



DEPARTMENT OF COMMUNITY DEVELOPMENT

714-536-5271

REQUEST FOR ADDRESS ASSIGNMENT /CHANGE OF ADDRESS

(IN CONJUNCTION WITH FIRE SPECIFICATION NO. 409)

ONLINE SUBMITTAL RECOMMENDED THROUGH HB ACA PORTAL

Date: _____

TYPE OF REQUEST/TO DEPT	FEE	SUBMITTAL REQUIREMENTS	Attached?
<u>Single Tenant Assignment</u> <input type="checkbox"/> NEW ADDRESS ASSIGNMENT <input type="checkbox"/> CHANGE OF ADDRESS	\$ 465	<ul style="list-style-type: none"> New Address Assignment: One (1) reduced (8½"x 11" site plan. A reduced floor plan is required for all requests that involve multiple units Property owner signature or letter of authorization. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<u>Tracts & Major Developments</u> <input type="checkbox"/> NEW ADDRESS ASSIGNMENT	\$2,089	<ul style="list-style-type: none"> New Address Assignment: Four (4) full-sized site plans, one (1) reduced (8½"x 11") site plan Digital submittal per specifications on reverse A reduced floor plan is required for all requests that involve multiple units Property owner signature or letter of authorization. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> METER ASSIGNMENT	\$ 137	<ul style="list-style-type: none"> One (1) reduced (8½"x 11") site plan Property owner signature or letter of authorization. 	<input type="checkbox"/> <input type="checkbox"/>

Applicant Name <input type="checkbox"/> Applicant has notified all tenants of address change request?	Property Owner
Address	Address
Telephone Number	Telephone Number
Email Address	Email Address
Legal Description Tract: Lot(s) :	Assessor Parcel Number (s) (APN):
Property Address/Location	

Reason For Request: _____

I understand that this request may require installation of new mail receptacles and/or new Certificates of Occupancies for all properties affected by this address change/assignment.

Applicant's Signature: _____ Date: _____

Property Owner's Signature: _____ Date: _____

For Official Use Only	
Application No. _____	Received By: _____ DM _____ RD _____ Date Received _____
Gen Plan _____	Zoning _____ Flood Zone _____ Panel # _____
<input type="checkbox"/> Approved <input type="checkbox"/> Denied By: _____ Date: _____	

Distribution:

Fire Dept, James Brown/Janice VanMullem Information Services, Leslie Edwards Police Dept, Joann Arboreen

Digital Submittal Requirements

How to Submit Online:

- Provide the submittal requirements (in PDF format) online onto the HB [ACA Portal](https://huntingtonbeachca.gov/help-center/submit-application/planning-application/)
 - <https://huntingtonbeachca.gov/help-center/submit-application/planning-application/>
- Minimum Submittal Requirements
 - Signed Application
 - Site Plan
 - Floor Plan

GIS CAD Requirements

GIS standards for CAD files that we need for the following items for this development:

- Building Footprints
- Right of Way
- Edge of Pavement
- Utilities (Water, Sewer, Storm)

CAD REQUIREMENTS

Digital submittal requirements for data to be used by the City's Geographical Information System (GIS) in preparing exhibits, maps, etc.:

Provide data in a vector format. Examples of some acceptable formats are:

- Autocad (.DWG or .DXF)
- Google Earth (.KML or .KMZ)
- Shapefile (.SHP)

Use underscores or hyphens in the file name, not spaces. Provide a separate drawing file for each individual sheet created in autocad.

For autocad files or shapefiles, define the coordinate system as NAD 1983 State Plane, California Zone 6 (US Feet).

1. For autocad files, create all data elements in model space, add layout elements in layout space, do not add viewports to model space and explode the blocks