



**CITY OF HOLLISTER**

PUBLIC WORKS DEPARTMENT  
ENGINEERING DIVISION  
339 FIFTH STREET

HOLLISTER, CA 95023  
PHONE: (831) 636-4340  
FAX: (831) 634-4913

**CITY USE ONLY**

Payment Type:  
 Check# \_\_\_\_\_  CC  
Paid Amount: \_\_\_\_\_  
Receipt #: \_\_\_\_\_  
Process Date: \_\_\_/\_\_\_/\_\_\_  
G/L Acct.: #101-1000-440066\$ \_\_\_\_\_  
+%Tech: #101-4000-440058 \$ \_\_\_\_\_

**ADDRESS APPLICATION**

**INSTRUCTIONS:**

USE THIS FORM TO REQUEST THE ASSIGNMENT OF A NEW ADDRESS TO YOUR PROJECT.  
COMPLETE ALL SECTIONS OF THIS APPLICATION AND ATTACH ALL ITEMS AS LISTED ON THE ADDRESS APPLICATION CHECKLIST.

**1. PROPERTY INFORMATION**

**CURRENT PROPERTY ADDRESS** (IF ANY):

**ASSESSOR'S PARCEL NUMBER (APN):** \_\_\_\_\_ **TRACT #:** \_\_\_\_\_ **LOT #:** \_\_\_\_\_

**2. APPLICANT INFORMATION**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**3. APPLICANT IS** (CHECK ONE)

- |   |                                    |                                   |
|---|------------------------------------|-----------------------------------|
| <input type="checkbox"/> PROPERTY OWNER | <input type="checkbox"/> ARCHITECT | <input type="checkbox"/> ENGINEER |
| <input type="checkbox"/> CONTRACTOR     | <input type="checkbox"/> DEVELOPER | <input type="checkbox"/> DESIGNER |

**4. REASON FOR ADDRESS REQUEST**

- CONSTRUCTING A NEW BUILDING ON A PARCEL WITH NO ADDRESS
- REPLACING A BUILDING AND INCLUDING A CHANGE IN USE
- REPLACING A BUILDING AND PRIOR USE WILL CONTINUE
- DEMISE OR COMBINE SUITES IN A MULTI-TENANT BUILDING
- I'M HAVING DIFFICULTY RECEIVING MAIL OR EMERGENCY SERVICES

**5. DEVELOPMENT TYPE**

**RESIDENTIAL:**  SINGLE FAMILY DWELLING  ACCESSORY DWELLING UNIT (ADU)  MULTI-FAMILY

**COMMERCIAL/INDUSTRIAL:**  NEW CONSTRUCTION  TENANT IMPROVEMENT  MIXED-USE

**OTHER:**  UTILITY SERVICE METER

**6. BRIEFLY DESCRIBE YOUR REQUEST:**

\_\_\_\_\_

**7. PROPERTY OWNER OR AUTHORIZED LEGAL REPRESENTATIVE MUST COMPLETE THIS SECTION**

**PROPERTY OWNER NAME:**

**FIRM NAME** (IF ANY) :

**MAILING ADDRESS:**

**EMAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF PROPERTY OWNER

\_\_\_\_\_  
DATE



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## ADDRESS APPLICATION CHECKLIST

**IMPORTANT:**

USE THIS CHECKLIST TO ENSURE YOUR ADDRESS REQUEST IS COMPLETE IN ORDER TO AVOID ANY POSSIBLE DELAYS.

SUBMIT YOUR REQUEST PACKAGE OR ADDRESS QUESTIONS TO 339 FIFTH STREET IN HOLLISTER OR BY EMAIL AT [ENGINEERING@HOLLISTER.CA.GOV](mailto:ENGINEERING@HOLLISTER.CA.GOV)

- 1. COMPLETED ADDRESS APPLICATION CHECKLIST
- 2. COMPLETED & SIGNED ADDRESS APPLICATION
- 3. ADDRESSING SITE PLAN (8.5"X11") (REQUIRED FOR ALL REQUESTS):  
**CONSTRUCTION FLOOR PLANS DO NOT SATISFY THIS REQUIREMENT**

SITE PLAN MUST BE DRAWN TO SCALE AND SHOW THE FOLLOWING:

- PROPERTY LINES
- BUILDING FOOTPRINT
- ENTRANCE TO THE BUILDING
- FENCE, ACCESS DOORS, GATES
- STREET NAME(S)
- North Arrow
- FRONTAGE (I.E. SIDEWALK, DRIVEWAY, DRIVEWAY APPROACH, CURB, GUTTER)
- PARCEL APN NUMBER

