



Date: 7/2/2009

To: John Hayward and John Mazoros
Leighton Business Center, LLC
39350 Civic Center Dr #280
Fremont, CA 94538

File# BLD2009-03717;
BLD2009-03796
SP# 72-0095
APN# 507 046501600
Zip Code: 94538
Box/S-Dist: 9-1 / 91A1
Address For: Business

Re: Addresses for new tenant spaces located at 39350 Civic Center Drive
New suite numbers: Suite # 100 and Suite # 308
Relocation of existing suite number: Suite # 310

To Whom It May Concern:

In response to your request for new addresses due to the creation of two new tenant spaces, a total of two (2) new suite numbers have been assigned and one (1) existing suite number relocated. For a full inventory of the addresses, please refer to Table "A". The enclosed Addressing Plan illustrates the proper use and placement of the new address(es).

Based on the City's Addressing Guidelines, suite numbers shall be in a sequential pattern. However, it is recognized that some existing suite numbers for this building (as noted on attached site plan) are out of sequential order. Please note that this may cause a problem with public safety response. It is advised that when these suites are vacated you contact the City for the issuance of new suite numbers.

Electronic copies of this letter and documentation will be posted to the City's web site at http://gis.ci.fremont.ca.us/addr/addr_proj.cfm within 10 business days. The files will be stored under SP72-0095.

Documents available on Web Site:

X	Notification Letter
X	Address Plan (map)
	AutoCAD Drawing

X	Address Table (with XY Coordinates)
	G.I.S. Layer

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 of the receipt of this letter. For information on the size and location of address numbers 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 numbers 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 addresses.

If you have any questions concerning this matter, please contact Ruby Wun at (phone) 510-494-4833 or (e-mail) rwun@ci.fremont.ca.us.

Sincerely,

[ORIGINAL SIGNED BY JOHN LEON FOR]

Christine K. Frost
GIS and Addressing Manager

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

cc:

Alameda County Regional Emergency Communication Center (Paul Morgan)
Alameda County Water District (2)
Alameda County 911 (Coordinator)
Alameda County Main Post office (Dorothy Wilson)
Allied Waste Industries, Inc. (Customer Service Manager)
Irvington Station Post Office (Carolyn Abbate) - zip code area 94538
Lynx Technologies
Pacific Gas & Electric (Service Planning Dept.)
AT&T – Engineer; Service Location Information Center (2)
Union Sanitary District (2)
Fremont Building Permit Site Plan Architectural Review (BPSPAR)
Fremont Plans & Permits
Fremont Fire Department (Gerald Fogel) (2)
Fremont GIS (Ruby Wun; file copy - letter only)

TABLE A:

Record	Address No.	Street Name	Unit Type	Unit No.	Zip Code	Tract No.	Lot No	Building	Address Type	Address Status
1	39350	Civic Center Dr	Suite	# 100	94538				Tenant Space	NEW
2	39350	Civic Center Dr	Suite	# 308	94538				Tenant Space	NEW
3	39350	Civic Center Dr	Suite	# 310	94538				Tenant Space	Existing Relocated

LOCATIONAL MAP

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

