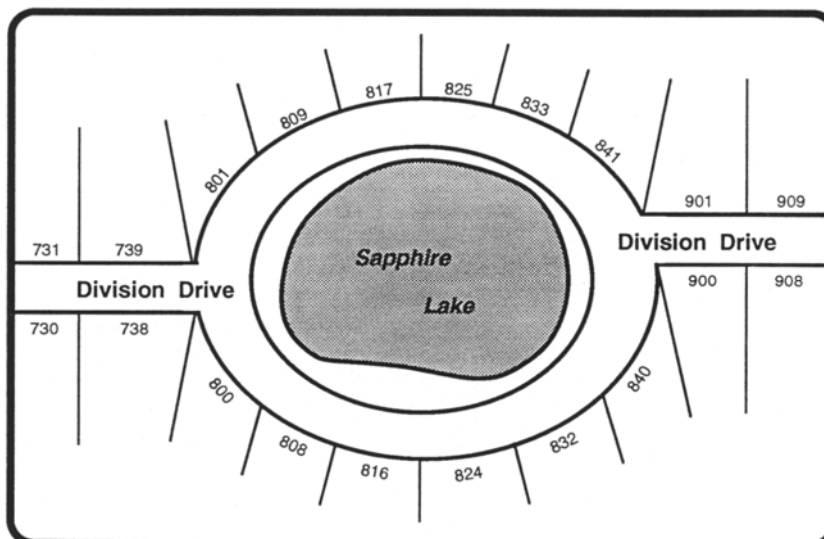


Figure 10: Addressing Around a Lake – Case #2

## Appendix E

### Addressing Examples for Common Parcel Layouts

#### Introduction:

The following examples illustrate how different land parcel arrangements can influence addressing. They are presented to assist in using a consistent and uniform method for addressing similar parcel layouts. All of the examples presented here are subject to site evaluation. There will be specific situations where these guidelines will not apply. In general, these guidelines should be followed to ensure a consistent addressing system.

#### Addressing Vacant Parcels

Figure 11 illustrates several special criteria that apply to addressing of vacant parcels.

- Vacant parcels should normally be addressed off of public, rather than private, roads whenever possible.
- Vacant parcels which abut multiple right-of-ways should be addressed according to the following order of precedence:
  1. Major roads take precedence over minor roads.
  2. The narrowest edge of a parcel takes precedence over the wider edge.
  3. The lowest possible address number is used if none of the above criteria apply.
- If a large vacant parcel occupies an entire block, or address range, it should normally be given an address in the middle of the block, or range.
- The assignment of a valid structure address supersedes the vacant parcel addressing guidelines.

