



Town of Atherton
Building Department – Permit Center
80 Fair Oaks Ln.
Atherton, CA 94027
(650) 752-0560

RE: NEW ADDRESS ASSIGNMENT REQUEST AND NOTIFICATION

To Whom It May Concern:

The Town of Atherton has received a request to assign a building address to APN# _____. Please review the information below and notify this office within 10 business days of either your Approval or Denial. Please email your response to: hluo@ci.atherton.ca.us.

Thank you for your prompt attention to this matter.

Respectfully,

Mike Greenlee
Building Official

Date: _____

Existing Property Use: _____

Proposed Property Use: _____

List current addresses on either side of property: _____

Please attach a site map depicting the surrounding property's addresses to this form.

Current Property Owner's Name(s): _____

Address: _____ City/State/Zip: _____

Contact Phone #: _____ Date of Request: _____ APN # _____

Existing Property Address: _____

Proposed Property Address: _____

List current addresses on either side of property: _____

Notes/Comments: _____

Is this request related to a current building permit? No ☐ Yes ☐

If Yes, building permit number: BP_____

Is this request related to a current planning application? No ☐ Yes ☐

If Yes, planning application number: IRB_____

Property Owner's Signature

Date

A photocopy of one piece of identification must accompany this request. Accepted examples: driver's license, passport, California ID card, military ID card, birth certificate.

Agency Responding_____ ☐ Approved ☐ Denied

Reason for Denial

Completed by: _____ Title: _____ Date: _____

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Town of Atherton - Office use only

Application Fee: \$ _____ **Date:** _____ **Receipt #** _____

Date Notice Sent: _____ Date Returned: _____

Applicant Notified: _____