



# CITY OF CARLSBAD

Engineering, Planning, and Regulation Department  
Phone (575) 885-1185  
Fax (575) 628-8379

Received Date

## ADDRESS ASSIGNMENT APPLICATION

### Reason for Address Request:

\_\_\_\_\_

### Location of Property and Proposed Access:

Universal Parcel Code – UPC (Assigned by the County Assessor) \_\_\_\_\_

Current Address (If Applicable) \_\_\_\_\_

Property Location \_\_\_\_\_  
Subdivision Block Lot or Tract

### Required Documentation:

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

### Applicant Information:

Name: \_\_\_\_\_ Firm: \_\_\_\_\_

Property Owner    Developer    Tenant    Architect/Engineer    Contractor    Other: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

### Property Owner Approval:

Signature of Owner: \_\_\_\_\_ Telephone: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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.