



Address Request Application 3/15/24

Development Services Department
777 B Street Hayward, CA 94541
510.583.4140 www.hayward-ca.gov

PLEASE ALLOW 30 BUSINESS DAYS FOR PROCESSING

Application Date: _____ Building Permit Number(s): _____

Apply For: New/Additional Address Replace/Change Existing Address Abandon Existing Address Address Clarification

Assessor's Parcel Number: _____ Tract/PM: _____ Lot # (include all lot numbers for developments with multiple parcels – provide attachment if needed): _____

EXISTING ADDRESS Address: _____ City: _____ Zip: _____

Reason for the Change: _____

Additional address to be Abandoned: _____

OWNER INFO Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

PROPERTY OWNER AUTHORIZATION

I am authorizing City officials, staff, or their agents or consultants to enter the property for the purpose of this application. I understand that if this request involves the issuance of new addresses, I will be responsible for their posting in a timely manner.

- I am the sole owner and hereby authorize the filing of this application; or
- I own the project site jointly with one or more persons and am empowered to authorize the filing of this application on behalf of my fellow property owners; or
- I own the project site in conjunction with one or more persons who are listed with their acknowledgement and authorization for the filing of this application.

Email: _____ Owner's Signature: _____

PROPOSED ADDRESS(ES) _____

For: One / Two-Family Residence <input type="checkbox"/> New Residence <input type="checkbox"/> Attached ADU <input type="checkbox"/> Detached ADU <input type="checkbox"/> Second Unit	For: Multi-Family, TRACT <input type="checkbox"/> New Units <input type="checkbox"/> Electrical Meter(s) for site <input type="checkbox"/> EV Electrical Meter(s)	For: Commercial Industrial <input type="checkbox"/> New Building(s) <input type="checkbox"/> New Tenant Space(s) <input type="checkbox"/> Electrical Meter(s) <input type="checkbox"/> EV Electrical Meter	<input type="checkbox"/> Fire Pump <input type="checkbox"/> Cell Site <input type="checkbox"/> Meter for Agricultural use <input type="checkbox"/> Other: (Specify below) _____
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SUBMITTAL REQUIREMENTS To see current fee rates for address assignments, see the City of Hayward Master Fee Schedule on the City of Hayward website.

- Assessor's Parcel Map (8 1/2" X 11") showing proposed and existing building addresses on the property and addresses on immediate adjacent Properties.
- Additional site plan (or clear aerial photo) showing addresses for building locations, suite numbers, and legal access road.

Applicant please read:

1. The property address will be assigned according to the Hayward Street Names and Property Numbers guideline (Hayward Municipal Code Chapter 10, Article 5). Because Hayward is derived of multiple cultures, it is difficult to assign addresses based on cultural preferences. Therefore, it is the City's policy to assign addresses only based on how they may best assist emergency service response.
2. After the official address is assigned, the owner shall cause the number to be displayed upon the building or land in such manner as to be visible from the street or road.
3. Official Notice of Address Assigned will be distributed to various agencies for their use.