

SNAP

Street Naming and Addressing Procedures



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1. PURPOSE

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

- A. 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.
- B. Need for increased efficiency of delivery services, including the United States Postal Service.
- C. Need for consistent and accurate legal documents.
- D. Need for convenience and proper orientation for visitors and residents of the City of Maricopa.
- E. Need for documented guidance for orderly, well-planned growth.

2. AUTHORITY

2.1 Address Coordinator

- A. Applies the policy and procedures set forth within Adopted City Code and this guide;
- B. Administratively updates these procedures to reflect current standards.
- C. Provides a main contact for addressing in the City of Maricopa;
- D. Responsible for maintaining all street names and addresses for assignment, including suite splits or suite combinations;
- E. Reviews all proposed street names, including street name change requests;
- F. Consults with emergency service providers for their comments prior to forwarding any new/change request to the Planning & Zoning Commission or City Council;
- G. Prohibits the creation of new street names or aliases for existing streets, except by official action of City Council.

2.2 Development Services Department

- A. Building, Engineering, and Fire Plans Examiners will apply policy set forth within Adopted City Code;
- B. Assists the Address Coordinator in the public process and document routing;
- C. May initiate a Street Name Change.

2.3 Fire Department

- A. The Fire Marshal is the Fire Code Official that shall approve addresses and signage as stated in the IBC¹ Section 502.1 and IFC² Section 505.1.

¹ International Code Council. "2018 International Building Code". <https://codes.iccsafe.org/content/IBC2018>

² International Code Council. "2018 International Fire Code". <https://codes.iccsafe.org/content/IFC2018>

2.4 City Council

- A. City Council approval is required for any changes to Section 10. Street Name Changes.
- B. City Council approval is required for any requested changes to existing street names;
- C. May initiate a Street Name Change.

2.5 Planning & Zoning Commission

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

2.6 Land Owner

- A. May initiate a Street Name Change

3. PROCESS

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

3.1 General Workflow

- A. Documents are routed for review as part of the permit process.
 - 1. All documents of preliminary addresses and proposed street names are archived by the Address Coordinator.
 - 2. Applicants should coordinate with the Postmaster as soon as possible to determine mailbox locations.
- B. Planned streets and addresses are digitized using GIS.
 - 1. The Address Coordinator is responsible for all address and street name databases.
 - 2. At this stage, street names are reserved and remain in the database unless the development changes.
- C. Street names and addresses are approved and notifications are distributed after development approval.
 - 1. 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.
 - 2. All documents of final addresses and final street names are archived by the Address Coordinator.
- D. Street name sign text is reviewed during the engineering permit process.
- E. Addresses are reviewed for each building permit.

3.2 Coordination with Development Approval

- A. Single-Family Residential Subdivisions
 - 1. After the Final Plat is approved by City Council, street names and addresses are approved and notifications are distributed.
 - 2. An address shall not be approved for any Single-Family Residential lot within a subdivision prior to City Council approval of the Final (or Amended) Plat.

- B. Non-Subdivision Residential Lot
 1. After the building permit is issued, street names and addresses are approved and notifications are distributed.
 2. An address shall not be approved for any Single-Family Residential home on a residential parcel prior to the dedication of proper egress/ingress.
- C. Multi-Family, Mixed-Use, and Commercial Projects
 1. Most likely streets are unnamed driveways and addresses will include buildings and units.
 2. Street names and addresses are approved and notifications distributed after approval of the Development Review Permit and by the time building permits are issued.
 3. An address shall not be approved for a new multi-family, commercial, mixed-use, or industrial development unless approved as prescribed by the Zoning Code.
- D. Redevelopment and Renovations
 1. Any improvements that create or merge units require review and address assignment by the Address Coordinator.

