

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 ▶ Building a new residential or non-residential structure or creating a new commercial structure
- Certify Existing Address ▶ 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.
- Resolve Address Discrepancy ▶ For example, a dress used for mail delivery differs from address on tax or utility bill
- 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: _____

Regarding Applicant Signature: The Applicant cannot sign in place of owner if an address change, modification, or assignment is requested. Applicant can sign for all other requests such as an address verification.

Signature of Property Owner(s): _____ Date: _____

Owner signature **required** for any address change, modification, or address assignment - but **not** for address verification. _____ 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:	<input type="checkbox"/> Single-Family	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Apartment/Condo/Duplex
	<input type="checkbox"/> Mobile Home	<input type="checkbox"/> Undeveloped Land	<input type="checkbox"/> Non-habitable (e.g., Gatehouse, Recreation, Cell Tower)
	<input type="checkbox"/> Commercial / Business – Business Name: _____		
	<input type="checkbox"/> 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

PLUMAS COUNTY PLANNING



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

GENERAL DESCRIPTION OF YOUR LOCATION:

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 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., request from utility company, post office, etc.) to support your address request

Plumas County Official Use Only: Application: Approved Denied Referred to Planning/Street Name Change

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): _____