

## SECTION 112 SUITE/UNIT NUMBER ASSIGNMENT

**112.1 Scope.** The provisions of this section shall serve as the regulations for the assignment of suite and unit numbers on all multi-occupancy buildings within the City of Tempe.

**112.2 Intent.** The purpose of this section is to establish a consistent method for the assignment of suite and unit numbers. These requirements are intended to aid fire fighters and other emergency responders, provide for efficient access to property records and information, ensure conformance to the standards of the U. S. Postal Service, and our utility companies.

**112.3 General address assignments.** The Community Development Department is responsible for the assignment of addresses, and building identification letters. New developments will be initially processed under the address assigned for each undeveloped parcel. The Development Services Division will subsequently assign the final address or addresses while the project plans are under review.

The Development Services Division is responsible for the assignment of the individual suite/unit numbers.

Once assigned, all building addresses and suite/unit numbers shall be forwarded by the Community Development Department to the U.S. Postal Service, Tempe Police Department and Fire Departments, and all utility companies.

The actual size, color, and field placement of addresses, suite, and unit numbers shall be as specified in the zoning and development code.

**112.4 Suite number assignments.** All unit spaces within multi-occupant buildings will be assigned individual suite/unit numbers. Separate street addresses shall not be assigned to multiple tenants in a single building.

In order to initiate this process the project must submit a separate site plan including the building layouts to the Community Development Department for suite/unit number assignment. This submittal shall consist of two (2) copies of a properly scaled site plan at least 24" x 36" in size, depicting the site, building layouts, parking lots, building orientations, driveway locations, building exits, elevators, lobbies, and corridors. Proposed tenant layout plans may also be submitted with the required site plan to assist in the proper assignment of suite numbers.

All suite/unit numbers shall be assigned prior to permit issuance for any tenant improvements.

**112.4.1 Tenant space layout.** Retail and office buildings will be assigned a separate suite number for each 20-foot increment of space along the length of the building. Buildings that have tenant entrances on 2 or more sides will be assigned suite numbers on the entry sides of the building for each 20 foot increment of space. Reference lines will be drawn on the plan in to represent the 20 foot spacing. The reference lines shall determine the suite number a tenant improvement may use based on its proposed location within the building.

**Exceptions:**

1. Mixed use buildings such as office/warehouse and similar mixed uses may be divided into increments of up to 40 feet.
2. Apartments, condominiums, and hotels/motels will be assigned a unit number for each unit.
3. Townhouses without the availability of individual addresses will be assigned a unit number for each unit.

The suite numbers assigned to these spaces represent the possible number of spaces that the building may be divided into and are not meant to represent the actual tenant space layouts.

If a proposed tenant improvement encompasses multiple spaces, the tenant may choose any suite number within the range of suite numbers that the space will occupy.

When a proposed tenant improvement that encompasses multiple spaces splits a space, the higher suite/unit number within the range may not be used by the tenant.

**112.4.2 Numbering.** Suite/unit numbers are assigned as three (3) digit numbers. The first digit in the suite number will represent the floor level of the suite/unit.

**Exception:** Four digit suite/unit numbers will be used for floors above the 9<sup>th</sup> floor, and for multifamily residential condominiums and apartments.

Duplicate unit numbers will not be used within multifamily projects, even if the project has more than one address or street entry. Projects containing multiple street addresses (areas) and containing a letter designation for each building will have unit numbers assigned sequentially throughout the project. When numbering sequentially from one area to another, each new area will commence its numbering with the next 100 series left off from the previous area.

**112.4.2.1 Exterior tenant entrances.** For buildings with exterior tenant entrances, the suite numbering will commence from the left front of the building, as viewed from the street used in the building address, beginning with 101 and continuing clockwise sequentially to the right.

**Exceptions:**

1. Buildings with main entrances which do not face the address street will be assigned numbers from the left side of the building entrance clockwise sequentially to the right.
2. Building orientation on the lot may necessitate a front to back suite numbering.

**112.4.2.2 Basements.** Basement suite/unit numbers shall be preceded with the letter b.

**112.4.3 Interior tenant entrances.** For buildings with interior entrances only, from the street used in the building address, the suite/unit numbering starts with 101 on the left side after going through the main entrance to access the suite/unit spaces and continues clockwise around the corridor.

