



CITY OF HOLLISTER

DEVELOPMENT SERVICES DEPARTMENT
ENGINEERING DIVISION
339 FIFTH STREET
HOLLISTER, CA 95023
PHONE: (831) 636-4340
FAX: (831) 634-4913

ADDRESS APPLICATION CHECKLIST

IMPORTANT:

USE THIS CHECKLIST TO ENSURE YOUR ADDRESS REQUEST IS COMPLETE IN ORDER TO AVOID ANY POSSIBLE DELAYS.

SUBMIT YOUR REQUEST PACKAGE OR ADDRESS QUESTIONS TO 339 FIFTH STREET IN HOLLISTER OR BY EMAIL AT ENGINEERING@HOLLISTER.CA.GOV

- 1. COMPLETED ADDRESS APPLICATION CHECKLIST
- 2. COMPLETED & SIGNED ADDRESS APPLICATION
- 3. SITE PLAN (8.5X11)

DRAWN TO SCALE AND SHOWS:

- ___ PROPERTY LINES
- ___ BUILDING FOOTPRINT
- ___ ENTRANCE TO THE BUILDING

- 4. FLOOR PLANS (IF YOUR REQUEST ENTAILS SUITES OR UNIT NUMBERING)
- 5. AUTOCAD LINEWORK SHOWING THE FOLLOWING:

- ___ PROPERTY LINES
- ___ CURBS
- ___ GUTTERS
- ___ SIDEWALKS

___ BELOW ARE THE LAYERS THAT CAN BE INCLUDED IN THE AUTOCAD FILE AS WELL AS THE PROPERTIES FOR EACH OF THE LAYERS. PLEASE ENSURE THAT LAYERS NOT LISTED BELOW ARE DEACTIVATED

LAYER DESCRIPTION	LAYER NAME	COLOR	LINETYPE
Back of Walk	BOW	Blue	Continuous
Buildings	BLDG	Black	Continuous
Curb	CURB	Green (# 134)	Continuous
Edge of Pavement	EOP	Black	Continuous
Lip of Gutter	LOG	Red (#20)	Continuous
Parcels	PARCEL	Yellow	Continuous
Property Line	PL	Black (# 249)	Continuous
Ponds	POND	Orange (# 30)	Continuous
Right of Way	ROW	Black	Continuous
Street Text	STTX	Black	Continuous

- 6. ANY OTHER DOCUMENTS AS MAY BE REQUIRED BY YOUR PROJECT SCOPE
- 7. APPLICATION FEES (\$595.82)



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ADDRESS REQUEST PROCESS AND REQUIREMENTS

IMPORTANT:

PLEASE READ PRIOR TO SUBMITTING ADDRESS APPLICATION

NOTE THAT ADDRESSES WILL ONLY BE ASSIGNED WHEN NEW DEVELOPMENT OR ALTERATION WORK IS PROPOSED.

IF NO NEW CONSTRUCTION OR ALTERATION IS PROPOSED, A CHANGE OF ADDRESS WILL **ONLY** BE GRANTED IF YOU HAVE DIFFICULTY RECEIVING MAIL OR EMERGENCY SERVICES AS LONG AS YOU PROVIDE DOCUMENTATION DEMONSTRATING SUCH DIFFICULTY.

I. NEW CONSTRUCTION/DEVELOPMENT

When construction of any new development is proposed, an addressing process is required to establish new addresses. New addresses are assigned consistent with the existing addresses and the city-wide numbering grid.

Applicants should submit an address assignment application for large developments concurrent with the planning permit process. For smaller projects, applicants can submit the request during the building plan review process.

Once addresses are assigned, city staff will prepare an addressing notice and send it to the US Post Office, San Benito County Assessor, utility companies, emergency services, and city departments.

Failure to apply for the address assignment may delay the issuance of a building permit.

II. BUILDING DEMOLITIONS

If a new building is to replace a demolished building and there is no change in use, the existing address is assigned to the new building. If a new building replaces a demolished building and there is a change in use, the existing building address is retired and a new address assigned to the new development.

III. CHANGING EXISTING ADDRESSES

Existing address numbers will be changed only if you have difficulty in receiving mail or emergency services at the existing address and you have documentation that demonstrates such difficulty.

IV. ADDRESSING LIMITATIONS

THERE ARE LIMITATIONS TO HOW ADDRESSES CAN BE ASSIGNED. THESE INCLUDE:

Multi-tenant buildings

Multi-tenant buildings will have one street address with suite numbers for tenant spaces, and one address is assigned per tenant space.

Vacant lots

Addresses are not assigned to empty lots or vacant land until plans for development are submitted.

Work must be proposed

Addresses will only be assigned when new development or alteration work is proposed.

No alpha letters or hyphenation allowed.

The City ceased allowing alpha designations or hyphenations as part of the address.

Examples of such addresses are:

- 12A Elm Street
- 27-B Main Street
- 100 Central Avenue, Unit A

V. FEES

The fee for an address request falls under minor miscellaneous request which applies to tasks that include requests for City work where costs is not covered by another project or fee.



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ADDRESS APPLICATION

(FEE: \$ 595.82)

INSTRUCTIONS:

USE THIS FORM TO REQUEST THE ASSIGNMENT OF A NEW ADDRESS TO YOUR PROJECT.

COMPLETE ALL SECTIONS OF THIS APPLICATION AND ATTACH ALL ITEMS AS LISTED ON THE ADDRESS APPLICATION CHECKLIST.

1. PROPERTY INFORMATION

CURRENT PROPERTY ADDRESS (IF ANY):

ASSESSOR'S PARCEL NUMBER (APN):

TRACT #:

LOT #:

2. APPLICANT INFORMATION

NAME:

ADDRESS:

PHONE:

EMAIL:

3. APPLICANT IS (CHECK ONE)

PROPERTY OWNER

ARCHITECT

ENGINEER

CONTRACTOR

DEVELOPER

DESIGNER

4. REASON FOR ADDRESS REQUEST

CONSTRUCTING A NEW BUILDING ON A PARCEL WITH NO ADDRESS

REPLACING A BUILDING AND INCLUDING A CHANGE IN USE

REPLACING A BUILDING AND PRIOR USE WILL CONTINUE

DEMISE OR COMBINE SUITES IN A MULTI-TENANT BUILDING

I'M HAVING DIFFICULTY RECEIVING MAIL OR EMERGENCY SERVICES

5. DEVELOPMENT TYPE

NON-RESIDENTIAL: NEW CONSTRUCTION OR ADDITION TENANT IMPROVEMENT OTHER

RESIDENTIAL: SINGLE FAMILY DUET CONDO APARTMENT SECONDARY DWELLING UNIT

OTHER: MIXED USE OTHER

6. BRIEFLY DESCRIBE YOUR REQUEST:

7. PROPERTY OWNER OR AUTHORIZED LEGAL REPRESENTATIVE MUST COMPLETE THIS SECTION

PROPERTY OWNER NAME:

FIRM NAME (IF ANY) :

MAILING ADDRESS:

EMAIL:

PHONE:

SIGNATURE OF PROPERTY OWNER

DATE