

Street Name Submittal:

1. Applicant shall provide Proposed Tract Map. The Proposed Tract Map cannot be recorded until the Street Names have been Approved and Identified on the Proposed Tract Map. Once City Council adopts the Tract Map it is then recorded by the Riverside County Tax Assessor. **All information submitted shall be in Electronic Format.**
2. The Street Name Process begins with the Developer/Applicant providing the Proposed Tract Map. All of the streets are identified by the letters in the alphabet, A, B, C, etc.
3. Each letter of the alphabet is then furnished with THREE (3) suggestions for each Proposed Street Name, which is normally provided on the Tract Map in table form.
4. Each Proposed Street Name is Required to have an extension, for example, Court(CT) and Circle(CIR) for cul de sacs, Drive(DR) and Road(RD), Way(WY), for thru streets.
5. Street Names not Approved shall be re-submitted in the exact format as indicated in Items 2 - 4.
6. Information submitted is then emailed to Riverside County GIS.
7. All Approved Street Names with ALL correspondence shall be stored in a file folder, for future reference and Street Address Submittal.

Lot Address Submittal:

1. Applicant shall provide Recorded Map, with an Excel Spreadsheet with columns indicating lot numbers in sequential order, APN, address, and street name. The only information that will be provided in the columns will be the Lot Number and the Street Name. **All information submitted shall be in Electronic Format.**
2. Information submitted is then emailed to Riverside County GIS.
3. All Approved Street Addresses with ALL correspondence shall be stored in the Street Name file folder, for future reference.

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