



ADDRESS ASSIGNMENTS

Introduction

The purpose of an address is to identify a building or structure generally using street names, house or building numbers, and occasionally geographic orientation. Addresses provide a means of locating a building, thus facilitating mail delivery and wayfinding for emergency responders including the Police, Fire, and ambulance services.

Addresses are normally assigned to buildings, not necessarily parcels, and seldom to vacant properties. Commercial buildings with multiple, discrete, tenant spaces may have an address assigned to each tenant space. In residential situations each building that is occupied by a single housekeeping unit with separate cooking and sanitation facilities would be eligible for an address. Thus, a single-family residence with a secondary dwelling is eligible for two addresses as a multi-family residential building or complex is for a commensurate number of addresses.

When should addresses be assigned?

A new address is only assigned when one of the following situations occurs:

- Construction of a new building.
- Construction or legalizing a secondary dwelling unit.
- Current address is out of sequence or range.
- Existing entrance for a corner lot is on a different street.
- New primary entrance for a corner lot is on a different street due to remodeling.
- Existing duplicate address or street name.
- New address will facilitate mail delivery and better emergency response from the Police, Fire, ambulance services, etc.
- A new parcel containing a building is being created.

What are the limitations for assigning addresses?

- Addresses should generally not be assigned to empty lots or vacant land.
- Addresses will only be assigned when new development or alteration work is proposed.
- Multi-tenant buildings will have one street address with suite numbers for tenant spaces.

What are the application submittal requirements?

An address assignment submittal must consist of these required documents:

- Completed Building Permit Application.
- A written statement explaining why the assignment is required.
- Fees (refer to hourly fee per the current Master Fees Schedule)
- A site plan showing the property lines, building footprint, location of mailbox and entrance to the subject building.
- Floor plans are required for changes in suite or unit numbering.

How is the application review process?

- The property owner or his designated representative submits the information listed above to the Building Division (building@cityofepa.org).
- Staff will review and process completed applications within ten (10) working days.
- Staff confirms that the site plan and mailbox location is consistent with the approved planning entitlement or Zoning Clearance plan set.
- Staff prepares an addressing notice and sends it, via email, with the site plan and other pertinent information, to the distribution list including the USPS, Police, Menlo Fire, Community Communications, county assessor, city departments, utility companies, emergency services, etc. The distribution list of email addresses is attached.
- Staff allows two weeks for partner divisions and agencies on the distribution list to review and provide comments.
- Staff reviews comments received and requests applicant to incorporate any changes, as warranted.
- Staff provides a grant letter, with the site plan attached, for the address assignment to the applicant. Staff also provides a copy to all stakeholders per the email distribution list.

Example Site Plan for Address Assignment

