



# CITY OF DANA POINT

## PUBLIC WORKS – ENGINEERING SERVICES

33282 Golden Lantern, Suite 212  
Dana Point, Ca 92629  
949.248.3554  
([www.danapoint.org](http://www.danapoint.org))

### ADDRESS ASSIGNMENT Requirements and Submittal Checklist

The following actions are **required upon or prior to the 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 \$177 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.



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fax 949.234.2826  
(www.danapoint.org)

<b>Required By APPLICANT PRIOR TO 1<sup>st</sup> Submittal</b>
<b>Planning Department</b> 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):** \_\_\_\_\_

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

INFORMATION SUPPORTING ADDRESS ASSIGNMENT REQUEST
- See Attached Addressing Plans

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 : \_\_\_\_\_