



ADDRESSING PROTOCOLS AND GUIDELINES

Geographic Information Systems

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Purpose:

This is a living document detailing processes, guidelines, and best practices for addressing in the City of Manteca. This document may be subject to change as standards are modified.

Naming Protocols:

STREET NAME REVIEW PROCESS:

1. All new proposed street names must be sent to the Planning Division within the Development Services Department, via an e-mail sent to streetnamereview@manteca.gov. The Planning Division initiates and facilitates the street name review process, which is reviewed by the Public Safety Street Name Review Group.
 - a. The Public Safety Review Group shall include at least one representative from San Joaquin County Community Development GIS (Geographic Information Systems), the city of Manteca Fire Department, the city of Manteca Police Department, Lathrop Manteca Fire District, French Camp, and the San Joaquin County Sheriff's Office. Additional agencies may be included in the review process as needed.
 - b. Street name approvals require at least two-thirds vote from the Public Safety Review Group for official approval.
 - c. New street name proposals which do not pass the street name review process, can be appealed within 15 business days through the office of the City Manager for review, and requires final approval from the City Manager or appointed designee.

SERVICE ROADS:

1. Service roads, as defined in MC 16.23.060 Section J, will generally be given names when there are three or more residences or businesses fronting the service road. City Staff will determine when a street name is required on a case by case basis.

CUL-DE-SACS:

1. Cul-de-sacs must be between 150 and 600 feet in length from the start of the offset, and shall terminate in a bulb with a radius of 50 feet or more. The section of roadway between the entrance to the cul-de-sac and the beginning of the bulb must be between 46-50 feet. Inlets of less than 150 feet shall be considered a bulb-out and will be addressed with respect to the continuous street it is a part of. Exceptions to these rules may be made on a case by case basis. Consult the Standard Cul-de-sac section of the City's Engineering Standards (page TS-30) for more details.

RENAMING STREETS:

See [Chapter 16.24 STREET NAME CHANGES](#) section of Municipal Code

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VACANT PARCELS:

1. Vacant parcels will be assigned a property address. In addition, reserve numbers for possible future commercial splits, combines, and/or split and combines shall be issued every 20 feet, where practical.
2. GIS staff will enter the address(es) into the City's address management system and update the GIS Viewer. An official letter and email containing the final address(es) will be sent to the property owner and relevant agencies.

NEW SUBDIVISIONS:

1. Geographic Information Systems (GIS) staff will receive proposed parcels and street names from the Development Services Department prior to final plan check.
2. GIS staff will review the street names in accordance with MC 16.23.060 Section J, and inform CDD if streets are denied. CDD staff will send replacement street names to GIS as soon as they are available. Street suffixes shall adhere to the guidelines in the table below. Other U.S. Postal Service approved suffixes not found in the list below may be considered on a case-by-case basis.

i.	AVENUE	AV	Straight, north-south
ii.	BOULEVARD	BL	Divided street, two or more lanes in each direction
iii.	CIRCLE	CI	Looping
iv.	COURT	CT	Cul-de-sac, east-west
v.	DRIVE	DR	Meandering, any direction
vi.	FREEWAY	FY	State designated
vii.	HIGHWAY	HY	State designated
viii.	LANE	LN	Meandering, north-south
ix.	PARKWAY	PK	Divided, two or more lanes in each direction
x.	PLACE	PL	Cul-de-sac, north-south
xi.	ROAD	RD	Meandering, any direction
xii.	STREET	ST	Straight, east-west
xiii.	WALK	WK	Street closed to vehicle traffic
xiv.	WAY	WY	Short connecting street, any direction

3. Streets approved by GIS will be sent to the Public Safety Street Name Review Group for review. The Public Safety Review Group shall include at least one representative from the City of Manteca Fire Department, the City of Manteca Police Department, and the County Sheriff's Office.
4. Approved street names will be sent to CDD. Steps 2-4 will repeat until all streets have approved names.
5. Concurrent with Steps 2-4, GIS staff will add the proposed parcels to the GIS Viewer and create proposed block groups and addresses for the subdivision.
6. During the period between addresses being proposed and finalized, if requests for addresses are made, they will be accommodated with the following disclaimer:

*"Please note that these are proposed addresses, **which are subject to change**. They will not be finalized until we receive official documentation of recordation from the Assessor's Office. The final addresses will be sent out when the APNs officially record. Any address that is a corner lot has an address that is subject to change based on the orientation of the home. Whichever direction the front door is facing is generally the street it's addressed on."*

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7. Upon request, preliminary addresses may be entered into the City's address management system after receipt of preliminary parcel numbers from the San Joaquin County Assessor's Office. These numbers may be subject to change until final APNs are received.