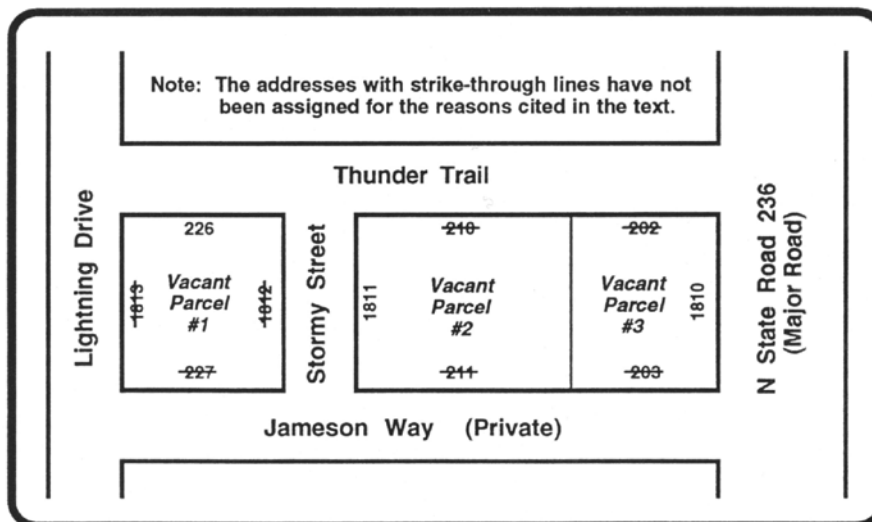


Figure 11: Addressing Vacant Parcels

### Addressing Corner Parcels

Figure 12 illustrates the issues involved when addressing a corner parcel. In the case of a vacant corner parcel, the address should be determined according to the guidelines listed under the Addressing Vacant Parcels above. For improved corner parcels the key issue is whether the structure is an urban residential, rural residential, or a commercial/industrial building. Urban residential buildings are usually addressed based on the street they face, while a rural residential or commercial building is usually addressed based on the street it is accessed from.

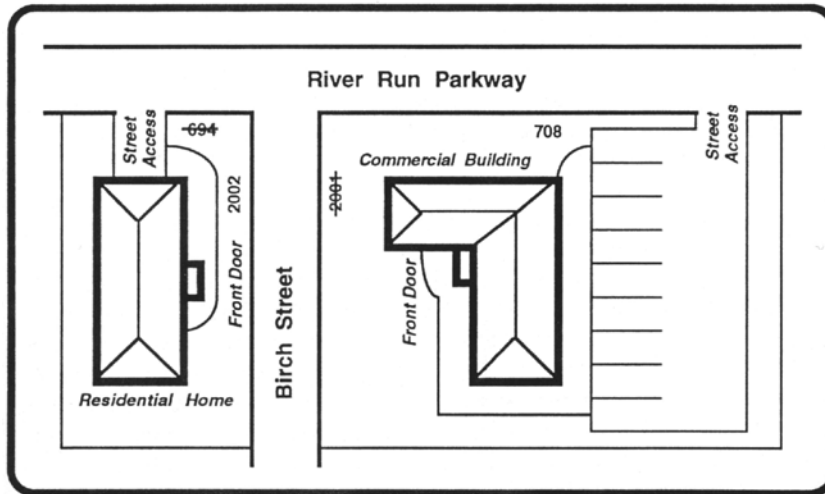


Figure 12: Addressing Corner Parcels

### Addressing a Parcel that Abuts Multiple Right-of-Ways

Figure 13 illustrates how to address a parcel which abuts multiple right-of-ways. If the parcel is vacant, use the guidelines listed under the Addressing Vacant Parcels above. If there is an improvement, the key issue once again is whether the building is residential or commercial/industrial. Like corner parcels, a residential building is addressed based on the street that it faces, while a commercial building is addressed based on the street it is accessed from.

