



**Planning & Community Development Department**

300 Seminary Avenue

Ukiah, CA 95482

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**Planning Services**

Phone: (707) 463 -6203

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**ADDRESS ASSIGNMENT OR CHANGE APPLICATION**

Applicant/Agent Name:		Phone Number:	Fax Number:	Email Address:
Applicant/Agent Address:				
Property Owner Name (if other than applicant):		Phone Number:	Fax Number:	Email Address:
Property Owner Address (if other than applicant)				
Address or Precise Location of Structure Being Assigned or Changed:			Assessor Parcel Number:	
Other Addressed Assigned to the Property:				
Has Project Received a Discretionary Permit? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, File Number:				
Is this request for a new/change of address a condition of approval? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Residential Unit(s): <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes: <input type="checkbox"/> New <input type="checkbox"/> Existing Unit <input type="checkbox"/> Accessory Dwelling		
Commercial Building: <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes: <input type="checkbox"/> New Building or <input type="checkbox"/> Adding Suites		
Is this request for: <input type="checkbox"/> Additional Address(es) <input type="checkbox"/> Change of Address <input type="checkbox"/> New Address				
Proposed Addresses (list):				
Filing Date:	Address Assignment Fee:	Total Amount Paid:	Receipt Number:	

**Submittal Requirements:** If there is more than one primary building on the site, a site plan that shows the approximate location of these buildings and the existing structures and the existing addresses assigned to these buildings is required as part of this application.

**Affidavit:** I am the property owner of the real property which is the subject of this application, or I am the duly authorized agent to represent said property owner or agent on this matter. I hereby authorize employees of the City of Ukiah to enter upon the subject property, as necessary, to inspect the premises and process this application.

Property Owner Signature/Date

Applicant Signature/Date

## Address Assignment Process

An application for an address assignment or change must be filed each time a new or change of address is requested for an existing building or an address is assigned to a building that has been recently constructed. Once Planning Department staff has determined the application is complete, an address that is consistent with the other addresses on the site, adjoining parcels and nearby block numbers will be assigned to the site or building.

This address assignment or change will not be permanently recorded on the City Address Map until agencies responsible for police and emergency services, utility services, and mail delivery have been informed of the new address assignment or change. The Planning Department will allow these agencies at least 10 days to either accept the assigned address or to respond to Planning Department staff with any potential problems that the address assignment may cause.

Once it has been determined the assigned address is appropriate, or a more suitable address has been assigned, Planning staff will contact the applicant and confirm that a permanent address has been recorded onto the City Address Map.

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## Tenant Notification

The Planning Department reminds all applicants that address changes can have substantial impacts on tenants of the affected property who may have to post the new address on the affected building and alert personal and business contacts of the change. Therefore, property owners are encouraged to contact their tenant(s) to discuss a proposed address change prior to submittal of an application.

The Planning Department will contact tenants of affected properties with a courtesy notice during the referral process (see Address Assignment Process above) if the names and addresses are included in the space provided below. If necessary, please attach additional tenant names on a separate sheet of paper.

Tenant Name:	Tenant Name:	Tenant Name:
Mailing Address:	Mailing Address:	Mailing Address:
City/State/Zip:	City/State/Zip:	City/State/Zip:

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## Staff Contact Information

Michelle Johnson, Assistant Planner 707-463-6206

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Revised 11/28/2012

Revised 11/19/2014 – for Michelle Johnson