



# City of Irvine

## Addressing and Street Naming Policies and Procedures

Approved by:

  
\_\_\_\_\_  
Director of Community Development

Date:

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# City of Irvine

## Addressing and Street Naming Policies and Procedures

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## Addressing and Street Naming Policies and Procedures

### I. Purpose of Policy and Procedures

The purpose of this policy is to provide a standardized and expedient method of assigning addresses to buildings, structures and parcels, obtaining street name approvals, and obtaining name changes for existing streets and roadways within the City of Irvine. The intent is to include all assigned addresses and street names in the City within all existing data systems. This document contains and/or references all codes, standards and policies that pertain to addressing and street naming in the City.

### II. Definitions

**Address, Additional:** A separate number assigned to an existing building, subsequent to the original assignment of the address.

**Address, Alias:** Any approved address that is currently not being utilized to identify a building and/or site.

**Address, Colliding:** Addresses on streets such as Alton and Barranca, which have four (4) digit addresses for the portions of these streets traversing east/west and five (5) digit addresses for the portions of these streets traversing in a northeasterly direction. Addresses increase from four to five digits on Alton Parkway at Laguna Canyon Road (Exhibit 1) and on Barranca Parkway at Federal Express entrance (Exhibit 2).

**Address Coordinator:** A member of the Community Development Department staff is responsible for the following:

- Troubleshooting addressing issues
- Distribution of address plans
- Assemble and prepare newly approved/assigned addresses along with a cover letter for distribution to utilities and various agencies (completed by DAC staff)
- Editing of address assignment forms as needed
- Coordination with the Records Division of the City Clerks office for annual scanning of address assignment forms

**Address, Undocumented:** Any address not recognized and/or approved by the City of Irvine. For purposes of InForum Gold data



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entry, “undocumented addresses” are defined as building or structure addresses added or changed by a property owner and/or tenant without City of Irvine or Post Office approval.

### **Addressing Team:**

The Addressing Team shall consist of representatives from the following Departments/Agencies (see Exhibit 13 for contact information):

- City of Irvine Public Safety Department: Crime Prevention Unit
- Orange County Fire Authority
- United States Postal Service (Sand Canyon facility)
- City of Irvine GIS Division
- City of Irvine Community Development Department: Project Manager

The Addressing Team shall meet on an as needed basis to jointly review address plans.

### **Addressing Pods:**

For most phased projects, the division of the development into different geographical sections, each with a range of address numbers, in order to simplify the assignment of logical addresses.

### **Building:**

Any structure having a roof supported by columns or walls and intended for the shelter, housing or enclosure of any individual, animal, process, equipment, goods or materials of any kind or nature.

### **Flag Lot:**

Description of the shape of a property, where access to a road is provided along the long, narrow "flag pole" and the usable land itself is the rectangular "flag" at the end of the pole.

### **Infill Project:**

A proposed development which is introduced into a specific geographical area following buildup of the surrounding area.

### **High Digit Addresses:**

Orange County grid system: limited to four or five digit numbers (exceptions: selected multi-family projects).

### **Low Digit Addresses:**

Addresses assigned beginning with two-digit numbers.



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### Street Naming

#### Team:

The Street Name Review and Approval Team shall consist of representatives from the following Departments/Agencies:

- City of Irvine Public Safety Department: Police Dispatch
- Orange County Fire Authority
- United States Postal Service (Sand Canyon facility)
- City of Irvine GIS Division

#### Structure:

Any non-habitable development constructed, erected or attached structure having a fixed location on the ground except business signs and other improvements of a minor character. Structure examples: utility meters, utility poles, cellular towers, trash enclosures, mail boxes, etc.

#### Tract Map, “A” Level:

The master tract map for a large geographic area, intended for future subdivisions into specific development sites.

#### Tract Map, “B” Level:

A subdivision map, which identifies specific lots/parcels for individual residential or non-residential development, including condominium maps proposed on larger parcels created under “A” Maps.



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### III. Address Assignment and Street Naming Criteria

#### A. General Address Assignment Criteria

1. **For new developments**, addressing shall begin with the lowest available number consistent with the surrounding addresses, unless development is addressed using the Orange County grid system, as outlined in item 7 below.
2. **For infill projects**, staff shall consider potential development of vacant parcels as well as redevelopment of existing parcels and assign numbers to provide flexibility in consideration of future parcel expansions or subdivisions. Also, address reassignment may be necessary to improve numbering sequence of a redeveloped parcel.

***Note:** Refer to the addressing files maintained by Community Development for research concerning existing addresses.*

3. **Even addressing numbers** (2, 4, 6, 8, 10, etc.) shall be assigned on the south and east sides of the street or roadway. For possible exceptions to this section, see item 6 below. Use the acronym **SEE** to remember **South** and **East** for **Even** numbers.
4. **Odd addressing numbers** (1, 3, 5, 7, etc.) shall be assigned on the north and west sides of the street or roadway. For possible exceptions to this section, see item 6 below. Use the acronym **NOW** to remember **North** and **West** for **Odd** numbers.
5. **Elimination of any numbers from an addressing sequence:** Requests to eliminate numbers from an addressing sequence shall be made in writing to the Community Development Director, and shall include satisfactory evidence that the proposed change will not adversely affect the public health, safety and welfare of the community. The Community Development Director, upon consultation with the Addressing Team, will consider approval of such request on a case by case basis. For changes to addresses of already occupied units, see Section IV. B.
6. **Any street or roadway that loops or changes direction**



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shall continue the numerical order of address numbers even if the street or roadway changes from north/south to east/west or east/west to north/south.

Exceptions to this policy are **colliding addresses** on Alton and Barranca Parkways, which have four (4) digit addresses for the portions of these streets traversing east/west and five (5) digit addresses for the portions of these streets traversing in a northeasterly direction (see Exhibits 1 and 2).

7. **Major arterials** in the City shall follow the County of Orange addressing grid pattern established prior to the incorporation of the City of Irvine. As noted in item No. 6, Alton and Barranca Parkways have special circumstances (see Exhibits 1 and 2).

The methodology to determine the appropriate address number in this system is as follows:

- a) *Find the general location for the project on the City address grid map.* A copy of this map is located at the Planning and Zoning (DAC) counter.
- b) *Scale the linear distance* from the lower grid number.
  - 1) Example: The given project is located between 13000 and 14000 Culver Drive and the site is located 3,720 feet from the 13000 address line.
- c) *Divide the linear distance* measured in step 2 above by 5.2. Take the last three whole numbers from this calculation and add them to the lower grid number.
  - 2) Example:  $3,720 \text{ feet} / 5.2 = 715$ ; add 715 to address line 13000, and the result is 13715 Culver Drive. Depending on the side of the street (north, south, east or west) the project is located; the final digit may need to be revised to an odd or even number.
- d) *Before finalizing the newly calculated address*, make sure that the new address is consistent with existing surrounding addresses and is not a duplicate (via Inform Gold) of an existing address including the “even or odd” number sequence.



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- e) *Structure addresses, meters, antennas, power poles, etc. shall end in a fraction. See Section III D Structure Addressing Criteria for the proper procedures.*
- f) *For roadways not included in the County of Orange addressing grid pattern, low digit addresses shall be used for residential, commercial and industrial/business development (See the following Sections B and C). Note that some multi-family addresses can have as much as 5 digits. These addresses are determined by the building number and are not to be confused with the Orange County Grid System.*

8. **InForum Gold PADD case file number** must be assigned to for all address screenchecks; however, it is optional if it is part of a discretionary tentative tract or tentative parcel map review.

9. **Public or private streets:** for all projects, label the streets public or private on all address plans and maps.

**B. Residential Addressing Criteria** (Single Family, Multi-family, Apartment or Condominium, and High Rise Residential Buildings)

1. **Single-family development** addresses within a tract may include two or three digit numbers, depending on the total number of dwelling units. New address sequencing shall begin with the number 50 and exclude the numbers 69, 444, and 666. Revisions to existing/approved address sequencing may be considered on a case-by-case basis by the Director of Community Development as long as 100 percent of effected property owners agree to the proposed revision. For projects with address sequencing connected to adjacent development, addresses must be consistent with surrounding residential development(s) or an existing or proposed street continuation.

2. **Cul-de-sacs**

Addressing of cul-de-sacs shall begin with the lower number at the end of the cul-de-sac, progressing to a higher number toward the intersection while remaining within the addressing pattern established for the tract. In situations where this is





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not possible, the addressing team will determine the best solution for both the new and existing addresses on that street.

### 3. Corner Lots

Homes on corner lots and at T-intersections shall have addresses that have a difference of at least 10 digits from each other, while remaining within the addressing pattern established for the tract. Addresses for corner lots shall be determined by driveway and walkway placement, not necessarily which direction the front door faces. The addressing team may choose to vary from this 10 digit requirement based upon topography or the establishment of a clear delineation between corner homes where the addressing will not be confused as to the addressed street.

### 4. Residential units may have from two to five digit address numbers depending on the type and location of the development.

a. *Multi-story, multi-family residential*, shall begin with a three digit street address and increase to four or five digits depending on the total number of units within the development. Exception: Some IBC projects may have only five digit addresses within the entire development to follow the existing addressing patterns already established in this area.

b. *Multi-story, multi-family developments where units have access off of an internal hallway*, location of the address numbers shall be consistent with applicable sections of the Uniform Security Code (Exhibit 3).

c. *For apartment or attached condominium developments*, a Site Directory is required, and shall be shown on the addressing plan, as required by the Uniform Security Code (Exhibit 3).

d. *Unit addresses shall be based on the orientation of the unit to the street.*

### 5. Single story condominium addresses (attached, but not stacked) may begin with two digit numbers, increasing to three digits depending on the total number of units on the



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street.

6. **Multifamily: Apartment and/or condominium unit**, if possible, shall have primary address numbers assigned to individual units. If this is not possible then the units shall each be assigned a street address beginning with three digit numbers. For example, the preferred addressing sequence for a multi-story residential building is to begin with number 101 for the first unit on the ground floor; 201 for the first unit on the second floor; 301 for the first unit on the third floor, etc. (see addressing plan examples: Exhibit 4, Multi-family and Exhibit 5, Apartments). The address number location must comply with the Uniform Security Code.

Podium projects may require special consideration based on the Addressing Team's determination.

7. **Common area amenities** with a rental or leasing office shall be addressed in the 100 series. All other residential buildings shall be addressed starting with the next available number in the 100 series or they may begin with the 200 numbering series continuing sequentially as a person would enter the main entry of the complex and turn right (counter clockwise) to travel around it. If there are any conflicts to this portion of the policy, the address assignment will be up to the discretion of the address team.
8. **High-rise residential buildings** shall have one of two methods of addressing buildings and units depending on the unit density per floor:

*Method "A"*, typical for buildings with a higher density of units per floor: buildings shall have one single address number and individual units within the buildings shall have assigned unit numbers beginning with 101 for the first floor, 201 for the second floor, etc. For example, 30 Broadway, Unit 234.

*Method "B"*: for high-rise residential projects that have fewer units per floor (such as Campus Center, Phases I and II), each building shall have a street address and each unit within that building shall have its own individual number that incorporates the building, floor and unit number. For example: the ninth unit on the first floor in the building at 5000 Scholarship will have an address



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that reads: “5019 Scholarship” Consequently, the ninth unit on the tenth floor in the same building will have an address that reads: “5109 Scholarship”.

9. **Double loaded corridors** are to have separate addresses numbers, odd on one side of the corridor and even on the opposite side of the corridor. (see Way-Finding Sign, item 12) and Double Loaded Corridors, Exhibit 6).
10. **As part of the Address Plan submittal, every detached garage** and/or carport building within a multi-family development shall be assigned an address. The addresses are required for City of Irvine records (for building permit issuance) and utility company requirements, and are not affixed to the buildings). Addresses assigned to detached garages and/or carports shall not be the same number series as the adjacent dwelling units in order to ensure that the addressing sequences for dwelling units and garages or carport buildings are clearly defined. The addresses must also be whole numbers or fractional depending on the location of the garage buildings and surrounding structures (see Exhibit 7, Detached Free-Standing Garages).
11. **Recreation buildings in multi-family complexes:**
  - a. *For apartment buildings, recreation buildings shall share the same address as the leasing office unless the recreation facility is in a separate building and/or are located in another part of the complex. If the two facilities are in separate buildings and not adjacent to each other, then the recreation building shall be addressed in the same sequence or address pattern as the adjacent apartment buildings.*
  - b. *For condominium complexes, recreation buildings shall be assigned a separate address in the “100 series,” also any related structures within the complex requiring an address shall be addressed in the same sequence or address pattern as the adjacent condominiums.*
  - c. *No addresses are required for structures that do not require separate meters, such as trellises, or BBQ areas within a recreation facility.*



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- d. *Swimming pool* addressing shall be consistent with Uniform Security Code Section 5-9-520 (Exhibit 3).

See Exhibit 8 for examples of pool address locations.

**12. Wayfinding Signs: Signs shall be installed to aid the general public in locating residential units and enhance response by emergency personnel and vehicles.**

- a. *Single-family homes on flag lots* shall comply with the Uniform Security Code (Section 5-9-516.B, Exhibit 3), and have an address sign with the range of addresses as noted in Exhibit 9.
- b. *Multi-family residential complexes* shall comply with the Uniform Security Code (Section 5-9-516.C), and have a complex diagram as specified by this Code section.
- c. *Residential units located on a common area sidewalk off of a roadway, which serve more than two dwelling units*, shall have a sign complying with section “a” above (see Exhibit 9).
- d. *Residential units facing a park with entries off of a common sidewalk* shall have a pole type street sign at the beginning of the sidewalk, near the street, that indicates the street name, range of addresses, and an arrow pointing toward the sidewalk to direct a person to these homes. In addition, this area shall be signed to conform to the Uniform Security Code Section 5-9-516 B and C.
- e. *Residential wayfinding signs for unique road and home layouts* will be required when the Addressing Team identifies those situations. Signs for these locations must meet the design criteria in item “a” and “b” above.
- f. *Multi-family complexes shall have corridor wayfinding signs* per Uniform Security Code section 5-9-516 C., Exhibit 3
- g. *Multi-family complexes shall have exterior building address signs* that comply with the design and



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placement requirements of the Uniform Security Code (Section 5-9-16.C, Exhibit 3).