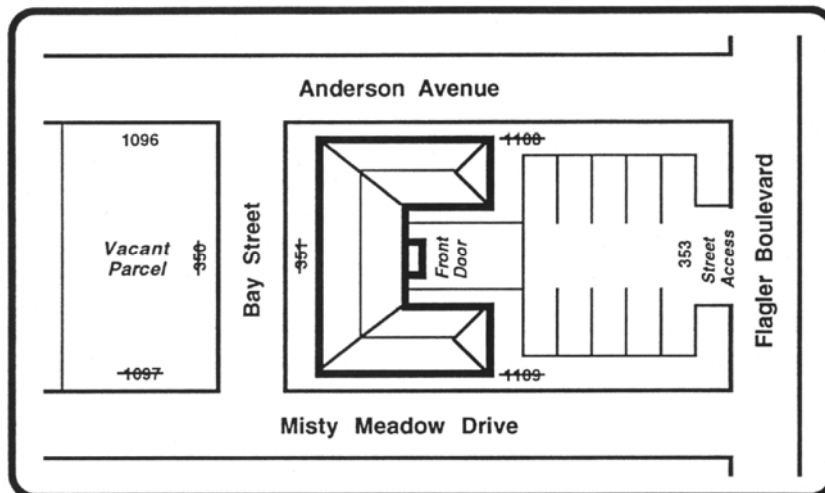


Figure 13: Addressing a Parcel that Abuts Multiple Right-of-Ways

## Addressing Non-Contiguous Parcels

Figure 14 illustrates how to address a parcel that is made up of two or more sections separated from each other by roadways or other parcels. Parcel 1 has four sections and parcel 2 has two sections. Each section of a non-contiguous parcel must have its own address. Use the rules for addressing parcels guidelines for each section. Once an address is assigned to each section, a parcel-level address should be assigned. If one of the sections is addressed off of a major road, its address should be used for the parcel level address. If none of the sections is addressed off of a major road, then the section with the lowest number should be used for the parcel-level address. Since no major road appears in the Figure 14 example, the 425 W 13<sup>th</sup> Street address (assigned to section D) will be used as the parcel-level address for Parcel 1.

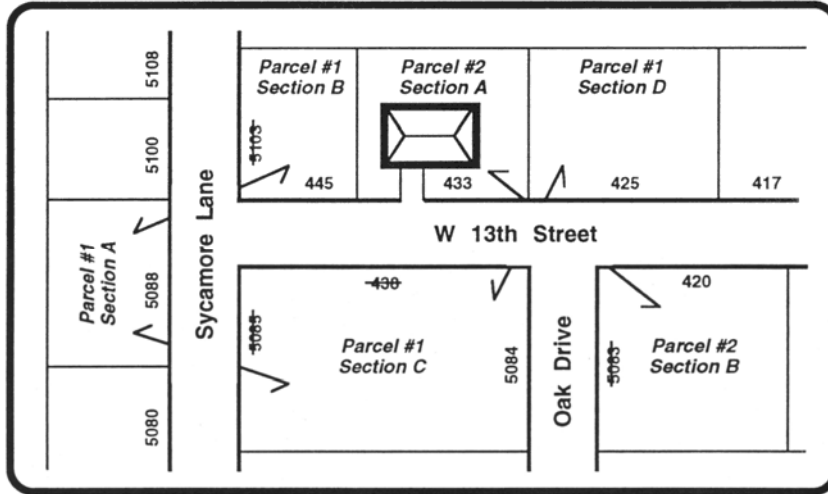


Figure 14: Addressing a Non-Contiguous Parcel

If one of the sections of a non-contiguous parcel has a structure on it, then that section's address should be used as the parcel-level address. If more than one section has an improvement; then, of the improved non-contiguous sections, the one addressed off of a major road should be used as the parcel-level address. If none of the improved sections is addressed off of a major road, then the improved section with the lowest number should be used as the parcel-level address. In the Figure 14 example above, Parcel 2 has an improved section A and a vacant section B. The residential structure on section A presents no unusual problems. Only one street abuts the section, so an address of 433 W 13<sup>th</sup> Street is assigned to the structure. Section B is a corner lot with edges of equal length. Therefore, the lowest possible address number, 420 W 13<sup>th</sup> Street, is assigned to the section. If both sections of parcel 2 had been vacant, then 420 W 13<sup>th</sup> Street would have become the parcel-level address. However, since section A is improved, its address of 433 W 13<sup>th</sup> Street takes precedence and is selected as the parcel-level address.

## Addressing a Landlocked Parcel

By definition, a parcel is landlocked if it does not abut a public or private right-of-way. Because of this defining characteristic, landlocked parcels require a special set of addressing rules. These rules vary depending on whether the landlocked parcel is vacant or has been improved.

- **Vacant landlocked parcels are not assigned addresses.** In Figure 15 below, Parcel 1 is a vacant landlocked parcel; it has no direct access to any public or private street. Since a vacant landlocked parcel can not be assigned an address, a special “Landlocked Parcel” code is entered into the L/S/O database to indicate the parcel’s status.

