



REQUEST FOR NEW ADDRESS

REQUESTER'S INFORMATION

PERMIT #: _____ DATE: _____

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.: _____

**** REQUIRED: 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 *(5) working days* for addresses to be assigned.

APN #: _____

Tract Map # or Parcel Map# _____

Please provide an areal view of the location of the item or structure to be addressed. Clearly show the neighboring addresses (a google maps birds eye view is acceptable).

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 *(2) weeks* for addresses to be assigned.

APN #: _____

Tract Map # or Parcel Map# _____



ADDRESS REQUEST REQUIREMENTS

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

It will take at least **(5) working days** for the address to be assigned once the form and required documents have been received.

A. The address request submittal must include the following:

- An areal view of the location of the item or structure to be addressed. Clearly show the neighboring addresses (a google maps birds eye view is acceptable). *See page 3 for example*
- The completed address request form with the appropriate information entered.
- The distance in linear feet to the center line of the nearest cross street.

*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.

OFFICE USE ONLY:

■ GIS MAP UPDATED

■ RECORD UPDATED

Please email the completed application to edrnotification@cityofrc.us. *If you have any questions, please email us.*



ADDRESS REQUIREMENTS: EXAMPLE AREAL VIEW

Reference areal view from page 2:

