



**CITY OF SEDONA**  
**SITE ADDRESS REQUEST FORM**

**Public Works -- Phone (928) 204-7800 -- FAX (928) 282-5348**

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

Permit Number: \_\_\_\_\_

Received By: \_\_\_\_\_

[ ] Site Address Verification [ ] Site Address Request [ ] Request to Change Official Site Address

Current Site Address: \_\_\_\_\_

Requested Site Address: \_\_\_\_\_

Applications will not be accepted or considered complete until all information is submitted.  
(There is a \$25.00 fee per request when change is not due to an addressing error or not the initial address)

ASSESSOR'S PARCEL NUMBER: \_\_\_\_\_

COMPLETE SUBDIVISION NAME: \_\_\_\_\_

SUBDIVISION LOT NUMBER: \_\_\_\_\_

NAME OF STREET PROVIDING PRINCIPAL ACCESS TO PARCEL:

\_\_\_\_\_

LEGAL OWNER OF PARCEL: \_\_\_\_\_

NOTE: The person requesting this information must be the legal owner of the property or have power of attorney from the legal owner.

NAME, TITLE (If Applicable), ADDRESS, and PHONE NUMBER of person making this request:

\_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

**TO BE COMPLETED BY CITY STAFF**

( ) The Official Site Address is: \_\_\_\_\_

Date: \_\_\_\_\_ Initials: \_\_\_\_\_

( ) The Official Site Address has been changed to: \_\_\_\_\_

Date: \_\_\_\_\_ Initials: \_\_\_\_\_

**NOTES: Per City Code 12-20-070(C)(1,2,3,4,5,6), Street Number are the responsibility of the property owners and must be per the above referenced City Code. (See back of form)**

- A City permit is required for new or replacement mailbox installations on City rights-of way. For information please refer to the City of Sedona website at [www.sedonaz.gov](http://www.sedonaz.gov), under Your Government / Department / Public Works / Forms / Citywide Mailbox Permit or call 928-204-7800.

( ) We were unable to process this request because: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Initials: \_\_\_\_\_

## **12.20.070 Addressing standards.**

### **C. Display Standards.**

1. Address numbers shall be located so as to be legible from the street on which the address is assigned.
2. Numbers shall be legibly marked and contrast with any background material.
3. Where a building is not clearly visible from the street on which it is addressed, its address number shall be posted at the point at which its private driveway meets that street.
4. Where unit numbering is necessary, the property owner of an existing building shall be responsible for posting unit numbers in a logical and appropriate manner within 60 days of adoption of the ordinance codified in this chapter. Where unit numbering is necessary, the property owner of a newly constructed building shall be responsible for posting unit numbers in a logical and appropriate manner no later than the issuance of a certificate of occupancy.
5. It shall be the duty of the property owner of a building to post the correct address number of that building in accordance with those standards within 60 days of adoption of the ordinance codified in this chapter.
6. Any incorrect or improper address number shall be removed and replaced with the correct number by the property owner within 60 days of notification by the city engineer of the correct address. [Ord. 90-21, 10-9-1990; Ord. 2008-05, 6-10-2008. Code 2006 § 12.20.070].