



**City of San Mateo**  
Public Works: Development  
330 West 20th Avenue  
San Mateo, CA 94403

# ADDRESS ASSIGNMENT APPLICATION

## General Information

**Current Property Owner:** Address: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Address Assignment Information

**Purpose of Request:** (check one)

- New Address for a New Parcel
- Additional Address for Existing Parcel (e.g. ADUs)
- Change or Replace Addresses or Unit Numbers

**Related Permits:** (check any that apply and provide number)

- No related permits to this request
- Related to a Planning Application: PA – 20 \_\_\_\_\_ - \_\_\_\_\_
- Related to a Building Permit: BD – 20 \_\_\_\_\_ - \_\_\_\_\_

**Current Address(es):** (#, street name, and unit)

**Current Assessor's Parcel Number(s):** (list all affected APNs)

**Proposed Address(es):** (#, street name, and unit)

**Retired Address(es):** (if applicable)

## Address Assignment Conditions

**Ownership:** Only the current property owner may apply for an address assignment or change.

**Address Plan:** Provide a site plan and/or floor plans to depicting the requested address(es). Include before and after plans.

**Fees:** There is an associated fee per the Master Fee Schedule that is required to at the time of application submission.

## Applicant Acknowledgement

I/We attest that I/we are the current owners of the property(ies) affected by this address assignment application and that the above information is true to the best of my/our knowledge.

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

## Address Assignment Process

- 1. Submittal:** Applicant submits the application form to PW. Email [pwencroachment@cityofsanmateo.org](mailto:pwencroachment@cityofsanmateo.org). An application fee per the Master Fee Schedule will be required.
- 2. Review:** Staff will review the application and obtain approvals from SMPD and SMCFD. If the request is not acceptable, the applicant will be contacted to revise.
- 3. Notification:** Once approved, staff will process the assignments and notify City Departments, San Mateo County, the US Postal Service, and utility companies (such as PG&E and Calwater).