



City of Rancho Cucamonga
Building and Safety Department
10500 Civic Center Dr.
Rancho Cucamonga, Ca. 91730
Tel: 909/477-2710 Fax: 909/477-2711
www.CityofRC.us

ADDRESS REQUEST REQUIREMENTS

1. Addresses for individual residential or commercial buildings, temporary power poles, irrigation pedestals, etc...:

It will take at least **two working days** for the address to be assigned. A complete address submittal must be made before addressing can commence.

The address request submittal must include the following:

- The completed address request form with the appropriate information entered.
- A site map (drawn to scale*) that clearly shows the location of the building or item to be addressed as well as the addresses of any surrounding structures.
- The distance in linear feet to the center line of the nearest cross street.
- Tract Number or Parcel Map Number.

2. Addresses for Parcel Map or Final Map (Tract):

A. Prior to assigning the addresses for the individual lots and parcels, the parcel or tract map shall be ready to be **RECORDED**.

B. The assigned addresses will take approximately **two weeks** to complete after the complete address request submittal is received.

C. The address request submittal must include the following:

- The completed address request form with the appropriate information entered.
- A copy of the street name assignment letter issued by Planning.
- The distance in linear feet to the center line of the nearest cross street for the project boundaries.
- Tract Number or Parcel Map number, including the phase number or "F" for the final phase of the Final or Parcel map.

D. The applicant will be asked to review and approve addresses prior to finalization by the City.

*Note: if the site map is submitted electronically (in a .pdf format) it shall be formatted to fit ledger size paper (11" x 17" format) and shall print to scale. All lettering shall print out to a 10 point font (1/10" min) and any colors printable in greyscale.

If you have any questions, please contact: **Jennifer Quan (909) 477-2710 ext. 4224** or **Matthew Addington (909) 477-2710 ext. 4202**