



# PLANNING DEPARTMENT

## REQUEST FOR ADDRESS ASSIGNMENT/CHANGE OF ADDRESS

(IN CONJUNCTION WITH FIRE SPECIFICATION NO. 409)

Date: \_\_\_\_\_

TYPE OF REQUEST/TO DEPT	FEE	SUBMITTAL REQUIREMENTS	Attached ?
<p style="text-align: center;"><b><u>Single Tenant Assignment</u></b></p> <input type="checkbox"/> NEW ADDRESS ASSIGNMENT <input type="checkbox"/> CHANGE OF ADDRESS	\$ 255	<ul style="list-style-type: none"> <li>New Address Assignment: One (1) reduced (8½"x 11") site plan.</li> <li>A reduced floor plan is required for all requests that involve multiple units</li> <li>Property owner signature or letter of authorization.</li> </ul>	<input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>
<p style="text-align: center;"><b><u>Tracts And Major Developments</u></b></p> <input type="checkbox"/> NEW ADDRESS ASSIGNMENT	\$ 1004	<ul style="list-style-type: none"> <li>New Address Assignment: Four (4) full-sized site plans one (1) reduced (8½"x 11") site plan</li> <li>Digital submittal per specifications on reverse</li> <li>A reduced floor plan is required for all requests that involve multiple units</li> <li>Property owner signature or letter of authorization.</li> </ul>	<input type="checkbox"/>   <input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/>
<input type="checkbox"/> METER ASSIGNMENT	\$ 114	<ul style="list-style-type: none"> <li>One (1) reduced (8½"x 11") site plan</li> <li>Property owner signature or letter of authorization.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>

Applicant Name	Property Owner
<input type="checkbox"/> Applicant has notified all tenants of address change request?	
Address	Address
Telephone Number	Telephone Number
Email Address	Email Address
Legal Description	Assessor Parcel Number (s) (APN):
Tract:                      Lot(s) :	
Property Address/Location	

Reason For Request: \_\_\_\_\_

\_\_\_\_\_

**I understand that this request may require installation of new mail receptacles and/or new Certificates of Occupancies for all properties affected by this address change/assignment.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Official Use Only			
Application No. _____	Received By: _____	DM _____ RD _____	Date Received _____
Gen Plan _____	Zoning _____	Flood Zone _____	Panel # _____
<input type="checkbox"/> Approved <input type="checkbox"/> Denied By: _____			Date: _____

Distribution:

Fire Dept, Darin Maresh
Information Services, Leslie Edwards
Police Dept, Marilu Canas

# Digital Submittal Requirements

## ***Design Specifications:***

- Shall be full size and in compliance with coordinate system
  - Project: Lambert
  - Datum: NAD83
  - Units: Feet
  - Spheroid
  - GRS1980
  - Parameters:
    - 1<sup>st</sup> standard parallel 32 47 0.000
    - 2<sup>nd</sup> standard parallel 33 53 0.000
    - central meridian -116 15 0.000
    - latitude of projection's origin 32 10 0.000
    - false easting (meters) 2000000.00000
    - false northing (meters) 500000.00000
- Shall be in accordance with the County of Orange Ordinance #3809
- Submit a separate drawing file for each individual sheet
- Shall be in compliance with the Huntington Beach Standard Sheets, drawing names, pens color, and layering convention. Please contact the Public Works Engineering Division at (714) 375-8444 if you have any questions regarding Huntington Beach Standard Sheets.

## ***File Format and Media Specifications:***

- Shall be in compliance with one of the following file formats (AutoCAD DWG format preferred):
  - AutoCAD (version 2000 release 4) drawing file -.DWG
  - Drawing Interchange File - .DXF
- Shall be in compliance with one of the following media types in DOS format:
  - 3.5" floppy diskettes
  - CD