

# COUNTY OF EL DORADO, SURVEYOR'S OFFICE

360 Fair Lane, Placerville, CA 95667  
Phone (530) 621-5440 e-mail: [surveyor@edcgov.us](mailto:surveyor@edcgov.us)

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## APPLICATION: SITUS ADDRESS ASSIGNMENT

This form is applicable when an address request is independent of a Development Services application that **requires** an address to be assigned. Completion of this request does not circumvent established address procedures including applicable fees. **Please Note: Parcels that fall under the City of Placerville or City of South Lake Tahoe's Jurisdiction must go through their cities respective Permit and Development Departments in order to establish or change addresses.**

***Application must include:*** Exhibit showing the shape of the parcel as well as any buildings present on the parcel. Additionally, exhibit must delineate the driveway of the parcel as well as the driveways of the neighboring parcels. ***No application will be processed without exhibit.***

- Fee:**
- \$124.00 ..... Single situs assignment or change. If field verification is needed, additional time to be billed at a rate of \$124 per hour.
  
  - \$124.00 ..... Multiple situs assignment or change. Fee covers first hour of research and document preparation. Additional time to be billed at a rate of \$124 per hour.

Requests generally take 3-7 days. Checks can be made payable to "Surveyor's Office".

**Assessor's Parcel Number:** \_\_\_\_\_

**Reason for request:** (Please enter information explaining the circumstances around your request including any addresses currently assigned or in use.)

\_\_\_\_\_

\_\_\_\_\_

**Request made by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Please sign name above.)

\_\_\_\_\_  
(Please print name above.)

\_\_\_\_\_  
(Telephone)

\_\_\_\_\_  
(E-mail)

**Relationship:**

- Owner**
- Representative:** \_\_\_\_\_  
(Please enter company name above.)

Incomplete submissions will not be processed. Application expires one year from submission.

**PLEASE BE ADVISED: Assignment of an address does not grant any right of access or imply the existence of a legal easement. It is applicant's responsibility to verify their legal access prior to submission of the application.**

## LETTER OF AUTHORIZATION

I (We), the undersigned, Owner(s) of Record with vested interest in Assessor's Parcel No.

\_\_\_\_\_, hereby authorize \_\_\_\_\_

to act as my agent or representative to prepare and process the necessary documents relative to my property with the County of El Dorado, on my behalf.

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

Print Name: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Owner(s) of Record: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

*For multiple owners, attach additional pages as needed.*

Agent for Applicant(s): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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