



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

Date: September 6, 2011

To: John Xu
 40545 Ambar Pl
 Fremont, CA 94539

Discretionary Rev: PLN2011-0008; PLN2011-0249
 Permitting File#: BLD2011-05670
 SP#: 78-0165
 APN#: 525 166500600
Zip Code: 94539
 Fire ESZ | Box/S-Dist: 09 – 498 | 9-4 / 91D3
Address For: Residence

Re: Address verification for new single family home – 251 Clara Terrace

To Whom It May Concern:

This letter is in response to your request regarding the validity of one address located at Assessor Parcel Number 525 166500600. I understand the request is needed to establish the use of the assigned address since the address has not been in use since it was assigned. The address you wish to use is 251 Clara Terrace. Our records indicate that there was one address (i.e., 251 Clara Terrace) issued to this property in 1996 with the addressing of the original development (under Tract 6850). See Table “A” and Address/Locational Map on Page 3 for information regarding address location and inventory.

You will need to check your address records and posted address to make sure they match the assigned address (i.e., 251 Clara Terrace). 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, you should note that some agencies may not update their records until notified directly by the property owner. Therefore, it is your responsibility to make sure that the appropriate agencies or businesses acknowledge the correct address.

For information on the size and location of address numbers on a building, please refer to the enclosed information sheet titled “Property Owner Responsibilities” and to Chapter 2 (Building Security) of Title VII (Building Regulations) of the Fremont Municipal Code.

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 within 10 business days. The files will be stored under SP78-0165_2011-09-06.

Documents available on Web Site:

X	Notification Letter
X	Address Plan (map)
	AutoCAD Drawing

X	Address Table
	G.I.S. Layer

John Xu
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If you have any questions concerning this matter, please contact Ruby Wun at (phone) 510-494-4833 or (e-mail) rwun@fremont.gov.

Sincerely,



Christine K. Frost
GIS and Addressing Manager

Enclosures (hardcopy/paper): 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)
Delivery Detached Unit Post Office (George Macias) – zip code area 94539
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.	Lot No	Building	Address Type	Address Status
1	251	Clara Ter		94539	TR 6850	Lot 9		Single Family SF RES	Verified Existing

ADDRESS / LOCATIONAL MAP

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

