



PLANNING AND BUILDING DEPARTMENT

714-536-5271

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><u>Single Tenant Assignment</u></p> <p><input type="checkbox"/> NEW ADDRESS ASSIGNMENT</p> <p><input type="checkbox"/> CHANGE OF ADDRESS</p>	\$ 255	<ul style="list-style-type: none"> • New Address Assignment: One (1) reduced (8½"x 11") site plan. • A reduced floor plan is required for all requests that involve multiple units • Property owner signature or letter of authorization. 	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p><u>Tracts And Major Developments</u></p> <p><input type="checkbox"/> NEW ADDRESS ASSIGNMENT</p>	\$1,256	<ul style="list-style-type: none"> • New Address Assignment: Four (4) full-sized site plans, one (1) reduced (8½"x 11") site plan • Digital submittal per specifications on reverse • A reduced floor plan is required for all requests that involve multiple units • Property owner signature or letter of authorization. 	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p><input type="checkbox"/> METER ASSIGNMENT</p>	\$ 135	<ul style="list-style-type: none"> • One (1) reduced (8½"x 11") site plan • Property owner signature or letter of authorization. 	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>

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:
 - 1st standard parallel 32 47 0.000
 - 2nd 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