



## **New Address Request Requirements**

### **General Instructions for ALL SimpliCITY “NEW address request” applications (starting 8/7/2023):**

- 1) Submit via SimpliCITY at [www.moval.gov/simplicity](http://www.moval.gov/simplicity). Select SUBMIT APPLICATIONS, then NEW ADDRESS REQUEST
- 2) ADDRESS section - input the APN where meter is being placed (or closest APN when in the Public Right-of-Way). You can also zoom into the map to find the location as well and select it. If an ADU address request, enter the existing house address.
- 3) PROJECT NAME – (example) NEW ADDRESS **REQUEST** – [business/project name] – [PEN# \_\_\_\_ if applicable]
- 4) PROJECT DESCRIPTION - (example) NEW ADDRESS REQUEST - [business/project name] - [describe complete scope of construction work] approved under [PEN#- \_\_ if applicable]
- 5) **Plan excerpt (Title Sheet, Site Plan, and Floor Plan only) must be uploaded as OTHER ATTACHMENTS. The Full plans are not needed as you’ll submit those with your separate formal construction online application (once the address is created).**
- 6) Track the progress using the Building Application (BAP) # via SimpliCITY under your MY RECORDS section.
- 7) When submitting your formal construction online application, you must include the address letter you received (upload as OTHER ATTACHMENTS) and select the new address in this application, along with your plans and supporting documents (calcs, specs, reports, etc.).

**The following is project specific information for address requests (Residential, Commercial/Industrial, or Miscellaneous).**

## **RESIDENTIAL PROJECTS**

### **One (1) Custom Home / Single Family Dwelling (SFD) or Duplex**

- The site map must include the entire parcel, driveway location, house footprint, surrounding areas, closest major cross streets, and front entrance.

### **One (1) Accessory Dwelling Unit (ADU)**

- The site map must include the entire parcel, ADU footprint, front entrance, and include the existing house and address, existing driveway location, surrounding areas, and closest major cross streets.
- *If an additional driveway is being requested – Land Development permit required first (add your approved LEP# to the description)*

### **Multi-Family complex (Townhomes, Condominiums, Apartments, etc.)**

- The site map must be the approved Final Map of the entire complex, showing driveway locations, building footprints, surrounding areas, closest major cross streets, any new streets, and main entrance to complex clearly identified.

### **Tract Homes (SFD, Townhomes, Condominiums, ADUs, Multiple Addresses)**

- Upload approved Final Map of the entire tract (with approved street names), driveway locations, building footprints, surrounding areas, closest major cross streets, and front entrance clearly identified, especially for corner lots.
- *NOTE: Separate online application for Master Tract Plan will be allowed only AFTER you’ve received confirmation that we have all information to proceed with tract addressing.*



## **COMMERCIAL or INDUSTRIAL PROJECTS**

### **One (1) Commercial or Industrial Address** – If you're splitting splits in existing buildings – see Multiple Commercial Address section

- The site map must include the entire parcel(s) of land to be developed (identify the APN(s) on plan), lot lines, approved street name(s), building footprint, maximum # of suites that the building could be split into (to account for enough suite numbers for future suite splits), major cross streets, and vicinity map.

### **Multiple Commercial or Industrial Addresses** (shopping centers, industrial parks, office buildings, suite splits, etc.)

- The site map must include the entire parcel(s) of land to be developed (identify the APN(s) on plan, lot lines, approved street name(s), building footprints, maximum # of suites that each building could be split into (to account for enough suite numbers for future suite splits), major cross streets, and vicinity map
- *Separate online applications are required for each building AFTER the complex addressing is designed.*

## **MISCELLANEOUS ADDRESSING PROJECTS**

### **Temporary Power Poles** (Construction and/or Sales Trailers)

- An approved Planning application for Temporary Use Permit (TUP) is required prior applying for a building permit. Reference that approved PTU# in your Building Application description.
- If the scope of this temporary work requires crossing the public Right of Way (ROW), then an approved Land Development Encroachment permit is required first. Reference that approved LEP# in your Building Application description.
- The site map must include the entire parcel of the project, approved street name(s) (if new), location of trailer, location of meter box for TPP, sub-poles, etc. and a copy of the approved PTU# plan for reference

### **Temporary Power Poles** (NO trailer, construction equipment only)

- An approved grading plan must be issued before a TPP address and application can be accepted. Include your approved LGR# in the Building Application description
- If the scope of this temporary work requires crossing the public Right of Way (ROW), then an approved Land Development Encroachment permit is required first. Reference that approved LEP# in your Building Application description.
- The site map must include the entire parcel of the project, approved street name(s) (if new), location of trailer, location of meter box for TPP, sub-poles, and any other electrical work.

### **Pedestal Meters** (ON-SITE - irrigation, utilities, on-site lighting / OFF-SITE - Right of way meters - utilities, traffic signals, light poles)

- The Building permit for the main construction must be issued before Building Applications for auxiliary work can be processed. Include the BFC, BFR, or BFT # in the Building Application description
- Submit one application PER METER. Do not submit applications with multiple meter locations.
- The site map must include the entire parcel of the project, approved street name(s), exact meter location, closest major cross streets, vicinity map, and description of what this meter is for.
- If tract development, use the approved final map as your site plan, listing previously approved tract lot addresses that are adjacent to meter. Provide a close-up view as needed.

### **Wireless Telecommunication Facility - Cell Sites** (includes new sites AND cell site modifications when a new meter is required)

- The Planning Entitlement (PEN#) must be approved prior to submitting your address request to the Building Dept.
- Submit one application PER METER. Do not submit applications with multiple meter locations.
- The site map must include the entire parcel of the project, approved street name(s), exact meter location, closest major cross streets, vicinity map, and description of what this meter is for, any existing adjacent addresses, such as buildings and existing cell site meters. Provide close up view as needed.