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## ADDRESSING REQUIREMENTS

### **STREET NAME APPROVAL REQUIREMENTS:**

Please submit the following to the assigned Project Planner. If you do not know who the Project Planner is, please submit to [planning@chulavistaca.gov](mailto:planning@chulavistaca.gov)

1. Site Plan (names must comply with section 3-405 of the City of Chula Vista Subdivision manual)
2. List of 3 proposed names for each street that needs to be named (changing the suffix or prefix does not count as a separate name)
3. The City project accounting number

### **GIS REQUIREMENTS PRIOR TO ADDRESSING REQUEST:**

Please submit the following to the GIS Department at [GIS@chulavistaca.gov](mailto:GIS@chulavistaca.gov):

1. CAD file (file must comply with section 1-505 Digital Submittal Guidelines of the City of Chula Vista Subdivision manual)
2. CAD drawing, including the layers listed below

Digital files submitted shall be based on accurate coordinate geometry calculations and the California Coordinate System, CCS 83, Zone 6, epoch 1991.35. The digital file submitted shall combine all individual plan sheets for the proposed projects into a single CADD formatted drawing without external references. This drawing shall contain the following individual layers (if a layer doesn't apply ignore it).

1. SUBDIVISION/PROJECT BOUNDARY (polylines)
2. LOT/PARCEL LINES (polylines)
3. LOT NUMBERS (annotation)
4. STREET CENTERLINES (polylines)
5. STREET NAMES (annotation)
6. EASEMENTS (polylines)
7. BUILDING FOOTPRINTS (polygons)
8. INTERNAL WALLS (polylines) - Only for separate units and not rooms within a unit
9. CURB LINES (polylines)
10. STORM DRAIN PIPES (polylines)
11. STORM DRAIN STRUCTURES (polylines)
12. SEWER PIPES (polylines)
13. SEWER STRUCTURES (polylines)
14. GRADING PLAN SHOWING PIPE MATERIALS AND SIZES
15. FIRE HYDRANTS

Files up to 25 MB can be submitted as compressed in the ZIP format to: [GIS@chulavistaca.gov](mailto:GIS@chulavistaca.gov)



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## ADDRESSING REQUIREMENTS

### **ADDRESSING REQUEST REQUIREMENTS:**

After the cad file has been processed by GIS, please email the following to [addressing@chulavistaca.gov](mailto:addressing@chulavistaca.gov)

1. A PDF site plan, that shows building footprints, driveways, building number and entrances, lot numbers, project boundaries (include a North arrow)
2. An excel spreadsheet listing the building or lot numbers (from the PDF site plan) and the number and type of units for each floor in each building. The spreadsheet must also identify if these are commercial suites, residential units, apartments, condos, or mixed use (live/work units), etc. Any other buildings or offices (clubhouse, office, pool building, etc.) that need to be addressed must also be included in the spreadsheet (sequencing sheets are not acceptable)
3. A list of the lot or building number(s) for the model(s)
4. A list of the Building Permit numbers assigned for any permit(s) in the plan review process
5. A pdf of the recorded, or soon to be recorded, map for the project (if applicable)
6. The City project accounting number(s) for the project

### **ADU, JADU, SFD ADDRESSING REQUEST REQUIREMENTS:**

For address requests for ADUs, JADUs, and SFDs, please send the following information to [addressing@chulavistaca.gov](mailto:addressing@chulavistaca.gov)

1. Associated building permit #
2. Building type (attached/detached JADU, ADU, SFD)
3. APN/Existing Address

### **METER ADDRESSING REQUEST REQUIREMENTS:**

For meter address requests, please send the following information to [addressing@chulavistaca.gov](mailto:addressing@chulavistaca.gov)

1. If on-site, please provide a separate site plan showing the meter type and location. We do not address meters within the building, meter boxes for the building itself, or circuits within meter boxes in/for the building.
2. If proposed in the right-of-way, provide a sketch showing the following:
  - The name of the street the meter will be located on
  - The side of the street the meter will be located on
  - The distance from the meter to the centerline of the nearest named cross street and the name of that street
  - The distance behind the face of curb where the meter is proposed or where the meter will be (i.e., in the parkway at the curb line, behind the sidewalk, etc.)