



City of Rancho Cucamonga
Building and Safety Department
 10500 Civic Center Dr.
 Rancho Cucamonga, Ca.91730
 T: (909) 477-2710 / F: (909) 477-2711

REQUEST FOR NEW ADDRESSES

Requested By: _____

Are you the Owner? Yes No: If not, explain role:

Mailing Address: _____

Phone/Fax #: _____

Owner Name: _____

Mailing Address: _____

Phone/Fax #: _____

Please describe what (an electrical meter, new building, tract homes, and building for a commercial project needs to be addressed: _____

Addresses for Individual Items (Residential or Commercial)

It will take at least **two working days** for addresses to be assigned.

APN #: _____

Tract Map # or Parcel Map #: _____

Please provide a site map clearly indicating: property lines; building or lot numbers; a north arrow; distances to center lines of major nearby streets; and known nearby addresses.

Addresses for a Parcel Map or Tract Map

Parcel maps and tract maps must be ready to be recorded before we can assign new addresses for individual lots and parcels. It will take at least **two weeks** for addresses to be assigned.

APN #: _____

Tract Map # Or Parcel Map #: _____

Please provide a digital **AutoCAD file** or a printed copy (at 1" = 40', 1" = 50', 1" = 60', 1" = 80', or 1" = 100' scale) of the parcel map or tract map clearly indicating: property lines; building or lot numbers; a north arrow; distances to center lines of major nearby streets; and known nearby addresses.

AutoCAD file of site map Printed copy of site map at _____ scale