

Memorandum

May 18, 2010

To: Engineers, Developers, Builders
From: Glen Van Peski, P.E., Senior Civil Engineer
Re: **New Assessor Parcel Numbers Required with Map Mylar Submittals**

Effective immediately, mylar submittals for final maps and parcel maps will be required to include tentative parcel number assignments from the County of San Diego Assessor Mapping Division.

Upon request, the County of San Diego Assessor Mapping Division will make preliminary assignments of assessor parcel numbers (APNs), referred to as *tentative parcel numbers*. Application can be made by email or mail, and should include the following:

- Request for assignment of tentative parcel numbers on business letterhead
- Digital copy of the final map in .DWG format, either on a CD or by attachment of a zipped file or easy FTP arrangements.

Email requests can be sent to: Rein.Galeos@sdcounty.ca.gov

Mail requests should be send to: County of San Diego
Assessor Mapping Division
1600 Pacific Hwy. Room 103
San Diego, CA 92101

You should allow 1 – 2 weeks for the Assessor Mapping Division to assign the tentative parcel numbers. The Assessor Mapping Division will return the tentative parcel numbers to you, and you will then include them in your mylar submittal to the City of Carlsbad.

