



REQUEST FOR NEW ADDRESS

REQUESTER'S INFORMATION

Name: _____

Are you the owner? Yes No If not, explain your role.: _____

Mailing Address: _____

Email Address: _____

Cell Phone No.: _____ Work or Home Phone No.: _____

OWNER'S INFORMATION

Name: _____

Mailing Address: _____

Email Address: _____

Cell Phone No.: _____ Work or Home Phone No.: _____

Please describe the reason for an address. For example, an electrical meter, tract homes, an ADU, suite numbers, custom SFR or a commercial/industrial building.

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.guan@cityofrc.us 909.774.4224 or **Ricardo Jacquez**, ricardo.jacquez@cityofrc.us 909.774.4226.