



# 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<br><input type="checkbox"/> CHANGE OF ADDRESS | \$ 253 | <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"/><br><br><br><input type="checkbox"/><br><br><br><input type="checkbox"/>                         |
| <p style="text-align: center;"><b><u>Tracts And Major Developments</u></b></p> <input type="checkbox"/> NEW ADDRESS ASSIGNMENT  | \$ 882 | <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"/><br><br><br><input type="checkbox"/><br><input type="checkbox"/><br><br><input type="checkbox"/> |
| <input type="checkbox"/> METER ASSIGNMENT   | \$ 115 | <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"/><br><input type="checkbox"/>   |

|                                      |                                   |
|--------------------------------------|-----------------------------------|
| Applicant Name                       | Property Owner                    |
| 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, Lee Caldwell
Information Services, Joe Mangiameli
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.

## ***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