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: $ _675_ _____   **Date:**_____**Receipt #** _____

Date Notice Sent:_____   Date Returned: _____

Applicant Notified: _____