

**DEPARTMENT of COMMUNITY DEVELOPMENT**

1700 WEST 162nd STREET / GARDENA, CALIFORNIA 90247-3732 / WWW.CITYOFGARDENA.ORG / PHONE (310) 217-9530

Request for Change of Address & New Address

Fee: Non-residential & multi-family - \$286.00 Residential - \$240.00**Instructions:**

1. Please fully complete the address application. Each address request will need its own application.
2. An 8.5" x 11" in. or 8.5" x 14" in. sized copy of the floor plan & site plan, including parking space
3. On the site plan, place the location of the current, old, and new address on the building in which they will be displayed.
4. Please note, 1/2 addresses are not allowed for residential & commercial buildings. Unit A is only available for buildings that are located in the front of the property.

Requested Address (must request an address)	
Current Address of Property	
Legal Description of Property & Assessor's Identification Number	
Reason for Change	
Project's Plan Check Number	
Owner's Name	
Owner's Full Address	Phone Number
Owner's Signature	Date
Fee Amount	Date

FOR OFFICE USE ONLY: Please review the request for approval and add comments or sign for approval.

PLANNING / ZONING DIVISION: COMMENTS	
APPROVED	DATE