### C. Non-Residential Addressing Criteria

#### 1. Non-residential buildings:

- a. *Buildings that have vehicle access from an arterial roadway* will be addressed consistent with the County of Orange grid pattern as noted in Section III.A (7) above.
- b. *All addresses for a development* shall be addressed off of the same street the development is facing, unless an alternate addressing is necessary as approved by the Addressing Team and if necessary the Director of Community Development.
- c. *Addresses must also correspond with the primary street access.* Deviation from that pattern must be approved Addressing Team and if necessary the by the Director of Community Development.
- d. *The proposed addresses(s) for non-residential buildings* shall be distributed for screencheck review to the Addressing Team (see Section II, Definitions) and as outlined in Section IV A. 1.
- e. *Addresses for commercial centers and industrial parks* where access to the development is from non-arterial roadways, shall be consistent with the existing numerical system established for the area. Double digit addresses may be assigned in these commercial centers or industrial parks provided they are consistent with surrounding address pattern.
- e. *Suite Numbers (not including letters) for single story buildings* and second story suites with external access facing the parking lot (for both commercial centers and industrial parks), and accessed directly from the parking lot, shall begin suite identification from left to right when facing the building. The project directory signs shall include the same suite identification orientation with directional arrows to assist visitors in accessing the desired suite.



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- f. *Non residential buildings shall have exterior building address signs* that comply with the design and placement requirements of the Uniform Security Code Section 5-9-17.L, (Exhibit 3).
- g. *Non residential parking structures shall have exterior building address signs* that comply with the design and placement requirements of the Uniform Security Code Section 5-9-18.A (Exhibit 3).

- 2. **Parks:** Addresses for neighborhood parks without parking areas shall be associated with the primary roadway into the area or neighborhood from which one would acquire direct vehicular access to the park (for public or private parks). Addresses for community parks or neighborhood parks with parking areas shall be addressed off of the roadway from which vehicular access is taken. In situations where addressing off the primary roadway is not feasible the address shall be determined by the Addressing Team.

All parks shall have an identification sign with the park name, address (with number and street name), and text that identifies whether it is a public or private park per Uniform Security Code 5-9-520. See Zoning Code, Chapter 7, Section 7-1-3, Sign Type No. 5 for park monument sign dimensions.

- 3. **Loop streets:** a street that intersects twice with another street, creating two intersections with the same street name, shall have a name change at some point to eliminate duplicate intersections. The street name change will typically occur at one of the internal corners of the loop street (at a knuckle or sharp turn). In situations where it is not feasible to change names at a knuckle or sharp turn the location for the name change shall be determined by the Addressing Team. See Exhibit 10 for a method of eliminating duplicate intersections.
- 4. **Separate addresses** may not be assigned to different levels of multi-level buildings.

**D. Structure Addressing Criteria (applies to non-habitable construction - see definition of “structure” in Section II)**



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1. **Structures (including temporary construction trailers, tents, etc.,** temporary and permanent) shall be addressed with a decimal fraction (typically .5) following the last digit of the address. The addition of a fraction to structure addresses distinguishes that address from a building address in the addressing files in InForum Gold. Gas and electric meters for single and multi-family units have the same address as the building(s) or units(s) they serve.
2. **For all arterial roadways** that are part of the County of Orange grid pattern, the formula identified previously in Section III.A (7) shall be followed to determine the correct whole-number address, prior to the addition of a fraction to the last digit of the address.
3. **For streets and roadways not a part of the County of Orange grid,** structure addresses shall follow the logical progression of the building addresses in the area and ensuring the structure address is fractional (see item #5 below).
4. **For structures located in a landscaped area** adjacent to a public street or private drive, the assigned address shall be that of the closest building with a fraction added to the last digit. **Caveat:** For residential development - a structure located in a private landscaped area is the responsibility of a Homeowners Association (HOA). Addressing for this type of structure should be distinguished from adjacent residential units with a whole number followed by a fraction (and related to the street addressing sequence) to reduce confusion for utility and other billing purposes.
5. **Appropriate structure address fractions** are .5, .25, and .75. One-half (.5) shall be used as often as possible. The exception is if there are numerous structures in proximity to each other and it is not possible to assign a separate whole number to each structure, prior to inclusion of the fraction. In this case, it shall be appropriate to use either .25 or .75. For groupings of structure addresses, the fractions may be assigned using .1, .2, 3, .4, etc.
6. **Gas and Electric meters** for single and multi-family units have the same address as the building(s) or unit(s) they serve.



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7. **Addresses for structures on non-residential streets in new development** when no address plan is approved shall be assigned from the nearest adjacent roadway using the County grid, or nearest arterial roadway if adjacent roadway names have not yet been approved. Documentation shall be noted on application and InForum Gold if or when surrounding area is developed this address could be changed to conform to the development area.
8. **Permanent utility meters or other non-habitable structures** on non-arterial streets shall not be assigned a general grid location as an address since a specific site address is required by the utility companies for billing purposes.

### E. Street Naming Criteria

All proposed street names shall conform to the following criteria:

1. **Street names shall not exceed three syllables** for any single word or a total of six syllables for entire street name in order to be easy to read and pronounce so that the public, children in particular, can identify the street name in the case of an emergency (especially when police or fire personnel are contacted by telephone).
2. **Street names should relate to the scale and location of a project.** Whenever feasible, shorter streets should receive shorter names to facilitate the preparation and reading of address maps.
3. **Large developments shall use a single category** or theme so that street names will enhance the relationship between individual developments.
4. **Small subdivisions** shall consider, when appropriate, street names that relate to or link the project to the surrounding and/or adjacent development.
5. **To expedite emergency response**, the project or development title and primary street entrance name into a development or project should be the same.
6. **Unacceptable street names:**





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- a. \*Numerical (1 St. 2nd, 3rd, etc.); and,
- b. \*Alphabetical (A, B, C, etc.); and,
- c. Complicated and/or hyphenated names and,
- d. Beginning with a number, example: "Four Seasons, and
- e. Plural names, example: Rustic Woods, Tall Cedars
- f. Street names having apostrophes

\*Exceptions to numerical and alphabetical street names are those temporary street names located within the boundaries of the Great Park.

7. **Affixes (prefixes and suffixes)** are to be avoided in consideration of emergency response situations (via, del, san, santa, sierra, vista, etc.). The City of Irvine Police Department and the Orange County Fire Authority prefer to have no street name affixes. In addition, Exhibit 11 contains a list of acceptable street name abbreviations.

8. **Duplication of existing street names is prohibited.** Similar sounding names are considered duplications, regardless of spelling. Examples: Brian or Bryan, Sunrise or Sun Rose, Kathy or Cathy, Cortina or Cortona, etc.

9. **Continuity**

- a. *A continuous street*, or one proposed to be continuous shall bear the same name throughout the City, even if it changes direction. If a continuous street is interrupted by a channel, freeway, railroad, etc., and eventual connection is not probable, the two segments shall bear different names. Loop or "U" shaped streets, which would create duplication of address numbers, require two names. The change of name shall occur at a knuckle or sharp turn or at the discretion of the Address Team (see Exhibit 10).
- b. *No separate name is to be used for a cul-de-sac* that provides street frontage for three or fewer single-family lots, or units. The name shall be the same as that of the intersecting street. Where there is a series of long and short cul-de-sacs, however, all shall have separate names.
- c. *A street with a cul-de-sac configuration* (or "T" intersection) that provides access to a development



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(typically a gated community) shall have a different name than the public street it intersects, regardless of its length and/or the number of lots fronting the cul-de-sac (example: Wycliff, which is the entry drive off of Bryan Avenue for the Serrano Apartment complex).

- d. *Loop streets with residential addresses that intersect with another street twice*, creating two intersections with the same street, shall have a name change at some point to eliminate duplicate intersections. The street name change will typically occur at one of the internal corners of the loop street (a knuckle or sharp turn) or at the discretion of the Street Naming/Addressing Team. Exhibit 10 provides a method of preventing duplicating intersections.
- e. *Street names with directional names in the title*, such as North Park, shall be clearly designated as to whether the street name is a full name as proposed (i.e. Northpark), or intended to be directional (N. Park). Directional names shall not be allowed.
- f. *Development name and primary street access*: Whenever possible, the name of the primary street access to a development shall have the same name as the development. For example, when an apartment or condominium complex primary street access has the same name of the complex it reduces confusion for people trying to locate the complex.

- 10. **Street names shall be easy to pronounce and spell** to assist in the response of Public Safety personnel.

#### IV. **Procedures for Address Assignment, Change of Address, Street Naming, and Street Name Change**

##### A. **Address Assignment**

##### 1. **Address Plan Submittal and Processing Requirements For Plans Not Associated with a Specific Discretionary Case**

- a. *All requests for new addresses and address changes not associated with a specific discretionary case shall*



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be submitted to the Development Assistance Center (DAC) of the Community Development Department.

- b. *Individual non-habitable structure* (see definition in Section II) address requests shall be processed at the front counter, if possible. If immediate processing is not possible, the address shall be assigned by the end of the following business day. *For submittals of more than three addresses, the response time shall be three to four working days depending on the number of addresses requested.* The DAC Principal Planner will be responsible for assigning a multi-address request to a DAC team member.
- c. *Non-residential building address assignments* will be completed during the normal code compliance and/or discretionary review period. The case planner or DAC staff as appropriate shall assign the addresses. *For individual building or multi-building address requests that are submitted independent of a code compliance or discretionary case* as well as requests linked to a case, the review and approval process shall be similar to residential tract address assignments (see the following Section IV A. 2).
- d. *All address requests or change of address requests not associated with a specific discretionary case* requires the completion of an Address Request Form available at the DAC counter. The applicant is required to provide a legal description and/or Assessor Parcel Number on the Address Request Form. A site plan or portion of a site plan drawn to scale on a sheet no larger than 11 by 17 inches with the building location clearly identified shall accompany the submittal.
- e. *All address requests shall include a vicinity map identifying the context of the project site in relation to surrounding major streets, and a scaled site plan showing the location of all adjacent assigned addresses, for both buildings and non-habitable structures as defined in this policy. Maps containing station numbers without a reference to adjacent structures and streets (including the nearest intersection) will not be accepted.*



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- f. *For structure addresses* (see Definitions Section II), the applicant shall note the distance (in linear feet) that the meter, controller, etc. is located from the centerline of the nearest street or logical extension of a street, as shown on the applicant-provided plan. Staff shall verify this information on the address application in the area reserved for Staff Comments at the time of application submittal.
- g. *Fees for addressing requests* are based upon the City Council established rate and shall be paid prior to address approval.
- h. *DAC staff shall use InForum Gold (IG) permit case type "PADD" for all addresses, using the following procedure:*
  - i. Create a new permit using the case type in IG titled: "PADD," once an address request has been assigned.
  - ii. Complete the appropriate review and approval process.
  - iii. Create the address in IG using the standard IG procedure and link it to a tract or parcel. If a tract or parcel does not exist, create one in IG.
  - iv. Fill in the permit address field on the Main Tab in IG. Use a grid address if the request is for a street name review only or if the request has more than one address and/or street name. If there is only one street name with multiple addresses enter the lowest address as the permit address.
  - v. If the request is for more than one address, summarize the address range for each street in the permit description field.
  - vi. When the address has been reviewed and approved, link the approval document to the permit case type record. Use the Attachment function in IG to link the document, do not attach or copy and paste the document.
  - vii. To verify that the correct data has been entered, refer to User Defined Custom Field "UDF" (see Exhibit 12).
  - viii. Complete the action and route the permit



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record.

- i. *For non-residential and non-structure addresses*, DAC staff shall distribute the draft address plan to the Addressing Team (see definitions). The Address Review routing form shall include staff name, phone number, fax number, email address, response deadline date, and Team distribution list. Staff shall allow a ten (10) working day review period. If staff does not receive any comments/responses during this 10-day time frame, staff shall assume there are no concerns. Review responses shall be distributed to all Team participants.
- j. *The staff case project manager* (or case planner), shall be the recipient of all applicant questions or comments during the address plan review period, rather than other agencies or departments on the Team, to avoid possible conflicting direction regarding addressing issues.
- k. *In all cases, the applicant shall be provided the opportunity to review and comment on City changes* to a project address plan prior to City approval of the address plan. Within fifteen (15) days of the City's approval of the addressing plan, the applicant shall prepare a final plan and submit it, along with the list of addresses (35 sets of each) including a digital submittal for GIS and OCFA to the case planner.
- l. *The case planner shall enter approved addresses (or address changes)* into InForum Gold prior to issuance of building permits. See Section IV.A (2) for address plan and address list submittal requirements. However, residential tract address input is the responsibility of the case planner.
- m. *When the address (or address change) is approved*, copies of the Address Request Form is distributed as follows:
  - i. A site plan is placed in the DAC addressing files and is also used for both City Clerk/Records scanning and InForum Gold entry (DAC staff responsibility).



# City of Irvine

## Addressing and Street Naming Policies and Procedures

- ii. The applicant receives on copy
- iii. GIS staff receives a copy with the associated site plan.

Structure addresses (see Section II, Definitions) do not need to be distributed to GIS staff.

- n. *All address assignment forms* with a site plan for structures (meters, etc.) shall be filed by Community Development staff alphabetically at the DAC counter, in the file/basket labeled “Structures – Address Assignments.”
- o. *DAC staff shall enter the approved addresses into InForum Gold* and the address file prior to the issuance of building permits and shall forward the approved address list to GIS Mapping staff for input into the City’s GIS system.

