

Site Address Request Form

Fee: \$43.00 per request



Community Development Department Engineering Services

102 Roadrunner Drive Sedona, AZ 86336
(928) 204-7111 • Fax: (928) 204-7124

Owner Name ¹ :		Request for:	<input type="checkbox"/> Verification <input type="checkbox"/> New <input type="checkbox"/> Change
Phone:		SAR:	
Cell Phone:		Date Rec'd:	
Mailing Address:		Fee Rec'd:	
Email Address:		Initials:	
Current Site Address:			
Requested Site Address:			
Assessor's Parcel Number:			
Subdivision Name:		Subdivision Lot:	
Street Providing Principal Access to Parcel:			

Notes:

- Per City Code 12-20-070(C)(1,2,3,4,5,6), Display of Street Numbers 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 contact the Community Development Department, Engineering Services at (928) 204-7111

FOR OFFICE USE ONLY		
SAR:	Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Existing Site Address:	Date:	Initial:
New Site Address:	Date:	Initial:
Reason for Denial:	Date:	Initial:
Notifications (Initial and Date when Complete):		
Office	File	Applicant
Police	Fire	GIS
Zoning	Finance	APS
Unisource	Post Office	Water
Century Link	SuddenLink	County Assessor

¹ The person requesting this information must be the legal owner of the property or have power of attorney from the legal owner. If someone other than the legal owner is making this request, you must attach proof of power of attorney and provide alternate contact information.



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].