



## REQUEST FOR NEW ADDRESS

Requested by: \_\_\_\_\_

Are you the owner?  Yes  No If not, explain role: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Email Address:** \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

Owner Name \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Email Address:** \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

Please describe what (an electrical meter, new building, tract homes, suite numbers, and building for a commercial project needs to be addressed:

\_\_\_\_\_  
\_\_\_\_\_

### ADDRESSES FOR INDIVIDUAL ITEMS (RESIDENTIAL OR COMMERCIAL)

It will take at least *two (2) working days* for addresses to be assigned.

APN #: \_\_\_\_\_

Tract Map # or Parcel Map# \_\_\_\_\_

Please provide a site map clearly indicating: property lines, building or lot numbers, a north arrow, distances to center lines of major nearby streets, and known nearby addresses.

### ADDRESSES FOR A PARCEL MAP OR TRACT MAP

*Parcel maps and tract maps must be ready to be recorded* before we can assign new addresses for individual lots and parcels. It will take at least *two (2) weeks* for addresses to be assigned.

APN #: \_\_\_\_\_

Tract Map # or Parcel Map# \_\_\_\_\_

Please provide a printed site plan at *1" = 40'*, *1" = 50'*, *1" = 60'*, *1" = 80'*, or *1" = 100'* scale. This should clearly indicate property lines, buildings or lot numbers, a north arrow, distances to center of lines of major nearby streets, and known addresses.

Printed copy of site map at \_\_\_\_\_ Scale.



## ADDRESS REQUEST REQUIREMENTS

1. Addresses for individual residential or commercial buildings, suite numbers\*, 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.

A. 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.

\*Suite or unit numbers must be **assigned and approved** by the **Building & Safety Service Department**.

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**, [jennifer.quan@cityofrc.us](mailto:jennifer.quan@cityofrc.us) 909.774.4224 or **Ricardo Jacquez**, [ricardo.jacquez@cityofrc.us](mailto:ricardo.jacquez@cityofrc.us) 909.774.4226.