CITY OF CARLSBAD

Planning, Engineering, and Regulation Department

Phone (575) 885-1185
Fax (575) 628-8379

Receipt Date Stamp

ADDRESS ASSIGNMENT APPLICATION

THIS IS A REQUEST FOR:

- O New Address
- O Address Change
- O Additional Address

USE OF PROPERTY:

- O Single-Family Residence
- O Residential Duplex
- O Multi-Family Residence
- O Commercial Property
- O Industrial Property
- O Other (describe)

NOTE TO APPLICANTS

1. Properties are assigned both a street address, for the purpose of general location, and geodetic coordinates that are used for E 9-1-1 emergency response. Consequently, specific details are required to define the location of the primary structure and access to each property.
2. Addresses will not be assigned to vacant properties, unless they are located in a subdivision and further subdivision is not possible, or unless development is imminent.
3. Addresses are only assigned to property defined as developable under the Carlsbad Code of Ordinances.
4. The address number shall conform to Ordinance No. 2008-08 regarding Chapter 46, Article V, of the Code of Ordinances, City of Carlsbad, concerning posting of address numbers.
5. The Property owner is responsible for installing and maintaining address numbers. An occupancy permit will not be issued unless the address numbers are properly installed.

CHANGE OF ADDRESS: (CHECK REASON FOR CHANGE)

- O Existing address is out of sequence or range.
- O Property is on a corner lot, and primary access is referenced to the wrong street.
- O Existing address is a duplicate of another address or street name.
- O Problems exist receiving emergency or other city services.
- O Other: (Describe on other side of application)

LOCATION OF PROPERTY AND PROPOSED ACCESS:

Universal Parcel Code - UPC (Assigned By Eddy County Assessor): _____

Current Address (If Applicable): _____

Property Location: _____ _____ _____
Subdivision Name Block Lot

REQUIRED DOCUMENTATION:

- O Copy of the recorded plat of the property, if not located in a platted and recorded subdivision.
- O Site plan or sketch which shows the property lines, the footprint of the new building(s), and location of the entrance dimensioned from the property lines along street frontage.

APPLICANT INFORMATION:

Name: _____ Firm: _____

O Property Owner O Developer O Tenant O Architect/Engineer O Contractor O Other : _____

Address: _____ Telephone: _____

_____ Facsimile: _____

_____

OWNER APPROVAL:

Signature of Owner: _____ Telephone: _____

Printed Name: _____

Address: _____

_____

City Review Action: O Not Approved O Address Assigned: _____ Date: _____