



Planning & Development Department Department Directive



DD Number:	DD-2001- 24	Initiator:	
Supersedes:		Manager:	Tom Ewers <i>TE</i>
Date Initiated:		Director:	Joy Rich <i>JR</i>
Effective Date:	06/29/01	Responsible Authority:	Addressing

PURPOSE: To establish a special exception for entering multiple addresses on a specific parcel and assignment of addresses for commercial properties, land use activities and apartment complexes until the Addressing Regulations are amended by the Maricopa County Board of Supervisors. This in no way changes the existing addressing regulations regarding multiple addresses.

REFERENCE: Maricopa County Addressing Regulations

POLICY/PROCEDURE:

When assigning an address to a commercial property, land use activity or apartment complex, staff will proceed as follows:

1. Each building will be assigned its own address;
2. If each building has separate suites, each will be assigned a suite number; and,
3. In the case where there is a large commercial building with attached buildings that contain suites, one address will be assigned for the main business and a separate one assigned for each attached building with individual suite numbers for multiple tenants.

When a parcel of property has more than one building / structure/ use, which requires an address assignment, staff will enter the information into the Permits Plus database as follows:

Parcel Table Maintenance Screen

- the address field will be left blank;
- the legal description will indicate the specific building / structure / use with the address assignment following it.