When buildings have multiple floors, the first suite shall start with '01 numbers, such as 201, and 301, applicable to each floor level and shall start in the same general location as required for the first suite (101) on the ground floor then continue clockwise sequentially around the corridor.

**Exception:** Tenant spaces that occupy a complete floor level may be assigned

the '00 number, such as 200 and 300, applicable to that floor level, provided that at such time as the floor is occupied by two or more tenant spaces the numbers shall be reassigned to '01 numbering.

For multiple floors, the suite numbering begins with the first suite on the left after exiting the elevator or main entry stairway for buildings with no elevator, and continuing clockwise around the corridor.

**112.4.4 Atypical buildings and projects.** Buildings and projects that cannot readily conform to these standards shall be reviewed on a case by case basis by a multi-disciplinary team made up an authorized member of the Police Department, Fire Department, Community Development Department, and the U.S. Postal Service. Decisions rendered by this team may only be altered by the approval of all of the team members.

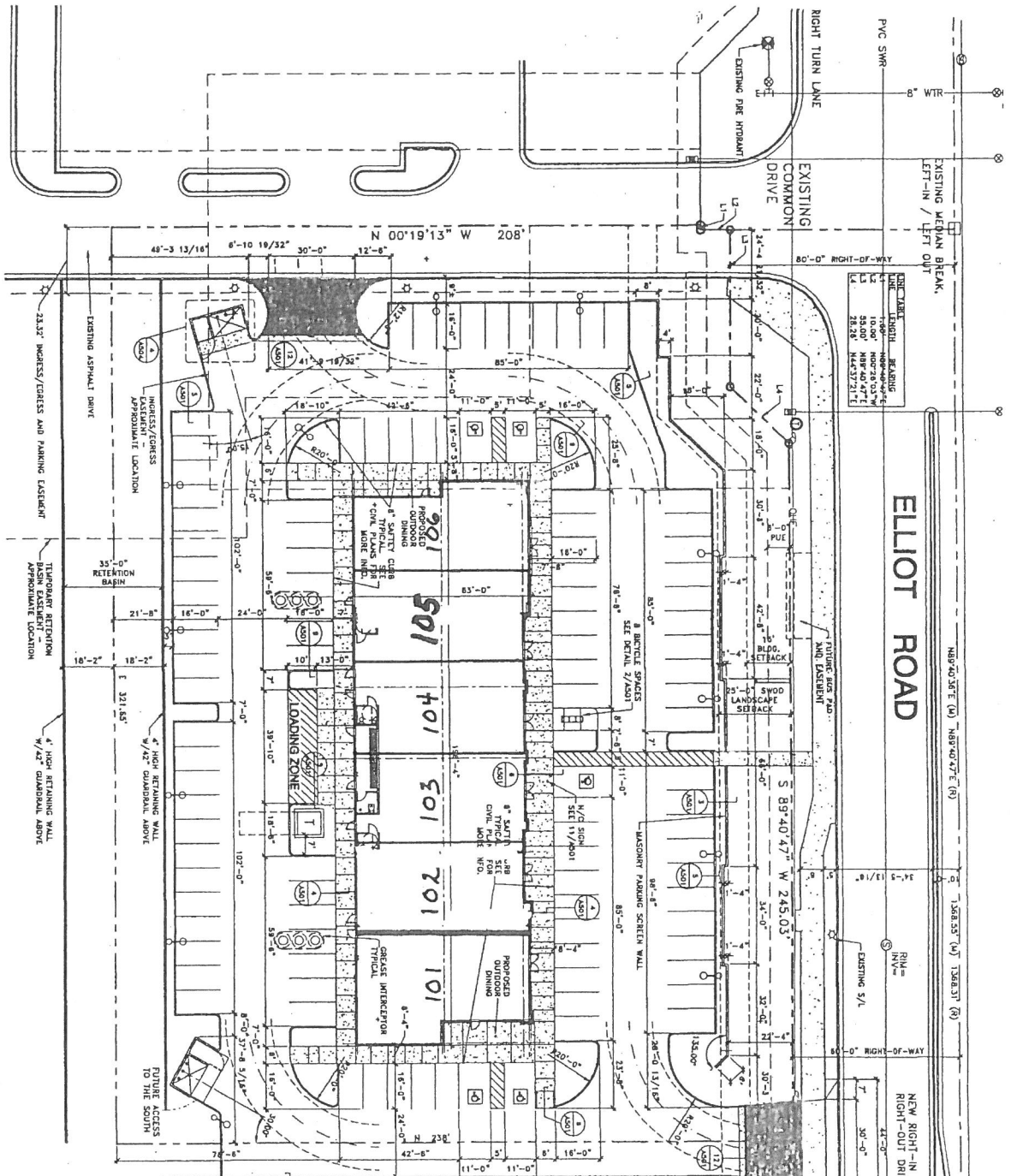
**112.4.5 Existing buildings.** Buildings not in conformity with the current suiting policy may continue to utilize existing suite numbering until such time that the building is:

