Community Development Department
(707) 838-1021
townofwindsor.ca.gov

Email application to:
planning@townofwindsor.ca.gov

Address Assignment Application

Address or Precise Location of Structure Being Assigned or Changed:		**Assessor's Parcel Number:**	
New Assigned Address (to be completed by Staff):			
APPLICANT INFORMATION (person requesting the address assignment)			
Applicant/Authorized Agent:	**Phone No:**	**E-mail Address:**	
Applicant/Authorized Agent Address:		**City:**	**State/Zip:**
PROPERTY OWNER INFORMATION			
Property Owner if Other Than Applicant/Agent:		**E-mail Address:**	
Phone No:		**Fax No:**	
Property Owner Address if Other Than Applicant:		**City:**	**State/Zip:**

ADDRESS INFORMATION

Other addresses assigned to the property (list all):

Has the project received a permit approval? (e.g. use permit, building permit)?	☐ No ☐ Yes (If yes, file/permit number:)

Is this request for a new/change of address, a condition of approval? ☐ No ☐ Yes

Residential Unit(s)?	☐ No	☐ Yes	If Yes:	☐ New	☐ Existing Unit	☐ Second Unit
Commercial Building?	☐ No	☐ Yes	If Yes:	☐ New Building	☐ Adding Suites	
Is this request for:	☐ Additional Address(es)			☐ Change of Address	☐ New Address	

SUBMITTAL REQUIREMENTS

- Approved site plan with location of new/existing buildings
- Approved floor plan, for each floor of all buildings
- Narrative with description of type of units (e.g. commercial/residential) per building and floor

PROPERTY OWNER ACKNOWLEDGEMENT

I am the property owner of the real property which is the subject of this application, or I am the duly authorized agent to represent said property owner or agent on this matter. I hereby authorize employees of the Town of Windsor to process this application, and if needed, to enter upon the subject property to inspect the premises.

Property Owner Name (Print):	**Property Owner Signature:**	**Date:**

STAFF USE ONLY

Application Received (Date):	
Planning Division Approval Signature:	**Planning Division Approval Date:**
Fire District Approval Signature:	**Fire District Approval Date:**

Address Change Process

An application for an address assignment or change must be filed each time a new address or change of address is requested for an existing building or an address is assigned to a new building that has been recently constructed. Once Planning Division staff has determined the application is complete, an address that is consistent with the other addresses on the site, adjoining parcels and nearby block numbers, and that allows for easy location of the building by emergency responders will be assigned to the site or building.

This address assignment or change will not be permanently recorded until agencies responsible for police and emergency services, utility services and mail delivery have been informed of the new address assignment or change. The Planning Division will allow these agencies at least 10 days to either accept the assigned address or to respond to Planning Division staff with any potential issues caused by the proposed address assignment.

Once it has been determined that the assigned address is appropriate, or a more suitable address has been assigned, Planning staff will contact the property owner and confirm that a permanent address has been assigned.

Tenant Notification

The Planning Division reminds all applicants that address changes can have substantial impacts on tenants of affected property who may have to post the new address on the affected building, and alert personal and business contacts of the change. Therefore, property owners are encouraged to contact their tenant(s) to discuss a proposed address change prior to submittal of an application.

The Planning Division will contact tenants of affected properties with a courtesy notice during the referral process (see Address Assignment Process above) if the names and email addresses are included in the space provided below. If necessary, please attach additional tenant names and email addresses on a separate sheet of paper.

Tenant Name:	**Tenant Name:**	**Tenant Name:**
Email Address:	**Email Address:**	**Email Address:**



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Property Owner Authorization

Property owners desiring to authorize individuals to represent them in conjunction with any application or matter before the Town of Windsor shall provide written authorization on this form for each individual or firm authorized, and shall specifically note any restrictions upon the authorized person.

Name of Authorized Person/Firm:	**Phone Number:**
Authorized Person/Firm Mailing Address:	
Authorized Person/Firm Email Address:	
Authorized By (Property Owner Name):	**Phone Number:**
Property Owner Mailing Address:	
Property Owner Email Address:	

Authorized As (check all that apply):

☐ Agent ☐ Buyer ☐ Lessee ☐ Other:

Authorized to Request (check all entitlements that apply):

☐ Design Review ☐ General Plan Amendment ☐ Rezoning
☐ Subdivision ☐ Use Permit ☐ Other:

Project Name for Request:	**Property APN for Request:**
Property Address for Request:	

Duration of Authorization (check one):

☐ Unrestricted ☐ Valid Until (month/day/year):

Check	**Type of Authorization**	**Initial**
I do further authorize the above-named person/firm as follows (check all boxes that apply and initial):		
☐	File any/all papers in conjunction with aforementioned request including signing the application.	
☐	Speak on behalf and/or represent the owner at any staff and/or public meeting/hearing.	
☐	Sign any/all papers on my behalf, with the exception of the application form and/or legal documents requiring the property owner's signature.	
☐	Other (Please specify):	

Property Owner Signature:	**Date Authorized:**