



Information Technology Services  
33300 Capitol Avenue, Building B, Fremont, CA 94538  
510-494-4821 fax | www.fremont.gov

Date: January 9, 2012

To: Fenot Tekle  
3695 Stevenson Blvd, # 323  
Fremont, CA 94538

Requestor: n/a  
Discretionary Rev: n/a  
Permitting File#: n/a  
SP#: 72-0141A  
APN#: 525 165118400  
Zip Code: 94538  
Fire ESZ | Box/S-Dist: 01 - 474 | 1-3 / 88E4  
Address For: Residence

Re: Verification of an existing address – 3695 Stevenson Blvd Unit 323

To Whom It May Concern:

This letter is in response to your request regarding the validity of the address for a condominium unit located at Assessor Parcel Number 525 165118400. I understand the request is needed to verify its assigned address. **The address you wish to use is 3695 Stevenson Boulevard Unit 323. This address is considered valid for this condominium unit (APN 525 165118400).** It is also identified as Condominium Unit Lot D323 of Tract 6153 and is located in Building D of the development. Our records indicate that this address was assigned to the unit in 1989 when the condominium development was constructed. The common address for the development and all units within the development is 3695 Stevenson Boulevard.

Please note that it is City practice to assign a separate address for each building in a multi-building development in order to differentiate the building permits associated with the individual buildings. **In no case shall this “building permit” address be seen as the assigned address for the unit. Building D was assigned a “building permit” address of 3717 Stevenson Boulevard. Since this unit is located in Building D, it may be associated with this address.** The correct address for the unit is 3695 Stevenson Boulevard Unit 323, as stated above.

Please refer to the enclosed Addressing Plan for this property to see the location of the addresses assigned to this property. You will need to check your address records and posted address to make sure they match the assigned address (i.e., 3695 Stevenson Boulevard Unit 323). If they differ, they should be updated as soon as possible for the purpose of rapid identification of your property in the event of an emergency. In addition, please review and update any records that are registered with the City (such as for building permit and/or business tax purposes). By copy of this letter, we are notifying the below-listed agencies and utility companies as well as the County Assessor’s Office. 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 address.

**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 SP72-0141A.**

**Documents available on Web Site:**


X	Notification Letter	X	Address Table
X	Address Plan (map)		G.I.S. Layer
	AutoCAD Drawing		

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 Ruby Wun at (phone) 510-494-4833 or (e-mail) [rwun@fremont.gov](mailto:rwun@fremont.gov).**

Sincerely,

  
Christine K. Frost  
GIS and Addressing Manager

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

- cc: **Paper copy mailed to:**  
Alameda County Assessor's Office  
Alameda County Regional Emergency Communication Center (Paul Morgan)  
Alameda County Registrar of Voters  
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) - zip code area 94538  
Fremont Unified School District (Facilities Director)  
Schoolworks (Kathy Reynolds)

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	Subdivision No.	Condo Lot No	Building	Address Type	Address Status
1	3695	Stevenson Blvd	Unit 323	94538	TR 6153	Lot D323	Bldg D	Condominium RES   C	Existing Verified

**LOCATIONAL MAP**

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

