



**City of Santa Cruz
Inspection Services**

Larry Riordan, Building Official
City Hall Annex, 809 Center St., Rm. 101
Santa Cruz, CA 95060

**PLANNING AND COMMUNITY
DEVELOPMENT DEPARTMENT**

Telephone: (831) 420-5100 FAX: (831) 420-5434

ADDRESSING REQUEST: APPLICATION FORM

Fee: \$168/hr

Date: _____

This application form is for any of the following:

- Add a new address to an existing parcel which does not have an address.
- Add an additional address to an existing parcel.
- Change an existing address.
- Delete an existing address.
(new parcel numbers are assigned by the County)
- Request for an addressing notification letter.

The fee to add or change addresses is applied by an hourly rate, not per address(es) requested.
Please fill out as much information about your request as possible.

Your Name_____

Your Mailing Address:_____

Your Email:_____

Your Phone Number:_____

Address or parcel number where addressing changes or additions are requested:

Please explain what is existing, the number of existing units and addresses, and what is proposed. Please make sure that your requested address(es) are NOT in use on the neighboring properties. Please provide a floor plan/site plan to clearly indicate the location of existing units and addresses and location of proposed units and addresses. The City requires addresses in multiple floor buildings be applied in logical arrangement to allow police and fire a consistent response route. (Ie: First Floor 129, Second Floor 229, etc. with logical numerical order.)

Feel free to add a map or additional paper to make your request. Thank you very much.

Rina Zhou, 420-5104, rzhou@santacruzca.gov

Office Use Only:

Date paid: _____ Initials: _____

Date approved: _____ Initials: _____