



Town of Portola Valley
Building Division
765 Portola Rd,
Portola Valley, CA 94028

ADDRESS ASSIGNMENT APPLICATION

General Information

Current Property Owner: Address: Contact Name:
Phone:
Email:

Address Assignment Information

Purpose of Request: (check one)

- New Address for a New Parcel
 Additional Address for Existing Parcel (e.g. ADUs)
 Change or Replace Addresses or Unit Numbers

Related Permits: (check any that apply and provide number)

- No related permits to this request
 Related to a Planning Application: _____
 Related to a Building Permit: _____ - _____

Current Address(es): (#, street name, and unit)

Current Assessor's Parcel Number(s): (list all affected APNs)

Proposed Address(es): (#, street name, and unit)

Retired Address(es): (if applicable)

Address Assignment Conditions

Ownership: Only the current property owner may apply for an address assignment or change.

Address Plan: Provide a site plan and/or floor plans to depicting the requested address(es). Include before and after plans.

Fees: There is an associated fee per the Master Fee Schedule that is required to at the time of application submission.

Applicant Acknowledgement

I/We attest that I/we are the current owners of the property(ies) affected by this address assignment application and that the above information is true to the best of my/our knowledge.

Property Owner's Signature

Date

Address Assignment Process

1. Submittal: Applicant submits the application form to the Building Division. Email planbuild@portolavalley.net. No fee is required

2. Review: Building Division taff will review the application and obtain approvals from San Mateo County Sheriff's Office and WFPD If the request is not acceptable, the applicant will be contacted to revise.

3. Notification: Once approved, staff will process the assignments and notify Town Departments, San Mateo County, the US Postal Service, and utility companies (such as PG&E, AT&T, West Bay Sanitary District, and Calwater).