



STREET NAMING AND ADDRESSING PLAN APPLICATION

Public Services Department – Planning Division
408 N. Spokane St. Post Falls, ID 83854
208.773.8708 Fax: 208.773.2505

STAFF USE ONLY

Date Submitted: _____ Received by: _____ Fee paid: _____ Permit # _____ Project# _____

PART 1 – REQUIRED MATERIAL

****THE APPLICATION WILL NOT BE ACCEPTED IF THE REQUIRED MATERIALS ARE NOT PROVIDED****

Accurate and consistent addressing and street naming are required for the efficient delivery of many services, including E911 and Postal Service. The purposed of the requested plan is to review and clarify potential issues prior to the issuance of building permits. Issues may include the duplication of street names, the correct addressing of corner lots, and commercial addressing on frontage arterials with access to parking lots via side street entrances, and multiple access points for multi-unit buildings. Confusing access may require the naming of a private street or alleyways, etc.

(For additional information please see the City of Post Falls Municipal Code section 12.24 – Street Naming and Addressing and the City of Post Falls Resolution 2008-36- Addressing Guidelines).

1. In order to assign an address, a digital overview (CAD and PDF) of the proposal shall be submitted along with the construction plans in accordance with P.F.M.C Section 12.24 – Street Naming and Addressing and Resolution No. 2008-36 – Property Addressing Guidelines.
2. The submittal shall include the subdivision plan or site plan layout with north arrow, scale, project title and legal description. The plans shall identify information regarding the following:
 - Parcel numbers and location
 - Lot and block info (i.e. legal description)
 - Structures, indicating addressing pattern for units
 - Streets, centerlines, alleys and driveways
 - On-site parking and circulation
 - Location of public or private street signs
 - Location of other directional signs (such as multiple address numbers accessed from a common drive)
 - Primary vehicular and pedestrian access ways to the property and individual buildings
 - Access points onto streets, especially for clarification on corner lots
 - Right-of-way, property lines and easements
 - Location of loading spaces, if applicable
 - Proposed street names (see Kootenai County Road Name List for avoiding duplication)
 - Existing structures and address

PART 2 – APPLICATION INFORMATION

PROPERTY OWNER:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	FAX:	EMAIL:
SIGNATURE:		DATE:
APPLICANT STATUS:	OWNER:	AGENT:
CONTRACT BUYER:	ENGINEER:	PLANNER:
	OTHER:	
APPLICANT NAME:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	FAX:	EMAIL:
SIGNATURE:		DATE:

PROPOSED PROJECT NAME:
GENERAL LOCATION OR ADDRESS IF AVAILABLE:
LEGAL DESCRIPTION (ATTACH OR DESCRIBE:
DESCRIPTION OF PROJECT:

PART 3 – APPLICANT SIGNATURE(S)

REVIEW PROCESS INFORMATION:

A Street Naming and Addressing Plan Application must be provided concurrently with, but as a separate application package from, the submittal of construction plans for new projects such as subdivisions, PUDs or developments requiring approval through the Site Plan Review process.

The applicant shall prepare the addressing scheme in compliance with P.F.M.C. Section 12.24 and Resolution 2008-36; in order the reviewing entities to determine if can be approved as presented or requiring changes to meet adopted standards.

The City of Post Falls Community Development and GIS Departments will review the material in a coordinated effort with the Post Falls Post Office and Kootenai County Planning and GIS Departments.

New street names shall be assigned upon approval by Kootenai County and the City of Post Falls.

The location and type of postal receptacles, and access is determined by the Post Falls Post Office.

Dated this _____ day of _____, 20 _____.

Signature (s): _____

PART 4 – STAFF USE

Plans checked by: _____ **Date:** _____

Sufficient/accurate information provided in order to process request: Yes _____ No _____