



City of Adelanto

Department of Public Works/Engineering

Street Address Assignment (SAA)

INSTRUCTIONS TO APPLICANT

The applicant must complete the attached form as prescribed, and all of the following information must be attached before it can be accepted for filing and processing by the Department of Public Works/Engineering. **Note: per Section 13.15.060 of the Adelanto Municipal Code, only buildings, structures or parking lots may be assigned an address in association with a project or permit; vacant parcels will NOT be assigned an address unless in conjunction with an approved city project or permit.**

- a) Application fee of \$50 plus \$0.75 per address over two(2) addresses – Checks should be made payable to City of Adelanto.
- b) Application processing time is Four (4) Business Weeks/Twenty Business Days – Processing time does not include weekends, City Holidays, alternating closed Fridays, or any other day that City Hall is closed.
- c) Plot Plan – Two (2) copies of a precise grading plan or plot plan shall be submitted (along with an 8 ½” x 11” reproducible copy), shall be drawn neatly and accurately to scale (not smaller than 1 inch equals 100 feet), and shall show the following data:
 1. All property boundaries and abutting streets;
 2. All existing and proposed buildings, structures, fences, walls, driveways, and parking areas showing number and location of parking spaces and proposed Landscape and Lighting Maintenance District water and power pedestals;
 3. Nearest location of intersection of Major Streets.
 4. Directional arrows upon structures indicating which street the structure fronts upon.
- d) Copy of the Grant Deed for the subject property, or a Title Report (dated within 60 days of the submittal of the application). If the applicant is other than the owner of record, an affidavit signed by the owner that designates the applicant as an agent must accompany the application.
- e) Copy of digital data. The applicant must provide a digital AutoCAD file of the precise grading plan/plot plan. Plans must show structures being addressed, all driveways, all property lines, and proposed Landscape and Lighting Maintenance District power and water pedestals.
- f) Responsibility to Install. Five (5) Business days after notice of Street Address Assignment the applicant shall install and provide proof of installation, such as a photograph, of Assigned Street Addresses upon the Building or Structure project site.

CASE NO. _____

DATE FILED
Engineering Department Use Only

Administration Fee: \$50.00
 # of Addresses: ___ - 2 = ___ x \$0.75 = ___
 Total Due: _____

Total Fees Paid _____ Receipt No. _____

Name of Applicant		Phone	
Address			
City	State	Zip Code	
Name of Representative		Phone	
Address			
City	State	Zip Code	

[Applicant must be the owner of the land, the lessee having a leasehold interest of not less than three (3) years, or the agent of the foregoing, duly authorized in writing.]

The EXACT legal description of said property is: (the legal description may be given as tract lots, including Section, Township, and Range, or it may be described by metes and bounds with a point of beginning that can be identified on the City Engineer's maps).

Assessor's Parcel Numbers (if applicable) _____

The following statement must be signed in front of a Notary and original Notary acknowledgement attached to this document, or signed in front of Public Works/Engineering Department Staff.

I/We _____

(Please Print)

being first duly sworn, each for himself or herself, deposes and says that I/we am/are the owner(s) /lessee /agent of the property involved in this application and that the foregoing statements herein contained and the information herein submitted, are in all respects true and correct to the best of my knowledge and belief.

Signature of Applicant: _____

(if different from owner)

Signature of Owner:					
Mailing Address:					
City		State		Zip Code	
Phone (H)			Phone (W)		

LETTER OF AUTHORIZATION
IF APPLICANT OTHER THAN PROPERTY OWNER

I, _____, as owner(s) of property identified as Assessor's Parcel
Property Owner(s)

No(s). _____ and/or Tract/Parcel Map _____, Parcel/Lot

No. _____ do hereby authorize _____ to represent me
Authorized Agent

as agent in seeking approval of the following project(s): _____

Signed _____
Property Owner(s)

Date: _____

Signed _____
Authorized Agent

Date: _____

NO APPLICATION FROM AN INDIVIDUAL OTHER THAN THE PROPERTY OWNER
WILL BE ACCEPTED UNLESS THIS DOCUMENT, OR A SIMILAR DOCUMENT, IS
COMPLETED, SIGNED AND SUBMITTED AS PART OF THE PROJECT APPLICATION.