



CITY OF MURRIETA

Planning Department

1 Town Square
24601 Jefferson Avenue
Murrieta, CA 92562

Application for Street Names and/or Addressing

Street Names and Addressing must be completed prior to submitting structural drawings to the Building Department.

Check one or both as appropriate:

STREET NAMES ADDRESSING

For Planning 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): _____

Approximate Gross Acreage/Net Acreage: _____ Current Zoning & GP Designation: _____

Property Addresses/Location: _____

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 Prospective Owner

APPLICANT/DEVELOPER

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.

PROSPECTIVE PROPERTY OWNER (If applicable)

Name: _____ E-Mail: _____

Mailing Address: _____

Street

City

State

ZIP

Daytime Phone No: () _____ Fax No: () _____

ACKNOWLEDGMENT OF DEPOSIT BASED PROCESSING OF APPLICATIONS

The signature below acknowledges that the City operates on the basis of full cost recovery for the processing of Planning projects. Deposits made at the time of application may not be sufficient for the processing of the application and additional deposits may be required to cover the cost of reviewing the project. If at any time deposits are insufficient to cover the processing of the application, processing will be stopped until sufficient additional funds are deposited with the City. Lack of sufficient funds on deposit will suspend any required processing time frames.

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

PRINTED NAME OF APPLICANT

SIGNATURE OF APPLICANT

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

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. One complete and signed Depositor Application (if a depositor ID has not been previously established).

To download this form, go to

<http://www.murrieta.org/uploads/forms/finance/Depositor%20Application.pdf>.

3. The appropriate deposit fee for the application type or types.

To view the Fee Schedule, go to

<http://www.murrieta.org/uploads/forms/planning/08-09%20fees.pdf>

This is a deposit based application and is billed on a time worked basis. Persons submitting for both street name and addressing consecutively will only be required to submit one planning application indicating a request for both addressing and street names. Upon depletion of the initial deposit, the applicant would simply be requested to make an additional deposit to cover the remaining cost, instead of submitting a separate application and deposit.

4. 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.

5. 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 advice checking the most recent copy of the Thomas Bros. Map Guide, as well as our [New Streets in Murrieta](#) list available online prior to submitting.

ADDRESSING SUBMITTAL:

1. One complete and signed application form.
2. One complete and signed Depositor Application (if a depositor ID has not been previously established).

To download this form, go to

<http://www.murrieta.org/uploads/forms/finance/Depositor%20Application.pdf>.

3. The appropriate deposit fee for the application type or types.

To view the Fee Schedule, go to

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4. Three (3) 11"x14" or larger copies of the Recorded Tract/Parcel Map/Plotting Plan with street names printed on the map.

5. Three (3) 8 ½"x 11" copies of the Recorded Tract/Parcel Map/Plotting Plan with street names printed on the map.

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 Department's Web Page at <http://www.murrieta.org/dev/planning/index.asp>.