



# City of Millbrae

## ADDRESS CHANGE REQUEST APPLICATION

### 關於更改地址號碼的申請

A request for a change of address number will be reviewed and if found to be appropriate an address change will be granted and the fee submitted will be deposited. If the request is found to be inappropriate the fee and request will be returned denied.

A request for an address number change shall be in writing and contain the following information and fee.

- The name(s) and current address of the requestor.
- Proof of ownership of the property requesting the address change.
- The Assessor's parcel number (APN) - this is a 9 digit number
- The Assessor's legal description.
- A statement as to the reason for the change request.
- Processing fee
- A listing of 3 address numbers that are acceptable to the requestor, in the order of preference.

The proposed numbers must remain odd or even based on the original address and cannot vary more than 10 numbers either up or down from the original address.

**Examples:**

Even # 2, 4, 6, 8 - 1224, 1226, 1228

Odd # 1, 3, 5, 7, 9 - 113, 115, 117

Mail your request to City of Millbrae, Building Division, 621 Magnolia Ave., Millbrae, CA. 94030. Once received the Building Division will review the request and justification for the address number change. Once a decision is made you will be notified in writing. If your request is approved your letter will include an effective date for the change. If the request is denied you will receive a letter outlining why the request was denied.

更改地址號碼的申請需要經過審核。如果發現更改地址是合適的，那就會允許更改，提交的費用將被存入。如果發現不合適，那麼費用和請求就會被退回。

更改地址號碼的申請必須是書面的，而且應該包括以下信息與費用。

- 申請者姓名與現有的地址。
- 申請地址更改的房地產所有權的證明。
- 估值官的地產號碼(APN) - 這是一個 9 位數。
- 估值官的法定描述。
- 要求更改的理由陳述。
- 申請費用。
- 列出 3 個申請者能接受的地址號碼，按優先順序排列。

所提議更改的號碼必須保持原來地址的奇數或偶數，而且，從原來的地址向上或向下不能超過 10 個數字。

**舉例:**

偶數 # 2, 4, 6, 8 - 1224, 1226, 1228

奇數 # 1, 3, 5, 7, 9 - 113, 115, 117

將你的申請郵寄至：City of Millbrae, Building Division, 621 Magnolia Ave., Millbrae, CA. 94030。建築處一旦收到，就將審核地址號碼更改的申請及其理由。一旦作出決定，就會書面通知您。如果您的申請被批准了，您的信中就會包含更改的生效日期。如果請求被拒絕，您將收到一封信，說明被拒絕的原因。

October 2017



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### 關於更改地址號碼的申請

### PLEASE PRINT ALL INFORMATION

請使用英文填寫

Owner Name:

業主姓名: \_\_\_\_\_

Current Address:

現有地址: \_\_\_\_\_

New Addresses Requested:

申請的新地址:

1.) \_\_\_\_\_

2.) \_\_\_\_\_

3.) \_\_\_\_\_

Phone:

電話: \_\_\_\_\_

Date of Request:

申請日期: \_\_\_\_\_

### FEES WORKSHEET 收費表

Address Change Acct. # 地址更改帳戶	Fee 收費	Total 小計
1101-0510-370980-000 101.60.510.525.100	Based on fee schedule in effect at the time of activity 根據申請時生效的收費表	
	Grand Total: 總計:	

### REQUIRED SIGNATURES 必須簽署姓名:

Property Owner:

房產業主: \_\_\_\_\_

Date:

日期: \_\_\_\_\_

Approved by Building Staff:

核准的建築處工作人員: \_\_\_\_\_

Date:

日期: \_\_\_\_\_

October 2017