

March 21, 2024

City of Carmel-by-the-Sea
PO Box CC
Carmel by the Sea, CA 93921

Dear Emily Garay,

I am writing to you as the Address Management System Manager for California 3, in response to implementing proper street addressing for the City of Carmel-by-the-Sea.

Addressing Conventions below will entail what a proper address requires.

Definitions

For the purposes of these instructions, the following are definitions:

F. City-Style Addressing

The address convention using the building number and street name format, (*i.e.*, 456 CENTER ST).

I. Building

A building is a house, residence, dwelling, store, business or other structure used for a residential, commercial or public purpose which fronts upon or has access to a street.

J. Lot

A lot is designated parcel, tract, or area of land which either is now or will be used, developed, or built upon as a unit.

K. Primary Address Number

The primary address number is the numeric or alphanumeric component of an address that precedes the street name.

L. Secondary Address Number

The secondary address number is the numeric or alphanumeric component of an address which describes an apartment, room, suite, or other secondary addressing unit, that is part of the location of the primary address.

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5. Avoid the assignment of a primary street name which is also used as an AMS suffix or directional (e.g., COURT ST, or SOUTHEAST

6. Use individually addressed primary numbers whenever possible for multi-unit structures (e.g., 101 MAIN ST, 103 MAIN ST, 105 MAIN ST, rather than 101 MAIN ST APT A, 101 MAIN ST APT B, 101 MAIN ST APT C).

7. Avoid sound-alike street names (e.g., BEACH and BEECH, MAIN and MAINE, FLOWER and FLOUR).

8. Avoid street names longer than 15 characters (including the postal abbreviated suffix). Abbreviations of such names may produce inadvertent duplicates.

9. Avoid primary street numbers longer than six characters.

10. Avoid special characters in street names (e.g., hyphens, apostrophes, periods, decimals).

11. Avoid fractional addresses (e.g., 101 1/2 MAIN ST).

12. Avoid non-specific addresses, such as a corner location address (e.g., PICO and 33RD). Always choose a specific address (e.g., 123 PICO BLVD).

13. Avoid alphanumeric primary or secondary address numbers (e.g., E101 MAIN ST or 234 CENTER ST APT 101C).

14. Avoid hyphenated primary or secondary address numbers (e.g., 41-656 BELL ST).

15. Avoid the use of significant leading zeros in primary and secondary numbers (e.g., 0145 MAIN ST or 234 CENTER ST APT 012).

16. Maintain addressing continuity throughout the municipality.

17. Maintain addressing continuity from municipality to municipality wherever possible.

VIII. Addressing Guidelines

A. City-Style Addressing

1. The logical/grammatical order of address elements is: street number, pre-directional, primary street name, suffix, post-directional, and secondary number, if any (e.g., 100 W MAIN ST SE APT 201).

2. Official street numbers should proceed from a logical point of origin and should be in proper numerical sequence in relation to other lots with frontage on the same street.

3. Assign odd numbers to properties on one side of the street and even numbers to properties on the other side of the street. Numbers should provide sufficient flexibility to accommodate the maximum density permitted by zoning regulations.

4. Each street should have one correct name. Avoid the use of directionals or suffixes to distinguish separate, noncontinuous streets (e.g., PALM CT, PALM AVE, PALM ST, N PALM CT).

I hope that this may be of guidance.

Sincerely,

Denise Moreno
Address Management Systems Manager
California 3

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