County of Monterey
Housing & Community Development
Planning - Building - Housing
1441 Schilling Place, South 2nd Floor
Salinas, California 93901-4527
(831) 755-5025

ADDRESS REQUEST FORM

General Information

Current Parcel Owner:

Address:

Applicant Name:

Phone:

Email:

Address Assignment Information

Purpose of Request: (check one)

- ☐ New Address
- ☐ Additional Address
- ☐ Change/Replace/Remove Addresses or Unit Numbers

Related Permits: (check any that apply and provide number)

- ☐ No related permits to this request
- ☐ Related to a Planning Application: _____
- ☐ Related to a Construction Permit: _____

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.countyofmonterey.gov/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

FOR OFFICE USE ONLY: **New Address:** **City/ Community:** **By:**
Road: __ Private __ County **Date:**

Address Assignment Process

1. Submittal: Applicant submits the application form to Email **299-addressrequest@countyofmonterey.gov** 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.