



# CITY OF MURRIETA

Development Services Department

Planning Division

1 Town Square | Murrieta, CA 92562 | 951-461-6061

www.murrietaca.gov

## Addressing and/or Street Name Application (DS-217)

STREET NAMES & ADDRESSING MUST BE COMPLETED PRIOR TO SUBMITTING CONSTRUCTION DRAWINGS TO THE BUILDING DEPT.

For Planning Division Office Use Only

Case Number: \_\_\_\_\_ Date Submitted: \_\_\_\_\_ Received by: \_\_\_\_\_

### PROJECT INFORMATION

#### PROJECT NAME/DESCRIPTION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Name/Name of Center: \_\_\_\_\_

Related cases filed in conjunction with this request (Is this part of a larger project?): \_\_\_\_\_

\_\_\_\_\_

### PROPERTY INFORMATION

Assessor's Parcel Number(s): \_\_\_\_\_

Existing Property Address (if applicable): \_\_\_\_\_

### APPLICANT/PROJECT MANAGER/OWNER INFORMATION

PLEASE INDICATE WHICH OF FOLLOWING WILL FUNCTION AS THE CONTACT PERSON FOR THIS PROCESS (SELECT ONLY **ONE**): Applicant/Developer  Project Manager  Property Owner

#### APPLICANT

Contact Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Company Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street

City

State

ZIP

Daytime Phone No: ( ) \_\_\_\_\_ Fax No.: ( ) \_\_\_\_\_

**PROJECT MANAGER** (Representative for Developer)

**Contact Name:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

Street

City

State

ZIP

Daytime Phone No: ( ) \_\_\_\_\_ Fax No: ( ) \_\_\_\_\_

**PROPERTY OWNER**

**Name:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

Street

City

State

ZIP

Daytime Phone No: ( ) \_\_\_\_\_ Fax No: ( ) \_\_\_\_\_

If the property is owned by more than one person, attach a separate page that references the application case number and lists the names, mailing addresses, and phone numbers of all persons having an interest in the real property or properties involved in this application.

**OWNER CERTIFICATION**

I CERTIFY UNDER THE PENALTY OF THE LAWS OF THE STATE OF CALIFORNIA THAT I AM THE PROPERTY OWNER OF THE PROPERTY THAT IS THE SUBJECT MATTER OF THIS APPLICATION AND I AM AUTHORIZING AND DO HEREBY CONSENT TO THE FILING OF THIS APPLICATION AND ACKNOWLEDGE THAT THE FINAL APPROVAL BY THE CITY OF MURRIETA, IF ANY, MAY RESULT IN RESTRICTIONS, LIMITATIONS AND CONSTRUCTION OBLIGATIONS BEING IMPOSED ON THIS REAL PROPERTY.

All signatures must be originals (“wet-signed”). Photocopies of signatures are **not** acceptable.

\_\_\_\_\_  
PRINTED NAME OF OWNER

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
PRINTED NAME OF OWNER

\_\_\_\_\_  
SIGNATURE OF OWNER

If the property is owned by a Corporation, Partnership, or Limited Liability Company (“LLC”), provide documentation that the individual signing is authorized to sign on behalf of the Corporation, Partnership, or LLC.

Written authorization from the legal property owner is required. An authorized agent for the owner must attach a notarized letter of authorization from the legal property owner.

If the property is owned by more than one person, attach a separate page that references the application case number and lists the names, mailing addresses, and phone numbers of all persons having an interest in the real property or properties involved in this application.

See attached sheet(s) for other property owner’s signatures.

## FILING INSTRUCTIONS FOR STREET NAMES AND ADDRESSING APPLICATION

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of a Street Names and Addressing application. Your cooperation with these instructions will insure that your application can be processed in the most expeditious manner possible.

THE STREET NAMES AND ADDRESSING FILING PACKAGE MUST CONSIST OF THE FOLLOWING:

### STREET NAMES SUBMITTAL:

1. One complete and signed application form.
2. The appropriate fee for the application type or types. To view the Fee Schedule, go to: [murrieta.civicplus.com/DocumentCenter/View/661/Fee-Schedule---Planning-Only-2018-to-2019--PDF](https://murrieta.civicplus.com/DocumentCenter/View/661/Fee-Schedule---Planning-Only-2018-to-2019--PDF)
3. Three (3) 11"x14" or larger copies of the approved Tract/Parcel Map with letters *a,b,c,d*, etc. indicating the location of the proposed streets. Please make sure the map shows the entire tract on a single page.
4. List of proposed street names. A minimum of three (3) names must be given for each letter/street, **suffixes will be assigned by the City**. Street names should follow some sort of theme such as flowers, herbs, trees, places, presidents, etc. We do not allow duplicate street names, so we strongly advise checking the most recent copy of the Thomas Bros. Map Guide prior to submitting.

### ADDRESSING SUBMITTAL:

1. One complete and signed application form.
2. The appropriate fee for the application type or types. To view the Fee Schedule, go to: [murrieta.civicplus.com/DocumentCenter/View/661/Fee-Schedule---Planning-Only-2018-to-2019--PDF](https://murrieta.civicplus.com/DocumentCenter/View/661/Fee-Schedule---Planning-Only-2018-to-2019--PDF)
3. Three (3) 11"x17" or larger copies of the Recorded Tract/Parcel Map/Plotting Plan with street names printed on the map.
  - a. Show the proposed location of street name signs (if applicable).
  - b. Show location of irrigation meter pedestals (if applicable).

You will be contacted by phone, fax, or email to review the addressing draft prior to the final assignment of the building/house numbers (usually within 30 days, depending on the size of the development). Please keep us informed with any changes or updates to the contact information.

Additional copies of this application may be obtained from the Planning Division Web Page at  
<https://ca-murrieta.civicplus.com/276/Planning-Documents>