

City of Flagstaff Address Standards

Addresses within the City of Flagstaff (COF) must meet a series of requirements. The COF Address Grid and accompanying standards were developed long after the City was incorporated. As a result, many exceptions to the grid occur. This document covers the general rules for addresses.

The COF Address Grid

Address numbers and street directions are based on the COF Address Grid, which extends out into the County to allow coherence between Flagstaff addresses and surrounding areas. Addressing outside the City Limits is governed by Coconino County (see [Coconino County Addressing Ordinance 2007-05](#)).

Street Directions

The zero point (0,0) of the COF Address Grid is at the intersection of Route 66 and Leroux St.

Streets that travel in a north-south direction will be called “N” above this line, and “S” below this line. Ex: N San Francisco St and S San Francisco St are divided at Route 66.

Streets that travel in an east-west direction will be called “W” to the left of this line, and “E” to the right of this line. Ex: W Phoenix Ave and E Phoenix Ave are divided at Leroux.



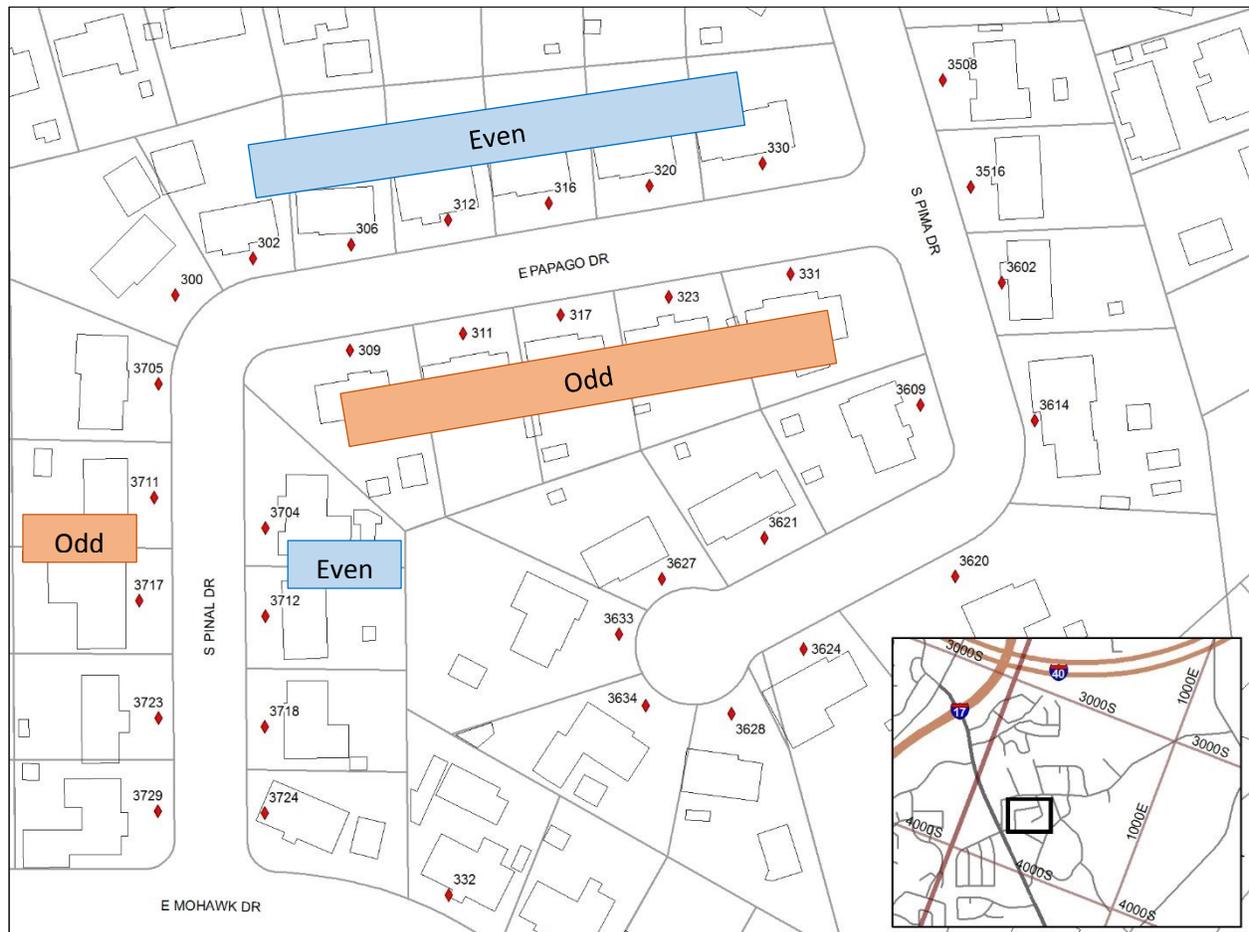


Odd/Even Rules

Odd/even address numbers are based on the side and directionality of the street.

