

ADDRESS REQUEST FORM REQUIREMENTS

Guidelines for Commercial and Residential Projects

The following information is required in order to process a request for an address. Please read the following guidelines, fill out the attached application (Address Request Form) and return it to Building and Safety along with the required information. No address will be assigned until the form and maps are submitted, after planning entitlement/Conditions of Approval and/or Final Map is approved. Email to PERMITCOUNTER@MOVAL.ORG with subject line "NEW Address Request for"

Attach "Address Request Form: with Section 'A' completed in its entirety. Not all of the information on the attached form will pertain to your project. If there is something you are unsure of, please contact our office. If you know for sure it is not needed, please mark that line with N/A.

COMMERCIAL PROJECTS

One (1) Commercial Address – If it is a suite in an existing building – see Multiple Commercial Address section)

- PDF of Site map¹ of the entire parcel of land to be developed which shows the location of the driveway and building footprint along with surrounding areas and closest major cross streets and location of main entrance (i.e.; main office/lobby).

Multiple Commercial Addresses (shopping centers, industrial parks, office buildings, etc.)

- PDF of Site map¹ of the entire parcel of land to be developed with lot lines, approved street names, building footprints, units, and/or suite layout, major cross streets and a vicinity map. Please include maximum number of unit/suite splits possible (even if it is not intended to be split that way upon submittal) to allow enough numbering room for additional units/suites.

RESIDENTIAL PROJECTS

One (1) Single Family Dwelling (SFD)

- PDF of Site map¹ of the entire parcel of land to be developed which shows the location of the driveway and building footprint along with surrounding areas and closest major cross streets and front entrance.

Tract Homes (SFD, Townhomes, Condominiums, ADUs, Multiple Addresses)

- PDF of Site map¹ of the entire parcel of land to be developed with lot lines approved street names (per final map) within the development, building and driveway location, major cross streets and a vicinity map. The map does not need to include the elevation contours, general slope lines or any type of grade references.

MISCELLANEOUS ADDRESSING PROJECTS

Temporary Power Poles (Construction Trailers, Sales Trailers & Construction Equipment)

- PDF of Site map¹ of the entire parcel of land to be developed with lot lines, approved street names, location of trailer, location of meter boxes & poles (if applicable) and include the Approved TUP number under comments. Include major cross streets and a vicinity map.

Pedestal Meters (irrigation and light poles)

- PDF of Site map¹ of the entire parcel of land to which the pedestal is/will be located with lot lines, location of meter box, approved street name, closest major cross streets and a vicinity map.

¹ If submitting a hardcopy attach (3) 11 x 17 Site Maps



City of Moreno Valley
Building & Safety Division
Address Request Form

Residential & Commercial Projects

Section A: REQUIRED INFORMATION

Date Submitted: _____

PROJECT INFORMATION

Project Name: _____ Tract #: _____ Lot#(s): _____

Developer Name: _____ Cross Street: _____

Assessor's Parcel Number(s): _____

Contact Name: _____ Phone: _____

Contact Email: _____

Property Owner Information:

Owner Name: _____ Phone: _____

Owner Address: _____

City: _____ State: _____ Zip Code _____

Owner Email: _____

Comments:

Section B: FOR CITY USE ONLY

Date Received: _____ Assigned #: _____

Site Zip: _____ Planning Entitlement Record: _____

Type of Project: _____

Name of Addresser: _____ Approved Map w/Letter Sent on: _____

Date Completed _____ PROPOSED ADDRESS: _____

Agencies Notified:

- Applicant / Contact / Owner
County of Riverside, Mapping Division
Southern California Gas Co.
Southern California Edison
Moreno Valley Fire Department
Moreno Valley Electric Utility
Waste Management
Eastern Municipal Water District
United States Postal Service
Val Verde School District
Riverside County Registrar of Voters
Moreno Valley Unified School District
Riverside County Sheriff
Moreno Valley Enterprise Services (GIS)