COMMUNITY DEVELOPMENT DEPARTMENT
455 North Rexford Drive
Beverly Hills, CA 90210
Tel. (310) 285-1141
cdpermits@beverlyhills.org

Address Assignment Form

Accessory Dwelling Unit (ADU) – Single-Family

Note: The following information must be submitted along with a plot plan and building directory.

The information requested below must be completed and submitted to the Community Development Department to initiate the assignment of the address. Address assignment may include contacting the property owner to complete this process. As the owner, you will be notified upon determination of the address assignment.

Property Identification Information		
Assessor's Parcel Number(s): _____	Number of Structures on Site:	
_____	Number of Units in Each Structure:	
_____	Total Number of Units: (New plus existing)	

Property Information	**City Use Only – Staff**
PROPERTY ADDRESS:	NEW ASSIGNMENT ADDRESS:
Owner Name: _____	Owner Name: _____
Address: _____	Address: _____
City: _____	City: _____
State: _____ Zip: _____	State: _____ Zip: _____
Phone No.: _____	Phone No.: _____
Email: _____	Email: _____

REQUIREMENTS

1. Detail all structures located on the property e.g. building structures, detached garage, accessory buildings (storage building, laundry, cabana, etc.), and pool.
2. Provide a plot plan detailing all structures located on the property. Unit numbers should be specified on plot plan for each detached structure.

DEFINITIONS

Property Address: The property address is the address number associated with the land where the building structure is located.
Plot Plan: A building plot plan generally details the number and location of the building(s) on a particular property, including its relationship to the street(s), alley, and any other pertinent information.
Directory: The directory is a listing of all Occupant/Unit addresses located in the main building structure.

Print Name	Signature of Applicant or Agent	Date