



HOW TO HAVE AN EXISTING ADDRESS VERIFIED

Submittal Requirements: Please submit your completed application with the items indicated below to the Permit Technician in the Development Services Center. If you are also providing a digital submittal with your application, you may either provide a copy on a computer disk (i.e., dvd or cd) with your application materials, or e-mail it directly to rwun@ci.fremont.ca.us.

Item Required (X)	Required For All Applications
X	<p>1. Application Form – completed and signed by:</p> <ul style="list-style-type: none"> a. The applicant requesting the filing of this application; and, b. The current property owner(s), authorizing the request.
X	<p>2. Address Verification Plan shall be a clear and legible plan drawn to scale and contain the following items:</p> <ul style="list-style-type: none"> a. Vicinity map showing adjacent streets b. Existing site plan with the following information annotated with all known addresses: <ul style="list-style-type: none"> i) Monument sign locations. ii) Driveway and parking layout. iii) Common area utility meters (such as for lighting or landscaping). iv) Parcel outline(s). v) Building outline and ground level floor plan. vi) Floor plan of all floors and units with their corresponding addresses including address of utility meter(s), if applicable, in the location where they are being used. Show all hallways, elevators, stairs, lobby areas and main entrances (as applicable) to: <ul style="list-style-type: none"> (1) If there are multiple entrances to floor, indicate which is considered to be the primary entrance. (2) Existing tenant spaces and their addresses currently in use. c. Streets providing access to the development with name, centerline, right-of-way and sidewalk.

Item Required (X)	Required For All Applications
<p><i>Required for all developments with more than 2 addresses</i></p>	<p>3. Digital Submittal: Please refer to the following requirements.</p> <ol style="list-style-type: none"> a. The drawings are to be submitted in AutoCAD DWG format. b. Drawings shall be based on accurate coordinate geometry calculations and the NAD83 California State Plane Coordinate System (Zone III) and NGVD29. Alternatively, data in the local coordinate system with benchmark information is acceptable. c. All elements of the individual improvement plans sheets for the proposed project combined into a single CAD formatted drawing. d. The specifications for a digital submittal are listed under Digital Submittal Standards and Control Points at http://www.fremont.gov/CityHall/Departments/GIS.htm. The information shall include the items requested under #2 above. <p>[Note: If a digital submittal is not provided, processing time will be increased and a charge will be levied for the work done. A cost estimate will be provided and shall be required to be paid prior to commencement of work.]</p>
<p>X</p>	<p>4. Address Verification Plan copy requirements:</p> <ol style="list-style-type: none"> a. Printed paper copy: a minimum paper size of 8-1/2" x 11". However, 11" x 17" is recommended for larger developments. b. Number of paper copies: one set.

Background:

- Purpose: The purpose of unique addresses is to assist emergency service agencies, public and private agencies/businesses, the United States Postal Service and the general public in the location of a specific dwelling, building, business or property.
- Code Reference: Title VIII (Building Regulations of the Fremont Municipal Code) Chapter 5 (House Numbering).
- Miscellaneous: The requirements described on this sheet are subject to change. If you need additional information or clarification to prepare your request, please contact the Permit Technician or GIS Staff who furnished you this sheet for further assistance.

Addressing Guidelines:

- Building Permit - Background Research: Research of permits associated with the address in question will be conducted as part of the address verification process. The information will be used to determine the legitimacy of the tenant space or structure associated with the reported address. If the research concludes that work was done without proper building permits, the reported address will not be verified and the matter will be submitted to the Community Preservation Division for code enforcement. The analysis will also include a review of all the addresses associated with the site.
- Address Sequence Review: If it is found that the addresses on the site are not in a sequential order, the property owner may be required to either rectify the matter or be charged for staff time to document the existing addressing conditions. To clarify the property's addressing for public safety, a schematic site/floor plan showing addresses and floor/building outlines(s) may be required to be posted on site.

Frequently Asked Questions (FAQ)

- Who may submit a request? Only the property owner or individuals on behalf of the property owner (i.e., property manager, developer) may submit an address verification application to the City for consideration.
- What does it cost? When an application is being submitted as part of a project undergoing review by the Community Development Department, costs associated with processing the request will be based on time and material basis and added to the billing of that project. Otherwise, there is no charge.
- What is the purpose of addresses? Addresses are used to identify a specific location by emergency services, businesses and the general public. In order to allow for easy identification and to avoid confusion, all locations should have unique addresses.
- I would like to use an address that has not been used for a while. Will there be any problems in using it? If you use an address that has not been active for a year or more, you may encounter problems with agencies such as the Post Office, PG&E, and AT&T in recognizing its validity. When this occurs, you should submit a request to have the address verified.
- How long does the process take? The time line for small uncomplicated projects may take approximately two to four weeks. This is dependent upon whether or not all the necessary information needed for the application has been submitted. Larger or more complicated requests will take longer. If the request is part of a larger project, then the time line for address issuance or street name review will be based on that of the larger project.
- What should I do to have an existing address verified? Existing addresses which need to be verified for legitimacy are reviewed under an address verification application. If your

address cannot be verified, it may result in a new address being assigned. If during investigation of your address, it is found that the site contains other addresses which are not in compliance with the City's addressing standards, these addresses will also be included in the review and changed where necessary.

Before processing your request, the Building Division will investigate the legitimacy of the tenant space or structure. If the space or building was not constructed with proper building permits, the address will not be verified. Any issues resulting from this investigation related to the Building Code will be handled by the Building Division. For additional information, see Information Sheet "How to Have an Existing Address Verified".

- How will I know that my address has been verified? If the address has been verified, a letter will be sent to the applicant and property owner confirming the verification. However, if the address cannot be verified, a new address will be issued. Prior to this action, the applicant and property owner will be notified to determine if the request should continue to be processed.
- Who else does the City notify? Notification is dependent upon the agency that is associated with having concerns with the reported address. Typically, GIS may notify any one of the following agencies and City departments:
 - Alameda County Agencies (Assessor's Office, Regional Emergency Communication Center, Registrar of Voters, and 911)
 - BFI Waste Systems
 - United States Postal Service (County Main Office, Fremont Main, Irvington Station, and Delivery Detached Unit)
 - Fremont Unified School District
 - Utility Companies (Pacific Gas & Electric, AT&T, Union Sanitary District, and Alameda County Water District)
 - City Departments (Development Organization, Engineering, Fire Department, and GIS)

- Where can I get more information? The following information is available at the Development Services Center or on the Internet. If you have a question, you can also call (510) 494-4834.

Development Services Center:

- Address & Street Name Application form
- Information Sheets on:
 - How to Have an Existing Address Verified
 - How to Apply For a New Residential Address
 - How to Apply For a New Non-Residential Address
 - How to Apply For a New Address for a Mixed Use Development
 - How to Apply For a New Street Name
 - Addressing - Property Owner Responsibilities
- Size and location of address numbers on a building (see Uniform Building Code and its amendments – Ordinance No. 31-2007).

Internet Sites:

- Official Street Names Listing Website for the Cities of Fremont, Newark and Union City:
<http://www.fremont.gov/CityHall/Departments/GIS.htm>.
- United States Postal Service Suffix abbreviations:
http://www.usps.com/nsc/lookups/usps_abbreviations.html#suffix.
- Information on Digital Submittal and Control Points:
<http://www.fremont.gov/CityHall/Departments/GIS.htm>.

[Note: Please be aware that for Addressing and GIS purposes, only schematic site plans and floor plans which show main access to the building and its interior will be needed. This simplified information enables the City to update its Geographic Information Systems ("GIS") in a more timely fashion for emergency service response. The drawings are to be submitted in AutoCAD DWG format. They shall be based on accurate coordinate geometry calculations and the NAD83 California State Plane Coordinate System (Zone III) and NGVD29. Alternatively, the data in the local coordinate system with benchmark information is acceptable.

The digital file should consist of a single CAD formatted drawing which combines all elements of individual improvement plan sheets for the proposed subdivision along with the elements of the Parcel or Tract Map.]