### **2. Address Plan Submittal and Processing Requirements for new residential development**

- a. *Residential address plans shall be processed concurrently with the corresponding discretionary application.* The discretionary application shall not be deemed complete without the submittal of an address plan, as specified below in Section IV.2 (d) of this policy.
- b. *Applicants may submit address plans in either of two forms:*
  - i. A draft plan with complete addresses and street names, or
  - ii. A plan sheet with no address numbers, on which staff will assign numbers.
- c. *Fees for addressing residential parcels and/or buildings* in conjunction with either discretionary case applications or code compliance cases will be based upon the established rate and charged to the case Developer Deposit Account. If a Developer Deposit Account has not been established, a fee shall be assessed in accordance with the most recent City



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## Addressing and Street Naming Policies and Procedures

Council Fee Resolution.

d. *Address Plan Requirements:*

- i. In order for a discretionary residential or commercial master plan case application to be deemed complete, a draft address plan must be submitted by the applicant to the case planner.
- ii. For Master Tentative Tract Maps (“A” Maps), and builder-level “B” maps, the application shall include a list of possible street names for new streets based on the criteria outlined the City’s Street Naming Policy. The tentative map shall identify streets as “A,” “B,” “C.”...etc.
- iii. Residential master plans based on the aforementioned “A” and “B” maps shall include a complete draft address plan identifying addresses for each unit.
- iv. The addressing plan shall be drawn to scale (For individual address assignments the scaled plans shall be no larger than 11 by 17 inches. For all other address plans, typically, the plan will be the same size as the project site plan, drawn to scale) and include the following:
  - ✓ Standard Title (title block):
    - Street Name and Addressing Plan
    - Project name
    - Planning Area number and name
    - City of Irvine case number
    - Tract or parcel number
    - Applicant and/or developer’s name
  - ✓ Vicinity map in the upper right corner of the plan depicting a minimum three-mile radius around the project boundary identifying adjacent land uses, roadways, roadway names, and other details such as off-road bicycle trails.
  - ✓ Site plan with all street names and



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## Addressing and Street Naming Policies and Procedures

proposed address assignment (If street names have not been approved then identify them as *proposed* on the plan)

- ✓ Address list indicating tract & lot number, proposed address, street name (and unit number if applicable)
- ✓ North Arrow
- ✓ Identification of whether the streets are public or private
- ✓ Building footprints for all structures (including dwelling units, leasing offices, recreation areas, maintenance buildings, and laundry buildings) and walkways indicating main entrance into each unit *with front door location clearly identified* (see Exhibit 14)
- ✓ Proposed address number, lot number, and building number, if applicable
- ✓ Approved street names spelled out correctly with appropriate prefix, suffix and street type
- ✓ Site directory at each street entrance of multi-family developments (See Exhibit 3, Uniform Security Code Requirements)
- ✓ Wayfinding signs as required by the Addressing/Street Naming Team
- ✓ Depict existing or proposed streets which continue into adjacent developments.
- ✓ Street name symbols (i.e. a symbol around each unit address number to distinguish the street name on which it is addressed).
- ✓ Legend of approved street names and their symbols (see Exhibit 15).





# City of Irvine

## Addressing and Street Naming Policies and Procedures

- ✓ Diagram of mailbox locations for each address.
- ✓ A note on the plans that final mailbox locations will be determined by a representative of the United States Postal Service.
- ✓ *For multi-story residential or non-residential buildings with multiple tenants*, submit a floor plan for each floor or one floor plan for the entire project if each floor is identical in configuration. Each floor plan shall include, at a minimum, the location of corridors, stairs, elevators, doors to units and all exterior entrances to the building(s).
- ✓ Separate listing of each address by lot and tract. The address listing shall use the following format:

PARCEL		ADDRESS						ADDITIONAL INFO	
TRACT #	LOT #	ADDRESS #	PREFIX	STREET NAME	TYPE	SUFFIX	UNIT #	BUILDING #	

- e. *The Addressing Coordinator shall distribute the draft address plan to the Addressing Team (see definitions). The Address Review routing form shall include City staff (project manager) name, phone number, fax number, email address, project case number, IFAS charge number, response deadline date, and distribution list of contacts on Addressing Team. Review responses should be distributed to all Team participants. Allow a ten (10) working day review period. If planning staff does not receive any comments/responses during this 10-day time frame, staff shall assume there are no concerns. Review responses shall be distributed to all Team participants.*
- f. *The staff case project manager (or case planner) shall be the recipient of all applicant questions or comments during the address plan review period, rather than other agencies or departments on the Team, to avoid possible conflicting direction regarding*



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### Addressing and Street Naming Policies and Procedures

addressing issues.

- g. *In all cases, the applicant is provided the opportunity to review and comment on City changes to a project address plan prior to City approval of the address plan. Within fifteen (15) days of the City's approval of the addressing plan, the applicant shall prepare a final plan and submit it, along with the list of addresses (35 sets of each) to the case planner for approval stamp, date and signature (see Section IV.A (2)).*
- h. *The case planner shall enter approved addresses into InForum Gold and the address file prior to the issuance of building permits.*
- i. *Approved Address Plan On File: Before an address can be issued for a structure within a residential tract, an approved and assigned address plan must be on file with the City so that the structure can be addressed off the sequence indicated on the approved address plan (see Sections X and XI of this policy).*
- j. *Fees for addressing residential developments will be based upon the City Council established rate and charged to the discretionary case Developer Deposit Account.*
- k. *The case planner is responsible for the assignment of unit addresses and entry of the approved addresses into InForum Gold, and at any time during the process may ask for additional street names or directional signs if necessary.*
- l. *The case planner shall send a formal written notification of the approved address plan to the applicant, along with two copies of the stamped approved plan.*
- m. *Prior to City staff stamping the address plan as approved, the applicant shall also submit a digital file of the address plan in the form required by City of Irvine GIS (preferably in AutoCad format) (see Exhibit 16).*



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- n. *The case planner shall give one copy of the stamped plan to DAC staff for the address plan file or file it themselves, and give the other stamped plan to the applicant once the digital address file has been accepted as complete by GIS staff. The applicant shall submit 35 full-size copies and ten (10) 8½ by 11 inch reproducible copies of this stamped plan for final distribution by a member of DAC Staff.*
- q. *Within one week of final approval of the project, a member of DAC staff shall send the approved address plan to those nine agencies listed on attached Exhibit 13.*
- r. *The case planner shall enter the approved addresses into InForum Gold and the address file prior to the issuance of building permits. Non-residential parcel addressing input is the responsibility of DAC. Approved address lists shall also be forwarded to GIS Mapping personnel for input into the City's GIS system.*
- s. *Final Map/Street Improvement Plan verification: The final map may not be released by the City for recordation, nor may street improvement plans be approved by the City until the final address/street name listings have been approved by the Community Development Department.*

*Prior to the approval of a final map or street improvement plan by the Public Works Department, the case planner shall compare the final map to its tentative tract (or parent) map to verify that the addresses and lot numbers have not changed between the tentative map and the final map. It is important to note that when the tentative tract map is assigned a final tract number, not only may the tract number change, but the lot numbers will also change resulting in a different lot-to-address relationship than what was previously approved for the tentative tract map. If the final map lot numbers have changed then the case planner shall correct the address entries in InForum Gold and provide GIS with the revised list.*



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- t. *Building Permit coordination:* Prior to the issuance of building permits for model homes and/or production units, the case planner shall compare the permit applications with the approved address plan, the street names assigned to the final map, and street improvement plans to verify that all documents are consistent.
- u. Appeal of Addressing/Street Naming Committee decision. An appeal of a decision by the Addressing/Street naming Committee shall be made in writing to the Community Development Director, who, upon consultation with affected departments, shall make a final decision concerning the issue on appeal.

### 3. Other Addressing Requirements

- a. *Phased developments* shall have addressing plans developed for the entire site, regardless of the scope of the initial development request at the tentative tract map stage. The case planner shall divide the site into addressing pods and assign a range of numbers to each pod (see definition of “pod”, Section II). The progression of numbers or addresses must flow from one area or “pod” to the other. A copy of the approved phased addressing plan shall be placed in the DAC addressing files and the case file. Residential tracts shall be addressed using the final tract map addressing numbers.
- b. *For areas annexed into the City*, the applicant for annexation shall submit an address plan to the City consistent with the requirements outlined in this policy. City staff may allow for the existing addresses to remain, unless upon review of the existing addressing system, the City determines that an address change is necessary. Should an address change be necessary, the applicant for the annexation shall be responsible for changing the address consistent with this policy, prior to the issuance of any permits for the affected property. Note: This applies to developing areas outside of the city that have addressed their new development only to find the development will then be annexed into the



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## Addressing and Street Naming Policies and Procedures

City of Irvine. Example: Northwood Point PA5

- c. *Addressing Vacant Parcels*
  - i. *DAC staff shall enter the address into InForum Gold and the appropriate address file. The method of assigning the addresses shall be consistent with Section IV.A of this policy. For non-discretionary applications, for a building permit application, an addressing plan shall be submitted by the applicant to the Community Development Department for review and approval concurrent with submittal of a building permit application.*
  - ii. *Fees associated with the assignment of an address for vacant parcels shall be charged to the discretionary case, based on the rate most recently approved by City Council.*

#### 4. Addressing Maintenance by City Staff

- a. *Addressing Report*
  - i. *The Address Coordinator shall prepare a monthly Addressing Report to identify all new building addresses assigned, any change of address or street name change in the City. The report is distributed by the coordinator to selected departments, public agencies, public utilities and selected private companies. The Addressing Coordinator is responsible for maintenance of the distribution list.*
  - ii. Contents of the Addressing Report shall include:
    - Residential Tract Address Packets, including:
      - Approved site plan
      - List of addresses identifying tract, lot and street addresses for all units depicted on the site plan.



# City of Irvine

## Addressing and Street Naming Policies and Procedures

- Digital submittal of approved address plan to GIS (preferably AutoCAD format).
- Copies of all stamped approved address request forms, for individual building addresses assigned and/or changed since the last report was distributed.

b. *InForum Gold/Data Maintenance*

DAC staff is responsible for InForum Gold maintenance for new (new projects where the case planner does not need to assume addressing responsibilities in coordination with DAC), additional and/or alias addresses. Although modification to an existing site address may occur in conjunction with a discretionary case, DAC staff will make any InForum Gold changes necessary to update the system. DAC will inform the Mapping staff about additions and/or changes to addresses throughout the City. For address plans that are submitted as part of a discretionary case, the case planner shall be responsible for input of addresses in the InForum Gold database.

- c. *Additional Addresses* (see definition in Section II) must be entered into InForum Gold and cross-referenced by DAC staff.
- d. *Address Corrections:* The Address Coordinator or case planner has the responsibility to correct and cross reference historical data that was originally recorded in error.
- e. *Situs Pending - Adding Addresses:* Data screens in InForum Gold for sites approved as part of a parcel or tract map shall be modified to include building or structure addresses assigned subsequent to map approval.
- f. *Parcel – Address Link:* When addresses are assigned to a new subdivision, the case planner shall link the parcels with the new addresses to the underlying parcel, then retire the underlying parcel



# City of Irvine

## Addressing and Street Naming Policies and Procedures

once the final map is recorded.

### 5. University of California, Irvine -- Addressing

The City of Irvine does not maintain or assign addresses for the University of California, Irvine (UCI) nor the University Hills housing development. Assignment of addresses within the designated boundaries of the UCI campus is the responsibility of the UCI Director of Campus and Environmental Planning.

### B. Change of Address

#### 1. Adding Addresses, Changing Addresses, Approval of Undocumented Addresses

Adding, changing or approving undocumented addresses is at the discretion of the Addressing Team or if necessary the Director of Community Development. The process to add or change an address or approve an undocumented address for an existing building is outlined in this section.

- a. *Any change of address shall require an address request form* and shall be processed in the same manner as a new address request as described in Section III A. and B.
- b. *Director Requiring an Address Change:* The Director of Community Development, in coordination with the Chief of Police, shall have the authority to require property owners to change their addresses to be consistent with certain criteria including, but not limited to: numbering sequences out of order, even or odd numbers on the incorrect side of the street, addresses referenced from an incorrect street, and/or addresses which pose a conflict with emergency response thus creating a potential hazard to the health, safety and welfare of the public.
- c. Requests from the public to change an address from an approved addressing sequence shall be made in writing to the Community Development Director, and shall include satisfactory evidence that the proposed change will not adversely affect the public health,



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## Addressing and Street Naming Policies and Procedures

safety and welfare of the community. The Community Development Director, upon consultation with affected Departments, will consider approval of such request on a case by case basis. For requests involving the number “4,” the City will consider changes for any number made up solely of the number 4 (i.e. 4, 44, 444, 4444, etc.) on a case by case basis, but will not consider changes for any other combination of digits which include a “4.”

- d. *For lot mergers*, the applicant shall submit a change of address application to address the new combined lot. The applicant shall be responsible for selecting which address to be assigned to the combined lot, consistent with the criteria outlined in this policy. If permits have been issued for one of the addresses, the combined parcel should use this address when possible. If the merger results in discarding an address, the address not chosen will still be kept in the InForum Gold system and cross-referenced so that all permits issued for the discarded address can be located in the system.
- e. *For a lot line adjustment* resulting in the creation of a new parcel, a change of address application may be required to: (1) address the new parcel or, (2) develop an address plan for the expanded site.
- f. *Revisions to an approved address plan* shall be processed in the same manner as an address plan, as outlined in Section IV A. of this policy. The applicant shall highlight revisions in a cover letter and on the revised address plan, comparing the old to the revised addresses.

## 2. Undocumented Addresses

An undocumented address is defined as any address not recognized and/or approved by the City of Irvine. For purposes of InForum Gold data entry, “undocumented addresses” are defined as building or structure **addresses added or changed** by a property owner and/or tenant without City of Irvine or Post Office approval, and can be recognized within two distinct categories:





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## Addressing and Street Naming Policies and Procedures

- a. *Addresses approved* for a building and/or structure or site and not originally included in the data used to establish InForum Gold. Typically, for commercial and industrial developments, only the lowest address number for that development was used to identify the project; and
- b. *Former official addresses changed* by the City with a new official address assigned for the given property.

