



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 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	
Email Address	

Owner's Name	
Owner's Full Address	Phone No:
Owner's Signature	Date
Fee Amount	Date

FOR OFFICE USE ONLY:

PLANNING / ZONING DIVISION: COMMENTS	
REVIEWED BY:	DATE
BUILDING AND SAFETY DIVISION: COMMENTS	
APPROVED BY:	DATE