



PLANNING AND ZONING DEPARTMENT ADDRESSING INFORMATION

Property owners or approved agents can obtain a new address as part of a Zoning Compliance/Development packet. Refer to the Zoning Compliance and Floodplain Determination Checklist.

The deed of the property to be addressed, and a \$5.00 fee must accompany all documents in your development package.

Once the Zoning Compliance/Development packet Application is accepted and you have had your property UPC number verified by the County Assessor's Office, an E911 Address will be assigned to your property and utilities will be authorized.

You will receive the County's assigned e911 address for your property when your Zoning Compliance/Development packet Application is approved, and utilities will be authorized and the address will be included in your packet when it is ready for pick-up. If your assigned address is not part of a Zoning Compliance/Development packet, your address will be emailed to the email address provided by the applicant shown on the Addressing Assignment Application.

Addresses, once assigned, are entered into the E911 database so your location will be available for first responders in the Fire Department and Sheriff's Department.

In accordance with the Sandoval County Addressing Ordinance Section 11.3 - "No person shall install or cause to be installed any utility service, including, but not limited to electric, gas, water, sewer, telephone or cable television or any building required by this Ordinance to be assigned an address without first receiving a building permit and an address for that location. Utility companies must obtain approval from the Planning and Zoning Department prior to installation."

MORE INFORMATION: Should you need further information, please contact the Sandoval County Planning and Zoning Department at (505) 867-7540 / or alternatively, view our website at www.sandovalcountynm.gov/departments/planning-zoning/, in reference to our Addressing Ordinance, as well as any related Forms.