4. STREET NAMING

The Address Coordinator must review and approve all new street name proposals

4.1 Format

- A. The full street name must fit within the NENA Road Centerlines data model³.
- B. Full street names assigned by the City shall have a directional prefix, street name, and street type. Optional elements include a prefix street type and a directional suffix. These elements are stored in the database using USPS⁴ standards as seen below:

Directional Prefix	W
Street Name	BOWLIN
Street Type	RD
Full Street Name	W BOWLIN RD

- C. Directional Prefix
 1. All street names shall begin with a directional prefix, abbreviated using USPS standards (N, S, E, W). Direction combinations such as SW are not used.
 2. The directional prefix is determined by the location of the street segment on the address grid.
- D. Prefix Street Type

³ National Emergency Number Association. "NENA Standard for NG9-1-1 GIS Data Model". 2020. <https://www.nena.org/page/NG911GISDataModel>

⁴ United States Postal Service. "Postal Addressing Standards". Publication 28, June 2020. <https://pe.usps.com/text/pub28/welcome.htm>

- Optional element needed for State Route designations and other rare cases.

E. Street Name

- Names should be chosen that relate to the scale and location of a project.
- 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.
- Names with similar spelling or pronunciation should be avoided. Examples:
 - ADLER/ALDER
 - LOREDO/LOREDA
 - ROBINS/ROBBINS
 - LAGOON/LAGOONA
- Numbered streets shall not be spelled out, but must comply with the following format: 1st, 2nd, 3rd, etc.
- Names tending to be confused as homonyms are not permitted.
- Names that tend to be slurred or have pronunciations that run together are not permitted.
- Different spellings of the same name are not permitted.
- Directional prefix or street types should not be used in the street name. Examples:
 - E ST ANDREWS AVE must be E SAINT ANDREWS AVE
 - E SOUTH HAVEN DR must be E HAVEN DR
 - E NORTH ST must be E NORTHSTAR ST

F. Street Type

- All street names shall have a street type representing the character of the street.
- The street type should be consistent along the alignment.
- The following are common street types and USPS abbreviations:

AVE	Avenue
BLVD	Boulevard
CIR	Circle
CT	Court
DR	Drive
HWY	Highway
LN	Lane

PKWY	Parkway
PL	Place
RD	Road
ST	Street
TRL	Trail
WAY	Way
PLZ	Plaza

- Street types should be identified based on the following characteristics:

- Avenue:** Design enhanced collector or arterial. Previously used for local streets.
- Alley:** Shared accessway at the rear of properties, common for utility and refuse.
- Boulevard:** Significant collector or arterial corridor.
- Circle:** Street that returns to its starting point. Previously used for cul-de-sacs.
- Court:** Reserved for cul-de-sacs.
- Drive:** Common for local streets.
- Highway:** High capacity, limited access, County, State, and Federal routes.
- Lane:** Common for local streets.

- **Loop:** Street that returns to its starting point or has two intersections with another street.
- **Parkway:** Significant collector or arterial corridor, typically with limited access and generous median and shoulders.
- **Place:** Short local street less than 1,500 feet that may end in a cul-de-sac.
- **Road:** Used for section line, mid-section lines, quarter section lines, collectors and arterials. Previously used for local streets.
- **Street:** Generally used for local streets, acceptable for any case.
- **Trail:** A winding street.
- **Way:** Meander, curvilinear, diagonal, typically less than 600 feet, short street segment.

G. Directional Suffix

1. Large circle and loop streets, such as a neighborhood collector with parallel segments, require a directional suffix for proper addressing.
2. Abbreviated using USPS standards (N, S, E, W). Direction combinations such as SW are not used. A directional suffix is decided in relation to its location on the circle, not the address grid.

4.2 Additional Considerations

A. Existing Alignments

1. All section lines shall carry only the name recorded within the City of Maricopa.
2. The street names assigned to newly developed streets must use the name of an existing aligned street. Honor the alignment of existing streets whenever possible.
3. If no aligned street exists or the newly developed street is in a themed subdivision or development, new street names are assigned.
4. The new and existing street cannot be offset by more than 150 feet. 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 street's overall alignment.
5. Aligned street names separated by natural or manmade physical barriers are to retain the same street name.
6. Once a name has been used, it may only be used again within the same alignment or on the same street.
7. New street names or changes to street names must apply to the entire length of an alignment or existing alias. The exception is for a themed subdivision or development.

