

PLUMAS COUNTY PLANNING DEPARTMENT

Geographic Information Systems (GIS)
555 Main Street, Quincy, CA 95971-9366
(530)283-7011 / FAX (530) 283-6134



REQUEST FOR NEW ADDRESS ASSIGNMENT / MODIFICATION / CERTIFICATION

Assign New Official Address	► <i>Building a new residential or non-residential structure or creating a new commercial structure</i>
Certify Existing Address	► <i>Verify official assigned address for e911 (or other emergency purposes), postal service, utility, bank, insurance or other purposes; remodeling an existing residential or non-residential structure address; other miscellaneous request.</i>
Resolve Address Discrepancy	► <i>For example, address used for mail delivery differs from address on tax or utility bill</i>
Other:	

Plumas County assigns addresses by parcel, not by structure. An address is eligible for change if it meets one or more of the following requirements: Your property has an address that does not fit into the proper numerical sequence with the surrounding addresses, contains a fraction or alpha designator, causes confusion, or is difficult to locate. Your address is also eligible for change if it does not coincide with the driveway entrance.

Note: Properties located within the city limits of Portola will need to contact the City of Portola at (530) 832-4216.

APPLICANT INFORMATION:

Name of Applicant:			
Agency Name:			
Mailing Address:			
City:	State:	ZIP:	
Telephone #:	Email:		
Property Owner(s) (if different than applicant):			

Applicant Signature:	Date:
<i>Regarding Applicant Signature: The Applicant cannot sign in place of owner if the request is for an address change, modification, or assignment. The Applicant can sign for all other requests such as an address verification.</i>	

Signature of Property Owner(s):	Date:
<i>Owner signature required for any address change, modification, or address assignment - but not for address verification.</i>	
	Date:

PROPERTY INFORMATION:

Current Property Address(es) (if any):			
Name of Road where Driveway is Located:			
Subdivision Name:			
Book/Page:	Lot #:	Block #:	Assessor Parcel No. (APN):
Section, Township and Range of subject property (if known):			

Property Type:	Single-Family	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Apartment/Condo/Duplex
	Mobile Home	<input type="checkbox"/> Undeveloped Land	<input type="checkbox"/> Non-habitable (e.g., Gatehouse, Recreation, Cell Tower)
	Commercial / Business – Business Name:		
	Accessory Dwelling (smaller residential dwelling unit located on same lot as primary dwelling unit)		

Fill out the following request form as accurately as possible (include proof of ownership and plot/site plan if necessary) and return to 555 Main Street, Quincy, CA or by email to: beckyosborn@countyofplumas.com

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GENERAL DESCRIPTION OF YOUR LOCATION:

For address requests, assignments or modifications (*Address verifications may skip this section*): Describe your property. Please be as descriptive as possible. Include any intersecting streets within 500 feet of the subject property and their directional (N, S, E, and W). If access to the property is through another property, confirm whether a legal easement exists. If this address request is for new construction, *please include a copy of the plot / site plan with this application*.

Additional pages may be added if necessary

REASON FOR ADDRESS REQUEST:

<input type="checkbox"/> New construction	<input type="checkbox"/> Coincide with driveway entrance
<input type="checkbox"/> Existing number out of sequence	<input type="checkbox"/> Street name change
<input type="checkbox"/> Property Lot Line Adjustment / Split	<input type="checkbox"/> Number not on correct side of road
<input type="checkbox"/> Owner Initiated Merger / Property Consolidation	<input type="checkbox"/> Public safety issue
	<input type="checkbox"/> Other

Please explain in detail reason for request. Vague or unclear explanations may cause delay or denial.

Additional pages may be added if necessary

Is there a permit or other application associated with your request?

Yes No

Permit Number or Application Number: _____

To help expedite your application, please attach the following documents (for new or modification address requests):

1. Grant Deed
2. Site plan showing the entire parcel, easements, directional indicator (N, E, S, W), all driveway locations, intersecting streets within 500 feet of the subject property (*Note: Drawing does not have to be professionally done and can be hand drawn*)
3. Any other documents (e.g., legal easement documents, utility company, post office, etc.) to support your address request

Plumas County Official Use Only:	Application: Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	Referred to Planning/Street Name Change <input type="checkbox"/>
Application Received:	Added to GIS :	Interactive Maps Updated:	_____
Prior Address (if applicable): _____			
NEW Official Assigned Address: _____			
Assessor Records Updated (Megabyte): _____		Property Owner Notification Letter: _____	
AP Books Updated: _____	Utility (Electric/Phone) Notification: _____	PCSO (e911) Notification: _____	_____
Comments: _____			
Reason for Denial (if applicable): _____			

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