REQUEST FOR CHANGE OF ASSIGNED ADDRESS

EXISTING ADDRESS: ____________________________________________

PROPOSED ADDRESS: ____________________________________________

REASON FOR CHANGE: ____________________________________________

PROPERTY OWNER'S SIGNATURE ______________________________________

DATE OF REQUEST ____________________________________________

PROPERTY OWNER'S MAILING ADDRESS


Government Code Section 34092 requires that whenever any house numbers have been changed on any street, a copy of the instrument providing for such change of house number shall be forwarded to the County Board of Supervisors. In addition, the City notifies the County Assessor, the U.S. Postal Service, the Fire Department, Fire/Police Dispatch, Water Department and Pacific Bell. To recover the costs of this service, a fee of $15 is charged per City Council Resolution 2002-48

DATE RECEIVED: ______________ RECEIPT NO.: ______________

ASSESSOR'S PARCEL NUMBER: ________________________________

NEW ASSIGNED ADDRESS: ____________________________________________

ADDRESS ASSIGNMENT PROCEDURES

Addresses are assigned in standardized patterns so as to promote speedy response by emergency personnel, as well as provide convenience generally in identifying and locating properties.

Addresses will not be assigned out of numerical sequence.
Owners of properties with out-of-sequence addresses are encouraged to request a change of assigned address so as to conform with the overall pattern of addresses.

Addresses will be assigned in pattern consistent for the street.
Streets typically have odd-numbered addresses on one side and even-numbered addresses on the other.

Individual addresses in multi-unit buildings will be consistently assigned.
For properties with a secondary dwelling unit, the primary unit may be identified by the numerical address for the property, while the secondary unit may be identified by the numerical address and the letter "A" (NOTE: The City will not assign addresses to illegal dwelling units). In multi-unit buildings, all units should be identified by the property's numerical address, followed by a unit or suite number or letter. Only where there are sufficient unassigned numbers on the street may units in a single building be assigned separate numerical addresses.