Streets that travel in a north-south direction will have odd numbers on the west side of the street, and even numbers on the east side of the street.

Streets that travel in an east-west direction will have even numbers on the north side of the street, and odd numbers on the south side of the street.



Note: Coconino County's odd/even rules are opposite, with odd numbers on the north and east side of a street.

Special Case: Loops

The direction of a Loop will be determined by the predominant direction of the street. This determination can be subjective. Loops shall be addressed with odd number addresses on one side of the loop, and even number addresses on other side of the loop. Most Loops within city limits place odd addresses on the outside of the loop, with even addresses on the interior (ex: W BRENDA LP).

Odd/even and street direction rules for Loops may be decided on a case by case basis.



Street Name Standards

Street names within the City of Flagstaff must meet a series of standards, and must be reviewed for duplication or conflict with any existing streets. Street names must be approved by Coconino County Dispatch (responsible for clarity of dispatch throughout the County), and by USPS.

- Street Types: New street names will be chosen from the following street types:

AVE (Avenue)	BLVD (Boulevard)	CIR (Circle)	CT (Court)	DR (Drive)
LN (Lane)	LP (Loop)	PKWY (Parkway)	PL (Place)	RD (Road)
ST (Street)	TRL (Trail)	VIEW	WAY	

New street names will be chosen using the following rules:

Street Type	Preferred Street Type
North-South Arterial or Collector:	BLVD, RD, ST
East-West Arterial or Collector:	AVE, BLVD, PKWY, RD
Local street:	CIR, CT, DR , LN , LP, PL, TRL, WAY

A local street provides access to adjacent properties.

A collector or arterial street provides efficient movement of traffic with a limited number of access points.

- Street name length limits: the full street name shall not exceed 18 characters, including spaces. Ex: W ELM AVE (9 characters), S SAN FRANCISCO ST (18 characters).
 - Street names cannot include punctuation.
 - Existing exceptions to these rules will be accommodated. Ex: S O'LEARY ST, S WOODLANDS VILLAGE BLVD (24 characters).
- Alignment/Continuity Policy: If a street is on the same alignment as an existing street, and is likely to be physically connected to that existing street in the future, then the new street shall assume the name of the existing street.
 - If it will not be possible to connect the new to the old street, because of topography or other obstacle, then a new name should be assigned, to avoid negative impact to emergency responsiveness.
 - Existing discontinuous streets will be accommodated (ex: W FIR AVE, E CEDAR AVE).
- Cul-de-sacs: If a cul-de-sac serves fewer than 6 dwellings, and its end will be clearly visible from the nearest intersection, lots on the cul-de-sac will have addresses on the main street.
 - If a cul-de-sac serves more than 6 dwellings, or its end is not clearly visible from the nearest intersection, a new street name will be established.
- Curvilinear Streets and Loops/Circles: Streets which extend in multiple directions, but are reasonably considered the same street, will retain the same name throughout.
 - The predominant direction of overall alignment shall determine the street direction (ex: N CAREFREE CIR, which travels both E-W and N-S, travels a greater distance N-S).
 - Odd/Even rules for the entire street will be determined by the predominant street direction.
 - If a street departs from its original alignment by 90°, a new street name may be created.
 - Directions and names for curvilinear streets may be decided on a case by case basis.



Types and Examples

Single-family Dwellings and Townhomes

Single-family dwellings are to be addressed with a street number in keeping with the COF Address Grid, Odd/Even rules, and standard address increment, where possible. If a new residence is built within an existing neighborhood, the specifics of that neighborhood must be considered.

Additional units on an existing lot

If changes to a structure addressed as a single-family dwelling lead to the need for additional addresses, two options are available:

- Assign an appropriate address number.
- Assign Unit or Apartment numbers.
- Both options are acceptable, and *if both options are viable* in a given situation, the owner may be offered the choice of adding an address number or a unit number.

Apartment Complexes, Condominiums, and other Multi-family Dwellings

Multi-family, multi-story, multi-parcel, and multi-building complexes must have sequential, non-duplicate addresses corresponding to the floor on which they are located. Approaches vary, and some flexibility is permitted on a case by case basis.

Suite numbers composed of a combination of Building + Suite *will not be permitted*, due to the hazard they present to emergency response.

Some complexes may occupy more than one parcel. Regardless of whether each parcel has a separate address, or the complex shares a single address, unit numbers must be sequential.

Multi-use Buildings

The addressing of multi-use buildings, due to the variety of possible configurations, must remain flexible. However, it is recommended that commercial addresses be distinguished from residential addresses by numeric range in addition to suite type.