- 4. FLOOR PLANS (ONLY IF REQUEST INCLUDES SUITES)
- 5. AUTOCAD (DWG. FILE) LINEWORK SHOWING THE FOLLOWING (N/A FOR ADUS):

- PROPERTY LINES
- CURBS
- GUTTERS
- SIDEWALKS

BELOW ARE THE LAYERS THAT CAN BE INCLUDED IN THE AUTOCAD FILE AS WELL AS THE PROPERTIES FOR EACH OF THE LAYERS. PLEASE ENSURE THAT LAYERS NOT LISTED BELOW ARE DEACTIVATED

LAYER DESCRIPTION	LAYER NAME	COLOR	LINETYPE
Back of Walk	BOW	Blue	Continuous
Buildings	BLDG	Black	Continuous
Curb	CURB	Green (# 134)	Continuous
Edge of Pavement	EOP	Black	Continuous
Lip of Gutter	LOG	Red (#20)	Continuous
Parcels	PARCEL	Yellow	Continuous
Property Line	PL	Black (# 249)	Continuous
Ponds	POND	Orange (# 30)	Continuous
Right of Way	ROW	Black	Continuous
Street Text	STTX	Black	Continuous

- 6. APPROVED PROJECT ENTITLEMENTS FROM PLANNING DIVISION
- 7. APPLICATION FEES
- 8. ANY OTHER DOCUMENTS AS MAY BE REQUIRED BY YOUR PROJECT SCOPE



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# ADDRESS REQUEST PROCESS AND REQUIREMENTS

## **IMPORTANT:**

PLEASE READ PRIOR TO SUBMITTING ADDRESS APPLICATION

NOTE THAT ADDRESSES WILL ONLY BE ASSIGNED WHEN NEW DEVELOPMENT OR ALTERATION WORK IS PROPOSED.

IF NO NEW CONSTRUCTION OR ALTERATION IS PROPOSED, A CHANGE OF ADDRESS WILL **ONLY** BE GRANTED IF YOU HAVE DIFFICULTY RECEIVING MAIL OR EMERGENCY SERVICES AS LONG AS YOU PROVIDE DOCUMENTATION DEMONSTRATING SUCH DIFFICULTY.

### **I. NEW CONSTRUCTION/DEVELOPMENT**

When construction of any new development is proposed, an addressing process is required to establish new addresses. New addresses are assigned consistent with the existing addresses and the city-wide numbering grid.

Applicants should submit an address assignment application for developments after receiving approved project entitlements from Planning but before submitting plans to Building. Applicants shall be responsible for requesting all necessary service meter addresses associated with development or project. Failure to apply for the address assignment may delay the ability to apply for a building permit.

Once addresses are assigned, city staff will prepare an addressing notice and send it to the US Post Office, San Benito County Assessor, utility companies, emergency services, and city departments.

### **II. BUILDING DEMOLITIONS**

Property owners are required to submit an addressing assignment request under any of the following conditions:

1. If a new building is to replace a demolished building and there is no change in use (the existing address is assigned to the new building)
2. If a new building replaces a demolished building and there is a change in use
3. The existing building address is retired and a new address assigned to the new development.

### **III. CHANGING EXISTING ADDRESSES**

Existing address numbers will be changed only if you have difficulty in receiving mail or emergency services at the existing address and you have documentation that demonstrates such difficulty.

#### IV. ADDRESSING LIMITATIONS

**THERE ARE LIMITATIONS TO HOW ADDRESSES CAN BE ASSIGNED. THESE INCLUDE:**

**Multi-tenant buildings**

Multi-tenant buildings will have one street address with suite numbers for tenant spaces, and one suite number is assigned per tenant space.

**Vacant lots**

Addresses are not assigned to empty lots or vacant land until plans for development are submitted.

**Work must be proposed**

Addresses will only be assigned when new development or alteration work is proposed.

**No alpha letters or hyphenation allowed.**

The City ceased allowing alpha designations or hyphenations as part of the address.

Examples of such addressing formats no longer approved are:

- 12A Elm Street
- 27-B Main Street
- 100 Central Avenue, Unit A

#### V. FEES

The fee for an address request falls under a minor miscellaneous request as identified in the Engineering User Fee Schedule which applies to tasks that include requests for City work where costs is not covered by another project or fee. The minor miscellaneous fee will apply per addressing assignment request.