B. Continuity

1. A continuous street should retain the same name throughout, even if it changes directions. If it is interrupted by a channel, freeway, railroad, etc., and eventual connection is not probable, the segments may have different names.

C. Circles and Loops

1. A small circle or loop street, such as the size of a block, can use a single name. Addressing shall be odd on the outside and even on the inside. The larger the circle, the more addressing will deviate from the grid and become ineffective. For those cases, the segments need to be broken up using directional suffixes.

D. Cul-de-sac Design

1. If the distance between furthest point at the end of a cul-de-sac and the right-of-way line of the intersecting street is less than 100 feet, then the cul-de-sac and addresses are considered part of the intersecting street. The addresses along 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.
2. If the distance exceeds 100 feet, then cul-de-sac shall be treated as a new street. The street type shall be Court for consistent identification by emergency services.
3. Court should not be used at some T-intersections where there is no obvious break in houses. In those cases continue the name of the alignment.

E. Curvilinear Streets

1. When a street curves by 90 degrees or more from its original direction, it should be split into two unique street names at the discretion of the Address Coordinator. The split should occur half-way through the bend.
2. A curvilinear street that meanders through a themed subdivision or development, may retain the same name, at the discretion of the Address Coordinator.

F. Private Streets and Driveways

1. Private street and driveway names are to comply with the Street Naming and Addressing Procedures.

G. Character Limit

1. The full street name should consist of no more than four words and no more than 20 characters. As an example, W BOWLIN RD, consists of three words and eleven characters. Long and complicated names are more difficult during emergencies and effect signage consistency.

4.3 Address gridlines

- A. The City address grid follows the Pinal County address grid⁵ with a center point at Eleven Mile Corner and State Route 287.

4.4 Street Address ranges

- A. Address ranges are assigned to each street segment. A street segment is split by intersecting streets, a jurisdictional boundary, or zip code boundary. An address frontage number must fall within the address range of the street segment. See Frontage Number

5. STREET NAME SIGNS

5.1 Design

- A. New street name signs must conform to the current design specifications, character, and placement requirements of this guide and Adopted City Code.
 1. Signing Notes, DSM Appendix⁶, page 15.

⁵ Pinal County. "Addressing Ordinance". 2011.

<https://www.pinalcountyz.gov/CommunityDevelopment/Planning/Pages/Addressing.aspx>

⁶ City of Maricopa. "Design Standards Manual Appendix". 2020. <https://www.maricopa-az.gov/home/showdocument?id=4702>

