

**DSC INFORMATION NOTICE #31**  
**April 26, 1994**

**TOPIC:** Complete Addresses, Geographic Parcel Identification Number (GPIN) and Equivalent Residential Unit (ERU) - Residential Condominium Site Plans

**BACK**

**GROUND:** Residential condominium projects are review under the Site Plan Ordinance. The equivalent residential unit (ERU) calculations for storm water management fees and geographical parcel identification numbers (GPIN) are standard information requirements provided on the site plan for the property. The building address is usually assigned by the Planning staff before the site plan is picked up from the Development Services Center (DSC). The developer/builder is responsible for the assignment of the individual unit or suite numbers.

The storm water management billing files are established when the building permit is issued. The files use GPINs and address as identifiers. In the case of condominiums, the unit numbers are not known at the time of permit issuance, therefore, the GPINs cannot be assigned and the storm water utility billing files cannot be created.

**ITEM #1:** Residential condominium site plans must have the following information provided on the site plan in table form **before the site plan can be released:** building street address, individual unit addresses, GPIN for each unit and ERU for each unit.

**ITEM #2:** Example of information table for a condominium site showing two (2) buildings using different unit numbering schemes.

BUILDING ADDRESS	UNIT NUMBER	GPIN	ERU/UNIT *
2300	101	1477-34-6747-0001	.9
	102	1477-34-6747-0002	.9
	201	1477-34-6747-0003	.9
	202	1477-34-6747-0004	.9
2304	A	1477-34-6747-0005	.9
	B	1477-34-6747-0006	.9
	C	1477-34-6747-0007	.9
	D	1477-34-6747-0008	.9

\* ERU/Unit calculation:

ERU for entire parcel = 7.3

$7.3 \div 8(\text{total units}) = .9 \text{ ERU/UNIT (rounded to nearest tenth)}$

**ITEM #3:** *Building address may be obtained in the Planning Department (Room 115) prior to the submittal of the site plan. The individual unit numbering should follow a logical numbering scheme and is the responsibility of the developer/builder. Approved private street names (when needed) must be shown on the site plan before the addresses will be issued.*

*If a site plan has been released from the DSC and a building permit has not been issued, the consultant/developer should provide the individual unit numbering scheme to Public Works, Permits and Inspections when requesting a building permit.*

**EFFECTIVE**

**DATE:** *Immediately - If a site plan is approved and waiting to be released, the consultant/developer should provide the individual unit numbering scheme and GPINs to the DSC before the plan is released. In the future, site plans for residential condominiums will not be released without the address/GPIN/ERU table.*

**CONTACTS:**

*Building Street Address:*

*Debbie Parlamento - Planning ..... 427-4621*

*Public Works/Mapping & Surveys ..... 427-4844*

*GPIN: Brad Harvey  
Donald Greer*

*Permits & Inspections:*

*Mary Casper ..... 427-4211*