



# ADDRESS REQUEST FORM

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## Person Requesting (Owner's Representative)

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

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## Legal Description of Property

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Current Address, if any: \_\_\_\_\_ Unit #: \_\_\_\_\_ Bldg#: \_\_\_\_\_

Property Owners Name \_\_\_\_\_ Email \_\_\_\_\_

Subdivision Name \_\_\_\_\_ Lot #: \_\_\_\_\_ Block #: \_\_\_\_\_

**Plat Required: Plat #** \_\_\_\_\_ this document may be found at the County Clerk's Office, 102 Grant Avenue, Santa Fe, NM.

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## Use Type

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Single-Family  Guest House  Commercial  Multi-Family  Vacant Lot  Accessory Dwelling Unit  Cell Tower

Duplex  Exterior Lighting Meter  Temporary Construction Meter  Irrigation/Water Meter  Subdivision  Other

If Other specify \_\_\_\_\_

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## CITY STAFF USE ONLY

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**Assigned or Updated Address:** \_\_\_\_\_

**Water Meter Required -** yes  no  **PNM (Electrical Service) Required** yes  no

**Solid Waste Bins Required -** yes  no  **NM Gas Meter Required -** yes  no

**Waste Water Connection Required -** yes  no

City Staff Assigning address Signature \_\_\_\_\_

The city will forward this from to RECC (911), County Assessor's Office, PNM, New Mexico Gas, City Utilities, & USPS

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For questions and submittal requirements, please contact:

GIS Staff

505-955-6616

gis@santafenm.gov

*Incomplete request forms will delay City response and/or delay address request processing.*

**NOTE: It is the owner's responsibility to post the address at the front of the property in a visible location**