



New Address Request Form

Please fill out this form completely. Forms missing information or map attachments will not be processed until all components are included.

- New addresses must be requested by the owner of the parcel.
- Please attach a map of your property to this form. Refer to Page 2 for Instructions.
- Please submit only one form per property.
- Submit the completed form:
 - In person at the Community Development counter (Monday-Thursday 7:30a-5:00p, alternate Fridays 8:00a-4:30p)
 - By email to GIS-Admin@mantecagov.com

Upon receipt of this form, staff will assign new City addresses to your property. If you have any concerns or preferences, please note them in the Comments section. Staff will attempt to accommodate your requests if they fall within City Guidelines:

- Be Even – If the other addresses on the same side of the street are even.
- Be Odd – If the other addresses on the same side of the street are odd.
- Be Consecutive – The address must be between the addresses on either side of the property.
- No Even Hundreds – 100, 200, 1000, etc. are not permitted. Tens (10, 50, 150) are acceptable.
- If Requesting Suite Numbers – First floor suites should be numbered 101, 102, 103, etc.; second floor suites should be numbered 201, 202, 203, etc. Suite numbers should be assigned to distinct offices within the building; suite numbers will not be assigned to individuals or rooms within an office space.

For questions about this process please email GIS-Admin@mantecagov.com or call (209) 456-8820.

You will be notified when addresses are assigned.

STEP 1 - REQUESTOR CONTACT INFORMATION

Owner Last Name		Owner First Name	
Owner Mailing Address			
City	State	Zipcode	
Phone Number		E-Mail Address	

STEP 2 - CURRENT ADDRESS INFORMATION

Parcel Number (Optional – For Faster Processing)

Please list all of the current addresses on your property, and describe the structures associated with them.

Ex. 1550 Example St: Main house at the front of the parcel. #1 on map attachment.

Ex. 1550 Business St, Suite 101: Business, first floor. Unit 1 on site plan.

STEP 3 - NEW ADDRESS INFORMATION

Number of Addresses Requested

Please describe the intended use for each building, suite or business requiring an address.

Ex. Main house, second house, workshop, suite, second business, etc.

Requests or Comments

Instructions for Map Attachment

If you require assistance with creating a map for your property, please contact staff at GIS-Admin@mantecagov.com.

- Map can be a Google Maps screenshot or architectural drawing.
- Please denote structures with current addresses on the map. Notes can be handwritten, but must be legible.
- If requesting addresses for suites, please include a map of the building interior with suite divisions clearly demarked.
- **FORMS WITHOUT MAPS WILL NOT BE CONSIDERED. Please attach the map to this form.**

Owner Signature

Date