2. Street Name Sign MAR-230, DSM Appendix, page 77.

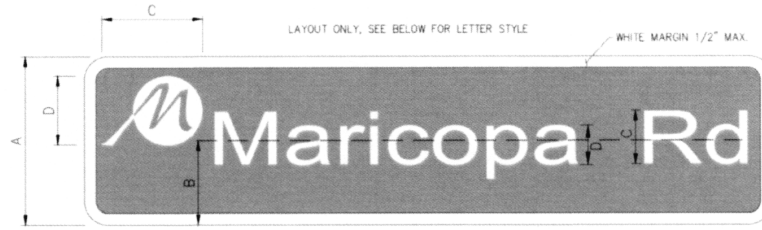


Figure 1: Current Street Name Sign Design

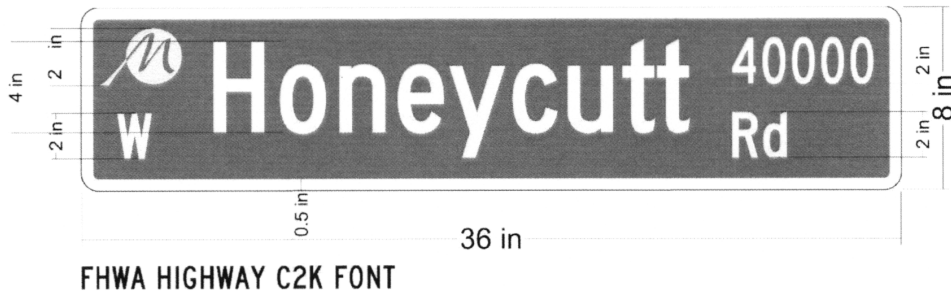


Figure 2: Proposed New Street Name Sign Design

3. Illuminated Street Name Sign MAR-231, DSM Appendix, page 78.

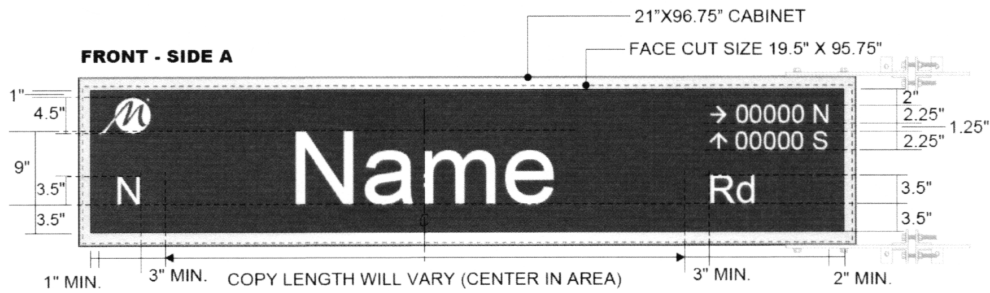


Figure 3: Current Illuminated Street Name Sign Design

B. Additional guidance:

1. Street Name Signs, MUTCD⁷, Section 2D.43, page 161 (pdf page 201).
 2. Street Name Sign D3-1, SHS⁸, page 255.
- C. Street name sign text shall include the full street name, in title case, with abbreviated prefix and suffix. Example, “W Bowlin Rd”.
- D. The Address Coordinator is responsible for providing the correct name and address range for each street name sign.

5.2 Installation and Maintenance

- A. Public Streets
1. The applicant is responsible for installing new street name signs prior to final inspection and temporary occupancy.
 2. The City assumes responsibility from the applicant, with approval by the City Engineer, of all existing street name signs within public rights-of-way.
 3. The City Public Services Department is responsible for the maintenance of all existing street name signs within public rights-of-way.
- B. Private Streets
1. The applicant is responsible for installing and maintaining street name signs along private roads.

6. ADDRESSING

6.1 Address Assignment

- A. All buildings subject to the permitting process shall have an address.
1. Accessory storage, utility, and miscellaneous structures might not require an address or identifier.
- B. Structures such as meters and signs may be assigned an address as needed.

6.2 Format

- A. The full address must fit within the NENA Site/Structure Address Points data model.
- B. Most addresses assigned by the City are made up of a frontage number, directional prefix, street name, and street type. Additional elements may include a unit type, unit value, building identifier, and others. These elements are stored in the database using USPS standards as seen below:

⁷ United States Department of Transportation. “Manual on Uniform Traffic Control Devices”. 2009 Edition Including Revision 1 and 2. <https://mutcd.fhwa.dot.gov/pdfs/2009r1r2/mutcd2009r1r2edition.pdf>

⁸ United States Department of Transportation. “Standard Highway Signs”. 2004 Edition, 2012 Supplement. https://mutcd.fhwa.dot.gov/SHSe/shs_2004_2012_sup.pdf

Frontage Number	45145
Directional Prefix	W
Street Name	MADISON
Street Type	AVE
Full Address	45145 W MADISON AVE

C. Frontage Number

1. A building is assigned a frontage number based on the nearest access or frontage street.
2. North and West sides of the street are even. South and East sides of the street are odd.
3. Circular or Loop streets shall be addressed with the odd number on the outside and even number on the inside.

