



Address/Street Name Procedure

CITY OF HEMET BUILDING DIVISION
445 E FLORIDA AVENUE, HEMET, CA 92543
(951) 765-2475

This information Bulletin covers procedures for obtaining address assignments, changes, additions and omissions.

Requests shall be submitted by the property owner or authorized agent in writing. The assignment of the addresses depends on the status of the project and the request may not be acted upon until the project is submitted into plan check. The following is required:

1. Written Request

The written request shall be submitted to the Building Department and shall include:

- A. Assessor Parcel Number
- B. Any addresses being used at the site currently.
- C. Reason for request. Explain briefly.
- D. Name, address and telephone number of person to contact.

2. Site Plan

The site plan shall be one page and shall include:

- A. Existing buildings and their current addresses (include suite and unit numbers, if any).
- B. Address of adjacent lots. (This must be included even if adjacent lot is on the other side of a cross street.)
- C. Location of front doors or main entrances and dimension from major cross streets.
- D. Location of driveways and dimensions from major cross streets.
- E. All property lines.
- F. North arrow.
- G. Streets and nearest cross streets.

3. Notification

The building department will review the request and determine if the request meets addressing requirements. Notification of the results will be sent by mail along with notification to any applicable agencies.

4. Fees

\$75.00 is charged for the research and notification required with this request. This fee will include up to 10 addresses at one site. If you require additional addresses, additional fees will apply.

Addressing for Tracts

If street names are needed the following process should be followed:

STREET NAMES

1. Options for street names must be submitted along with seven (7) copies of the Tract Map (11" x 17" maximum size) to the Building and Safety Department. An electronic file of the street name list is required. There must be three (3) choices for each street. Example: If there are 20 streets in the tract, 60 names would need to be submitted. Please note the street name choices should contain no more than 11 characters, not including St., Ln, Way, etc. It is our policy to recover the cost to name streets, therefore, we require a \$500 deposit to be submitted along with the request. If additional funds are required, the requestor will be notified.
2. The Building Department staff will then review the list of names and forward them to the necessary agencies for approval.
3. The Building Department staff will then submit to the Traffic Commission a request for approval. The City of Hemet Traffic Commission meets the second Wednesday of the month at 8:00am in the Council Chambers located at 450 E. Latham Avenue. Street names must be submitted at least four (4) weeks prior to the next meeting to try to ensure it will be on that meeting's agenda. Once the street names are approved, the applicant will be notified and the names can be placed on the map for recordation.

Addresses:

Once the Architectural plans are submitted you can apply for addresses. You will need to submit a tract map with the homes plotted on the map with the approved street names as the map will be getting recorded. This needs to be supplied in both on paper and electronically in AutoCAD format.

Please note: that addresses will not be released until the Architectural plans have been approved.



Request for Address/Address Change

Assessor Parcel Number (APN#): _____

Any addresses assigned to site or property (please also show on plot plan):

Reason for Request (Briefly Explain): _____

I have attached a site plan for the above listed property/site, which includes the following:

1. Existing buildings and their current addresses (include suite and unit numbers, if any).
2. Address of adjacent lots. (This must be included even if adjacent lot is on the other side of a cross street.)
3. Location of front door(s) or main entrance(s) and dimension from major cross streets.
4. Location of driveways and dimensions from major cross streets.
5. All property lines.
6. North arrow.
7. Streets and nearest cross streets.

I certify that I am the property owner or authorized agent for the above listed site.

Contact Information:

Name

Address

Phone