



Information Technology Services  
 3300 Capitol Avenue, Building B, Fremont, CA 94538  
 510-494-4821 fax | www.fremont.gov

Date: October 27, 2011

To: John Mazoras  
 Leighton Business Center  
 39350 Civic Center Drive  
 Fremont, California 94538  
 AND  
 Kurt Anderson  
 Anderson Architects, Inc.  
 120 W Campbell Avenue, Suite D  
 Campbell, California 95008

Requestor: HL  
 Discretionary Rev: n/a  
 Permitting File#: BLD2011-05209  
 SP#: 72-0095  
 APN#: 507 046501602  
 Zip Code: 94538  
 Fire ESZ | Box/S-Dist: 09-481 | 9-1/91A1  
 Address For: Business

Re: Address for new tenant space located at 39350 Civic Center Drive

- Suite # 411 – Relocated Existing Suite
- Suite # 412 – New Suite

To Whom It May Concern:

In response to your request for address needed for a new tenant space due to the creation of two new tenant spaces, one (1) new suite number has been assigned, and one (1) existing suite number is being relocated. For a full inventory and description of the addresses, please refer to Table "A". The enclosed Addressing Plan illustrates the proper use and placement of the new addresses.

Based on the City's Addressing Guidelines, suite numbers shall be in a sequential pattern. However, it is recognized that some existing suite numbers for this building (as noted on attached site plan) are out of sequential order. Please note that this may cause a problem with public safety response. It is advised that when these suites are vacated you contact the City for the issuance of new suite numbers.

**Electronic copies of this letter and documentation will be posted to the City's web site at [http://gis.ci.fremont.ca.us/addr/addr\\_proj.cfm](http://gis.ci.fremont.ca.us/addr/addr_proj.cfm) within 10 business days. The files will be stored under SP72-0095.**

**Documents available on Web Site:**

X	Notification Letter
X	Address Plan (map)
	AutoCAD Drawing

X	Address Table
	G.I.S. Layer


In accordance with Title VII (Building Regulations) Chapter 5 (House Numbering) of the Fremont Municipal Code, this letter serves as the notice of the addressing action affecting your property. The new address must be in use within ten (10) days of the receipt of this letter. For information on the size and location of address numbers on a building, please refer to the

enclosed information sheet titled "ADDRESSING – Property Owner Responsibilities" and to Chapter 2 (Building Security) of the Title VII (Building Regulations).

You will need to update your address records and outside address numbers as soon as possible for the purpose of rapid identification of your property in the event of an emergency. Any occupants and property owner of this parcel should review and update their records that are registered with the City (such as for building permit and/or business tax purposes). And, by copy of this letter, we are notifying the below-listed agencies and utility companies. However, be aware that some agencies may not update their records until notified by the property owner. Therefore, it is your responsibility to make sure that the appropriate agencies or businesses acknowledge the correct addresses.

**If you have any questions concerning this matter, please contact Ron Chan at (phone) 510-494-4832 or (e-mail) rchan@fremont.gov.**

Sincerely,

  
Christine K. Frost *FOR*  
GIS and Addressing Manager

Enclosures (hardcopy/paper): Table A - Address Table (1), Address Plan - map (1), and Property Owner Responsibilities Information Sheet.

cc: **Paper copy mailed to:**  
Alameda County Regional Emergency Communication Center (Paul Morgan)  
Alameda County Water District (2)  
Alameda County 911 (Coordinator)  
Alameda County Main Post office (Dorothy Wilson)  
Allied Waste Industries, Inc. (Customer Service Manager)  
Irvington Station Post Office (Carolyn Abbate)  
Lynx Technologies  
Pacific Gas & Electric (Jessica Rice / Service Planning Dept.) (2)  
AT&T – Engineering  
AT&T – Database Center / SLIC  
Union Sanitary District (2)

**Sent via e-mail:**  
Fremont Community Development - Site Plan Architectural Review (BPSPAR)  
Fremont Plans & Permits  
Fremont Fire Department (Gerald Fogel)  
Fremont GIS (Ruby Wun; file copy - letter only)

**TABLE A:**

Record	Address No.	Street Name	Unit No.	Zip Code	Floor	Address Type	Address Status
1	39350	Civic Center Dr	# 400	94538	4	Tenant Space	Existing
2	39350	Civic Center Dr	# 430	94538	4	Tenant Space	Existing
3	39350	Civic Center Dr	# 450	94538	4	Tenant Space	Existing
4	39350	Civic Center Dr	# 460	94538	4	Tenant Space	Existing
5	39350	Civic Center Dr	# 411	94538	4	Tenant Space	Relocated Existing
6	39350	Civic Center Dr	# 412	94538	4	Tenant Space	NEW
7	39350	Civic Center Dr	#420	94538	4	Tenant Space	Existing

**LOCATIONAL MAP**

**(For reference only – see official addressing map for actual/correct address)**