As staff discovers specific unapproved/undocumented addresses, the applicant and/or property owner(s) shall be required to complete an Address Request/Change Form and pay the appropriate fees as established by City Council resolution. Upon approval the address(es) the Address Coordinator shall enter the address into InForum Gold (and also notify GIS) as an **alias address**, under the legal address and cross-referenced accordingly.

### C. Street Naming

1. **For new development projects**, street name requests will be reviewed in conjunction with the applicable discretionary case submittal (residential tract; industrial or commercial master plans). The case application shall be deemed incomplete until a list of proposed street names is submitted for both “A” and “B” maps. It shall be the responsibility of the case planner to review all street name requests, while coordinating this review with the Addressing Coordinator. Exhibit 17 contains the InForum Gold (IG) checklist for “*street names under review*.”
2. **All other requests** for street name approval, not associated with a specific discretionary case, shall be submitted to the Development Assistance Center (DAC) staff.



# City of Irvine

## Addressing and Street Naming Policies and Procedures

### 3. Submittal Requirements:

- a. *Proposed street names for all tentative maps* must be included in the tentative map application submittal, pursuant to the City of Irvine Subdivision Manual. The street name review and approval process will be conducted concurrent with review of the tentative map and address plan review consistent with the City's Addressing Policy. Street names on tentative maps shall be identified as "A", "B" "C", etc. Final Master Tentative Tract Maps ("A" Maps) and builder-level "B" Tract Maps shall include street names for all new streets indicated on the map.
- b. *Development case submittals*, other than tentative tract maps that include the addition of new streets, shall include the following:
  - A written request containing the tract or parcel map number, the development theme, and the list of proposed street names along with alternates (as identified in Section IV A).
  - Five copies of a scaled site plan of the proposed development identifying proposed streets and intersections as well as existing City of Irvine streets adjacent to the subject site.
- c. *All proposed street names shall be submitted by an applicant in the form of a list* to a member of the Community Development staff and/or the discretionary case planner. This list shall contain the preferred list of names, plus at least 50 percent more names than required for the tract/parcel, but no more than twice the number of required names. For example, if the tract or parcel has 10 proposed streets then the applicant shall provide a list of 10 preferred names, plus five additional names, for a total of 15 names, but no more than 20 names. Applicant shall submit no more than 100 names with each application. All acceptable choices will be approved for use, with the applicant choosing which of the name(s) to use. The remaining unused names that have not been denied shall be placed on either the "available" or "reserved" list for future use. For



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## Addressing and Street Naming Policies and Procedures

InForum Gold maintenance see Exhibit 17.

“Reserved” street names are limited to the original applicant/developer that originally submitted the street names and paid a fee for their approval. Approved street names can remain on the “Reserved” list for a period of two years. After two years the “Reserved” status will then be changed to “Available”.

“Available” street names may be used for any project where an approved street name is required. Selected street name(s) are to follow the planning area theme the name will reside in. There is no cost to requestor for selecting names from the “Available” list. Names can be offered for use to anyone requiring an approved street. For InForum Gold maintenance see Exhibit 17.

### 4. Fees

- a. *Street name requests as part of a discretionary case* shall be billed hourly to the case deposit account established for the project. No separate or additional deposit shall be required.
- b. *Street name change requests not part of a discretionary case* shall be billed as a “Pre-Application” deposit case.
- c. *The hourly rate shall be billed at the most current rate* as approved by City Council resolution.
- d. The Orange County Fire Authority may charge a separate fee for review.

5. **The case planner or another Community Development staff member shall enter all the proposed street names into InForum Gold (IG).** Prior to saving all the proposed street names in IG, the case planner shall review all of the entries for duplications, near duplications, and similar sounding names (consultation with GIS may be necessary). Any entry that is a duplicate, near duplicate or similar sounding will be rejected and included on the street name status list prepared for the applicant. Of those remaining



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## Addressing and Street Naming Policies and Procedures

acceptable street names, the case planner will then code them as “under review” (Exhibit 17)

6. **For those street names having passed the above review**, requests for street names are then routed to the City Street Naming Team, concurrent with address plan review as applicable, consistent with the City’s Addressing Policy.
7. **The final street name list is prepared** after receiving comments from the Street Naming Team. The case planner will then enter into InForum Gold the revised status of the street name from “under review” to “assigned,” “available,” “reserved,” “reviewed and rejected” (see Exhibit 17). In addition, the case planner is responsible for compiling the list of all approved street names including the project case file number, and project location. The list is shall be distributed to: the applicant, Street Naming Team, and case file.
8. **When assigning “available” street names**, follow the procedures identified in Street Name Approval Exhibit 17 (InForum Gold Data Entry Check-list, “Assignment of Previously Approved Street Names).
9. **InForum Gold coordination:** As soon as possible following project approval by the Planning Commission (or City Council for IBC “packaged” residential projects) the case planner needs to identify in “*user defined fields*” (UDF) F (i.e.: is the street name reserved, abandoned, etc.). See Exhibit 13 and the UDF icon on the tool bar in the IG Street Screen. The street names shall be assigned by the case planner and forwarded to the applicant processing the tract map. This list shall include: “assigned”, “available” and “reviewed and rejected” street names, and in addition to the applicant, the list shall also be copied to the reviewing agencies listed in Section IV. A.
10. **Final Map/Street Improvement Plan verification:** The final map may not be released by the City for recordation, nor may street improvement plans be approved by the City until the final address/street name listings have been approved by the Community Development Department.
11. **Building Permit Coordination:** Prior to the issuance of building permits for model homes and/or production units, the case planner shall compare the permit applications with



# City of Irvine

## Addressing and Street Naming Policies and Procedures

the street names assigned to the final map and street improvement plans to verify that all documents are consistent.

### 12. Unnamed, Signalized Intersections

- a. *Signalized intersections* at private driveway approaches shall be given official street names consistent with the theme of the Planning Area in which the intersection is located. Naming these intersections will provide identification for emergency response situations.
- b. *Identification of Unnamed Signalized Intersections.* It is the responsibility of the Traffic Operations Section of the Public Works Department to identify signalized intersections in the City that require naming. A list of unnamed intersections shall be submitted to the DAC as periodically generated by Transportation Operations staff.
- c. *Review and Processing:* Candidate names for signalized un-named intersections may be submitted by City staff, developers, land owners and/or community members. If no outside person or group proposes any names for these intersections, it is the responsibility of the Address Coordinator to propose names. A minimum of two names per signalized intersection shall be necessary to commence review procedures. These names shall be reviewed consistent with this policy. Upon approval, names for the intersections shall be submitted to Traffic Operations for installation of new street signs, and logged into the InForum Gold by the case planner or DAC staff as appropriate.



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## Addressing and Street Naming Policies and Procedures

### D. Change of Street Name

1. **All changes to previously assigned street names** and street name affixes must be approved by the City Council. Street name change requests for private streets shall be subject to the same review as public streets. On a case by case basis the Director of Community Development may administratively approve a street name change with a recommendation from the Addressing Team and it is determined that it will not affect any of the existing addresses.

Street name changes to name streets in honor of individuals are also subject to the criteria outlined in City Council Resolution 07-24 (naming of public facilities and streets for individuals) (Exhibit 20). Street name changes for individuals shall be reviewed by the Community Services Commission consistent with the criteria outlined in Resolution 07-24 prior to City Council Action on the street name change, and the Council will consider the Community Services Commission recommendation when acting to approve the street name change. The case planner processing the name change shall coordinate this review with Community Services staff.

2. **All requests for street name changes**, not associated with a specific discretionary case, shall be submitted to the Development Assistance Center (DAC). The request will be processed as a Street Name Change ("PSNC") case.
3. **For new development projects** street name change requests will be reviewed in conjunction with the applicable discretionary case submittal (residential tracts, master parcel maps, and industrial or commercial master plans). It shall be the responsibility of the case planner to review all requests and coordinate this review with DAC staff.
4. **Street names submitted** shall be processed consistent with the street name approval criteria and processing procedures outlined in this policy.



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## Addressing and Street Naming Policies and Procedures

### 5. Submittal Requirements

The Street name change submittal package shall contain the following items:

- a. *A written request from the property owner(s) to the Director of Community Development requesting the street name change. If the applicant is not an affected property owner, the application shall include a letter from the affected property owner(s) authorizing the applicant to initiate the request.*
- b. *A petition agreeing to the street name change containing signatures of two thirds (2/3) of the property for residential streets; and two thirds (2/3) of the property owners and building owners adjacent to, or fronting upon, the street to be changed for non-residential streets. If two thirds (2/3) do not agree, staff will recommend denial of the street name change request to the City Council.*
- c. *The legal description, tract/parcel and lot number(s), Assessor's Parcel Number(s), and address(es) for each affected parcel adjacent to and along the entire length of the affected street.*
- d. *A scaled site location map, including the length of the affected street.*
- e. The proposed name and a minimum of two alternative names.
- f. *The names and addresses of Homeowner Association(s), if any part of the subject street is located within a residential development with an HOA.*
- g. *Thirty five (35) copies of a mailing list and labels that include the applicant, all tenants and all property owner(s) affected by the proposed name change and, if applicable, Homeowner Association(s). The labels shall be provided in accordance with the City's public notice mailing requirements as outlined in the Pre-Application Information sheet.*



# City of Irvine

## Addressing and Street Naming Policies and Procedures

6. **Requests for street name changes** shall be processed consistent with the street naming procedures and criteria outlined in this policy.

All street name changes are decided by the City Council at a public hearing within approximately eight (8) weeks of a complete submittal request.

7. **The case planner shall ensure that all approved street name changes** and retired street names are properly entered into InForum Gold (See Exhibits 18 and 19). Avoid errors such as the following: misidentifying two word street names, i.e. "Marketplace" vs. "Market Place."

8. **Street Name and Affix Corrections**

- a. **It is the responsibility of the City of Irvine** to correct any misspellings on City street signs. In all cases where corrections are necessary, the affected property and/or building owners, tenants or residents shall be notified a *minimum of 60 days* prior to installation of the corrected street sign.
- b. **The Address Coordinator shall be responsible for the notification** of all parties on the affected street, or portion thereof. The Address Coordinator shall coordinate with Transportation and Development Engineering staff throughout the process of correcting the street name(s) and/or affix(es).

9. **Completion of Street Name Change**

Once a street name change has been approved by the City Council, the case planner shall inform the Public Works Department and Emergency Management Coordinator to ensure that the street signs are replaced within a reasonable period of time.

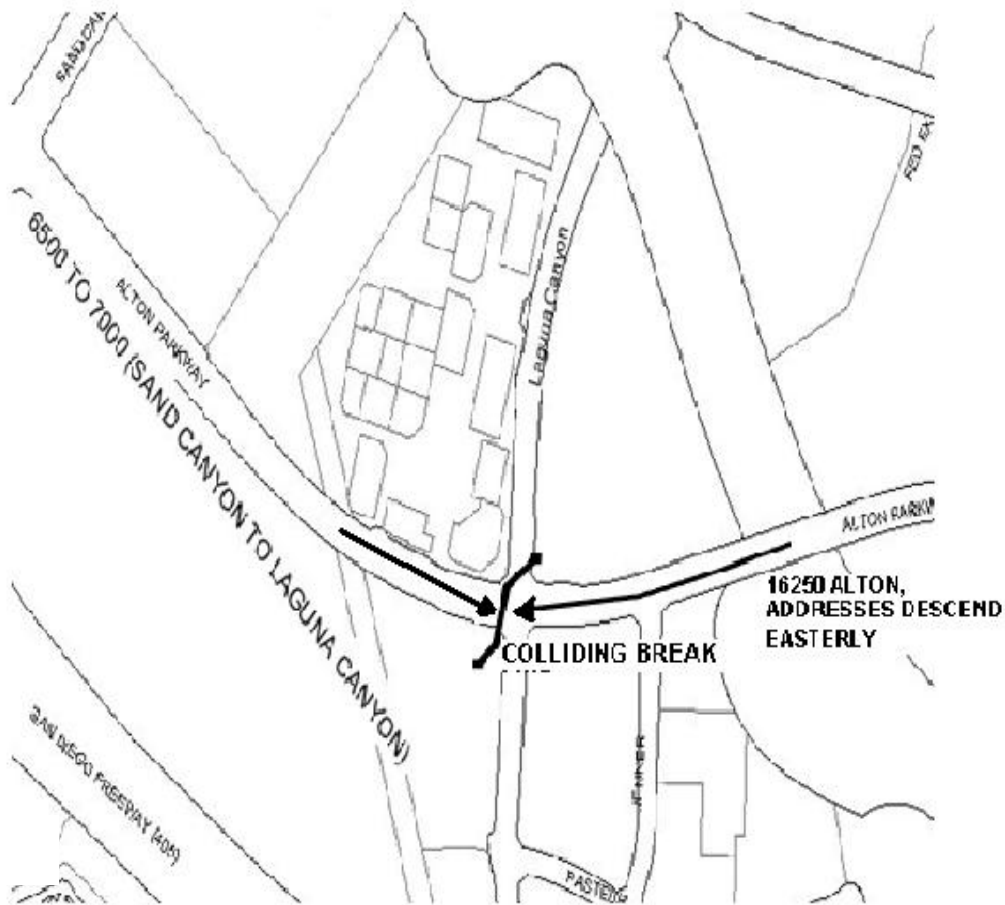




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### Addressing and Street Naming Policies and Procedures

#### EXHIBIT 1 COLLIDING ADDRESSES



**Exhibit 1: Colliding Addresses – Alton Parkway.** In this example, the address range on Alton between Sand Canyon and Laguna Canyon Road is four digits ascending from 6500-7000 Alton. At the intersection of Alton and Laguna Canyon Road, addresses transition to five digits and descend from 16250 as the roadway heads easterly to its terminus at Irvine Boulevard.

