



Information Technology Services
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GIS FAQ

Addressing, Street Name Review and Digital Submittals

Addressing

Who may submit an address request?

Only the property owner or individuals on behalf of the property owner (i.e., property manager, developer) may submit a request for a new address to GIS.

When is a new address required?

A new address may be required when new development or alteration work results in a new dwelling unit, building, commercial/industrial tenant space, or parcel. Additionally, common areas and ancillary structures may also be assigned an address for permitting and locational purposes.

When can I request a new address?

An address can only be assigned to the dwelling unit, building, tenant space, etc. when it has been authorized through the permit process.

If I don't like my address, may I request a different number?

No. It is the City's policy to assign addresses only based on how they may best assist emergency service response. Unless the existing address impedes emergency service response, a new number will not be reassigned to replace an undesired existing. Exceptions may be granted only under the certain circumstances such as if the existing street number is out of sequence or when the main entrance has been relocated and is now on a different street. Furthermore, it is difficult to assign addresses based on cultural preferences because Fremont is derived of multiple cultures.

What are the impacts if I use an address that is not valid?

The U.S. Postal Service may stop mail delivery if an address is not confirmed as being valid or is moved without prior notice from GIS. If they need the address or its location verified, they will refer you to the City of Fremont/GIS to confirm its assigned location and/or its legitimacy. Likewise, emergency service response and agencies such as PG&E, Alameda County Assessor's Office, Registrar of Voters, Alameda County Water District, Union Sanitary District, etc. may not be hindered if an invalid address is used.

How are address numbers determined?

New street address numbers are based on a parcel's location within an Alameda County-wide grid system. The grid dictates the address sequence flow (low to high) as well as the street number range (i.e., five digits versus four). For example, a street (aligned north to south) located in the northern part of Fremont will have a lower address than one located more southerly. Also, a street aligned

east-west would have a higher number the further it is away from Mission Boulevard or Warm Springs Boulevard.

When I request a new address, how long will it take before it is issued?

The timeline for small uncomplicated projects may take approximately two to four weeks beginning when all the necessary information needed for the application has been submitted. Larger or more complicated requests will take longer. If the request is part of a larger project, then the timeline for address issuance will be based on that of the larger project.

How will I be notified of the new address?

The property owner and applicant requesting the new address will be emailed a letter from GIS outlining the request and the assigned new address(es). In addition, an addressing plan will be included which will show the assigned location of the new address(es) on the property.

What should I do once I have been issued a new address?

Within 10 days of being notified of the new address, any applicable address changes (i.e., such as update of addressing information on building permit, property signage, address displays, and notifications) should be made during this time. Be aware that while GIS notifies specific agencies regarding address assignment, the applicant/property owner will still need to directly contact all applicable agencies, businesses, etc. to ensure that they understand new addresses are in use.

[Street Name Review](#)

Who can suggest new street names?

It is the City's practice that the applicant/developer provide a list of potential street names to GIS for review and consideration.

Who approves a new street name?

New street names are first reviewed by the GIS Manager prior to approval of a tentative or final subdivision map in coordination with the Fire Department. The final recommended street name is then approved by the City Council along with the acceptance of the Final Map and the Street Improvement Plans.

I plan on doing my project in phases. How will it affect street names?

If a project is done in phases, it might be difficult to determine the full extent of a new street and how it would ultimately provide circulation within the entire development. Both factors are used in the formulation and application of the street name and its street suffix.

How can I change the name of an existing street?

You will need to contact the Planning Division regarding the change of a street name for an existing street. Information on the proposed street name will be routed to GIS for review following the Street Name Review process for new street names. The City Council is the approval authority over street name changes.

What is the purpose of having a new street name reviewed?

A proposed street name is reviewed to ensure that the new name assists emergency service agencies (e.g., Police and Fire), public and private agencies/businesses, the United States Postal Service and the general public in the location of a specific dwelling, building, business or property.

What are the requirements for a new street name?

A new street name should be unique within the Tri-Cities (i.e., Fremont, Newark and Union City) by avoiding the duplication of existing/reserved street names either in part or entirely that are spelled or pronounced the same. It should also identify with the development's theme or concept and be easily recognized. Easy to pronounce street names are preferred in order to better aid emergency response.

Why are there different street suffixes for new streets?

The purpose of a unique street suffixes enables Fire personnel to know that there might be street size constraints and other factors which could affect response. A street suffix for a new street is based upon its ownership (i.e., public street versus private), its travel direction, and its type such as whether or not it is a through street or a cul-de-sac.

Digital Submittal

What is a Digital Submittal?

A Digital Submittal is a Computer Aided Design (CAD) digital drawing of your project. It is used in the creation of the addressing plans for new developments as well as for the preparation of an emergency response plan (i.e., also referred to as a "Fire Site Plan"). During the permit process, the applicant will be informed if a digital submittal is required along with instructions regarding the submittal process.

Are there specific requirements for the Digital Submittal?

Yes, refer to the [Digital Submittal Requirements](#) for information on what is needed for the Digital Submittal of your proposed development. Typically, AutoCAD is the software program used to create the drawings.

When type of information is needed in the Digital Submittal?

Typically, information such as the following will be required. Depending on the project, other information may also be needed: site plan, property lines, improvements, utilities, building information (i.e., such as interior & exterior walls, doors, room anno, etc.), floor level information including garage, roof features may be required depending on the project, off-site improvements (i.e., such as landscape, parking, driveway aisles, etc.), street right-of-way.

How will my Digital Submittal file be used?

The Digital Submittal file will be used for public safety and emergency response planning by the City's Police and Fire Departments. All information will be added to the City's GIS database for the purpose of managing public services and for access during emergency response conditions. These files will also allow for the update of the GIS base map and help improve its accuracy.

[Open Data Hub](#)

What is the Open Data Hub?

The [Open Data Hub](#) is a one-stop shop for City maps, applications, data sets, and webpages with a user-friendly search function.

What information is available on the Open Data Hub?

The information provided in the [Open Data Hub](#) ranges from web apps, webpages, data sets and maps. There are four different categories to explore in its Quick Link header (i.e., Applications, Open Data, Fremont Resources and External Resources). Under the Fremont Resources quick link, only Fremont data, webpages and applications are shown while information from outside agencies is listed under the External Resource quick link.

[eGIS Public](#)

What is eGIS Public?

[eGIS Public](#) is an interactive mapping app which uses GIS web enabled technology that allow a user to search and retrieve data based on a geographic location. It provides general data on planning and engineering topics such as General Plan Land Use and Zoning designation, FEMA Flood information, survey monument details, public facility locations, Seismic Hazard Zones, Hill Area Information and aerial views.

How do I find information on [eGIS Public](#)?

If you have an address, Assessor Parcel Number, street intersection or landmark, you can use this information to navigate to your desired location. See [eGIS Public Map Help](#) for a general overview and instructions.