



ADDRESS ASSIGNMENT / CHANGE OF ADDRESS

The Planning & Building Department is responsible for coordinating the assignment of new addresses and changes to existing addresses in the City of Lafayette. Address assignments include assignment of a new street number or street name or any change to an existing street number or street name.

To request an address assignment or change of address, please submit the following:

1. A completed application form, available at the Planning Counter or downloadable from www.lovelafayette.org > City Hall > City Departments > Planning & Building > Application Forms.
2. A map showing the layout and addresses of adjacent properties and the proposed address.
3. Brief statement articulating the reason for the requested address assignment.
4. The application fee made payable to CITY OF LAFAYETTE (see below for Accessory Dwelling Unit fees)

When received, Planning staff will refer the proposal to service agencies (utilities, police, fire district, 911 dispatch, etc.) as a proposed address for review and comment. If there is no objection to the proposed address, the applicant will be provided a letter advising that the address assignment has been approved and is effective. All service agencies are then advised to update their databases and maps accordingly. Staff works with the most current assessor’s parcel number when assigning new addresses. Parcels newly created through an approved subdivision or lot line revision will be assigned the new address when the new parcel number is issued by the assessor’s office.

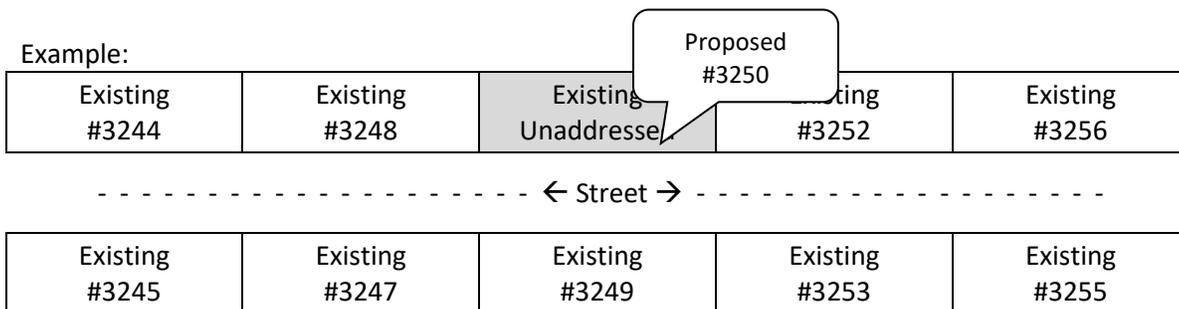
Proposed addresses should follow the existing numbering pattern, that is: (1) even numbers on the even side of the street, odd numbers on the odd side of the street, and (2) fall within the existing series of numbers. Please note that ALL affected property owners must consent to the application and sign the application form.

Applicants requesting an additional address for an accessory dwelling unit will need to provide evidence of when the unit was built in order to demonstrate the legality of the unit. Due to new standardization requirements by the United States Postal Service, alpha numeric addresses cannot be in the primary address line.

The City will comply the word “Unit” and letter “A” to the approved accessory dwelling unit, e.g. “3244 [street name], Unit A”.

Processing of an application for address assignment takes approximately six weeks to allow referral to service agencies.

Example:





ADDRESS ASSIGNMENT CHANGE OF ADDRESS APPLICATION

PROJECT INFORMATION			
Project Address / Location	Assessor's Parcel Number (APN)	Zoning	<input type="checkbox"/> Permitted Accessory Dwelling Unit?

APPLICANT INFORMATION			OWNER INFORMATION		
Applicant Name			Owner Name		
Applicant Address			Owner Address		
City	State	Zip	City	State	Zip
Phone () -	Cell () -		Phone () -	Cell () -	
Email (for official use only)			Email (for official use only)		

REQUIRED FOR APPLICATION SUBMITTAL
<input type="checkbox"/> Completed and Signed Application <input type="checkbox"/> Narrative Stating Requested Address <input type="checkbox"/> Map Showing Current Street Addresses and Proposed New Address <input type="checkbox"/> Application Fee (if applicable) <input type="checkbox"/> Agreement for City Services (ACS)

OWNER / AGENT STATEMENT		
<p>Property Owner Consent – I am the legal owner of record of the land specified in this application or am authorized and empowered to act as an agent on behalf of the owner of record on all matters relating to this application. I declare that the foregoing is true and correct and accept that false or inaccurate owner authorization may invalidate or delay action on this application. I hereby grant permission to access the property to individuals involved in the processing of the subject application(s). I agree to defend, indemnify and hold harmless the City, its agents, officers, officials, and employees from all claims, demands, lawsuits, writs of mandamus, and other actions or proceedings (collectively "Actions") brought against the City or its departments, commissions, agents, officers, officials, or employees to challenge, attack seek to modify, set aside, void or annul any City decision made in connection with this application. In the event the City becomes aware of any such Actions, the City shall promptly notify me and shall cooperate fully in the defense. It is expressly agreed that the City shall have the right to approve, which approval shall not be unreasonably withheld, the legal counsel providing the City's defense, and I shall reimburse City for any attorney's fees, costs and expenses, including any plaintiff's or other third party's attorneys' fees, costs and expenses, directly and necessarily incurred by the City in the course of the defense.</p>		
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Print Name	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date

ADDRESS ASSIGNMENT
Application Form

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