



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, 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.