

## REQUIREMENTS FOR ASSIGNMENT OF ADDRESSES

The City of Corona Public Works Department requires that all new buildings on your project receive a permanent address assignment through the Land Development Staff. (Utility and meter addresses are assigned by the Inspection Section of Public Works.)

Addresses for new structures can be assigned upon submittal of the precise grading plan to Public Works for plan checking. To facilitate the address assignment, an  $8\frac{1}{2}$ " x 11" project/location exhibit, a copy of the precise grading plan, and letter of request must be submitted to Public Works. This letter needs to contain the contact information for the person requesting the address (phone number and address) and the APN information. This way the address letter will be sent to the correct person and we will be able to contact them in case there are questions or missing information.

If the project is part of a new subdivision, a copy of the index sheet from the map shall be submitted as well. Upon receipt of the request and a correctly formatted map, address assignment will take 2-3 weeks.

The exhibit shall follow the indicated format, contain legible information, and provide the following information:

- 1. 8½ " x 11" sheet size
- 2. North arrow and scale of map shall be shown
- 3. All streets surrounding the project/phase shown shall be clearly identified
- 4. Vicinity Map in one corner
- 5. Each map shall include the entirety of one phase. Other phases shall be shown on their own individual maps
- 6. Lot numbers shall be clearly shown
- 7. Do not include dimensions, parking stalls, or floor plans as this clutters the legibility of the map.
- 8. If request is for meter addresses, show any existing addresses of adjacent lots, and clearly locate the meter to be addressed

Sample maps for buildings on individual lots, Tract Map/Parcel Map, and for Condominium projects are hereby attached for your information. If you have any questions, please call Joanne Lewis at (951) 279-3524.









