



SANDOVAL COUNTY
PLANNING & ZONING DEPARTMENT
ADDRESSING INFORMATION

Property owners or approved agents can obtain a new address as part of a Zoning Compliance/Development packet or by submitting an Addressing Assignment Application.

The deed of the property to be addressed and a \$5.00 fee must accompany the Addressing Assignment Application. If the person requesting an address is not the owner, a notarized Property Owner's Agent Authorization form will be required.

Once the Zoning Compliance/Development packet or the Addressing Assignment Application is accepted and you have had your property UPC number verified by the County Assessor's Office, an E911 Address is assigned to your vacant property. If you are on tribal land you will need to contact your tribal administration for addressing. The Planning and Zoning Department does not address tribal land.

You will receive the County's assigned e911 address for your property when your Zoning Compliance/Development packet or your Addressing Assignment Application is approved and utilities will be authorized.

If the assigned address is part of a Zoning Compliance/Development packet, 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 applicant 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.

Note: An address assigned without a Zoning Compliance/Development packet is not an authorization to build or place a residence on the subject property.

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 County Planning and Zoning Department at (505) 867-7540 / or please view our website www.sandovalcountynm.gov/departments/planning-zoning, in reference to Addressing Ordinance as well as Forms.