



CITY OF CORONADO

DEPARTMENT OF COMMUNITY DEVELOPMENT
BUILDING DIVISION
1825 STRAND WAY, CORONADO, CA 92118
(619) 522-7331 / (619) 522-2418 (FAX)
COMMDEV@CORONADO.CA.US

HANDOUT 307 FEB 2013	ADDRESS ASSIGNMENT
--	---------------------------

PURPOSE: To ensure permit applicants are made aware of the City of Coronado’s procedure for the assignment of building addresses.

AUTHORITY: 1. City of Coronado Building Official

NOTES:

1. General Guidelines

- A. Addresses may be assigned and/or changed upon written or e-mail request from a property owner. The address assignment procedures listed below then shall be affective.
- B. Single family residential properties may only have one address assigned.
 - (1) Exception: Legal, non-conforming properties in a single family residential designated zone may have multiple, previously-assigned addresses. Alteration to these properties may result in the loss of an assigned address.
- C. For properties requiring new, multiple addresses, the Building Division shall assign an overall property address and such sub-addresses as necessary to meet the requirements of the property. All sub-addresses shall conform with and be approved by the City of Coronado Post Office.

2. Procedures

- A. Upon receipt by the Building Division of a written or e-mail request for an address change, the following procedures shall be followed:
 - (1) The Building Division shall research the parcel to ascertain what addresses, if any, are available to the requesting property owner.
 - (2) The property owner shall be notified, via telephone or e-mail, of the addresses, if any, available for selection.
 - (3) The property owner shall inform the Building Division of their selection by return letter or e-mail.
 - (4) The Building Division shall then prepare an official letter granting the property owner authorization to use the selected address. The owner shall be informed that it is their responsibility to notify the San Diego County Recorder, utility service providers, etc. of the address assignment or change.
 - (5) The Building Division shall send of copy of the official letter to the City of Coronado Police, Fire, Public Services, and Engineering Departments.
 - (6) The abandoned address shall be re-listed as available to the appropriate parcel in the Building Division Address Records.