1. At or below a 50% vacancy rate; and
2. When a tenant improvement is proposed

All suites with tenant improvements after the building is at or below 50% vacancy rate will use the new suite numbers. The existing occupied suites will have twelve (12) months to conform to the newly assigned suite numbers. If a conflict in suite numbering exists as a result of re-suiting to the current policy, the building official or designee shall implement a suite numbering plan for the building which shall, as practicable, bring all suites into substantial compliance.







LINE	LENGTH	BEARING
1	35.00	N89°40'47" E
2	28.28	N44°37'21" E

# ELLIOT ROAD

**SITE PLAN**  
SCALE: 1" = 30'-0"



**City of Tempe**  
**Suite Assignment**

Name of Project: **ELLIOT RD. RETAIL CENTER**  
Address: **675 W. ELLIOT RD**  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

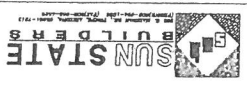
Suite Numbers:  New  Reassigned  
**101 - 106**

Copy to Applicant  Entered in Permits +  
 Added to Suite Book  Sent to Engineering  
PB/SLB Date: 10/9/03  
Copy to Bobbi Fa Scanning

**UNDERGROUND UTILITIES:**  
GREASE INTERCEPTORS ARE REQUIRED FOR ALL RESTAURANT TENANTS. FINAL CAPACITY, QUANTITY AND LOCATIONS TO BE DETERMINED.  
DUAL SEWER LINES MAY BE REQUIRED FOR DOMESTIC AND FOOD SERVICE WASTE.  
RESTAURANT TENANTS WILL REQUIRE INDIVIDUAL WATER METERS. SIZE AND LOCATION TO BE DETERMINED.

EXISTING MEDIAN BREAK - LEFT TURN TO FAR SIDE - NO ACCESS TO THIS SITE

DATE: 11/15/11  
 DRAWN BY: [unclear]  
 CHECKED BY: [unclear]  
 PROJECT NO.: [unclear]

