



Community Development Department
BUILDING & SAFETY DIVISION

100 Civic Plaza, Dublin, CA 94568 • Ph: (925) 833-6620 • www.dublin.ca.gov

Address Application Form

Required Information

Applicant Name: _____

Phone: _____

Developer Name: _____

Email: _____

Mailing Address: _____

Existing APN or Tract #: _____

Date: _____

Reason for request: _____

Proposed address to be assigned: _____
(optional for single addresses)

Please check one:

Tract Additional unit(s) Commercial Apartment Complex
 Utility Other: _____

Site Plan Requirements:

All site plans shall include a north direction arrow, show location of front/entry door(s); and for tracts, apartments or multifamily buildings, all floors and all units per floor shall be shown with the grid system. Please see reverse for instructions on size and quantity for each type of address.

Fees:

Single situs assignment is based on the adopted Master Fee Schedule for services provided. Each additional address or multiple addresses are charged on a time and material basis. Refer to the City's [Master Fee Schedule \(MFS\)](#).

DECLARATIONS

I certify that I have read this application and state that the above information is correct.
 I agree to pay the fees required for processing applications for address requests.
 I understand addressing will comply with all provisions of Section 7.08 of the Dublin Municipal Code.
 I acknowledge that the address(es) must be approved by the City of Dublin, must correspond with existing addressing, and should addressing be proposed it is not a guarantee.

Signature of Owner, Applicant or Developer: _____

Print Name: _____ Date: _____

Outline for Site Plan Requirements Based on Address Type:

Single Address

This includes residential, commercial, meter and pedestal requests

- Three (3) copies of site plans on 8 ½ x 11 inch sized paper.

Commercial Buildings

Situs Address or Single Address:

- Electronic copy of site plan on 11 x 17 inch paper.
- If staff requests paper submittal. Three (3) copies of site plans on 11 x 17 inch paper.

Multiple Addresses

- Electronic copy of site plan on 11 x 17 inch paper with address grid overlaid on the plans (1 to 30 scale).
- Electronic copy of site plan on 11 x 17 inch paper and must include all floors and units on each floor.
- If paper submittal requested by staff – three copies of the above.

Tracts (Single Family Dwellings – Attached or Detached)

- Three (3) copies of site plans on 24 x 36 inch minimum paper with address grid overlaid on the plans (1 to 30 scale), plus electronic copy of same.

Tracts (Residential Multi-Family Dwellings) & Apartments

- Electronic copy plus five (5) copies of site plans on 11 x 17 inch paper with address grid overlaid on the plans (1 to 30 scale).
- Electronic copy plus three (3) copies of site plans on 24 x 36 inch minimum paper and must include all floors and units on each floor.

Contact Building staff for additional requirements, as applicable.