8. Addresses will remain proposed until the final map for the subdivision is approved by Council, and the County assigns official parcel numbers (APNs) for the subdivision. Parcel numbers will be considered official when they appear in the CityMPF or when the updated Assessor's Book page is received from the Assessor's Office.

9. After APNs are assigned, GIS staff will enter the addresses into the City's address management system and update the GIS Viewer. An official letter and email containing the final addresses will be sent to the developer and relevant agencies. The official letter will be added to the GIS page on the City's Intranet to serve as a record. In the event that a correction is issued, a new letter will be sent out and added to the Intranet.

NEW APARTMENT/MULTI-FAMILY:

1. GIS staff will receive a request for new apartment addresses, either for property addresses with developer designated unit numbers, or for property addresses and unit numbers. In the case of the former, unit numbers will not be approved until they meet the standards designated in MC 16.23.060 Section K.

2. If all buildings are located on one parcel on the same side of the street with the same address, the apartment numbers must ascend in a logical order with each apartment receiving a unique number.

3. If buildings are located on different parcels and on different sides of the street, with different addresses, apartment numbers may be assigned independently for each address, but it is recommended that each apartment receive a unique number regardless of address.

4. Duplexes or other multi-family dwellings shall follow the same addressing guidelines as apartments.

5. Addresses will remain proposed until the final map for the complex is approved by Council, and the County assigns official parcel numbers (APNs), if not already assigned. Parcel numbers will be considered official when they appear in the CityMPF or when the updated Assessor's Book page is received from the Assessor's Office.

6. After APNs are assigned, GIS staff will enter the addresses into the City's address management system (including unit numbers) and update the GIS Viewer. An official letter and email containing the final addresses will be sent to the developer and relevant agencies. The official letter will be added to the GIS page on the City's Intranet to serve as a record. In the event that a correction is issued, a new letter will be sent out and added to the Intranet.

NEW COMMERCIAL/OFFICE SUITES:

1. GIS staff will receive a request for new commercial addresses, either for building addresses with developer designated suite numbers or for building addresses and suite numbers. Suite numbers will not be approved until they meet the standards designated in MC 16.23.060 Section K.

2. Commercial suites should be numbered 101, 102, 103, etc. For multi-story buildings, suites will correspond with the floor number (2nd Floor: 201, 202, 203, etc.). Suites should ascend in the direction of the street addresses wherever possible.

3. GIS staff will enter the addresses into the City's address management system (including the suite numbers) and update the GIS Viewer. An official letter and email containing the final addresses will be sent to the developer and relevant agencies.

PARCEL NUMBER CHANGE (SPLIT/COMBINE/OTHER):

1. In the event of a parcel split and/or combine or other action that results in new parcel numbers, new addresses will be assigned to each parcel involved with the exception of existing dwellings or businesses. The new addresses

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will follow current addressing standards unless this causes conflict with existing addresses on the property, in which case new addresses may use the address numbering method of the established development.

2. Vacant parcels caused by a parcel split will be assigned a property address. In addition, reserve numbers for possible future commercial splits, combines, and/or split and combines should be issued every 20 feet.

3. If address changes are required, GIS staff will retire the previous address(es) in the City's address management system and in the GIS Viewer.

4. GIS staff will enter the address(es) into the City's address management system and update the GIS Viewer. An official letter and email containing the final address(es) will be sent to the property owner(s) and relevant agencies.

NEW ADDRESSES FOR EXISTING DEVELOPMENT (SAME APN):

1. New addresses for existing developments should be requested by the property owner. Occasionally, when the City discovers a business or residence is missing an address, the City will assign new addresses without a request from the property owner.

2. GIS staff will make every effort to accommodate requests by the property owner if the requests comply with the Addressing Guidelines in this document and the municipal code.

3. New addresses within an already developed complex may use the addressing numbering method of the established complex. However, addresses that meet the standards outlined in this document are strongly recommended.

4. If all structures on a parcel are demolished, addresses for new structures will adhere to the standards outlined in this document without regard for the previous addresses on the parcel.

5. GIS staff will enter the address(es) into the City's address management system and update the GIS Viewer. An official letter and email containing the new address(es) will be sent to the property owner and relevant agencies.

