



CITY OF DANA POINT

PUBLIC WORKS – ENGINEERING SERVICES

33282 Golden Lantern, Suite 212
Dana Point, Ca 92629
949.248.3554
(www.danapoint.org)

ADDRESS ASSIGNMENT Requirements and Submittal Checklist

The following actions are **required upon or prior to the 1st submittal** for all Address Assignment Applications. Public Works Staff will work with applicants to assist as needed in preparing documents for a complete submittal. **No Partial Submittals will be accepted.**

3 Copies Ea. (unless otherwise noted)

Release from Planning Department prior to 1st submittal

Approval is indicated by completion of Planning review section on the Lot Line Adjustment application.

Completed and Signed Address Assignment Application

See attached application ATTACHMENT 010. Fill in "NA" for all sections not applicable.

Transmittal Letter listing out all contents of submittal package

At each re-submittal include Permit Record number on all Transmitted items to the city. For 1st submittal it can be handwritten when the number is issued.

Letter from Owner indicating why the assignment is being requested

For Address Changes only. For Proposed Assignments identify related project requiring

Addressing Plan

Submit an Addressing Plan on 8.5x11 or 17x17 format. The plan must include enough addresses of the surrounding properties to allow a thorough review.

FEES

No Plan Check fee is due at time of application submittal. Total processing fees of \$63 dollars per address changed or assigned will be due upon approval of address change/assignment.

For Information Only

- Engineering requires 10 business days (maximum) to check your application documents. The applicant will be notified if corrections are required to documents submitted or if permit is ready for issue.
- Approval of the Address Assignment will be indicated by a signed letter from the City of Dana Point presented to the applicant describing the change and notifying all applicable service providers that the change has is recognized by the City.



CITY OF DANA POINT

PUBLIC WORKS – ENGINEERING SERVICES
33282 Golden Lantern, Suite 212
Dana Point, Ca 92629
ph 949.248.3554
fax 949.234.2826
(www.danapoint.org)

Required By APPLICANT PRIOR TO 1st Submittal
Planning Department Submittal Authorization
Planner of the Day _____
Conditions <input type="checkbox"/> No <input type="checkbox"/> Yes
Resolution Number _____

ENG _ _ - _ _ _ _
Permit Record Number

DP _ _ - _ _ _ _
Parent Record Number

_____ Submittal Date

ADDRESS ASSIGNMENT APPLICATION

Change to Existing **New Assignment(s)** (Submit Addressing Plans for either type)

Existing Address(s): (FOR CHANGES ONLY) _____

Proposed Address(s): _____

Property Owner's / Business Name:		APN: _ _ - _ _ - _ _	
Address:	City:	State:	Zip:
Email:		Phone:	
Applicant (if not owner):		Type:	
Address:	City:	State:	Zip:
License Class / Number:		Phone:	

INFORMATION SUPPORTING ADDRESS ASSIGNMENT REQUEST
<hr/> <hr/> <hr/> <p style="text-align: right;">- See Attached Addressing Plans</p>

Is application related to an ongoing or recent Project? **PERMIT #ENG** _ _ - _ _ _ _ Yes No

Are there conditions of approval assigned for this project? **RESOLUTION #** _____ Yes No

I hereby acknowledge that I have read the application and state that the information I have provided is correct and agree to comply with all City Ordinances, State Regulations, and the provisions and conditions of any permit issued pursuant to this application.

Print Name: _____ Owner Agent _____
Company Name

Signature : _____ Date Signed : _____