

## INSTRUCTIONS FOR FILLING OUT AN APPLICATION FOR RURAL ADDRESS WITHIN SAN JUAN COUNTY, NM

- 1) Print the name of the person(s) who will be living at or the name of the business that will occupy the address for which you are applying/updating. (landowners: if you will not actually be living here, see number 4).
- 2) Please fill in the occupant mailing address for the people or business that will occupy this address. (current street address or PO Box where they can be reached by mail if necessary).
- 3) Please include the occupant phone numbers, preferably the landline number at the new or updated address, and/or a cell number if known.
- 4) Please fill in the landowner information. If the occupant and landowner are the same, write “*SAME*”. If the occupant is unknown at this time, leave number 1 through 3 blank (ex: building a spec home, no known renter at this time, etc...) and alert the Addressing Department when occupant information becomes available.
- 5) If the land is in a subdivision, or part of an exempt land survey, please fill in the name of the land division.
- 6) Lot and block number pertain only to those parcels that are in a “division of land” survey. Often this information may be located in the legal description of the deed or real estate contract, if no survey plat is available.
- 7) Please check one: residential if someone is living there – commercial if there is a business there.
- 8) Location of the driveway and/or legal easement is one of the most important items on the address application. Please indicate where you leave the road and enter your property. If you know where property corners are, a distance from one of them to the centerline of your driveway may be helpful. Please include the road number your driveway accesses. EX: “leaves road 1234 heading west and enters the east side of property 50 ft south of the northeast corner”. **The location of the centerline of the driveway determines the address; an address cannot be figured or issued without a proper description.**

If this is a new driveway construction, you need to obtain a permit before an address can be issued. *If the driveway being built accesses a county maintained road, please obtain a permit for “construction of a driveway within the county right of way” from the San Juan County Public Works department. Individual’s whose driveways access a state or us highway must obtain a permit from the New Mexico Department of Transportation-District 5 in Santa Fe.*
- 9) Please check one: if currently vacant land, please check the future type of structure, if known, for the location; if other, specifically describe the type of structure.
- 10) The landowner must sign the application and return it with; a copy of the deed or real estate contract (must contain the county clerk’s recording stamp), legal description of the property being addressed and if applicable, the driveway permit, to the fax number on the bottom of the address application. By signing, the landowner grants permission for rural addressing personnel to enter the property.