



Planning & Building Department
 3675 Mt. Diablo Boulevard, Suite 210
 Lafayette, CA 94549-1968
 Tel. (925) 284-1976
www.ci.lafayette.ca.us

ADDRESS ASSIGNMENT CHANGE OF ADDRESS

The Planning & Building Department is responsible for coordinating the assignment of new addresses and changes to existing addresses in the City of Lafayette. Address assignments include assignment of a new street number or street name or any change to an existing street number or street name.

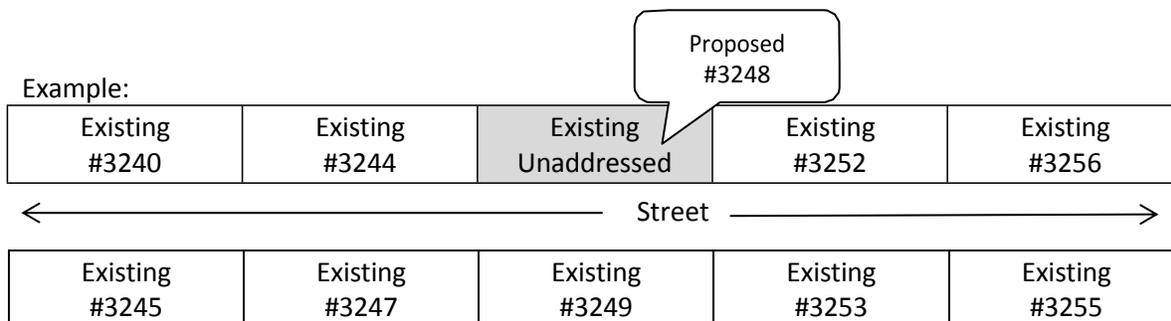
To request an address assignment or change of address, please submit the following:

1. Address Assignment Application Form, which may be obtained from the Planning Department's or at www.lovelafayette.org > City Hall > City Departments > Planning & Building > Application Forms.
2. Map showing the layout and addresses of adjacent properties and the proposed address.
3. Brief statement articulating the reason for the requested address assignment.
4. Application fee of \$525 made payable to CITY OF LAFAYETTE.

When received, Planning staff will refer the proposal to service agencies (utilities, police, fire district, 911 dispatch, etc.) as a proposed address for review and comment. If there is no objection to the proposed address, then the applicant will be provided a letter advising that the address assignment has been approved and is effective. All service agencies are advised to update their databases and maps accordingly.

Proposed addresses should follow the existing numbering pattern, that is: (1) even numbers on the even side of the street, odd numbers on the odd side of the street, and (2) fall within the existing series of numbers. Please note that ALL affected property owners must consent to the application and sign the application form. Applicants requesting an additional address for an Accessory Dwelling Unit will need to provide evidence of said unit's permitted existence. Accessory Dwelling Units are assigned the letter "A" and the application fee for this request is \$175.

Processing of an Address Assignment application takes approximately 6 weeks to allow comments and input from referral agencies.





ADDRESS ASSIGNMENT CHANGE OF ADDRESS APPLICATION

PROJECT INFORMATION			
Project Address / Location	Assessor's Parcel Number (APN)	Zoning	<input type="checkbox"/> Permitted Accessory Dwelling Unit?

APPLICANT INFORMATION			OWNER INFORMATION		
Applicant Name			Owner Name		
Applicant Address			Owner Address		
City	State	Zip	City	State	Zip
Phone () -	Cell () -		Phone () -	Cell () -	
Email (for official use only)			Email (for official use only)		

REQUIRED FOR APPLICATION SUBMITTAL
<input type="checkbox"/> Completed and Signed Application <input type="checkbox"/> Narrative Stating Requested Address <input type="checkbox"/> Map Showing Current Street Addresses and Proposed New Address <input type="checkbox"/> Application Fee <input type="checkbox"/> Agreement for City Services (ACS)

OWNER / AGENT STATEMENT		
<p>Property Owner Consent – I am the legal owner of record of the land specified in this application or am authorized and empowered to act as an agent on behalf of the owner of record on all matters relating to this application. I declare that the foregoing is true and correct and accept that false or inaccurate owner authorization may invalidate or delay action on this application. I hereby grant permission to access the property to individuals involved in the processing of the subject application(s). I agree to defend, indemnify and hold harmless the City, its agents, officers, officials, and employees from all claims, demands, lawsuits, writs of mandamus, and other actions or proceedings (collectively "Actions") brought against the City or its departments, commissions, agents, officers, officials, or employees to challenge, attack seek to modify, set aside, void or annul any City decision made in connection with this application. In the event the City becomes aware of any such Actions, the City shall promptly notify me and shall cooperate fully in the defense. It is expressly agreed that the City shall have the right to approve, which approval shall not be unreasonably withheld, the legal counsel providing the City's defense, and I shall reimburse City for any attorney's fees, costs and expenses, including any plaintiff's or other third party's attorneys' fees, costs and expenses, directly and necessarily incurred by the City in the course of the defense.</p>		
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Print Name	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date