



**CHANGE OF ADDRESS  
ASSIGNMENT OF NEW ADDRESS APPLICATION**

The owner of the property requesting the address change is to complete and return this application with the other required materials:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Street \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

The following change(s) has/have been made to the address(es) shown below. These changes become effective on the date that the application is approved.

Date of application: \_\_\_\_\_

Present address(es): \_\_\_\_\_

Address(es) changed to: \_\_\_\_\_

Address(es) added: \_\_\_\_\_

Assessor's parcel number: \_\_\_\_\_

Any questions regarding this change should be directed to the City of Calistoga's Planning Division.

\_\_\_\_\_  
Approved by: Charlene Gallina, Director  
Planning and Building Department

\_\_\_\_\_  
Date Approved

Cc: Building Division, Administrative Services Department, Public Works Department, Fire Department, AT&T, Pacific Gas & Electric, U.S. Post Office, County Assessor's Office, Street Address File, Property Owner



## NEW ADDRESS REQUEST PROCEDURE

In order to expedite your application(s) for a change in your present address or to add a new address(es) to the City's Addressing System, please comply with the following guidelines:

1. Follow the directions within this packet and fill out all forms completely.
2. An addition of an address to an Assessor's Parcel Number does not imply authorization of a subdivision. Subdivision requests must be submitted and approved in a separate process by Planning, Public Works and the City Attorney.
3. Complete the enclosed **"Change of Address-Assignment of New Address Application"** form. It is important that you include the Assessor's Parcel Number for each lot that is effected by the address(es) change. Should you require assistance in obtaining the Assessor's Parcel Number, you can contact the Planning Division located in City Hall, 1232 Washington Street. **Your application will not be processed if it is not completely filled out, including the Assessor's Parcel Number(s).**
4. Enclose an addressed site plan showing the location of the building(s) for which you are requesting an address change or new address(es). This site plan can be provided from the building plans; a map on which you have clearly marked the location of the building(s); the page out of the Assessor's Parcel Book that shows the parcel on which your building(s) are located; or a drawing that clearly shows the location of the lot(s) and building(s) for which you are making address(es) change request.
5. Submit the completed application(s) and the site plan(s) to the Planning Division located in City Hall, 1232 Washington Street.
6. All applications will be processed within 15 working days from the time your application(s) has been submitted.

Should you have any questions regarding this application, please call Planning Division at (707) 942-2827.