



**COMMUNITY DEVELOPMENT DEPARTMENT**  
**Planning Division (415) 435-7390**  
[www.townoftiburon.org](http://www.townoftiburon.org)

## **STREET ADDRESS CHANGE OR ASSIGNMENT**

### **General**

Street addresses in the Town of Tiburon are assigned by the Community Development Department. Applications for Street Address Change or Street Address Assignment are reviewed and acted upon ministerially by the Director of Community Development. There is a fee for processing the application.

### **Application Filing and Processing**

A. Application information. A Street Address Change or Street Address Assignment application shall include the following materials and information:

- (1) Land Development Application form fully completed.
- (2) Application processing fee deposit: \$170 (subject to periodic change).
- (3) A narrative setting forth:
  - (a) the existing street address (if any);
  - (b) the proposed street address, as well as any alternative street numbers that would be acceptable to the applicant if the first choice is not possible.
  - (c) the reason(s) for the requested change of address (if applicable);
- (4) Written consent to file the application from the owner of the parcel (if different than the applicant).
- (5) Any other relevant additional information deemed necessary for the Director of Community Development to process the application

B. Processing. A Street Address Change or Street Address Assignment application shall be submitted to the Community Development Department and shall be processed by the Director of Community Development or his designee.

C. Referral to affected agencies. The application may be referred to the agencies outlined below, as well as any other Town department, State or Federal agency, or other individual or group that the Director of Community Development believes may be affected.

- (1) Fire Protection District
- (2) Tiburon Police Department
- (3) County Sheriff 9-1-1 Division
- (4) Tiburon Department of Public Works
- (5) United States Post Office (Tiburon Postmaster)
- (6) United States Post Office (North Bay Administration)
- (7) Affected Public Utility Agencies (if any)

(8) Affected Homeowner Associations (if any)

The Town referral shall include notification that if no written response to the referral is received within twenty-one (21) calendar days of the referral, the Town shall conclude that no recommendations or comments are forthcoming.

### **Review and Decision**

- (a) The Director of Community Development or his designee shall review the application materials and the comments of departments, agencies and others consulted, and shall either approve, approve with modifications, or deny the request for Street Address Change or Street Address Assignment. The Director shall base his decision on public health, safety, and convenience factors, as well as on sound community planning and street address assignment principles and practices. These include logical numbering and sequencing of addresses; proper spacing of addresses (typically by 2's, 4's or 10's); left side of street/right side of street patterning; and predictability of address order for emergency service vehicles attempting to reach the site.
- (b) Applicants shall be notified of the Director's decision in writing. If approved, Director shall notify affected agencies and departments of the street address change or assignment in accordance with standard Town practices.
- (c) Applicants are responsible for properly posting the approved street address as warranted and for notification of all other parties not included in the Town's standard notification list.