



**City of Rio Rancho**  
**Development Services**  
 3200 Civic Center Circle NE  
 Rio Rancho, NM 87144  
 (505) 891-5005 Fax: (505) 896-8994

## New Address Application

### Instructions

**No Fee**

Please provide the legal description on the application submitted to the Development Services Department. This form will serve as the official address verification for the legal description submitted.

If you are requesting an address for a building permit, please submit the building permit using the legal description. A request for an address will be forwarded to a City Planner while other City Staff reviews the building plans.

For a commercial site, please attach a site plan showing building footprint and number of tenants.

### Applicant

**Name:** \_\_\_\_\_  
**Current Mailing Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Phone (W):** \_\_\_\_\_ **Phone (Other):** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

### Legal Description

**Subdivision/Unit:** \_\_\_\_\_ **Block:** \_\_\_\_\_ **Lot:** \_\_\_\_\_  
**Tract/Parcel:** \_\_\_\_\_ **Zoning:** \_\_\_\_\_

#### New Address

**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

\_\_\_\_\_  
*Applicant Name (printed)* *Date*

\_\_\_\_\_  
*Signature*

### For Office Use Only

**Received By:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

**Processed By:** \_\_\_\_\_ **Date Processed:** \_\_\_\_\_