- Ex: The Village at Aspen Place is composed of a first floor containing both residential and commercial space, and 4 additional floors of residential space. The first floor commercial spaces are Suites 5-95, and residential addresses are Apartments 104-561.

Flexible Commercial Spaces

The addressing of flexible commercial spaces, for example Tenant Improvements in a large commercial building, is challenging due to the initial uncertainty of configuration, and the likelihood of change over time. It is recommended that Addressing personnel communicate directly with developers to develop a flexible addressing plan on a case by case basis, and establish enough suite numbers to account for the maximum number of tenant spaces that might be constructed.



The Basic Rules

- Address numbers and street directions are based on a numeric grid that covers the City of Flagstaff and surrounding areas (see The COF Address Grid).
- Odd and even numbers are based on which side of a street the address faces (see Odd/Even Rules).
- Corner lots will be addressed on the basis of frontage.
- “½” addresses are not acceptable, and are to be replaced when possible. Preferred options:
 - Assign an appropriate address number;
 - Create units/apts 1 & 2.
- Suite numbers shall be numbers, not letters.
 - Existing alphanumeric suite numbers will be accommodated (ex: 15 N PARK ST APTs A-C).
- No suite/apt numbers composed of a combination of Building + Suite will be used.
 - Existing hyphenated suites will be accommodated (ex: 3200 S LITZLER DR APT 8-135).
 - Existing combined suites will be accommodated (ex: 3400 S LAKE MARY RD APT 17101).
- No use of the # character will be permitted, due to its negative impact on databases.
- The following secondary address designators are permitted:
 - APT (Apartment) – for residential units in an apartment complex or multi-unit building.
 - STE (Suite) – for commercial units.
 - UNIT – generic for commercial or residential units. Used for modular home park spaces and condo complexes.
 - BLDG (Building) – to identify commercial or residential buildings.
 - OFFICE – to identify a standalone building in an apartment complex which has no other address/identifier.
 - CLBHS (Clubhouse) – to identify a standalone building in an apartment complex which has no other address/identifier.
- Multi-story buildings shall have numbers assigned corresponding to the floor on which they are located.
 - ex: Floor 1: units 101-104; Floor 2: units 201-204.
- Multi-building complexes shall have sequential, non-duplicate unit numbers.
 - ex: Building 1: units 101-104 and 201-204; Building 2: units 105-108 and 205-208.
- Street directions shall be cardinal directions— N, S, E, W.
 - Existing non-cardinal street directions will be accommodated (ex: 3464 NE RAINIER LP).
- No street suffixes will be used.
 - Existing street suffixes will be accommodated (ex: 1671 W UNIVERSITY HEIGHTS DR S).
- Developable vacant properties will be addressed, to ensure coherence of addressing, and these addresses will be held in reserve for future use.
- Reuse of an existing address on a different parcel that is not a child of the previous parcel *is not permitted*, due to the complexities of legacy data in multiple databases.
- Sufficient spacing for future infill/splits is maintained where possible.



- The default address increment for residential streets is 8. This increment can be compressed or expanded as needed, depending on the existing emergency response ranges or limited numeric ranges available for infill.
- Existing address exceptions are accommodated in assignment of new addresses.
 - This includes breaking the grid where necessary for emergency response contiguity.
 - This includes off-grid addresses where a localized exception to the grid exists.
 - This includes creative avoidance of certain streets known to be problematic, on which accurate addresses that will meet emergency response data requirements cannot be added without necessitating the readdressing of numerous properties.

Flagstaff Fire Department Signage Requirements

To avoid confusion and ensure the fastest possible emergency response time, the Flagstaff Fire Department requires address numbers to be visible and sequential.

- Addresses and suite numbers shall be identified by posted numbers visible from the street.
- Single family and duplex residences must be marked by 4 inch minimum numbers.
- Commercial locations and apartment complexes must be marked by 6 inch minimum numbers.
- Buildings in multi-building complexes must be marked by 12 inch minimum numbers.
- Full requirements may be found in the [Amended 2006 International Fire Code](#).
- FFD will adopt the 2012 International Fire Code in the near future.

Emergency Response Data Requirements

Emergency response for the City of Flagstaff is provided by the Flagstaff Police / Coconino County Sheriff's Office dispatch center. The dispatch system is regulated by the Arizona 911 Program, and data used in the emergency response system must meet State standards.

- Full requirements may be found in the [Arizona 911 Program GIS Standards](#)

Resources

For all address-related inquiries, please contact Addressing@flagstaffaz.gov.

- To request an address change, use the [Address Change Request Form](#).
- To request an additional address on an existing property, use the [New Address Request Form](#).
- To request street name approval for new streets added in a subdivision, please use the [Street Name Request Form](#).