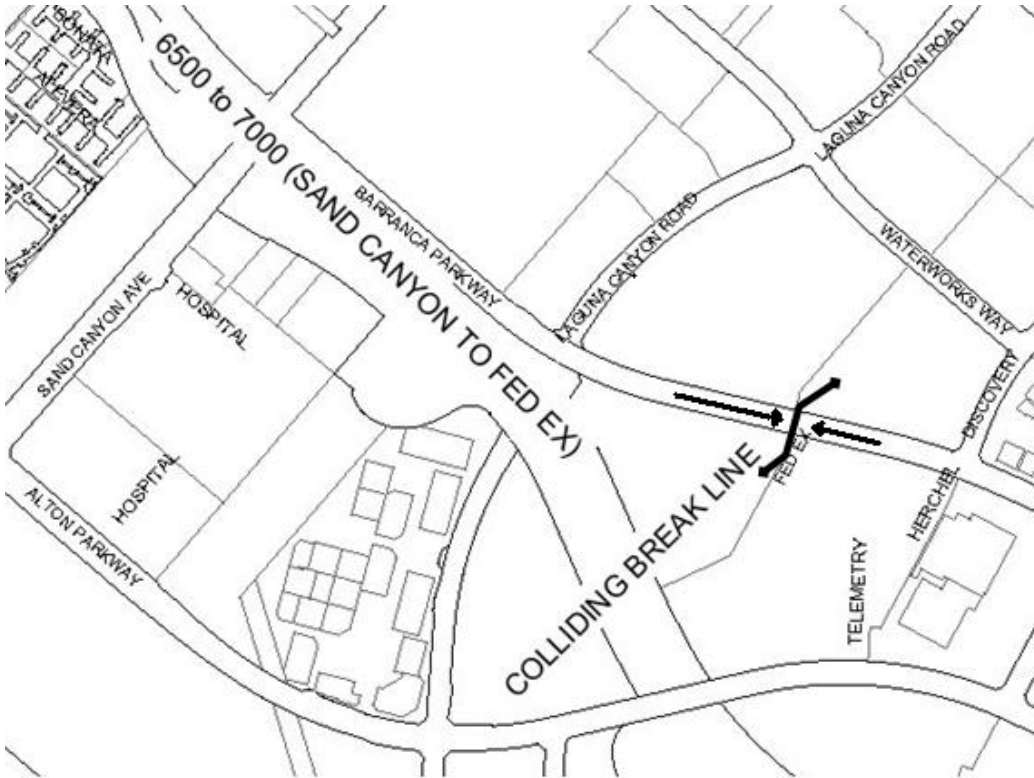


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### Addressing and Street Naming Policies and Procedures

#### EXHIBIT 2

#### COLLIDING ADDRESSES



**Exhibit 2: Colliding Addresses – Barranca Parkway.** In this example, the address range on Barranca between Sand Canyon and the FedEx entrance is four digits ascending from 6500-7000 Barranca. At the intersection of Barranca and FedEx, addresses transition to five digits and descend from 16200 as the roadway heads easterly until it turns south and intersects with Alton Parkway where the roadway name changes to Muirlands Boulevard.



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## Addressing and Street Naming Policies and Procedures

### Exhibit 3

#### Uniform Security Code

*The following sections of the Uniform Security Code are applicable to the City's Addressing Policy (See direct hyperlinks to pertinent code sections below):*

**I. Section 5-9-516. Special residential building provisions.**

[http://library.municode.com/HTML/10941/level3/TIT5PL\\_DIV9BURE\\_CH5UNSECO.html#TIT5PL\\_DIV9BURE\\_CH5UNSECO\\_S5-9-516SPREBUPR](http://library.municode.com/HTML/10941/level3/TIT5PL_DIV9BURE_CH5UNSECO.html#TIT5PL_DIV9BURE_CH5UNSECO_S5-9-516SPREBUPR)

**II. Section 5-9-517. Special Non-residential building provisions.**

[http://library.municode.com/HTML/10941/level3/TIT5PL\\_DIV9BURE\\_CH5UNSECO.html#TIT5PL\\_DIV9BURE\\_CH5UNSECO\\_S5-9-517SPNOBUPR](http://library.municode.com/HTML/10941/level3/TIT5PL_DIV9BURE_CH5UNSECO.html#TIT5PL_DIV9BURE_CH5UNSECO_S5-9-517SPNOBUPR)

**III. Section 5-9-518. Special parking facilities provisions.**

[http://library.municode.com/HTML/10941/level3/TIT5PL\\_DIV9BURE\\_CH5UNSECO.html#TIT5PL\\_DIV9BURE\\_CH5UNSECO\\_S5-9-518SPPAFAPR](http://library.municode.com/HTML/10941/level3/TIT5PL_DIV9BURE_CH5UNSECO.html#TIT5PL_DIV9BURE_CH5UNSECO_S5-9-518SPPAFAPR)

**IV. Section 5-9-520. Special recreational spaces provisions.**

[http://library.municode.com/HTML/10941/level3/TIT5PL\\_DIV9BURE\\_CH5UNSECO.html#TIT5PL\\_DIV9BURE\\_CH5UNSECO\\_S5-9-520SPRESPPR](http://library.municode.com/HTML/10941/level3/TIT5PL_DIV9BURE_CH5UNSECO.html#TIT5PL_DIV9BURE_CH5UNSECO_S5-9-520SPRESPPR)

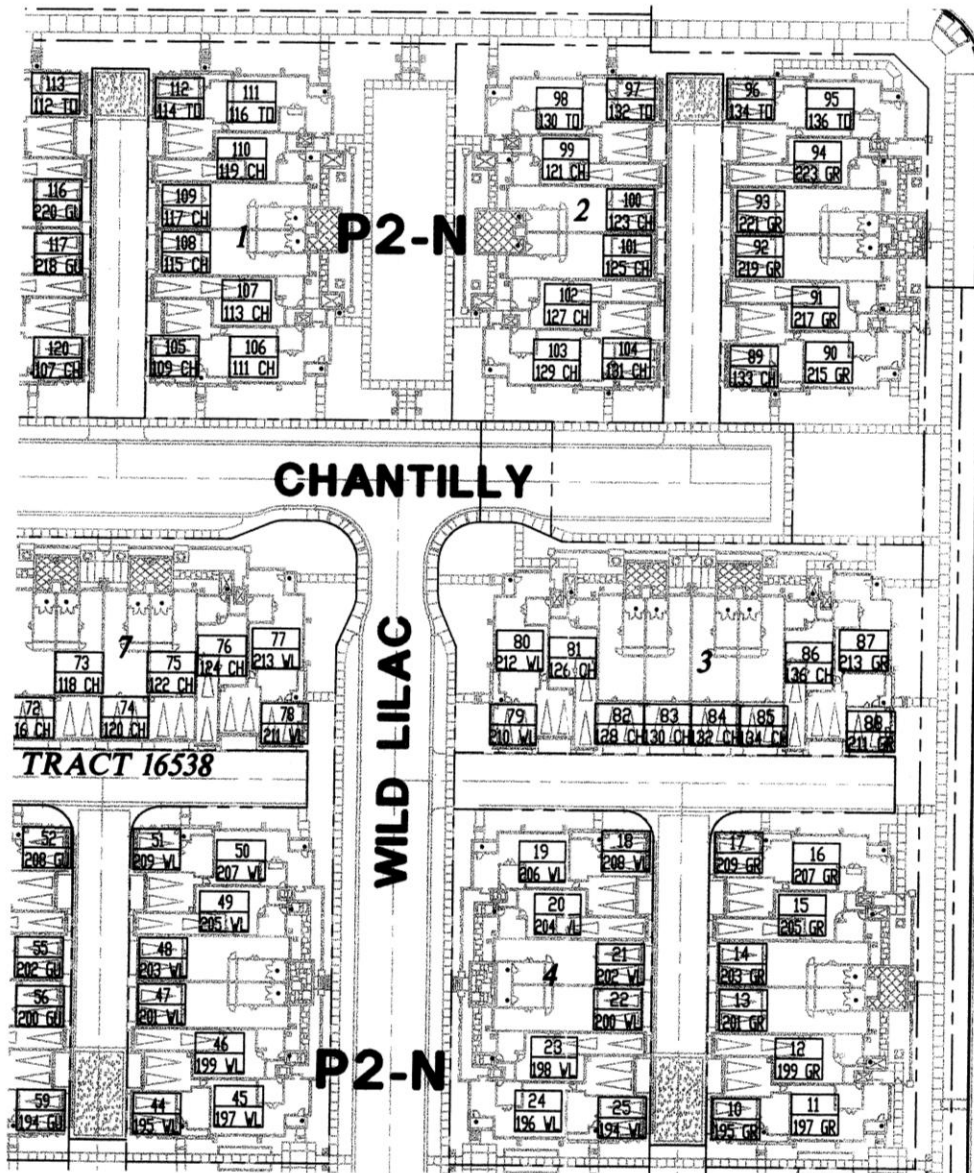


## City of Irvine

### Addressing and Street Naming Policies and Procedures

#### EXHIBIT 4a

#### ADDRESS PLAN EXAMPLE FOR MULTI-FAMILY CONDOMINIUMS



**Exhibit 4a: Address Plan for Multi-Family Condominiums.** TRACT 16538. This example illustrates address sequencing for condominiums (Planning Area 9A). The upper half of the square identifies the unit number and the lower half identifies the street address with street name abbreviation (example: WL is Wild Lilac).



# City of Irvine

## Addressing and Street Naming Policies and Procedures

### EXHIBIT 4b

#### ADDRESS LISTING EXAMPLE FOR MULTI-FAMILY CONDOMINIUMS

Lot #	Unit #	Street Name	Address
1	105	Chantilly	109
1	106	Chantilly	111
1	107	Chantilly	113
1	108	Chantilly	115
1	109	Chantilly	117
1	110	Chantilly	119
1	111	Townsend	116
1	112	Townsend	114
1	113	Townsend	112
1	114	Townsend	110
1	115	Guinevere	222
1	116	Guinevere	220
1	117	Guinevere	218
1	118	Guinevere	216
1	119	Chantilly	105
1	120	Chantilly	107
2	89	Chantilly	133
2	90	Groveland	215
2	91	Groveland	217
2	92	Groveland	219
2	93	Groveland	221
2	94	Groveland	223
2	95	Townsend	136
2	96	Townsend	134
2	97	Townsend	132
2	98	Townsend	130
2	99	Chantilly	121
2	100	Chantilly	123
2	101	Chantilly	125
2	102	Chantilly	127
2	103	Chantilly	129
2	104	Chantilly	131
3	10	Groveland	195
3	11	Groveland	197
3	12	Groveland	199
3	13	Groveland	201

Lot #	Unit #	Street Name	Address
3	84	Chantilly	132
3	85	Chantilly	134
3	86	Chantilly	136
3	87	Groveland	211
3	88	Groveland	213
4	18	Wild Lilac	208
4	19	Wild Lilac	206
4	20	Wild Lilac	204
4	21	Wild Lilac	202
4	22	Wild Lilac	200
4	23	Wild Lilac	198
4	24	Wild Lilac	196
4	25	Wild Lilac	194
7	44	Wild Lilac	195
7	45	Wild Lilac	197
7	46	Wild Lilac	199
7	47	Wild Lilac	201
7	48	Wild Lilac	203
7	49	Wild Lilac	205
7	50	Wild Lilac	207
7	51	Wild Lilac	209
7	72	Chantilly	116
7	73	Chantilly	118
7	74	Chantilly	120
7	75	Chantilly	122
7	76	Chantilly	124
7	77	Wild Lilac	213
7	78	Wild Lilac	211
8	52	Guinevere	208
8	53	Guinevere	206
8	54	Guinevere	204
8	55	Guinevere	202
8	56	Guinevere	200
8	57	Guinevere	198
8	58	Guinevere	196
8	59	Guinevere	194



# City of Irvine

## Addressing and Street Naming Policies and Procedures

### EXHIBIT 5

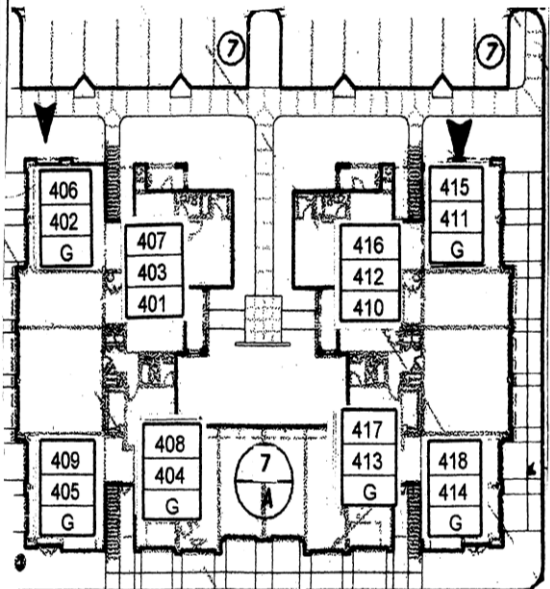
### ADDRESS PLAN AND LISTING EXAMPLE FOR MULTI-FAMILY APARTMENTS

#### TRACT 16495 -- LOT 186

ADDRESS LISTING			
LEASING OFFICE	100	POOL EQUIP./RSTRM	105
CLUBROOM	101	TRELLIS A	101.50
POOL	102	TRELLIS B	102.50
FITNESS	103	TRELLIS C	103.50
SPA	104	ENTRY GATE	150

RESIDENTIAL			
BUILD. NO.	BUILD. TYPE	UNIT NO.	# OF UNITS
1	D	1701-1709	9
2	D	1601-1609	9
3	B	2701-2714	14
4	B	2901-2914	14
5	B	201-214	14
6	B	301-314	14
7	A	401-418	18
8	A	501-518	18
9	B	601-614	14
10	B	701-714	14
11	B	801-814	14
12	B	901-914	14
13	A	1001-1018	18
14	A	1201-1218	18
15	A	1101-1118	18
16	E	1301-1306	6
17	C	1401-1412	12
18	C	1501-1512	12
19	C	1801-1812	12
20	A	2201-2218	18
21	B	2401-2414	14
22	B	2801-2814	14
23	B	2601-2614	14
24	B	2501-2514	14
25	A	2301-2318	18
26	A	2101-2118	18
27	C	1901-1912	12
28	E	2001-2006	6
TOTAL UNITS			390



**Exhibit 5: Address Plan – Apartments.** This example illustrates address sequencing for apartments (Planning Area 9A). The street name is “Simplicity”, therefore the address as illustrated above would be the three digit unit number in the 400 series located in Building No.7 (i.e.: 406 Simplicity). It is also important to note that the leasing office begins with the lowest number in the sequence (typically 100). Note: This apartment complex will be the only addresses assigned off Simplicity.