ANNEXATIONS:

1. Each county address will receive a corresponding City address. The City reserves the right to change the orientation of addresses, assign addresses to buildings that did not previously have addresses, and revoke addresses where they are no longer valid. All addresses will be subject to the standards outlined in the Addressing Guidelines section of this document.

2. GIS staff will enter the new address(es) into the City's address management system and update the GIS Viewer. An official letter and email containing the new address(es) will be sent to the property owner(s) and relevant agencies.

ADDRESS CHANGE REQUESTS:

1. Addresses may be changed if:

- a. The parcel number changes and there are no existing residences or businesses on the property.
- b. The parcel is annexed and requires a new City address.
- c. Code Enforcement considers the current address a public safety issue.
- d. The owner requests an address change via the Address Change Form.

2. Address changes shall follow the standards outlined in this document and municipal code.

3. GIS staff will retire the previous address(es) in the City's address management system and in the GIS Viewer.

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4. GIS staff will enter the addresses into the City's address management system and update the GIS Viewer. An official letter and email containing the changed addresses will be sent to the property owner and relevant agencies.

METER ADDRESSES/OTHER ADDRESSES:

1. When new meter addresses are requested, GIS staff will determine if the meter is an electric meter or water meter.
2. Meter addresses/other addresses will comply with Addressing Guidelines.
3. GIS staff will enter the new address into the City's address management system and update the GIS Viewer. The appropriate departments and/or agencies will be notified when this occurs.

Addressing Guidelines:

ADDRESS PLACEMENT:

1. When addressing residential structures, the structure shall be addressed according to the location of the front door. If the front door is in an ambiguous location, staff shall make the address determination
2. When addressing apartment complexes, the property address will be placed at the main entrance to the complex. If there is more than one main entrance, the address will be placed over the office or community center. If there is no office, community center, or main entrance, the address will be placed in the center of the property along the largest street abutting the complex. Upper story apartment numbers should be placed directly above or to the left of the first floor number, separated by a line. (Ex. $\frac{201}{101}$ or 101|201)
3. When addressing commercial complexes, the property address will be placed at the main entrance to the complex. If there is more than one main entrance, the address will be placed at the main office. If there is no main office or main entrance, the address will be placed in the center of the property along the largest street abutting the complex. Upper story suite numbers should be placed directly above or to the left of the first floor number, separated by a line. (Ex. $\frac{201}{101}$ or 101|201).
4. Meter addresses should be placed on top of the meter.
5. Property addresses for vacant parcel should be assigned to the center of the property along the largest street abutting the property. Reserved numbers will be assigned every 20 feet for possible future commercial splits, combines, and/or split and combines.

ADDRESS NUMBERS:

1. On streets designated north-south, odd numbers must be on the west side of the street and even numbers must be on the east side of the street. On streets designated east-west, odd numbers must be on the north side of the street, and even numbers must be on the south side of the street.
2. Numbers must be sequential along a continuous street.
3. Numbers should ascend logically, reflecting how a driver would approach them on the ground.
4. North-south block ranges begin at 100 on either side of YOSEMITE AVE, and east-west block ranges begin at 100 on either side of MAIN ST. New block ranges must fit logically with the existing block grid, and addresses must fit logically within the block ranges.
5. A/B and ½ designations shall be prohibited, except in the following scenarios:

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- a. If two or more new addresses are required, and they are bounded by sequential numbers above and below (*Ex. Between 222 and 226*), letter designations are allowed (*Ex. 224A and 224B*).
 - b. If one or more new addresses are required on a parcel with an existing address that cannot be changed, and it is bounded by sequential addresses above and below (*Ex. Existing address is 120, between 118 and 122*), fractional designations are allowed (*Ex. 120 and 120 ½*). If the existing address can be changed, A/B designations are preferred.
6. Numbers must not be consecutive directly across the street. (*Ex. 634 EXAMPLE ST, 635 EXAMPLE ST*)
 7. Adjacent addresses cannot have the same numeral in the ones place. (*Ex. 635 EXAMPLE ST, 645 EXAMPLE ST next to each other.*)
 8. Numbers must not be consecutively even or odd on the same side of the street. (*Ex. 634 EXAMPLE ST, 636 EXAMPLE ST next to each other.*)
 9. Avoid numbers associated with superstitions where possible (*Ex. 666,*).
 10. Avoid duplicate numbers on parallel streets. In general, avoid duplicates as much as possible within a subdivision.

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CHANGE LOG		
DATE	STAFF	NOTES
4/8/24	Pennie Arounsack	Changes made to update procedure for Ordinance amendment going to council on 4/16/24.