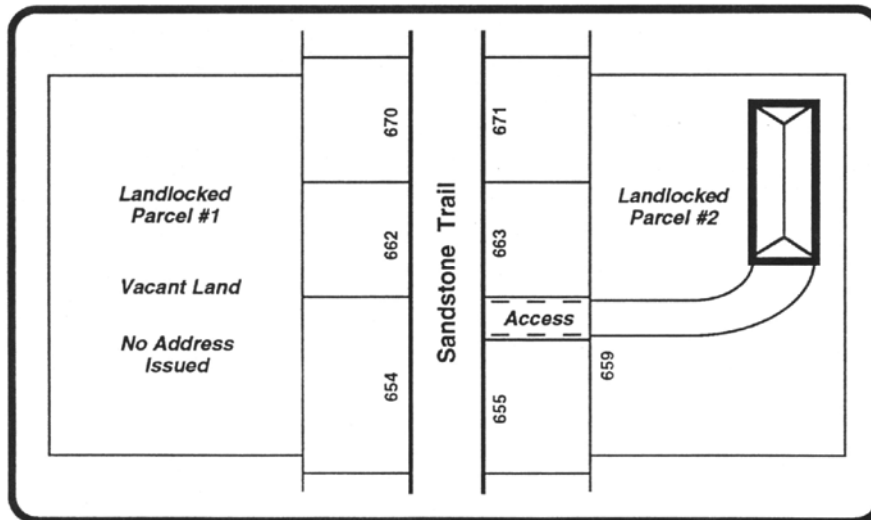


Figure 15: Addressing a Landlocked Parcel

- **To build a structure on a landlocked parcel, the owner must first present evidence of a legal access route from a public or private street to the parcel (such as a deeded easement).** Once the owner proves that he/she owns the easement, then the parcel can be addressed at the easement’s intersection with the street using the general addressing guidelines. In Figure 15 above, the improved landlocked parcel will be assigned the address of 659 Sandstone Trail.

## Addressing Parcels Affected by Community Boundaries

Figure 16 illustrates the situations that can occur wherever two community and addressing grid boundaries meet. The thick dashed line represents the community and addressing grid boundary between Community A and Community B. The addressing at this boundary is affected in the following ways:

- The address ranges change dramatically along Cayman Circle.
- The structure on Parcels 1A and 1B is split by the boundary line. If the boundary is a jurisdictional boundary (also known as a corporate limit), any existing parcel that it crosses must be split along the boundary line to create two separate parcels within each municipality. Once the split occurs, the structure is now partially on parcels 1A and 1B. Parcel 1A is now a landlocked parcel with no access to Cayman Circle. In this case the structure address on both parcels will be 268 Cayman Circle. The addresses are still unique in the addressing system because they reside in two different communities. This example illustrates the importance of having well defined community areas as an essential part of the addressing scheme.

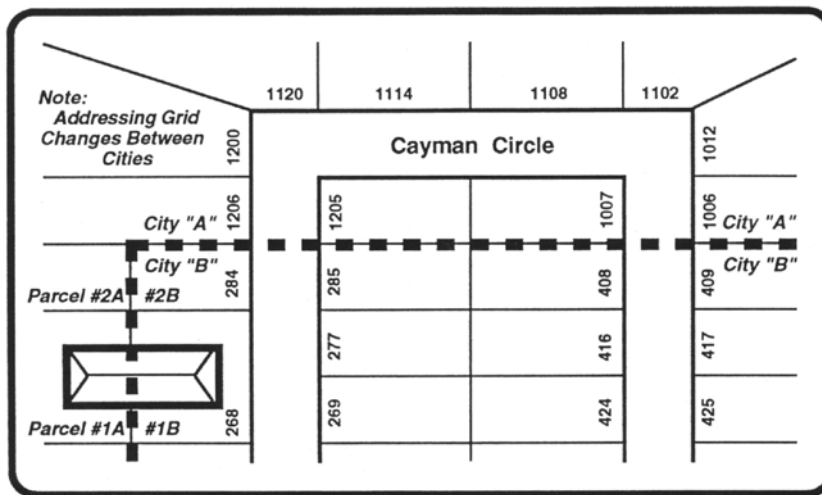


Figure 16: Municipal Effects on Addressing

### Handling Parcels Used as Roadways

There are two ways that a parcel serves exclusively as a roadbed. The first is in the case of private streets within residential subdivisions, apartment complexes, and office parks. The second is when a roadway parcel is used to provide a vehicular access route between a landlocked parcel and a nearby public or private right-of-way. Figure 17 illustrates the second case. Tract A provides access from the landlocked parcel to Coral Key Parkway.

