



Mayor Robert E Simison

City Council Members:

Treg Bernt
Joe Borton
Luke Cavener

Brad Hoaglund
Jessica Perreault
Liz Strader

May 18, 2021

MEMORANDUM

RE: Multifamily Site Plan Requirements for Addressing

An addressing site plan will be required for each multifamily project. Addressing site plans are required to be submitted with each individual building permit application.

The following items must be included on the site plan:

- Location of each residential building with building letter identifier (A, B, C, etc.)
- Location of each front door to residential units with apartment number identifier (101, 102, 103, etc. for first floor apartments. 201, 202, 203, etc. for second floor apartments)
- Location of clubhouse/leasing office
- Names of surrounding streets or interior streets, if applicable
- Directional arrow

Addressing may vary from project to project. Specific directions will be provided by Addressing Technicians at pre-application meetings, or you can contact us by calling 208-887-2211 and asking to speak with an Address Technician.

