PART 1: Applicant Information

NAME:

MAILING ADDRESS:

CITY: STATE: ZIP:

PHONE NUMBER(S):

EMAIL ADDRESS:

For the property listed below, I am: *(check one box only)*

☐ the sole owner of this property.

☐ one of _____ owners of this property.

☐ an agent for the property owner(s).

If an agent, please provide below the name and phone number of the property owner you represent.

Property Owner Name: _____

Property Owner Phone Number: _____

SIGN HERE: _____   DATE: *(mm/dd/yyyy)* ___/___/___

The above signature confirms that information on this request form is accurate.

PART 2: Property Information

PRIMARY ASSESSOR'S PARCEL NUMBER:

List additional APNs included in the subject property:

Optional: Attach a printed list of subject parcels numbers

EXISTING ADDRESS(ES):

Has one or more address already been assigned to this property?

☐ NO   ☐ YES, please list any existing addresses below

_____
_____
_____
_____
_____
_____

Optional: Attach a printed list of existing addresses already assigned to the subject property

PART 3: Request Information

REQUEST TYPE:

Check the box below that best describes the type of address service being requested.

☐ New address(es) for proposed structure(s)

☐ New address(es) for existing structure(s) for which no address has been previously assigned

☐ Change of address(es) for existing structure(s) to which addresses have already been assigned

☐ New "no mail" address for a non-occupied structure (e.g., Street Lighting, Park Irrigation, Cell Tower)

REQUEST DETAILS: *Please use this space to provide any details that might be useful in the processing of this request. For multi-tenant structures, please be sure to indicate the internal numbering system to be used for the apartments, suites, or units.*

PART 4: Site Plan Diagram

SITE PLAN GUIDELINES: *Use the following guidelines to prepare and attach to this application a diagram that will provide sufficient information for the City of Ventura to precisely locate and assign the requested address(es). For smaller, simpler projects, draw the Site Plan Diagram onto the grid printed on the back of this form.*

○ Include a north arrow for basic orientation of the diagram to the City basemap

○ Clearly show existing property lines corresponding to the parcel(s) listed above

○ Identify and label by name any adjacent or nearby streets, public or private

○ Indicate the location of vehicular access to the property (e.g., driveway)

PLEASE NOTE: While it is not a requirement that the Site Plan Diagram be drawn to scale, it is essential that the elements of the plan are shown with reasonable accuracy so that all decisions about address assignments are well informed. Inaccurate plans will be returned unprocessed.

○ Show the outline of any structures on the subject property, clearly labeled as EXISTING or PROPOSED, and with some indication of the purpose of each structure (e.g., GARAGE, MAIN HOUSE, STORAGE SHED)

○ Structures containing multiple units must have the interior unit dividing lines indicated - when multiple floors are involved, units divisions can be included on the same diagram as long as the meaning remains clear, otherwise each floor should get its own diagram

○ Locate the primary entrance (i.e., the front door) for each unit as this can have an impact on the house number assigned to that structure

○ Clearly show and label any non-occupied structures for which addresses are being requested (e.g., Street Lighting, Park Irrigation, Cell Tower)

○ The diagram needs to be large enough to clearly show all of the items listed above - multiple pages are allowed, if needed

Submit your completed application to the Building and Safety Counter at Ventura City Hall, Room 125, 501 Poli St., Ventura, CA 93001

PART 4: Site Plan Diagram

For smaller, simpler project sites, use this space to draw the Site Plan Diagram, otherwise, attach a printed diagram to this application