



APP-015

**Address Assignment Application**

	<b>Submittal Requirements:</b>		<b>Application Request for (Please check box):</b>		
	<input type="checkbox"/> Completed Address Application <input type="checkbox"/> One (1) reduced-size site plan showing property orientation and layout of all existing and proposed buildings/units on the property (Include house/unit numbers). <input type="checkbox"/> If tenant or applicant, Property Owner signature or Letter of Authorization.		<input type="checkbox"/> <b>New Address</b> <input type="checkbox"/> <b>Change of Address</b> <input type="checkbox"/> <b>Meter Address</b> <input type="checkbox"/> <b>Other:</b> _____		
<b>Contact Information</b>	Applicant (Primary Contact):		Property Owner (if different):		
	<input type="checkbox"/> Applicant has notified the Owner and/or all tenants of address request? If not, please include Owner authorization for approval.				
	Address:		Address:		
	Phone:		Phone:		
	Email Address:		Email Address:		
<b>Property Data</b>	Property Address / Location:				
	Legal Description:		Assessor Parcel Number(s):		
	Tract No.	Lot No(s):			
<b>Reason for Request</b>					
<b>Changes</b>	If requesting for multiple addresses, please attach additional sheets as necessary				
	<b>OLD ADDRESS</b> (Address, Zip Code)		<b>NEW ADDRESS</b> (Address, Zip Code)		
I certify that I have filled out this application completely and state that the above information is correct.					
Applicant's Signature: _____		Date: _____			
Property Owner's Signature: _____		Date: _____			
<b>Approvals</b>	<b>Planning &amp; Zoning</b> <small>(Approval Required for Addressing of Vacant Lots)</small>		<b>Fire</b>		<b>Building &amp; Safety</b>
	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Not Applicable Reason: _____		<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Not Applicable Reason: _____		<input type="checkbox"/> Approved <input type="checkbox"/> Denied Reason: _____
	Signature: _____ Date: _____		Signature: _____ Date: _____		Signature: _____ Date: _____

To request this information in an alternative format or to request a reasonable accommodation, please contact the Community Development Department at longbeach.gov/lbcd and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.

## LONG BEACH MUNICIPAL CODE SECTION 14.32 – HOUSE NUMBERING

### **14.32.010 – Installation authority**

The superintendent of building and safety is authorized and instructed to install a system of house numbers for buildings in the City.

### **14.32.020 – Baseline established**

Ocean Boulevard is determined to be the baseline for house numbering, and house numbers on all intersecting highways shall commence with numbers one and two at the baseline, and continue northerly and southerly, respectively, to the termini of such highways, or to the City limits, allowing as near as possible one hundred (100) numbers to each block.

### **14.32.030 – Meridian line established**

The meridian line for house numbering shall be a line running from the Pacific Ocean along the centerline of Pine Avenue to the centerline of Country Club Drive; thence in a direct line to a point in the centerline of Long Beach Boulevard two hundred feet (200') southerly of Forty-Eighth Street; and thence along the centerline of Long Beach Boulevard to the northerly City limits. House numbers on all intersecting highways shall commence with the numbers one hundred (100) and one hundred one (101) at the meridian line and continue easterly and westerly, respectively, to the termini of such highway or to the City limits allowing as near as practicable one hundred (100) numbers to the block.

### **14.32.040 – Odd and even numbers**

Odd numbers shall be used on the northerly and westerly sides, and even numbers on the southerly and easterly sides of all highways. Where possible twelve and one-half feet (12 ½') of street frontage shall be allowed for each number. Where necessary, fractional numbers may be used. Where numbers are required for rear designations, the house number in front shall be used with letter suffixes. All highways not intersecting a base or meridian line shall be numbered in accordance with the numbering of highways parallel thereto. In any special case, such as a curved street or street not parallel either to the base line or meridian, the system may be modified in such a manner as, in the opinion of the Superintendent of Building and Safety, will best fit the conditions of such special case.

### **14.32.050 – Notices to affix numbers**

The Superintendent of Building and Safety shall notify the owner or person in control of every building in the City not numbered in accordance with this Chapter of the number or numbers designated for the principal entrance or entrances thereto; and the owner or person in control of the building shall, within five (5) days after such notice, place, or cause to be placed, the number or numbers so designated in arabic digits, each of which shall be not less than three inches (3") in height, upon the door header, doorjamb, porch post, front steps or other place near the designated entrance or entrances to the building in plain view from the highway in front thereof.

### **14.32.060 – Changing numbers**

The Superintendent of Building and Safety shall have the authority to change addresses of existing buildings if:

- A. The change of address is necessary to comply with the requirements of this Chapter;
- B. If a change of address is requested by the owner. Each change of address initiated and requested by the owner of a building shall be accompanied by a fee as set forth in the schedule of fees and charges established by City Council resolution.

### **14.32.070 – Variance**

The City Manager, upon receipt of a written request for a variance from the house numbering requirements of this Chapter, may grant such variance with respect to unique projects or projects of communitywide significance and magnitude.