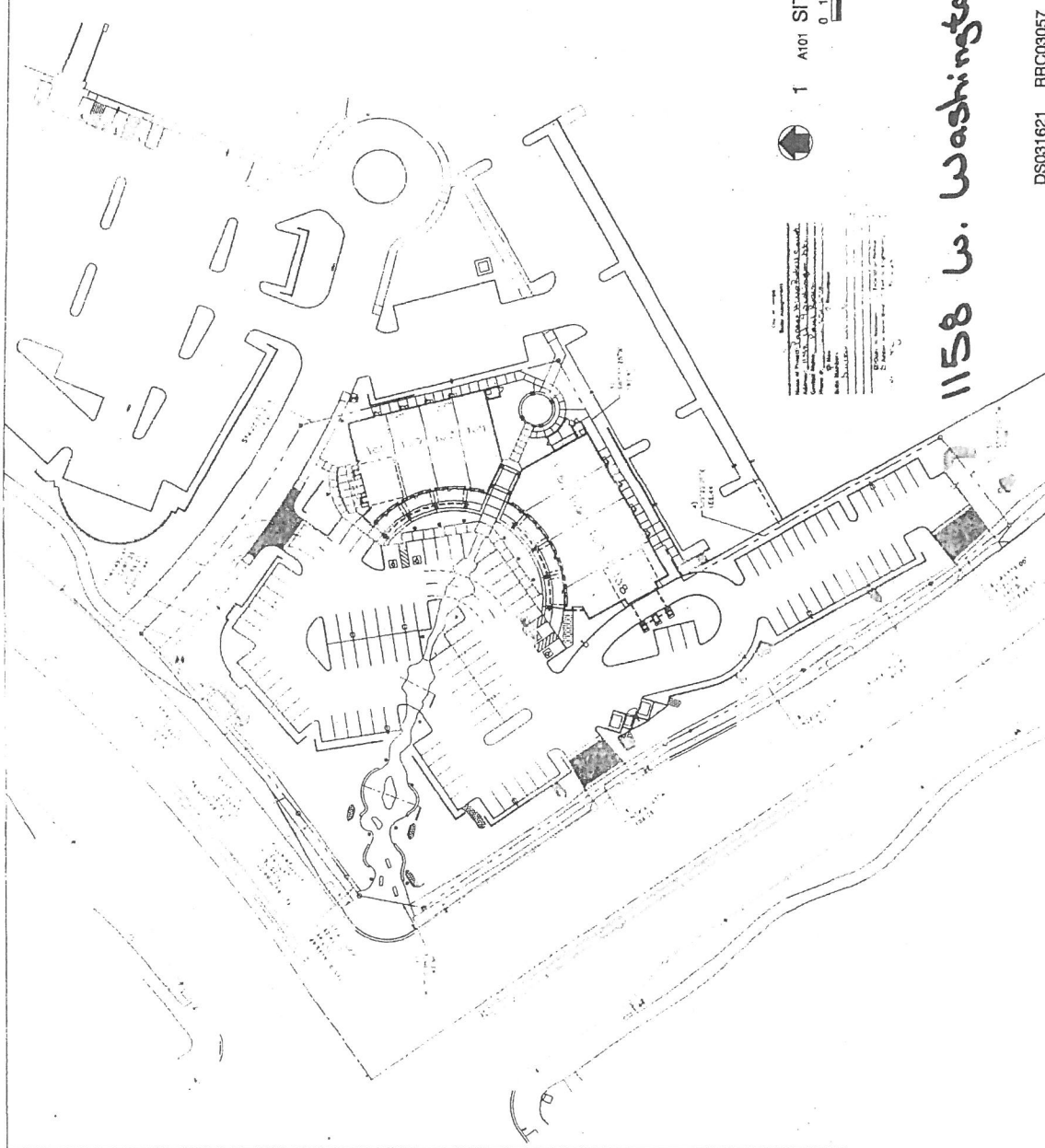


**PROJECT DATA**  
 ZONING: L-1 RPD (CASE NO. SPD-98.22)  
 OCCUPANCY TYPE: A2.1  
 CONSTRUCTION TYPE: 1-HR. A-FES, W/ SECTION  
 SUBSTITUTION FOR ONE-HOUR-RATED  
 WALLS: 2-SIDES, 24"ES  
 SITE AREA: 86,198 SF (2,208 AC)  
 GROSS: 86,198 SF (2,208 AC)  
 NET: 86,198 SF (2,208 AC)  
 LANDSCAPE: +54,000 SF  
 37.4% OF SITE

BUILDING "FLOOR AREA": 11,391 SF  
 BUILDING "NET RENTABLE AREA": 12,119 SF  
 OUTSIDE DINING PATIO: 2,300 SF  
 BUILDING USE: OCCUPANCY TYPE "A2.1"  
 RESTAURANT  
 ASSUMES 1/3 F.A. AS KITCHEN @ 1:200 = 19  
 OCCUPANTS  
 ASSUMES 2/3 F.A. AS DINING @ 1:115 = 509  
 OCCUPANTS

MAX OCCUPANT LOAD: 528 OCCUPANTS  
 PARKING PROVIDED:  
 RESTAURANT  
 11,391 / 75 = 152 SPACES  
 OUTDOOR PATIO  
 2,300 / 150 = 16 SPACES  
 TOTAL PARKING PROVIDED = 168 SPACES  
 PARKING PROVIDED:  
 109 INCLUDING 5 H/A SPACES  
 (VARIANCE TO REDUCE TO 109 PER  
 SPD-2003.104)