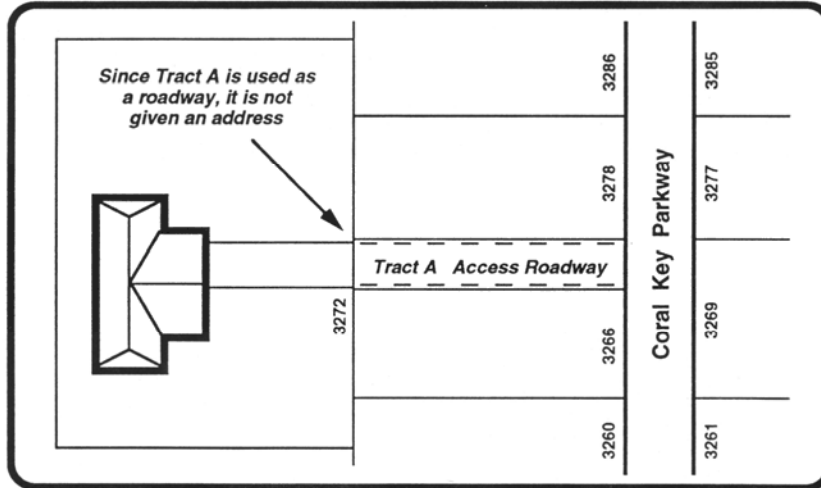


Figure 17: Parcel Used as a Roadway.

In the second case, where parcels are used as roadways, they are normally **not** addressed. Instead, the GIS mappers enter a special "ROW" description code into the L/S/O database for reference purposes. This descriptive code is only used in the cases where the roadbed occupies virtually the entire parcel. If the roadway merely crosses the parcel or covers a small portion of it, then an address will be issued for the property according to the general addressing guidelines.

### Handling Parcels Located Within a Right-of-Way

As Figure 18 illustrates, some residential subdivisions, apartment complexes, and office parks have decorative landscape tracts located within the right-of-way of their main entrance street(s). Some of these tract parcels also serve as sites for small guardhouses or information centers. Either way, additional addressing guidelines are required for this type of parcel.

- **For Vacant Parcels Located Within a Right-of-Way:** In this case, no address is assigned unless there is evidence that a structure will be built upon it (such as a site plan). If there is no plan to build a structure on this tract, then a special “P in ROW” description code is entered into the L/S/O database for reference purposes.

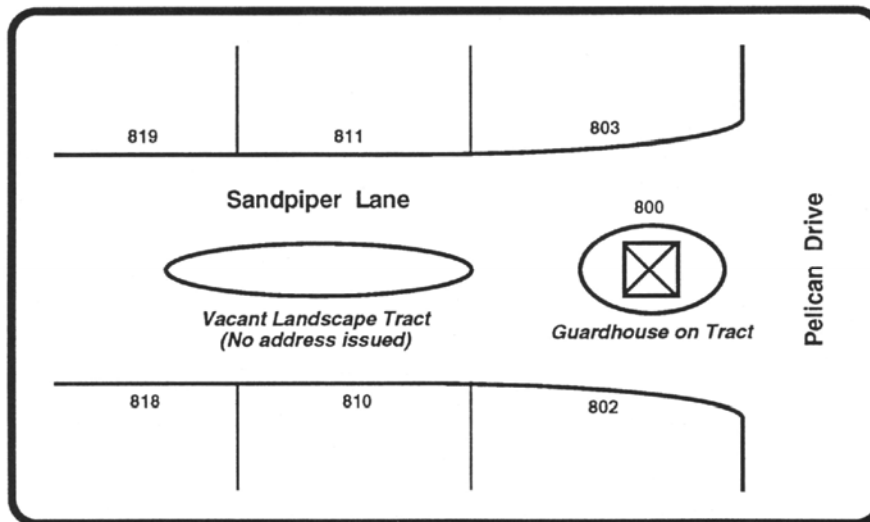


Figure 18: Parcel Located Within a Right-of-Way.

