



CITY OF ENCINITAS
Development Services Department
505 S. Vulcan Ave
Encinitas, CA 92024
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Phone: 760-633-2710
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ADDRESS REQUEST FEES & INFORMATION

This application is used in order to request that an address for a property be assigned or changed.

If requesting addresses for a subdivision, only one application is required.

Note: An address request is not required for temporary power poles, unless the site is vacant without an assigned City address.

Fees:

Application Fee: None

Documentation Required:

- **Proof of Ownership or Permission from Owner:**
 - If you are applying as the **property owner**, acceptable forms for proof of ownership include a Grant Deed, Assessor Record or similar document.
 - If you are applying but are **not the property owner**, permission from owner to submit on their behalf is required. Acceptable documentation would be a letter, signed and dated by property owner, authorizing you as their agent and identifying the reason for the requested address or address change.
- **Site Plan** – Identify address or proposed location of address, APN(s), property boundaries and location of adjacent road(s) including ingress/egress to the site, existing and proposed locations of structures/improvements (such as power and utility locations).
- **Subdivision Map** – For requests that concern a proposed subdivision, please include a copy of the tentative or final parcel/subdivision map that identifies the configuration of proposed roads and lots.

Applying on Customer Self Service (CSS):

When applying through CSS: At **Step 1- Location**, please choose PARCEL if there is no address. Enter the ten digit Assessor's Parcel Number (APN) with **no** dashes.

Please allow a minimum two weeks processing time due to departmental reviews associated with this permit.