



Date: July 23, 2008

To: Tina Guan Hsu Lee
3088 Middlefield Avenue
Fremont, California 94539

File# BLD2006-06445
SP# 78-0209
APN# 525 034905600
Zip Code: 94539
Box/S-Dist: 3-4 / 91C7
Address For: Residence

Re: Address for Secondary Dwelling Unit – 3096 Middlefield Avenue

Dear Ms. Lee,

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 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 case 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 Ron Chan at (phone) 510-494-4832 or (e-mail) rchan@ci.fremont.ca.us.

Sincerely,

[ORIGINAL LETTER SIGNED BY JOHN LEON FOR]

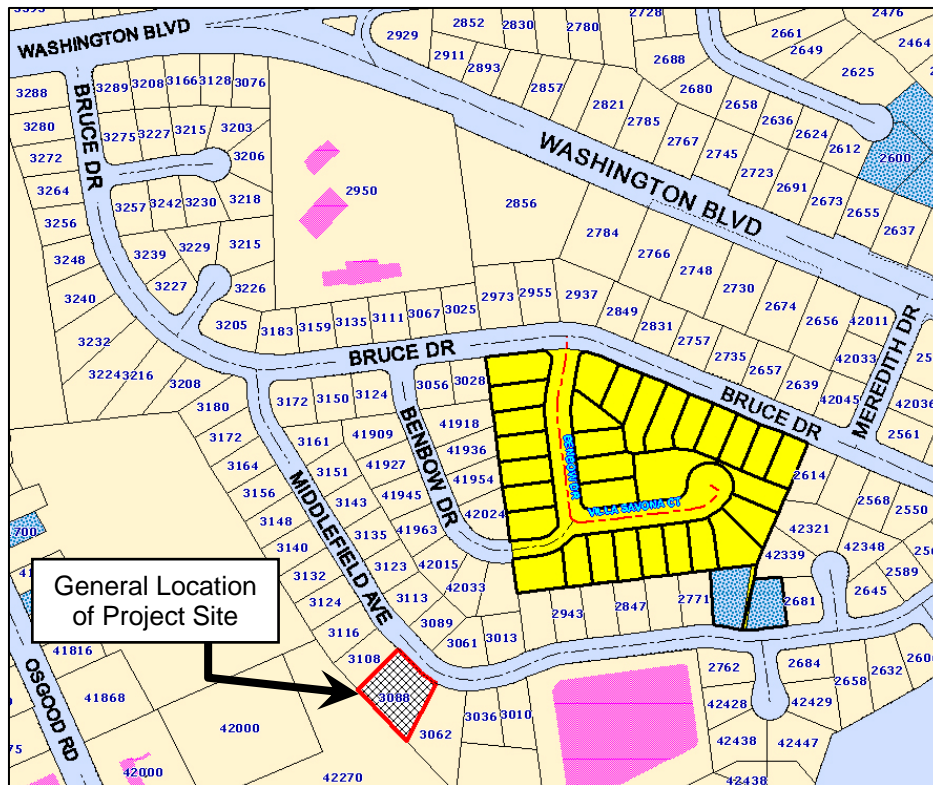
Christine K. Frost
GIS and Addressing Manager

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)
Delivery Detached Unit 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 Engineering Division
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)





ADDRESSING

Property Owner Responsibilities

1. **SIZE AND LOCATION OF ADDRESS NUMBERS ON A BUILDING:** The following are the specifications for placement and type of address signage based on development type. In addition, refer to Title VII (Building Regulations), Chapter 2 (Building Security) of the Fremont Municipal Code for further information on address number location and specifications.
 - a. **Non-residential developments:** *Address, location and specifications.*
 - i) The building address shall be in a visible location near the front entrance.
 - ii) All building addresses shall be a minimum of eight inches in height.
 - iii) The address shall be provided and maintained in a position which is plainly visible and legible from the street facing the property. Where the building does not face towards a street, the building address shall conform to the above requirements but shall face the driveways and pedestrian ways.
 - iv) If the building is a multi-tenant structure with interior access from a central lobby/hallway, the suite/unit numbers shall be posted on or near the primary door leading into the unit. The minimum height of the numbers shall be three (3) inches.
 - b. **Residential developments:** *Address, location and specifications.*
 - i) Addresses shall be located in a visible location near the garage door.
 - ii) If the garage does not face the street, or is not connected to the dwelling at the street frontage, the address shall be located on the portion of the residence closest to the street.
 - iii) All addresses shall be internally lighted and shall be a minimum of four inches in height. The type face shall be black in color, with the background being illuminated in white.
 - iv) Addresses shall be provided and maintained in a position which is plainly visible and legible from the street facing the building. Where the buildings do not face a street, addressing shall conform to the above requirements but shall face the driveways and pedestrian ways.
 - v) Multi-family developments – additional requirements:
 - (1) Multi-family developments shall include an addressing program approved by the Building Official.
 - (2) Lighted directories shall be erected and maintained at each pedestrian entrance. Information on the directories shall display a site plan with building and unit numbers.

- (3) Developments with units accessed from a central lobby/hallway shall have the suite/unit numbers posted on the primary door leading into the unit. The minimum height of the numbers shall be three (3) inches.
2. **WHEN A NEW ADDRESS HAS BEEN ASSIGNED:** Within ten (10) days and not more than thirty (30) days of receipt of the address assignment, the property owner shall take the following actions:
 - a. **Address display:** The new address shall be displayed on the building in accordance with the Building Regulations and Fire Code. The address shall be located on the building so that it can be viewed from the street. In the case of multi-tenant buildings, the address shall be placed in the tenant space where assigned. Only the currently assigned address may be displayed. When it is difficult to determine the street orientation of the address, the full address (e.g., street number and street name) shall be shown. If the site has been readdressed, the former address shall be removed.
 - b. **Agency notification by property owner:** The property owner should contact the individual agencies and/or businesses that need to be aware of the new address.
 - c. **Tenant notification:** Inform all tenants/occupants of the property of the new address.
 - d. **Timing:** All updates/changes associated with the new address (i.e., property signage, address displays and notifications) will need to be completed at the same time.
3. **MISCELLANEOUS:** A schematic site/floor plan showing addresses and floor/building outline(s) may be required to aid emergency service response if any of the following conditions are present. The plan shall be posted near the main entrance to the building or site.
 - a. The addresses are not in sequential order; or,
 - b. Difficulty in relating address number to street it is assigned to; or,
 - c. The site contains multiple buildings which are addressed off of more than one street.