BIKE SPACES REQUIRED:  
 RESTAURANT = 11,351 / 1000 = 11.35  
 OUTDOOR PATIO = 2,300 / 2000 = 1.15  
 TOTAL BIKES REQUIRED PER ORDINANCE = 13 x  
 2 = 26  
 BIKE SPACES PROVIDED: 13  
 (VARIANCE TO REDUCE TO 13 PER  
 SPD-2003.104)



NO.	REVISION	DATE	BY	CHKD.
1	ISSUED FOR PERMIT	11/15/11	[unclear]	[unclear]
2	REVISED PER CITY COMMENTS	11/15/11	[unclear]	[unclear]
3	REVISED PER CITY COMMENTS	11/15/11	[unclear]	[unclear]
4	REVISED PER CITY COMMENTS	11/15/11	[unclear]	[unclear]
5	REVISED PER CITY COMMENTS	11/15/11	[unclear]	[unclear]
6	REVISED PER CITY COMMENTS	11/15/11	[unclear]	[unclear]
7	REVISED PER CITY COMMENTS	11/15/11	[unclear]	[unclear]
8	REVISED PER CITY COMMENTS	11/15/11	[unclear]	[unclear]
9	REVISED PER CITY COMMENTS	11/15/11	[unclear]	[unclear]
10	REVISED PER CITY COMMENTS	11/15/11	[unclear]	[unclear]

1 A101 SITE PLAN 1"=30'  
 0 15' 30' 60' 90' 120'

DS031621 RRC03057 SPD-2003.104  
 PAPAGO HILLS  
 RETAIL COURT  
 1158 WEST WASHINGTON STREET (PROCESSING)  
 SITE PLAN

A101  
 11/15/11



1158 W. Washington St.  
 -SUBMITTED FOR SUITING PURPOSES-

DS031621 RRC03057 SPD-2003.104





724 West 4th Street  
Tempe, Arizona  
85281  
(480) 237-3700  
www.cawleyarchitects.com



PRIEST ROAD  
DEVELOPMENT  
CONDOMINIUMS

8100 & 8164  
S. PRIEST DR.