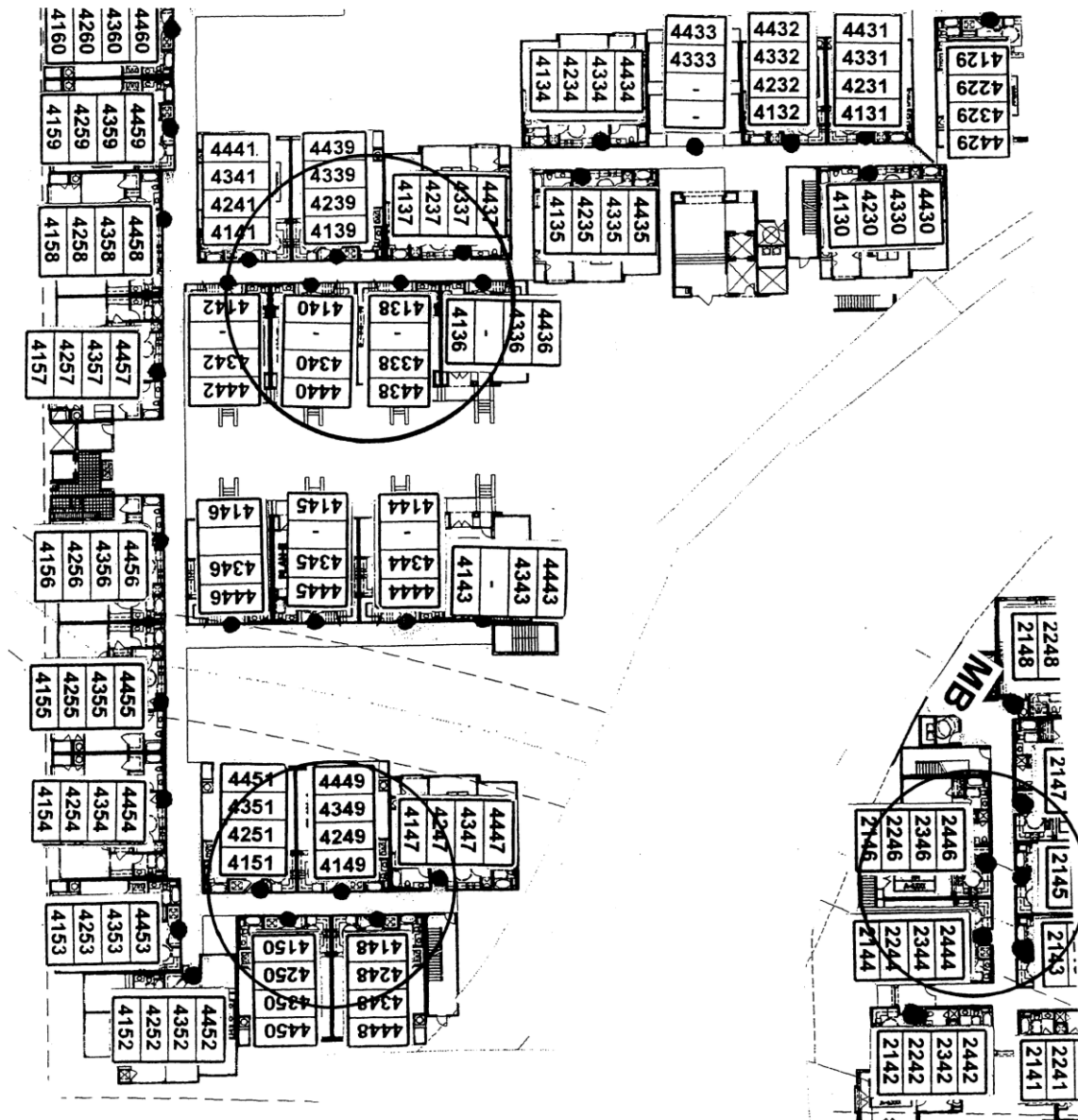
# City of Irvine

## Addressing and Street Naming Policies and Procedures

### EXHIBIT 6

### DOUBLE LOADED CORRIDORS

### PARCEL MAP 90-204 – LOT 1



**Exhibit 6: Double Loaded Corridors.** This example, Spectrum Apartments, illustrates how the entry points for double loaded corridors shall be identified on an address plan (Planning Area 33). Lowest number in each series indicates 1<sup>st</sup> floor and the largest number is on the 4<sup>th</sup> floor. Black dot indicates entry into the unit.



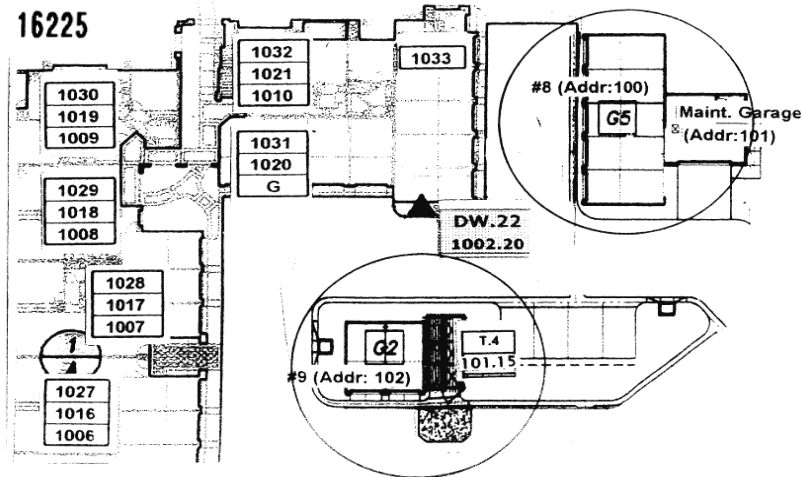
# City of Irvine

## Addressing and Street Naming Policies and Procedures

### EXHIBIT 7

### DETACHED FREE STANDING GARAGES

TRACT 16225



### STREET NAME " RHYTHM"

RESIDENTIAL			
BUILD. NO. / TYPE	ADDRESS/ UNIT NO.	# OF UNITS	# OF GARAGE
8 / A	201-233	33	24
9 / C	234, 235	2	10
10 / A	236-268	33	24
11 / A	301-333	33	24
12 / D	334-336	3	5
13 / D	510-512	3	6
14 / D	501-502	3	5
15 / B	401-427	27	16
16 / I	428-431	4	4
17 / H	432-437	6	6
18 / H	504-509	6	6
19 / H	513-518	6	6
20 / I	519-522	4	4
		<b>TOTAL UNITS</b>	<b>163</b>
		<b>TOTAL GARAGE</b>	<b>138</b>

FREE STANDING GARAGE			
GARAGE #	TYPE	ADDRESS	# OF GARAGE
1	G5	20	5
2	G3	21	3
3	G2	22	2
4	G4	30	4
5	G3	31	3
6	G5	40	5
7	G3	41	3
<b>GARAGE TOTAL</b>			<b>25</b>

**Exhibit 7: Detached Free Standing Garages.** This example illustrates how free standing garages shall be depicted and listed on an address plan (Planning Area 17).



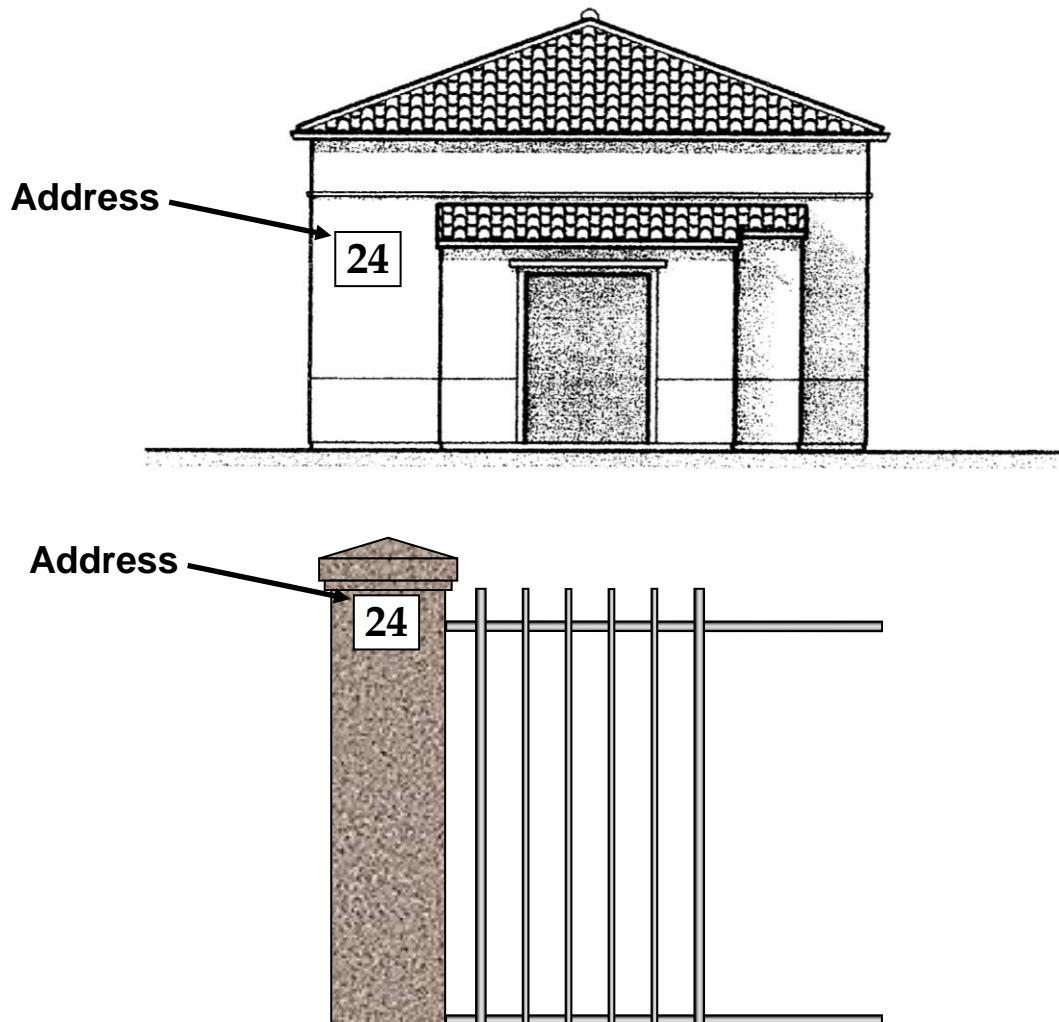


## City of Irvine

### Addressing and Street Naming Policies and Procedures

#### EXHIBIT 8

#### ADDRESSING FOR POOL FACILITIES



***Exhibit 8: Addressing for Pool Facilities.*** This example illustrates the location of addresses for pool facilities with and without buildings within the fenced pool area.

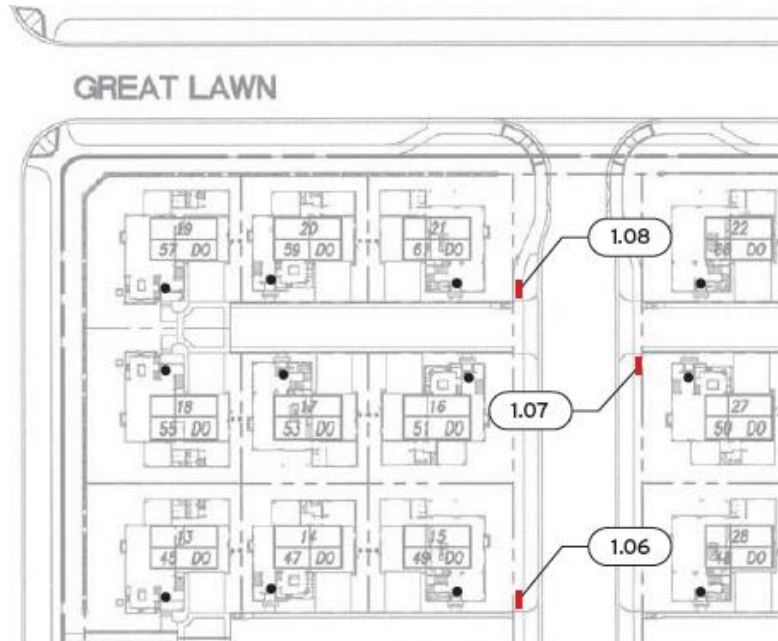


# City of Irvine

## Addressing and Street Naming Policies and Procedures

### EXHIBIT 9

#### WAYFINDING SIGN PLAN



*Typical Wayfinding sign copy and Legend:*



1.07

#### Legend

Sign Type — 1.01 — Location

Unit Entry Location ●

Sign Location ■

**Exhibit 9: Wayfinding Sign Plan.** This is an example of a “Wayfinding” sign plan which provides location of directional signage for emergency response personnel where homes face directly onto a greenbelt or park and are accessed directly from a common sidewalk.

