City of San Mateo
Public Works Permitting
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. 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).