

A request for a change of address number will be reviewed and if found to be appropriate an address change will be granted and the fee submitted will be deposited. If the request is found to be inappropriate the fee and request will be returned denied.

Requests for Street Name change do not follow this process. Contact the Building Division.

A request for an address number change shall be in writing and contain the following information and fee.

- 1) The name(s) and current address of the requestor.
- 2) Proof of ownership of the property requesting the address change.
- 3) The Assessor's parcel number (APN) - this is a 9 digit number
- 4) The Assessor's legal description.
- 5) A statement as to the reason for the change request.
- 6) A listing of 3 address numbers that are acceptable to the requestor, in the order of preference.

The proposed numbers must remain odd or even based on the original address and cannot vary more than

10 numbers either up or down from the original address.

Examples would be

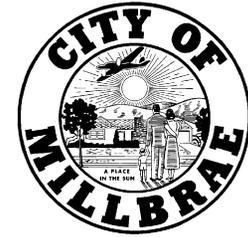
Even # 2, 4, 6, 8 - 1224, 1226, 1228

Odd # 1, 3, 5, 7, 9 - 113, 115, 117

7) A \$ 300.00 Processing Fee.

Mail your request to City of Millbrae, Building Division, 621 Magnolia Ave., Millbrae, Ca. 94030

Once received the Building Division will review the request and justification for the address number change. Once a decision is made you will be notified in writing. If your request is approved your letter will include an effective date for the change. If the request is denied you will receive a letter outlining why the request was denied.



Request for Address Number Change

City of Millbrae

Community Development
Department

Building Division

621 Magnolia Ave.
Millbrae, Ca. 94030

Building Division
650-259-2330
Fax 650-697-2657

website - www.ci.millbrae.ca.us

12/30/05



ADDRESS CHANGE REQUEST APPLICATION

PLEASE PRINT ALL INFORMATION

Owner Name: _____

Current Address: _____

New Addresses Requested: 1) _____

2) _____

3) _____

Phone: _____ Date of Request: _____

FEE WORKSHEET

Address Change Acct. #	Fee	Total:
1101-0520-370980-000	\$300	\$300
	Grand Total:	\$300

REQUIRED SIGNATURES:

Property Owner: _____ Date: _____

Approved by Building Staff: _____ Date: _____