

ADDRESS REQUEST FORM



General Information

Current Parcel Owner:	Applicant Name:
Address:	Phone:
	Email:

Address Assignment Information

Purpose of Request: (check one) <input type="checkbox"/> New Address for a New Parcel <input type="checkbox"/> Additional Address for Existing Parcel <input type="checkbox"/> Change or Replace Addresses or Unit Numbers	Related Permits: (check any that apply and provide number) <input type="checkbox"/> No related permits to this request <input type="checkbox"/> Related to a Planning Application: _____ <input type="checkbox"/> Related to a Construction Permit: _____
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Current Address(es): (#, road name, and unit)

Current Assessor's Parcel Number(s): (list all affected APNs)

Proposed Address(es): (#, road name, and unit)

Retired Address(es): (if applicable)

Address Assignment Conditions

Ownership: Addresses may be issued only to parcel owners. If you are a representative, please provide a completed Agent Declaration form.
Address Plan: Provide a site plan or map including parcel boundary, driveway location, current or proposed structure locations, and front door locations.
Fees: The first address assignment is free of charge. For each additional address, please refer to the adopted HCD land use fee schedule found on the HCD website <https://www.co.monterey.ca.us/government/departments-a-h/housing-community-development/permit-center/permits-fees-types>

Applicant Acknowledgement

I/We attest that I/we are the current owners of the property(ies) affected by this address request form and that the above information is true to the best of my/our knowledge.

_____ Parcel Owner's Signature	_____ Date
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FOR OFFICE USE ONLY:	New Address:	City/ Community:	By:
Road: <input type="checkbox"/> Private <input type="checkbox"/> County			Date:

Address Assignment Process

- 1. Submittal:** Applicant submits the application form to Email 299-addressrequest@co.monterey.ca.us or online at: <https://aca-prod.accela.com/MONTEREY/Default.aspx>
- 2. Review:** Staff will review the application and obtain approvals. If the request is not acceptable, the applicant will be contacted to revise. Address requests require up to 5 working days following payment receipt to process.
- 3. Notification:** Once approved, staff will process the assignments and notify the Property Owner, County Departments, the US Postal Service, and utility companies.