



**City of Chino**  
**Development Services Department - Building Division**  
**13220 Central Avenue, Chino, CA 91710**  
**909.334.3251**

**Receipt #:**

**ADDRESS REQUEST APPLICATION**

**Date:** \_\_\_\_\_

**Please notice the requirements:**

1. **\*\*A copy of the recorded deed must accompany the Address Request Application.\*\***
2. Applicants must submit a site plan drawn to scale.
3. All splits of land must have a recorded Parcel ID Number.
4. Applicants must indicate where the structure is going to be located by placing markers on the lot.
5. Applicants must also indicate which road the structure will face.
6. Applicants must also indicate location of driveway that connects to road.
7. A fee of **\$270.00** will be collected upon submitting the Address Request Application.

After all requirements are met and the address has been assigned, a confirmation letter will be emailed to the property owner as well as all participating parties.

**Please Note: We do not assign addresses to vacant lots.** Processing time is usually 10-14 working days **after** the requirements have been met.

**Property Owner's Name:** \_\_\_\_\_

**Property Owner's Current Email Address:** \_\_\_\_\_

**Parcel ID Number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ -00

**Please indicate reason for request:**

\_\_\_\_\_

\_\_\_\_\_

**Type of Structure:**

**\*\*Temporary Power Pole\*\***                     
  **Commercial or Business**                     
  **Modular Home**  
 **House**   
  **Other (Please Specify)**

**Name of the street the structure will face?** \_\_\_\_\_

**Contact Information**

**Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Cell Phone#:** \_\_\_\_\_

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

**Email Address:** \_\_\_\_\_

<b><u>Office Use Only</u></b>	
Date of Application Received: _____	Date Address Assigned: _____ By: _____
Copy of Recorded Deed: Yes _____ No _____	Address: Approved _____ Denied _____ Permanent _____ Temporary _____
By: _____	
Address Assigned: _____	
Rev 2/2022 BB	

**\*\*Not Applicable\*\***