



## **Addressing Application Commercial and Non-Subdivision**

**Contact Information:** Provide name, address, phone number and email below.

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Phone Number: (     ) \_\_\_\_\_

Applicant Email Address: \_\_\_\_\_

Project Name (if applicable): \_\_\_\_\_

Property APN Number: \_\_\_\_\_

Type of Requested Address: \_\_\_\_\_  
(Single Family Building, 2<sup>nd</sup> Single Family Building, Utility, Commercial, etc.)

**Submittal Requirements:** Provide the following information in pdf sized 11" x 17' via email regarding the property:

- ✓ Plot Plan / Site Map of the Property that Needs to be Addressed
- ✓ Vicinity Map of Property Area
- ✓ Assessor's Parcel Number (APN) for the Concerned Property
- ✓ Floor Plan for Proposed Building and for each floor for suite/unit numbering

**Additional Requirements:** Additional information may be required during the review process.

**Processing Time:** \*Allow at least ten (10) business days for processing Address Application. Applicant will be contacted by correspondence and/or by phone.

**Questions:** If you have any questions, please contact Tony Ebster at (916) 478-2235 or by email at [tebster@elkgrovecity.org](mailto:tebster@elkgrovecity.org).

**\*Please note this timeframe is for new single family dwellings, second dwellings, utility sites, commercial suite assignments, etc. only. If this address request is for a subdivision, parcel split, or anything that may require Council action, address assignments will be assigned after Council approval.\***

**\*Please make note that suite numbers are not official until a plan review has been submitted.** Please understand that in many cases, suite numbers can be placed on buildings and assigned by property management but this does not mean they are official. **Suite numbers are only official when a building permit is pulled for a tenant improvement and the suite is assigned by the City.\***