



**Planning & Building Department**

3675 Mt. Diablo Boulevard, Suite 210

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Tel. (925) 284-1976

[www.lovelafayette.org](http://www.lovelafayette.org)

**ADDRESS ASSIGNMENT / CHANGE OF ADDRESS APPLICATION**

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 an 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 to [Planner@lovelafayette.org](mailto:Planner@lovelafayette.org):

1. Completed application form
2. Agreement to Pay for City Services (ACS) form
3. Map showing the layout and addresses of adjacent properties and the proposed address (see example below).
4. Brief statement articulating the reason for the requested address assignment.
5. Application fee (does not apply to Accessory Dwelling Unit) payable by card or check 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, the applicant will be provided a letter advising that the address assignment has been approved and is effective. All service agencies are then advised to update their databases and maps accordingly. Staff works with the most current assessor’s parcel number when assigning new addresses. **Parcels newly created through an approved subdivision or lot line revision will be assigned the new address when the new parcel number is issued by the assessor’s office.**

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 if multiple parcels are affected.

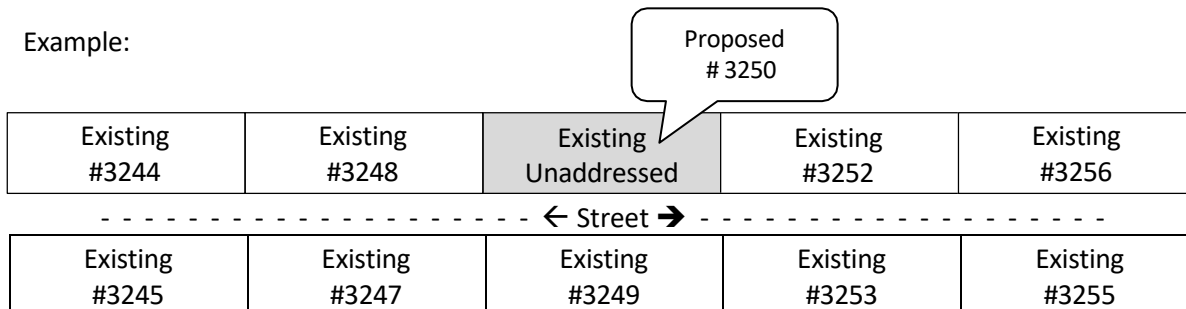
Applicants requesting an additional address for an accessory dwelling unit will need to provide evidence of when the unit was built in order to demonstrate the legality of the unit. Due to standardization requirements by the United States Postal Service, alpha numeric addresses cannot be in the primary address line.

**The City will use the word “Unit” and letter “A” for the approved accessory dwelling unit in the secondary address line,**

**e.g. “3244 [street name], Unit A”.**

Processing an address assignment takes approximately six weeks to allow referral to service agencies.

Example:



## ADDRESS ASSIGNMENT/CHANGE OF ADDRESS APPLICATION

PROJECT INFORMATION		
Project Address / Location	Assessor's Parcel Number (APN)	Zoning

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 (if applicable) <input type="checkbox"/> Agreement for City Services (ACS)

OWNER / AGENT STATEMENT						
<p><b>Property Owner Consent</b> – 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>						
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border-top: 1px solid black; border-bottom: 1px solid black;"></td> <td style="width: 33%; border-top: 1px solid black; border-bottom: 1px solid black;"></td> <td style="width: 33%; border-top: 1px solid black; border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border: none;">Print Name</td> <td style="border: none;">Signature</td> <td style="border: none;">Date</td> </tr> </table>				Print Name	Signature	Date
Print Name	Signature	Date				

**City of Lafayette  
Planning & Building Department**

**AGREEMENT TO PAY FOR CITY SERVICES**

**Complete and submit this form with the development application.**

In consideration for the City providing the services described in this Agreement, the undersigned agrees as follows:

1. The City services requested relate to development application number \_\_\_\_\_, property in the City of Lafayette located at \_\_\_\_\_, assessor's parcel number \_\_\_\_\_.
2. This Agreement is for services and fees that are in addition to the planning fees paid upon the filing of the referenced development application. I agree to pay for the additional charges imposed by the City for staff time spent processing the application based upon an hourly rate established by resolution of the City Council. These services include but are not limited to City staff time spent for engineering and other City administrative services regarding the application. In addition, I agree to pay for services of consultants retained by the City and required by it in connection with the development application at the hourly rate charged by each consultant to the City. These services include but are not limited to legal, landscaping, traffic engineering and environmental services and may also include the costs associated with such services such as mileage and photographic copies.
3. The City will bill for the services performed under this Agreement upon a monthly or other periodic basis. If at any time the balance due exceeds \$500.00, the City may cease processing the application, prepare a recommendation for taking action on the application and present the application to the appropriate hearing body for final action.
4. The development application account will remain open until it is paid in full. Final payment in full is due as follows:
  - a. In the case of a subdivision, upon release of the final improvement bond or when conditions of approval are satisfied, which ever is later in time;
  - b. In the case of all other applications, when the City authorizes Contra Costa County to issue final building inspection clearance or when work for which a permit is issued is completed;
  - c. If an application is denied, upon expiration of the appeal period or upon a final decision on appeal;
  - d. If an application is withdrawn, when all remaining staff work on the application is completed;
  - e. Upon the expiration of 12 consecutive months during which there was no activity on the application.
5. The undersigned is responsible for the payment of the costs and charges involved with the application even though the property or project is sold or assigned to another party. If the undersigned desires to transfer payment responsibility to another, it is the undersigned's responsibility to have this Agreement replaced by a new agreement with the responsible party. Any outstanding balance must be paid before the City will accept a replacement agreement.
6. The undersigned agrees to advise the City in writing of any change to their billing address and represents that (s)he is the party responsible for payment of the costs or any other obligations incurred under this Agreement.
7. The undersigned agrees 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 or Agreement. In the event the City becomes aware of any such Actions, the City shall promptly notify the undersigned 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 the undersigned 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.

PROPERTY OWNER NAME (Print): \_\_\_\_\_ MAILING ADDRESS: \_\_\_\_\_

PROPERTY OWNER SIGNATURE: \_\_\_\_\_ CITY, STATE, ZIP: \_\_\_\_\_

DATE: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

NOTE: THIS DOCUMENT IS NOT TRANSFERABLE • ORIGINAL TO FINANCE •  COPY TO APPLICANT •  COPY TO APPLICATION FILE

APPLICATION NO. \_\_\_\_\_

FOR OFFICIAL USE ONLY

ACCOUNT NO. \_\_\_\_\_

# Agreement for City Services

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