- **For Improved Parcels Located Within a Right-of-Way:** When a tract located within a right-of-way has a structure on it, it should be addressed. For guardhouse/information center tracts near the main entrance of a development, the following guideline is recommended. Since traffic moves along in the right-hand lane of the street, the tract should be given an address from the range on the left-hand side of the street (as the driver approaches the entrance from outside of the development). As shown in Figure 18, a visitor turning onto Sandpiper Lane from Pelican Drive would see the guardhouse address number of 800 across from the 803 of the first regular parcel.

# Appendix F

## Private Road Name Application

### COUNTY of CALAVERAS BUILDING DEPARTMENT

BUILDING  
ONSITE SEWAGE

(209) 754-6390 FAX  
(209) 754-6400 FAX

(209) 754-6396  
(209) 754-6396

---

Government Center

891 Mountain Ranch Road

San Andreas, CA 95249

### NAMING PRIVATE ROADS

#### INTRODUCTION

Generally, a private road must be named and so recognized by the County if three (3) or more parcels are served by the road or driveway. The prime purpose of the process is to correctly assign an address to your property. It is important that County records reflect an address for the actual access being taken. This is especially important for any emergency services which you might request. At least 50% of the property owners who will be served by the road must agree to the name and sign this application. *If this is a request for a name CHANGE, or if there has been any previous disputes regarding a specific name, 100 of property owners having access from the private road MUST AGREE ON THE NAME.*

#### APPLICATION MATERIALS

The following items MUST be submitted:

- I. Completed application (please note that if the application is not completely filled out it will not be processed.
2. Attach one set of assessor maps showing the entire length of the private road/driveway. **Be sure that you show it as accurately as possible as it will be included in future assessor maps.**

Mail or deliver above items to the Building Department. Property owners will be notified in writing as to the outcome of the request.

Should you have any questions please do not hesitate to contact the Building Department.

Note: There is no application fee.

# PRIVATE ROAD NAME APPLICATION

**Note:** This application form is to request the naming of a non-county or non-state road or highway. **DO NOT** use family names or last names. Try not to duplicate commonly used names, i.e., Main, Oak, Center, etc.

1. Proposed road name:
- (1st choice) \_\_\_\_\_
- (2nd choice) \_\_\_\_\_
- (3rd choice) \_\_\_\_\_

2. Road project location:
- A. Township \_\_\_\_\_, Range \_\_\_\_\_, Section \_\_\_\_\_
- B. Nearest community \_\_\_\_\_
- C. General directions (how do we get there): \_\_\_\_\_
- \_\_\_\_\_
- D. Nearest county road or highway \_\_\_\_\_

3. Contact person:
- Name \_\_\_\_\_ Ph. No. \_\_\_\_\_
- Mailing address: \_\_\_\_\_

4. The road names indicated above are approved by the following **PROPERTY OWNERS** who are now or will be utilizing the subject road. (Note: this must be signed by at least 50% of the respective affected property owners. If this is a name CHANGE, or repeat request for a disputed name, 100% of property owners must agree.)

Name	Assessor Parcel #	Mailing address

**Penalty for Violation:**

Any person, firm, partnership, co-partnership or corporation, whether as principal, agent or employee, failing or refusing to display a proper number after notice of such has been given in accordance with Section 12.04.o60, or willfully displaying or permitting to be displayed any improper number after said notice, is guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not more than one hundred dollars, or by imprisonment in the county jail for a term not to exceed thirty days, or by both such fine and imprisonment. (Ord. 552 Ss1.11, 1970)