



Use this form to request an address assignment, address change, address renumbering, or road naming.

General Information

We recommend that you speak with Street Addressing staff prior to submitting a request to confirm the request’s feasibility. Some requests, such as requesting an address for a vacant parcel or non-habitable structure, cannot be approved. Staff can be reached by email at Street.Addressing@santacruzcounty.us or by leaving a voicemail on 831-454-2144. Be sure to provide the details of your request, i.e., Assessor’s Parcel Number, reason for request, and your contact information.

How to Prepare and Submit Your Request:

- Complete this form. *The form must be signed by the property owner.*
- Prepare a simple site plan.
- Submit this completed form, simple site plan, and fee either in person or by mail to the cashier at 701 Ocean St., 4th Floor, Planning Division. The cashier is available when the public counter is open. Check the [website](#) for days and hours of operation.
- The initial application fee is \$132 (1 hour of staff time). Complex requests involving significant research will require additional charges. [ASA fee code]

Applicant & Property Information

Applicant Name: _____

Applicant Phone: _____ Email: _____

APN(s): _____

Current Address or Location: _____

Proposed Address (if applicable): _____

Describe in detail the reason for this request. Use the back of this form if more space is needed.

By signing below, I attest to the accuracy of the information above.

Owner Name: _____ Email: _____

Owner Signature: _____ Date: _____