D. Street Name Elements

1. Street name elements are included based on the frontage street. [See Street Naming Format](#)

E. Full Address

1. The full address is a concatenation of addressing elements. The full address is influenced by USPS standards and emergency dispatch needs. Each record in the database has a unique full address.

F. Building Name

1. A building name, such as “Administration”, can be stored in the database, but is not used as part of the assigned address.

G. Building Identifier

1. A campus or complex that operates under a single, primary address, shall use a building identifier for each building. A building letter is preferred, but numbers are required for large or unique complexes.
2. The building letter should be included in any unit values, such as “APT B201”.
3. A short building identifier is a requirement of alarm systems that cannot display many characters, such as a building name.

H. Unit Type

1. The unit type should be an appropriate sub-structure designation for the project.
2. The following are common unit types and USPS abbreviations:

APT	Apartment
LOT	Lot
RM	Room
STE	Suite
UNIT	Unit

I. Unit Value

1. Unit values are to be assigned systematically and intuitively for ease of navigation.
2. When applicable, the first character indicates the building letter.
3. When applicable, the next number indicates the floor.
4. The final number depends on the number of units per floor.

- Up to 99 units per floor: 00-99
- Greater than 99 units per floor: 000-999

5. Example sub-structure address of APT B201:

Building	B
Floor	2
Unit	01

6. It is common for commercial and office units to merge and split. This is accommodated by incrementing the suite numbers, such as STE 100, 110, 120.

J. Room

1. Room names and numbers are not distributed to outside agencies at this time.

6.3 Addressing Scenarios

A. Single Building with Units

1. Frontage parallel to street: units flow along the grid.
2. Frontage perpendicular to street: units flow front to back.
3. Alternative: units flow from main access.
4. Alternative: looking at building face, units flow left to right.

B. Multiple Buildings on One Parcel

1. A parcel may have multiple buildings and each building may have its own primary address. This concept is independent from Pinal County choosing one primary address per parcel.
2. Duplexes or rear-houses should be assigned a primary address, or units if needed. Do not use fractions, front, or rear.
3. Refer to 6.3 A for unit numbering.

C. Multiple Buildings in a Commercial Center

1. Attached major and minor retail spaces should have their own frontage numbers.
2. Attached retail building with small tenant spaces should have a separate frontage number with suite numbers.
3. Refer to 6.3 A for unit numbering.

D. Multiple Buildings in a Complex or Campus

1. Primary address.
2. Begin building lettering at the main access or clubhouse and flow counter-clockwise.
3. Units in the buildings should also flow counter-clockwise.
4. Alternative: looking at building face, units flow left to right
5. Alternative: breezeway units could flow front to back or use odd-even.

E. Single-Story Rental Complex

1. Primary address.
2. Apartment numbers for attached and detached units flow counter-clockwise.
3. Building letters for garages, clubhouses, and other structures flow counter-clockwise.

F. Storage Facility

1. Primary address.
 2. Begin building lettering at the main access or office and flow counter-clockwise.
 3. Units in buildings should also flow counter-clockwise.
 4. Alternative: units even-odd along hallway.
- G. Hotel
1. Primary address.
 2. Units even-odd numbering along the hallway.
 3. Alternative: units flow counter-clockwise.
- H. Mobile Home Parks
1. Space or Lot numbering will begin to the right of the main access and flow counter-clockwise.
 2. Use Even-odd numbering down internal streets.
- I. Special Projects
1. Malls, amusement parks, airports, campuses, etc., may require special consideration. A unique addressing scheme may be developed by the architect and approved by the Fire Marshal. The addressing scheme must be confined to that project.

