



City of Temple City

ADDRESS ASSIGNMENT

SUBMITTAL CHECKLIST

ITEMS REQUIRED

This checklist will be used by staff to determine if an application contains the appropriate requirements to begin the application process. All items listed below must be included for all applications. Certain types of projects may require additional items, as specified on this checklist and supplemental application forms. If any item(s) identified on this checklist is/are not included with the submittal and full payment has not been tendered, the project will not be accepted for submittal. Issuance of a full payment receipt serves as the "Statement of Application," pursuant to GCS 65940. All applicable fees can be found in the city's most current fee schedule. Prior to submittal, consultation with the Planning Division is required to confirm all necessary submittal items to deem the application materially-complete. This checklist is intended to guide applicants in submitting a complete application. The determination of application completeness will be made in accordance with the Permit Streamlining Act.

- ☐ Fully-executed *Address Change Application* (Attachment 1)
- ☐ Applicable Filing Fees (See current fee schedule)
- ☐ Site Plan (from the [Los Angeles County Assessor's Parcel Viewer website](#)) with the existing address of all buildings on the property.

Plans	Letter Size (8.5" x 11")	Tabloid (11" x 17")	Full Size (24" x 36")	Digital
Site Plan (Existing and Proposed)				1



ADDRESS ASSIGNMENT

APPLICATION – NOT NEW CONSTRUCTION

PROPERTY INFORMATION

Existing Addresses: _____

Proposed Addresses: _____

REASON FOR CHANGE

APPLICANT INFORMATION

Applicant: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Cell / Other Phone: _____ E-mail: _____

Note: Attach additional lists for multiple property owners. If the property owner or applicant is a trust, partnership, corporation or LLC, on a separate sheet, provide a listing of all persons that make-up the trust, partnership, corporation or LLC

APPLICANT CERTIFICATION

I hereby certify that the statements furnished in this application and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief. In addition, I understand that the filing of this application grants the City of Temple City permission to reproduce submitted materials, including but not limited to, plans, exhibits, and photographs, for distribution to staff, Commission, and City Council Members, and other Agencies in order to process the application, and to make those materials available to the public on the City of Temple City's web site and cable channel, notwithstanding Health & Safety Code § 19851 or any other provision of law. Nothing in this consent, however, shall entitle any person to make use of the intellectual property in plans, exhibits and photographs for any purpose unrelated to the City's consideration of this application.

Wet-Signature: _____ Date: _____

Name (*print or type*): _____ Phone: _____

CONSENT BY PROPERTY OWNER

If applicant is other than property owner, owner must sign consenting to filing. Alternatively the property owner may submit a letter of authorization.

I/We, as the owner(s) of the subject property, consent to the filing of this application. We further consent and hereby authorize City representative(s) to enter upon my property for the purpose of examining and inspecting the property in preparation of any reports and/or required environmental review for the processing of the application(s) being filed. Attach additional sheets if necessary.

_____	_____	_____
Wet-Signature(s)	Name(s) (please print or type)	Date

Note: This application being signed under penalty of perjury and does not require notarization.

FOR OFFICE USE ONLY

Case Number: _____

Receipt Number: _____

Submittal Date: _____

Approval Date: _____

FOR OFFICE USE ONLY

Address(es) Recommended by Planning: _____

Planner's Initials: _____

Recommendation Date: _____

Address(es) Approved by Building: _____

Building Official Initials: _____

Approval Date: _____