

City of Palo Alto

Request for Address Assignment or Change

In order to process your request, all applicable information must be completed and a site or area plan must be attached. The fee for processing the address request is payable at the time the request is submitted. Payment of the fee is not a guarantee that the request will be approved.

To Be Completed By Applicant

(please print or type)

Request For: (check one) New Address_____ Change Address_____ Additional Address_____

Current Address: _____
 (*see note below)

Proposed Address: _____

Permit Application #: _____ **APN:** _____ **Lot #:** _____

Type of Building:
 Single Family Commercial Industrial Other _____
 Multi-Family Educational Hotel/Motel

Project Description: _____

***Change of Address Note:** Changes of address can only be granted for the following reasons (check appropriate reason)

Address is out of sequence or out of range Existing entrance for corner lot is on different street
 Existing duplicate address or street name Problems receiving emergency services

Applicant Information

Name: _____ **Firm:** _____

() Property Owner () Developer () Tenant () Architect () Engineer () Contractor () Other

Address: _____ **Phone:** _____

_____ **Fax:** _____

Email: _____

Owner Information

Name: _____ **Firm:** _____

() Property Owner () Partner () Corporate Officer

Address: _____ **Phone:** _____

_____ **Email:** _____

Signature: _____ **Date:** _____

For Official Use Only

Submittal Date: _____ **Receipt #:** _____ **Received By:** _____

Approved Conditions/Amendments: _____

Not Approved Comment: _____

Reviewed By: _____ **Date:** _____