



ADDRESS ASSIGNMENT REVIEW PROCESS

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

1960 TATE STREET, CITY OF EAST PALO ALTO, CA 94303

TEL: 650. 853. 3189 E-MAIL: planning@cityofepa.org

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:

- Complete Address Assignment 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 and entrance to the subject building.
- Floor plans are required for changes in suite or unit numbering.
- Location of mailbox should be indicated on the site plan.

How is the application review process?

- The property owner or his designated representative submits the information listed above to the Building Division.
- Staff will review and process completed applications within thirty (30) 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.

Address Assignment Email List

1. **Postmaster USPS** - Ronald.H.Quach@usps.gov, david.w.jones@usps.gov
2. **Deputy tax assessor** – registrar@smcacre.org
3. **West Bay sanitary district** - info@westbaysanitary.org
4. **AT&T** – (contact to be identified)
5. **County Communications** – smu@smc911dispatch.org,
systems_management_unit@smcgov.org
6. **Sequoia Union High School** – Susan Hendrick: shendrick@seq.org
7. **Veolia** – epawater@veolia.com
8. **Recology San Mateo** – lsilva@recology.com, sherrera@recology.com
9. **Ravenswood School District business office** – weger@ravenswoodschools.org
10. **Menlo Fire** - jonj@menlofire.org
11. **East Palo Alto Sanitary District** - info@epasd.com
12. **PG&E** - marc.morolla@pge.com & k2tm@pge.com
13. **EPA Police** - elam@cityofepa.org

SAMPLE AWARD LETTER



**CITY OF EAST PALO ALTO
COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT**

Planning Division

1960 Tate Street · East Palo Alto, CA 94303
Tel: (650) 853-3189 · Fax: (650) 853-3179

May 16, 2023

To Whom It May Concern:

The East Palo Alto Planning Division has assigned a new address for the reason listed below:

- Construction of a new building (home)
- X** **Construction of a secondary dwelling unit**
Current address is out of sequence or range.
- Existing entrance for a corner lot is on a different street.
- Existing duplicate address or street name
- X** **New address will facilitate better emergency response from the Police or Fire Departments.**
- A new parcel number is required to be issued for this project The new address is as follows:

	New Address	Assessor Parcel Number	Old Address	Owner Name
1	1428A Camellia Dr. East Palo Alto, CA 94303	063411060	No existing address New ADU Construction	Jeannie Llewellyn

Project number: AA23-010

This change is effective immediately. Please update your records accordingly. If you have any questions or comments about this change or this project, please contact our office at (650) 853-3189.

Sincerely
Approved for transmittal.

Matthew Ball
Planning Permit Technician

cc.

Postmaster
San Mateo County Assessor
San Mateo Office of Public Safety Communication Menlo Park Fire Protection District
East Palo Alto Sanitary District Veolia Group
County Public Safety Communications CHP Computer Support
PG&E
Recology

Ravenswood City School District
East Palo Alto Academy Elementary School Sequoia Union High School District
East Palo Alto Building Division East Palo Alto Police Department East Palo Alto Engineering Division
San Mateo County- Office of Public Safety Communications