7. ADDRESS SIGNS

7.1 Design

- A. New address signage must conform to the design specifications, character, and placement requirements of this guide and Adopted City Codes.
1. Address Identification MFD 151, DSM Appendix, page 228.
 2. Address Identification IBC Section 502 and IFC Section 505.
- B. Address characters and the background shall have contrasting colors.
- C. The font shall be bold with a minimum stroke width of 0.5 inches.
- D. The minimum character height depends on the distance from the approaching access to the sign.

Distance in Feet	Height in Inches
0 - 50	4
50 - 200	10
200 - 300	12
300 - 400	14

1. Unit spread characters on a building shall have a minimum height of 6 inches.
2. Address-spread characters on a monument sign shall have a minimum height of 8 inches.

7.2 Placement

- A. Address numbers must face their assigned frontage street and remain unobstructed by trees, vines, screens, or anything that would tend to hide or obscure the number.

- B. Address numbers are preferred to be mounted at the top right of the building.
 - 1. Numbers may be mounted in other positions or to a permanent, stationary, and durable object.
- C. If the building is not viewable from the frontage street, the address number should be placed on a lawn stake, curbside postal mailbox, or similar permanent fixture, viewable from the frontage street.
 - 1. In rural areas it is suggested that the address number be placed on both the mailbox and the building.
- D. When applicable, the address number shall be placed at the alley in the rear of the building.
- E. A building with multiple units shall have the unit displayed at each separate entrance. When applicable, the unit numbers shall be displayed at the rear of the building.

7.3 Signage Scenarios

- A. Apartment Complex with Multiple Buildings
 - 1. Primary address on monument at entrance (12 inch character height).
 - 2. Site Map at entrance.
 - 3. Building letter on each building and on each side that is visible from internal and external access ways (18 inch character height).
 - 4. Unit spread on each building and on each side that is visible from internal and external access ways (7 inch character height).
 - 5. Alternative: Unit spread at the access to each cluster or breezeway.
 - 6. Unit spread starts with floor one at the bottom and additional floors move up the sign.
 - 7. Unit sign at each apartment.
- B. Single-Story Rental Complex
 - 1. Primary address on monument at entrance (12 inch character height).
 - 2. Site Map at entrance.
 - 3. Building letters on the clubhouse and garage buildings, facing internal access ways (10 inch character height).
 - 4. Unit spread signs with directional arrows along internal driveways (7 inch character height).
 - 5. Unit sign at each apartment.
- C. Commercial Center with Multiple Buildings
 - 1. Frontage number spread at the bottom of the monument sign (12 inch number height).
 - 2. Address numbers along the frontage and back of the building (12 inch number height).
 - 3. Unit numbers above the door in the front and back of building (6 inch number height).
- D. Special Projects
 - 1. Malls, amusement parks, airports, campuses, etc., may require special consideration. A unique signage scheme may be developed by the architect and approved by the Fire Marshal. The signage scheme must be confined to that project.

7.4 Installation and Maintenance

- A. The applicant is responsible for installing new address signage prior to occupancy of the building.

- B. The owner is responsible for the display and maintenance of address signage and the installation of new signage due to an address change.
- C. The Address Coordinator is responsible for providing address information for new and changing addresses to all necessary agencies and property owners.

8. ANNEXATIONS

- A. Street names and addresses within County areas that are annexed into the City may need to be changed to meet City addressing guidelines.
- 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) to ninety (90) days following notification of an address change.
- E. The Address Coordinator shall work with the connecting authority prior to changing adjacent or connecting streets.

9. ADDRESS CHANGES

- A. A property owner requesting a change to an existing address must submit an address change request application through the City's Permit Center. A fee is due at the time of application submittal.
 - 1. The Address Coordinator will review if 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.
 - 2. 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.
- B. The Address Coordinator may work with the property owner to resolve conflicts administratively.
- C. Upon approval of an address change, the City will provide a written notification to the property owner and notify external agencies of the newly assigned address.

10. STREET NAME CHANGES

City Council Approval is required for any changes to Section 10.

10.1 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 correct an error or oversight in the procedures.

