

ADDRESSING GUIDE

REQUIRED DOCUMENTATION FOR ADDRESS ASSIGNMENT

DEFINITION OF TERMS

Site plan: a scaled plan including the entire lot/parcel, with north arrow, showing existing and proposed uses, structures and improvements proposed for a property as required by the regulations involved. Include also property lines, streets with street names and access points like driveways or curb cuts.

Vicinity map: a small map with a north arrow that shows the location of the tract of land in relation to the City/County, including existing major streets and highways and surrounding subdivision(s) or large parcels of land.

Floor plan: a drawing that illustrates the layout of the subject structure from above; includes rooms; walls; stairs; doors; and windows.

FOR NON-SUBDIVISION ADDRESSING

Primary Address

- ☐ Site plan
- ☐ Vicinity map

Secondary Addressing (e.g. suite or apartment Numbers)

- ☐ Site plan
- ☐ Vicinity map
- ☐ Building floor plan

Note: secondary addressing of new multi-tenant buildings or multi-family buildings must be approved by the Planning Division prior to permit review. For suites, Applicant should highlight the suite they intend to occupy on submitted Building Floor Plans.

FOR SUBDIVISION ADDRESSING

Addressing associated with a Plat

- ☐ Recorded final plat by Ada County (the City must receive this from the County)
- ☐ Site plan that also includes: all subdivision lots/parcels; and on alley or rear access lots, indicators for front the door and garage locations.

Note: A copy of the preliminary addresses will be returned to the applicant with the understanding that the addresses are subject to change until all land development records have been finalized.

FOR PLANNING APPLICATION ADDRESSING

- ☐ Site plan depicting: the entire lot/parcel; and existing and proposed structures.
- ☐ Vicinity map

Note: address assignment is not final until either a completed final plat or building permit.