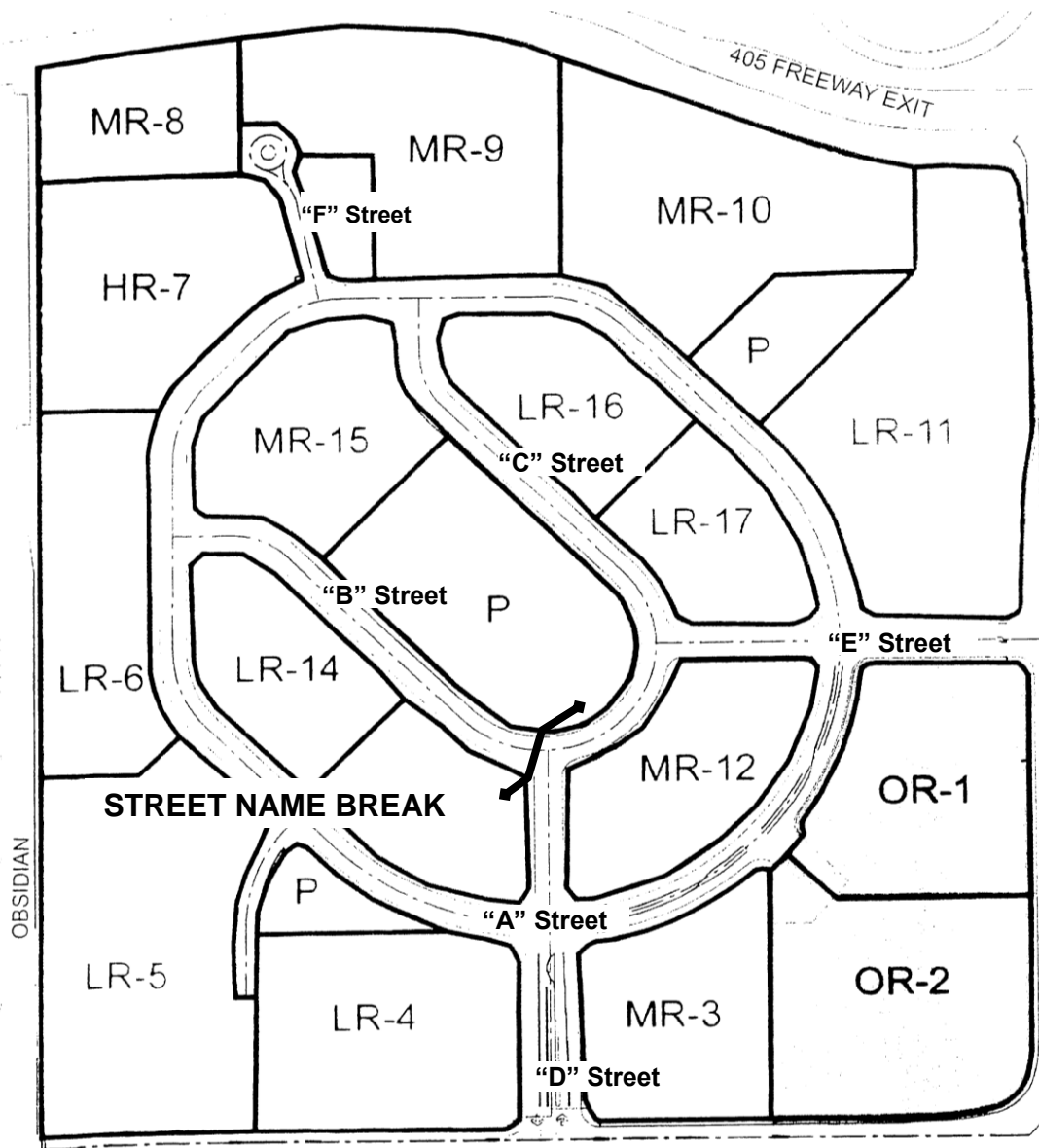


## City of Irvine

### Addressing and Street Naming Policies and Procedures

#### EXHIBIT 10

#### ADDRESS PLAN FOR LOOP STREETS



**Exhibit 10: Address Plan for Loop Streets.** This example illustrates a method of breaking the street name and avoiding street name intersection duplication in a development ("Central Park" Planning Area 36).



# City of Irvine

## Addressing and Street Naming Policies and Procedures

### EXHIBIT 11

#### Street Name Abbreviations and other Conventions

***Affixes considered acceptable for arterials only, and their abbreviations:***

AVENUE	(AVE)
BOULEVARD	(BLVD)
DRIVE	(DR)
HIGHWAY	(HWY)
PARKWAY	(PKWY)
ROAD	(RD)
STREET	(ST)

***Sample affixes allowed for other streets, and approved by the Post Office, are to be abbreviated or not as follows:***

CANYON	(CYN)
CENTER	(CTR)
CIRCLE	(CIR)
COURT	(CT)
COVE	(CV)
CREEK	(CRK)
GLEN	(GLN)
LANE	(LN)
LOOP	(LOOP)
MALL	(MALL)
PARK	(PARK)
PASS	(PASS)
PLACE	(PL)
PLAZA	(PLZ)
RIDGE	(RDG)
RUN	(RUN)
TERRACE	(TER)
TRAIL	(TRL)
VIEW	(VW)
WAY	(WAY)

#### ***Notes:***

1. Directional indications, NORTH, SOUTH, EAST and WEST, are not abbreviated and appear before or after the street name depending on the approved format for the particular street. (Examples: WEST YALE LOOP, STONE CREEK NORTH, BLUE LAKE SOUTH, and EAST MALL).

2. "Aisle" shall be used as part of the street name rather than as a street type.



## City of Irvine

### Addressing and Street Naming Policies and Procedures

#### EXHIBIT 12

#### INFORUM GOLD USER DEFINED CUSTOM FIELDS

The screenshot shows a software window titled "User-Defined Custom Fields". It has a menu bar with "File", "Edit", "Record", "Navigate", "Reports", and "Help". Below the menu bar is a toolbar with various icons including a checkmark, a circle with a slash, a pencil, a printer, navigation arrows, a refresh icon, and a search icon. The main area of the window displays a table with two columns: "Custom Field" and "Value". The table is filtered by "Table: eslstrtr". The data rows are as follows:

Custom Field	Value
Maintenance Code	Public
Status	Assigned/Validated
Date Assigned/Validated	08/29/02
Planning Area	17
Final Tract/Parcel Map Numb	16305
Planner Assigned	Trevor Lottes
Remarks	Street Name: Lattice (single family development)
Tentative Tract/Parcel Map N	

**Exhibit 12: InForum Gold User Defined Custom Fields.** This example illustrates the addressing information that must be entered into InForum Gold when a street name is assigned.



# City of Irvine

## Addressing and Street Naming Policies and Procedures

### EXHIBIT 13 DISTRIBUTION LIST FOR APPROVED ADDRESS PLANS

OCFA Attn: Jenny Cradle P.O. Box 57115 Irvine, CA 92619	Orange County 911 Coordination Office Attn: Shirley Shroeder 2644 Santiago Canyon Silverado, CA 92676	AT&T Attn: SLIC Dept. 1452 Edinger Ave. #200 Tustin, CA 92780	County of Orange Planning Dept. Attn: Ray Mathe, County Surveyor P.O. Box 4048 Santa Ana, CA 92702
So. California Edison Planning Department New Business Analyst 14155 Bake Parkway Irvine, CA 92618	Orange County Assessor Attn: Address Control P.O. Box 149 Santa Ana, CA 92702	Loretta Keener City of Irvine Building and Safety	So California Gas Tech. Services Dept. ML 8321 Attn: ACS Group P.O. Box 3334 Anaheim, CA 92803-3334
Registrar of Voters Attn: Rebecca Getzen P.O. Box 11298 Santa Ana, CA 92711	Orange County Register Attn: Lisa Knisely 625 N. Grand Avenue Santa Ana, CA 92701	Carol Fleischer City of Irvine Public Safety	State Board of Equalization Attn: Area Code Dept. Local Tax Dept. P.O. Box 942879 Sacramento, CA 94279
IRWD Customer Service Attn: Tiffany Perret P.O. Box 57000 Irvine, CA 92619-7000	U.S. Post Office Attn: Ms. Julie Huster 15642 Sand Canyon Irvine, CA 92619	Jennifer Kaiser City of Irvine Public Safety	IUSD Facility Planning Attn: Bridget Campos 5050 Barranca Pkwy Irvine, CA 92614
TUSD Planning Attn: Carol Cutti 300 South "C" Street Tustin, CA 92780	U.S. Post Office Address Management Attn: Romina Allen 3101 Sunflower Santa Ana, CA 92799		Rand McNally Consumer Affairs P.O. Box 7600 Chicago, IL 60680
Medix Ambulance Attn: Dispatch 26021 Pala Drive Mission Viejo, CA 92691	Tele Atlas Attn: Matthew Rinaldi 3613 Solitude Road Las Vegas, NV 89108		Auto Club of So Cal Attn: Alyson Stanton, A375 P.O. Box 25001 Santa Ana, CA 92799-5001



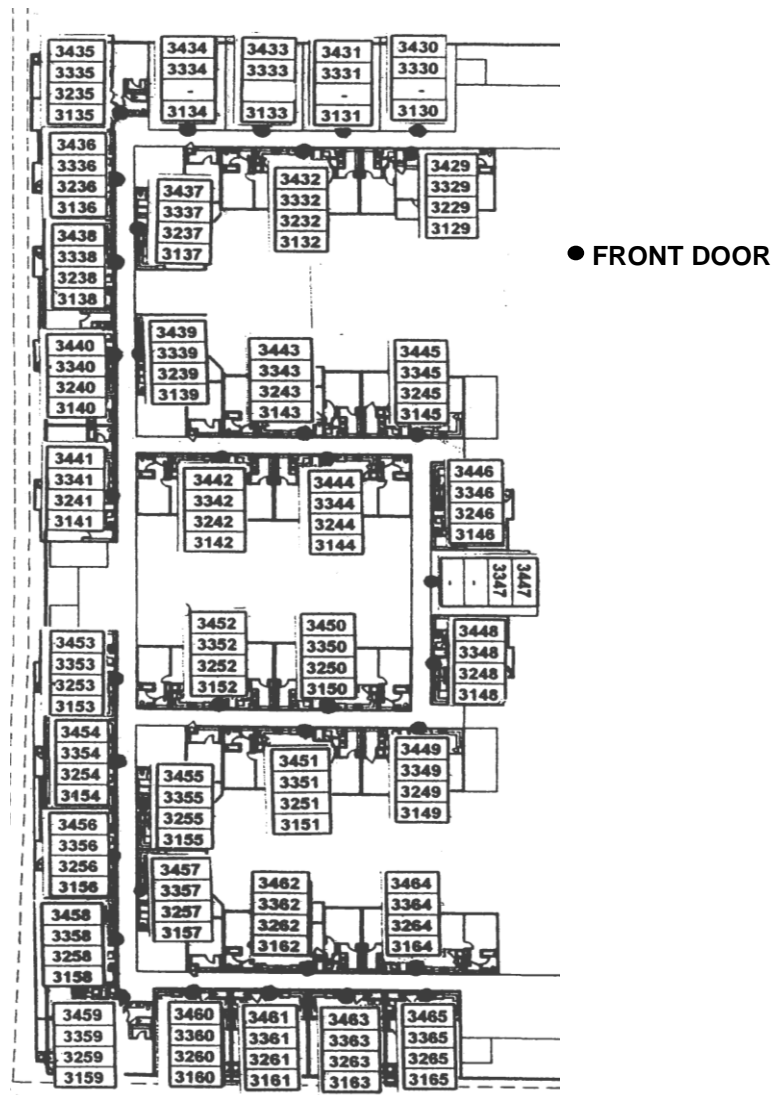
# City of Irvine

## Addressing and Street Naming Policies and Procedures

### EXHIBIT 14

#### LOCATION AND IDENTIFICATION OF FRONT DOORS

##### PARCEL MAP 90-204 (LOT 1)



**Exhibit 14: Locate and Identify Front Doors.** This example, Spectrum Apartments, illustrates how front door locations must be identified on an address plan (Planning Area 33).



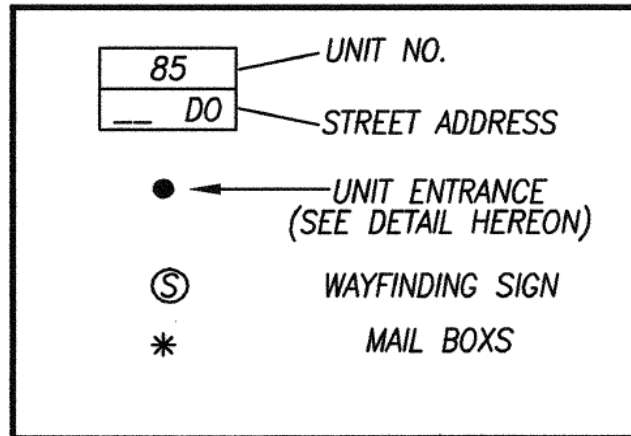
## City of Irvine

### Addressing and Street Naming Policies and Procedures

#### EXHIBIT 15

#### ADDRESSING PLAN – LEGENDS

### LEGEND



### STREET ABBREVIATIONS

STREET NAME	CALL LETTERS
KEMPTON	KE
MAYFAIR	MA
OVERBROOK	OV
SANDHURST	SA

**Exhibit 15: Address Plan Legend and Street Abbreviations.** This example illustrates how distinct legends and street abbreviations are applied and depicted on an address plan.





# City of Irvine

## Addressing and Street Naming Policies and Procedures

### Exhibit 16

#### **Digital Submission Requirements for Address Plans**

To facilitate the transfer of information into City's Geographic Information System (GIS), all address plans submitted will be required to include two digital graphic copy in addition to the hard copy plans (one digital copy also goes to the Orange County Fire Authority). Digital submittals will be required prior to final distribution of approved address plans. Failure to comply with procedure below could delay the applicant's final approval.

