



City of San Mateo
Community Development Department
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)	Related Permits: (check any that apply and provide number)
<input type="checkbox"/> New Address for a New Parcel	<input type="checkbox"/> No related permits to this request
<input type="checkbox"/> Additional Address for Existing Parcel (e.g. ADUs)	<input type="checkbox"/> Related to a Planning Application: PA – 20 _____ - _____
<input type="checkbox"/> Change or Replace Addresses or Unit Numbers	<input type="checkbox"/> 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: building.info@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.

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).