Received Date



OWNER APPROVAL:

Printed Name:

CITY OF CARLSBAD

Planning, Engineering, and Regulation Department

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

ADDRESS ASSIGNMENT APPLICATION

NOTE TO APPLICANTS 1. Properties are assigned both a street address, for the purpose of general THIS IS A REQUEST FOR: location, and geodetic coordinates that are used for E 9-1-1 emergency O New Address response. Consequently, specific details are required to define the location of the primary structure and access to each property. O Address Change 2. Addresses will not be assigned to vacant properties, unless they are located in O Additional Address a subdivision and further subdivision is not possible, or unless development is imminent. **USE OF PROPERTY:** 3. Addresses are only assigned to property defined as developable under the Carlsbad Code of Ordinances. O Single-Family Residence 4. The address number shall conform to Ordinance No. 2008-08 regarding O Residential Duplex Chapter 46, Article V, of the Code of Ordinances, City of Carlsbad, concerning O Multi-Family Residence posting of address numbers. 5. The Property owner is responsible for installing and maintaining address O Commercial Property numbers. An occupancy permit will not be issued unless the address numbers O Industrial Property are properly installed. O Other (describe) 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 **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: _____ __________________________Email: _______

Address:

City Action: O Not Approved O Address Assigned:

Date:______ Carlsbad, NM 88220

Signature of Owner: Telephone: