



Information Technology Services

39550 Liberty Street, P.O. Box 5006, Fremont, CA 94537-5006

510-494-4821 fax | www.fremont.gov

Date: October 8, 2008

To: Scott Wilks  
210 D Street  
Fremont, California 94536

File# PLN2008-00149  
SP# 66-0226  
APN# 507 024001700  
**Zip Code: 94536**  
Box/S-Dist: 2-9 / 86D5  
**Address For:** Residence

Re: Address for Secondary Dwelling Unit – 218 D Street

Dear Mr. Wilks,

This letter is in response to your request for new address needed in regards to a secondary dwelling unit. One (1) new address is being assigned. The Addressing Plan illustrates the current use and placement.

In accordance with Title VII (Building Regulations) Chapter 5 (House Numbering) of the Fremont Municipal Code, this letter serves as the notice of the addressing action affecting your property. The new address must be in use within ten (10) days and not more than thirty (30) days of the receipt of this letter. For information on the size and location of address number on a building, please refer to the enclosed information sheet titled “ADDRESSING – Property Owner Responsibilities” and to Chapter 2 (Building Security) of the Title VII (Building Regulations).

You will need to update your address records and outside address number as soon as possible for the purpose of rapid identification of your property in the event of an emergency. Any occupants and property owner of this parcel should review and update their records that are registered with the City (such as for building permit and/or business tax purposes). And, by copy of this letter, we are notifying the below-listed agencies and utility companies. However, be aware that some agencies may not update their records until notified by the property owner. Therefore, it is your responsibility to make sure that the appropriate agencies or businesses acknowledge the correct address.

**If you have any questions concerning this matter, please contact Ron Chan at (phone) 510-494-4832 or (e-mail) rchan@ci.fremont.ca.us.**

Sincerely,

[ORIGINAL LETTER SIGNED BY]

Christine K. Frost  
GIS and Addressing Manager

Enclosures (hardcopy/paper): Address Plan - map (1), and Property Owner Responsibilities Information Sheet.

- cc: Alameda County Regional Emergency Communication Center (Paul Morgan)  
Alameda County Registrar of Voters  
Alameda County Water District (2)  
Alameda County 911 (Coordinator)  
Alameda County Main Post office (Dorothy Wilson)  
BFI Waste Systems (Customer Service Manager)  
Fremont Main Post Office  
Fremont Unified School District (Facilities Director)  
Schoolworks (Kathy Reynolds)  
Lynx Technologies  
Pacific Gas & Electric (Service Planning Dept.)  
AT&T – Engineer; Service Location Information Center (2)  
Union Sanitary District (2)  
Fremont Development Organization  
Fremont Plans & Permits  
Fremont Fire Department (Gerald Fogel) (2)  
Fremont GIS (Ruby Wun; file copy - letter only)

### LOCATIONAL MAP

(For reference only – see official addressing map for actual/correct address)