- B. Street name changes (new name assignments) may be initiated by one or more members of the City Council, by City Staff, or by an owner of land abutting the street involved in the request.

10.2 City-Initiated Changes

- A. The Mayor or Councilmembers may act to initiate a proposed street name change and request staff to review and make a recommendation.
- B. Staff may request that City Council initiate a proposed street name change.
- C. Staff will notify the public.
- D. Staff will prepare a report and resolution for Council review and approval.

10.3 Land Owner Petition

- A. A written petition to change the name of a public or private street may be submitted by any owner of land abutting the street involved in the request. This petition must include:
 - 1. Date of application;
 - 2. Applicant / property owner contact information;
 - 3. Applicant / property owner petition;
 - 4. Signature of the applicant / property owner;
 - 5. Application fee;
 - 6. Current street name;
 - 7. Proposed street name, with two alternative choices;
 - 8. Justification for the change;
- B. Staff to review completeness of the petition prior to moving the request forward.
 - 1. Incompleteness denials may revise and reapply.
 - 2. Appeals should be made to the Economic and Community Development Director.
- C. The applicant is responsible for Fees incurred from sign replacements and recordation of any documents required at the County Recorder.
- D. Applicant will notify the public.
- E. Staff will prepare a report and resolution for Council review and approval.

10.4 Guidelines for staff recommendation

- A. Staff reviews shall include, but are not limited to, the following criteria when renaming existing streets within the City. In no order of preference, consider:
 - 1. Duplication (or similarity) in the street names with other existing names of different alignments.
 - 2. Historic or cultural purpose for the street name.
 - 3. The number and types of residents or buildings affected by the proposed change.
 - 4. Length of time the street name has been in use.
 - 5. Length of the street affected by the proposed change.
 - 6. Traffic volumes accustomed to the existing street name.
 - 7. Compatibility of the other street names in the area.
 - 8. Impact to emergency response.
 - 9. The necessity of the proposed change.

10.5 Public Notice Requirements

- A. All notice materials to include:
 - 1. City Council Meeting date, time, and location.
 - 2. Exhibit identifying the current name, proposed name, and the limits of the change.
- B. Notice materials shall be posted or mailed at least fifteen (15) days prior to the City Council Meeting.
- 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. Newspaper and electronic notices are recommended.

10.6 Approval

- A. City Council, by resolution, may approve a street name change replacing an existing name of a thoroughfare within City limits.
- B. A signed resolution shall be recorded with Pinal County.
- C. Address Coordinator shall send electronic notices to all impacted agencies of the approval and pending change. 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.

10.7 Making the Change Effective

- A. Within thirty (30) to ninety (90) days the street name will become effective and street name signs will be replaced by the Public Services Department.
- B. The Address Coordinator shall communicate the changes of all street name signs needing installation with the Public Services Department.

10.8 Affidavit of Correction

- A. An affidavit of correction may be used instead of the Council approval process for certain situations.
 - 1. Correcting a recorded document to match an established and populated street name.
 - 2. Changing an undeveloped street name to meet guidelines.
- B. A street name change to a recorded subdivision plat can be accomplished through an Affidavit of Correction, without having to resubmit a Final Plat. The change is a text street name change and does not change any parcel line, easement line, legal description, land area, etc.
- C. The Affidavit of Correction shall state the following information:
 - 1. Plat name;
 - 2. Cabinet and Slide;
 - 3. Fee Number;
 - 4. Statement of correction or change;
 - 5. Signature of City staff;
 - 6. Signature of Land Owner.

11. DOCUMENT HISTORY

Description	Date
SOP, Street Name Changes	8/23/2005
Street Naming and Addressing Procedures	1/25/2008
RES 14-11, Street Name Change (Amendment) Policy	3/8/2014
RES 19-47, Street Naming and Addressing Procedures	10/1/2019
RES 22-05, Street Naming and Addressing Procedures Update	2/15/2022