#### **Submittal Guidelines**

- 1) *Layer 1 Building Footprints*
  - a) Single line closed polygon depicting overall building footprint.
  - b) If that is not available the building footprint layer will be acceptable.
- 2) *Layer 2 Address Information*
  - a) Final address(s) inside the appropriate street name symbol on each building footprint.
  - b) Building and unit number if applicable.
  - c) If multi story, indicate addresses of each floor.
  - d) Approved street names and their ROW boundaries. Make sure street names agree with approved map document.
  - e) Street name legend depicting a different symbol for each street name within the project.
  - f) Address log indicating building number, address range per floor and number of units per building.
- 3) *Layer 3 Legal Descriptions & Surrounding Areas*
  - a) Project tract, parcel and lot boundaries and their numbers.
  - b) Surrounding streets and their names
  - c) North arrow
  - d) Vicinity map with north arrow.
- 4) *Layer 4 Title Block*
  - a) Developer's name
  - b) Development name
  - c) Planning area name
  - d) Planning area number
  - e) Legal description.
- 5) Use standard AutoCAD fonts, menu and line type.



## City of Irvine

### Addressing and Street Naming Policies and Procedures

- 6) When submitting by CD, write the planning area number, project name and tract number on surface of CD. When submitting via e-mail, include the planning area number, project name and tract number under subject field. E-mail address for digital submittal is [gis@ci.irvine.ca.us](mailto:gis@ci.irvine.ca.us)
- 7) Provide a list in Microsoft Excel format with the following information for each address:
  - a) Single Family Submittal – Tract#, Lot#, Address #, Directional Prefix, Street Name, Street Type, Directional Suffix.
  - b) Multi Family Submittal – Building #, Unit#, Tract#, Lot#, Address #, Directional Prefix, Street Name, Street Type, Directional Suffix.

### **File Format and Media Requirements**

Digital files are acceptable in either an AutoCAD drawing file (.DWG) format, a data exchange file (.DXF) format, or an ARC/INFO export file (.E00) format. Contact the GIS Section at (949)724-6343 if you desire to submit drawings in any other format. Digital files should be submitted on CD ROM, DVD disks or e-mail to [gis@ci.irvine.ca.us](mailto:gis@ci.irvine.ca.us). Please also include an index of drawings and data decompression software needed to extract your files.

### **Checking of Digital Submittals**

Digital data will be checked for the following:

1. Correct layering
2. Consistent digital and hard copy plans



# City of Irvine

## Addressing and Street Naming Policies and Procedures

### EXHIBIT 17 INFORUM GOLD DATA ENTRY CHECK LIST UNDER REVIEW/APPROVAL/REJECTION/ASSIGNMENT

Submitted for:

Project name and Case File No. \_\_\_\_\_

**Check the box next to each item after completing that task. Put completed form in project case file.**

- ☐ Verify in InForum Gold (IG), if proposed name is already existing, currently under review or has been reviewed and rejected
- ☐ At IG Street Screen: enter proposed name and its appropriate format (prefix, name, type, suffix)
- ☐ At IG Street Screen: in *city* field, enter "IRVINE"; in *state* field, enter "CA"; in *country* field, enter "USA"
- ☐ InForum Gold (IG) main screen, check "street validated" ONLY if you are assigning the name to a specific street

#### User Defined Field (UDF Screen)

- ☐ a. In *maintenance* field: check "maintenance code", ONLY if you are assigning the name to a specific street (*pick from the pull down list*)
- ☐ b. In *status* field change the "status" to what is appropriate (pick from the pull down list).
- ☐ c. In the *date assigned/validated* field, enter the approval date.
- ☐ d. In planning area field: update the planning area (if different than originally planned)
- ☐ e. In the *tract/parcel* field, update any changes
- ☐ f. In the *planner assigned* field, add your name in planner assigned (example: Approval Planner/Assignment Planner)
- ☐ g. In the remarks field, enter relevant remarks that would be useful for future staff. Examples: If name is reserved, indicate to whom, reserved for 2 years; History of street name or theme of development; If rejected, reason for rejection.

**Completed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# City of Irvine

## Addressing and Street Naming Policies and Procedures

### **EXHIBIT 18** **INFORUM GOLD DATA ENTRY CHECK LIST** **STREET NAME CHANGE SUBMITTAL**

Submitted for:

Project name and # \_\_\_\_\_

*1) Required entry for old street name (check the box next to each item after completing the task)*

- ☐ Inform Gold (IG) Street Screen: uncheck the "street validated" box
- ☐ User Defined Field (UDF) Screen: in *status* field, change to "abandoned/changed" (choose from the pull down list)
- ☐ UDF Screen: in *planner assigned* field, enter your name
- ☐ UDF Screen: in *remarks* field, always enter the new name it changed to, resolution number and resolution date

*2) Required entry for new street name (check the box next to each item after completing the task)*

- ☐ IG Screen: enter approved street name in its appropriate parsed format (prefix, name, type, suffix)
- ☐ IG Street Screen: in *city* field, enter "IRVINE"; in *state* field, enter "CA", in *country* field, enter "USA"
- ☐ IG Streets Screen: check the *street validated* box
- ☐ UDF Screen: in *maintenance* field, enter maintenance code (choose from the pull down list)
- ☐ UDF Screen: in *status* field, check "assigned/validated" (pick from the pull down list)
- ☐ UDF Screen: in *date assigned* field, enter the "date the new name was officially assigned"
- ☐ UDF Screen: in *planning area* field, enter the "planning area" (pick from the pull down list)
- ☐ UDF Screen: in the *final tract* field, enter the "tract number"
- ☐ UDF Screen: in *planner assigned* field, enter "your name"
- ☐ UDF Screen: in *remarks* field, always enter "name it changed from, resolution number and resolution date" (if applicable)



## City of Irvine

### Addressing and Street Naming Policies and Procedures

*3) Follow up process for affected address (check the box next to each item after complete the task)*

- ☐ Create a Change of Address (Old COAO) case for each affected address with the old street name
- ☐ QBE to find each address and uncheck the validated mark

*4) Follow up process for new address (check the box next to each item after complete the task)*

- ☐ Create Change of Address (New COAN) case for each affected address with the new street name
- ☐ Create each affected address with the new street name, and validate each address by checking the validated box.

#### NOTES:

**Completed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## City of Irvine

### Addressing and Street Naming Policies and Procedures

#### EXHIBIT 19 INFORUM GOLD DATA ENTRY CHECK LIST *STREET NAME ABANDONMENT*

Submitted for:

Project name and # \_\_\_\_\_

**Check the box next to each item after completing that task**

- ☐ Inform Gold Street Screen: uncheck the street validated box
- ☐ User Defined Field (UDF) Screen: in *status* field, change to abandoned/changed (choose from the pull down list)
- ☐ UDF Screen: in *planner assigned* field, enter your name
- ☐ UDF Screen: in *remarks* field, always enter resolution number and resolution date

**NOTES:**

**Completed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# City of Irvine

## Addressing and Street Naming Policies and Procedures

### **EXHIBIT 20 COUNCIL RESOLUTION REGARDING NAMING OF PUBLIC FACILITIES AND STREETS IN HONOR OF INDIVIDUALS**

CITY COUNCIL RESOLUTION NO. 07- 24

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRVINE TO ESTABLISH POLICY FOR NAMING OF CITY STREETS, OFF-STREET TRAILS, PARKS, PARK FEATURES, COMMUNITY FACILITIES, AND OTHER CITY AMENITIES; TO FACILITATE RECOGNITION OF OUTSTANDING SERVICE AND/OR DONATIONS OF FUNDS AND PARK IMPROVEMENTS BY COMMUNITY MEMBERS; AND SUPERSEDING ALL PREVIOUS RESOLUTIONS AND POLICIES THAT ARE INCONSISTENT WITH THIS RESOLUTION

WHEREAS, the City Council approved "Procedures for Naming City Facilities and Amenities and for Recognizing Significant Contributions by Individuals (Living or Deceased)" within City Council Resolution No. 02-146, adopted October 22, 2002, and

WHEREAS, the Community Services Commission had previously adopted policies and procedures for naming public facilities and recognizing community members, some of which are currently in conflict with Resolution No. 02-146, and

WHEREAS, the City Council has an interest in establishing consistent procedures whereby Irvine parks, park features, off-street trails, community facilities and amenities, including streets, may be named, and it is appropriate to combine elements from the Community Services naming and recognition policies with procedures approved by City Council Resolution No. 02-146, and

WHEREAS, City Council also has an interest in acknowledging community members on a "Wall of Recognition" at Colonel Bill Barber Marine Corps Memorial Park,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF IRVINE does hereby resolve as follows:

SECTION 1. Adopt the attached "Naming and Recognition Procedures for City Parks, Park Features, Community Facilities and other City Amenities, including Streets" (inclusive of Exhibits A and B)

SECTION 2 Adopt the attached "Financial Contribution Recognition Program" (inclusive of Exhibit C)

SECTION 3. Adopt the attached "Wall of Recognition Program" (inclusive of Exhibit D)



# City of Irvine

## Addressing and Street Naming Policies and Procedures

SECTION 4. Adopt the attached "Park Improvement Recognition Program" (inclusive of Exhibit E)

SECTION 5. Resolution No. 02-146 and all previous resolutions, policies and procedures in conflict herewith are hereby superseded.

SECTION 6. This Resolution becomes effective immediately upon approval.

PASSED AND ADOPTED by the City Council of the City of Irvine at a regular meeting held on the 13<sup>th</sup> day of March 2007.

  
MAYOR OF CITY OF IRVINE

ATTEST:

  
CITY CLERK OF THE CITY OF IRVINE

STATE OF CALIFORNIA )  
COUNTY OF ORANGE )  
CITY OF IRVINE )

I, SHARIE APODACA, City Clerk of the City of Irvine, DO HEREBY CERTIFY that the foregoing resolution was duly adopted at a regular meeting of the City Council of the City of Irvine, held on the 13<sup>th</sup> day of March 2007.

AYES: 5 COUNCILMEMBERS: Agran, Choi, Kang, Shea, and Krom

NOES: 0 COUNCILMEMBERS: None

ABSENT: 0 COUNCILMEMBERS: None

  
CITY CLERK OF THE CITY OF IRVINE





# City of Irvine

## Addressing and Street Naming Policies and Procedures

### EXHIBIT A

#### **NAMING AND RECOGNITION PROCEDURES FOR CITY PARKS, OFF-STREET TRAILS, PARK FEATURES, COMMUNITY FACILITIES AND OTHER CITY AMENITIES, INCLUDING STREETS**

The following criteria and procedures shall be utilized in naming or renaming City streets, parks, park features, community facilities and other City amenities, including but not limited to all recreational amenities or structures (such as athletic fields and courts, recreation/community centers, public buildings, public off-street trails, arts facilities, groves and gardens).

##### 1. Naming of Streets

City streets will be named in accordance with the procedures detailed in the Community Development Department's "Addressing and Street Naming Policy", unless City Council chooses to recognize an individual's outstanding contributions in accordance with item three following.

##### 2. Naming of parks, park features, off-street trails, community facilities and other City amenities

City parks, park features, off-street trails, community facilities and other City amenities will be named by the Community Services Commission for any of the following: area in which they exist, geographical places, historical places and events. Names will be determined through the process detailed below (paragraphs "a" through "d"), unless the City Council chooses to recognize an individual's outstanding contributions in accordance with item three following.

- a) Whenever a park, park feature, off-street trail, community facility or other City amenity is to be named, the City will place a notice or ad in the local newspaper requesting that names be submitted for consideration.
- b) The Community Services Department shall receive recommendations for naming; submissions will be presented to the Community Services Commission for consideration.
- c) The Community Services Commission may solicit input from City committees or other Commissions; however, the Community Services Commission shall act as the final approval authority.
- d) The locations of the beginning and the end of trails to be named will be indicated in the staff report. The City shall use a standard street sign upon which trail names will be located. The number and locations of the signs will be designated at the discretion of the Public Works Director. Standard trail signs will be placed as deemed appropriate by the Director of Public Works, and as funding is available.



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3. Community member recognition via the naming of streets, parks, park features, off-street trails, community facilities and other City amenities –

When the City Council chooses to recognize an individual's outstanding contributions in the naming of City streets, parks, park features, off-street trails, community facilities or other City amenity, the process and criteria detailed below are applicable. In instances of street naming, this process and criteria are applicable in addition to the procedures specified in the Community Development Department's "Addressing and Street Naming Policy".

*Recognition Criteria -*

- a) Nominees are now or have been an Irvine resident, been employed within the city of Irvine, been a student of an Irvine school, or shall have otherwise had a significant connection with the city; or
- b) Nominees are now or have been a community leader and have made a significant financial contribution toward the acquisition and/or development of the facility. "Facility" includes recreational or public structures, e.g., gardens, groves, fields and buildings; or
- c) Nominees have made outstanding contributions to the community as determined by the City Council. These contributions may include service, land, funds, securities or other valuable assets. "Contributions to the community" may include those in the fields of education, business, religious, service groups, and not-for-profit organizations.

Consideration shall be given to those individuals not overly recognized in the past. Facilities shall be named in honor of individuals that have not been previously named for other facilities.

*Recognition Process -*

- a) The Community Services Department shall receive proposals to recognize individuals on City-owned lands, with the exception of proposals initiated by individual City Council members which shall be submitted to the City Council directly. A list of naming opportunities is attached as Exhibit B.
- b) Completed proposals for recognition (other than City Council member proposals) will be agendized for the Community Services Commission. The Commission recommendations will be brought to the City Council for approval.
- c) The Community Services Commission may decide to solicit input from City committees or other City commissions prior to making its final recommendation to City Council.



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- d) If City Council approval is received, costs involved in the naming of parks, streets, off-street trails, facilities, recreational amenities or structures other than those normally funded by the City or otherwise approved by City Council (such as statues, signage and plaques) will be borne by the applicant.
- e) Following receipt of any required funds, the City will implement the form of recognition approved by the City Council and the appropriate information will be added to the electronic registry of honorees on the City's website.