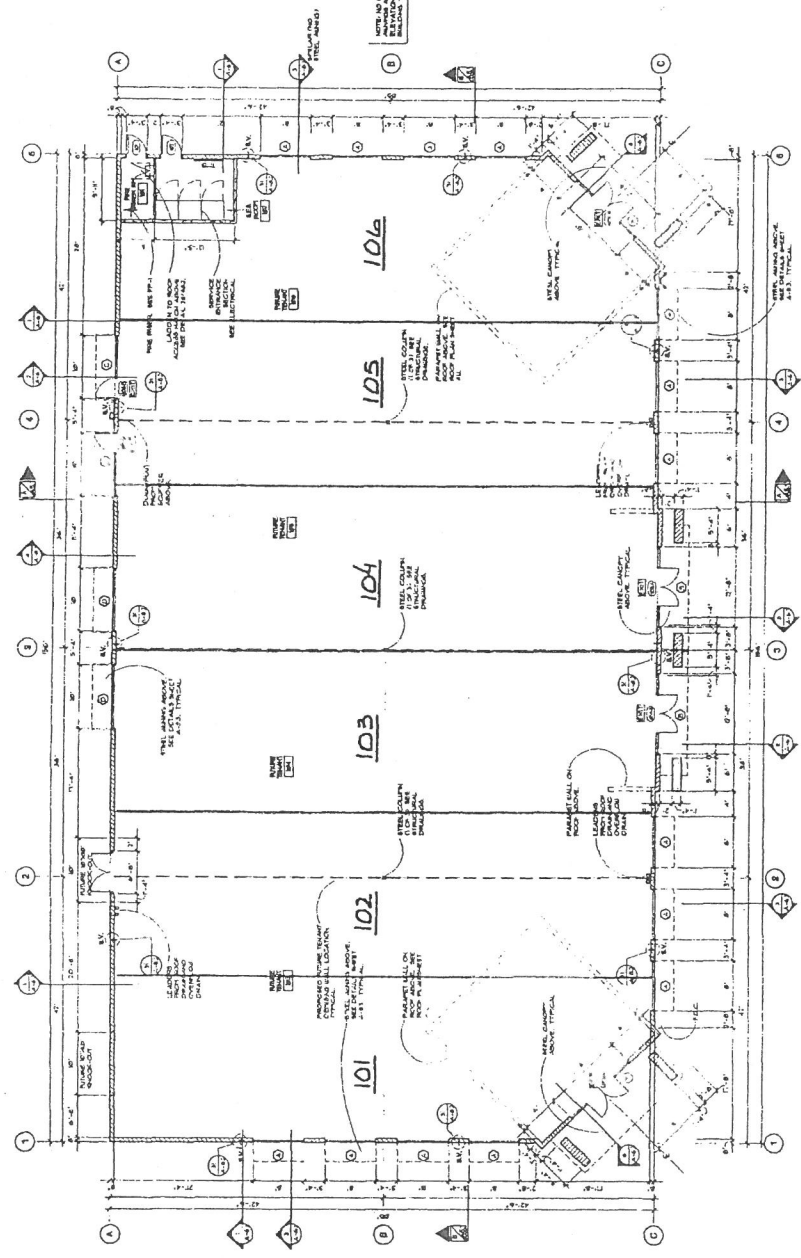
TEMPE  
AZ, 85284

1/28/08

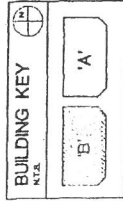


DEMON FIELD  
740 N. LOWRY BL.  
PHOENIX, ARIZONA  
(480) 946-4001

A-2.2  
of 15



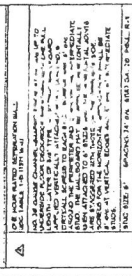
**FLOOR PLAN 'B'**  
BUILDING 'B'  
VF 11.1.1  
(10,023 S.F.)



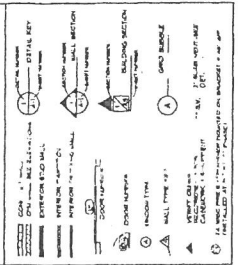
**GENERAL NOTES**

1. CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND LOCATIONS OF ALL EXISTING AND PROPOSED STRUCTURE AND UTILITIES PRIOR TO CONSTRUCTION.
2. EXISTING AS NOTED IN THE EXHIBITS ARE TO BE MAINTAINED UNLESS OTHERWISE NOTED TO THE CONTRARY.
3. REFER TO MECHANICAL, ELECTRICAL, AND PLUMBING AND OTHER TRADES DRAWINGS FOR ALL MECHANICAL, ELECTRICAL, AND PLUMBING WORK TO BE INSTALLED IN CONNECTION WITH THIS PROJECT.
4. WORK SHALL BE ACCORDING TO THE LATEST EDITIONS OF THE INTERNATIONAL BUILDING CODES AND ALL APPLICABLE LOCAL ORDINANCES.
5. ALL EXTERIOR FINISHES SHALL BE ACCORDING TO THE LATEST EDITIONS OF THE INTERNATIONAL BUILDING CODES AND ALL APPLICABLE LOCAL ORDINANCES.

**PARTITION KEY**



**DRAWING LEGEND**



City of Tempe  
Suite Assignment

Project Name: PRIEST DR. DEV.  
Address: 8100 S. PRIEST DR.  
Contract Name: \_\_\_\_\_  
One #: 4 New  Reassigned   
Suite Numbers: 101-106

Copy to Applicant  Entered in Permits+  
 Added to Suite Book  Sent to Engineering  
Initials: PL Date: 11 FEB 08

THE ARCHITECTURAL DRAWINGS AND ALL INSTRUMENTS OF SERVICE PROVIDED BY CAWLEY ARCHITECTS TO A CONTRACTOR IN CONNECTION WITH A PERMIT/RENEWAL OF PERMIT APPLICATION, SHALL BE CONSIDERED AS NOT BEING A CONTRACT. THE CONTRACTOR SHALL BE RESPONSIBLE TO VERIFY THE ACCURACY OF ALL INFORMATION AND TO OBTAIN NECESSARY PERMITS AND TO BE RESPONSIBLE TO THE CITY OF TEMPE FOR THE CORRECTNESS OF THE INFORMATION AND THESE DOCUMENTS.