



## STREET ADDRESSING SUBMITTAL REQUIREMENTS

Planning Division

Revised: May 5, 2024

### Overview

The purpose of this application is to provide a standardized and expedient method of assigning addresses to parcels within Brentwood. One address is assigned per parcel. Accessory buildings, accessory dwelling units, individual apartment units, or individual suites are *not* assigned a separate address. The developer/parcel owner is responsible for addressing the individual buildings and assigning suite numbers.

### Submittal Requirements

No application will be accepted for processing until the following information is submitted to the satisfaction of the Community Development Department:

1. Completed [Universal Application](#), signed by the property owner. Alternatively, a letter of authorization from the property owner will suffice.
2. Applicable filing fees.
3. A copy of the subdivision map or parcel map showing all lots with their corresponding lot numbers and all streets with their corresponding street names. An addressing worksheet shall include a numeric lot number list with the corresponding street name.

### Electronic Processing

All materials are required to be submitted electronically by e-mail directly to [Planning@brentwoodca.gov](mailto:Planning@brentwoodca.gov) (note that there is a 20 MB limit on e-mails) or via e-mail of a shared file link containing the complete submittal package. Physical copies of the submittal requirements will not be accepted.

### Processing Time

Street addressing is processed by City staff typically within 2-4 weeks, depending on the complexity and scope of the subject project. Once the address is assigned, a letter will be sent to the applicant and the applicable agencies.

### FAQs

**How do I obtain an address for an ADU, suite or unit in a commercial building?** Only one address is assigned per parcel by the City. The developer/parcel owner is responsible for addressing the individual buildings or assigning suite numbers. Any requests for separate addresses on a parcel would be managed by the property owner. Therefore, the property owner must manage the distribution of mail for multiple tenants or multi-buildings on a parcel with the post office.

*Note: For apartment projects, a project condition of approval requires the developer to provide a light diagram, for emergency services and the general public, indicating the location of each building, unit address assignment, or directory information.*

**How do I obtain an address for an electrical meter pedestal for my subdivision project?** Please submit a street addressing application.

**How do I receive mail from the postal service?** Please contact the United States Postal Service for all inquiries regarding mailboxes and mail delivery.

**When should I apply for addressing for a subdivision or newly created parcels?** Once the final map has been recorded.