

County of Monterey

Resource Management Agency

www.co.monterey.ca.us/rma
(831) 755-5025

Online Services

How to Apply Online for a New Address Assignment

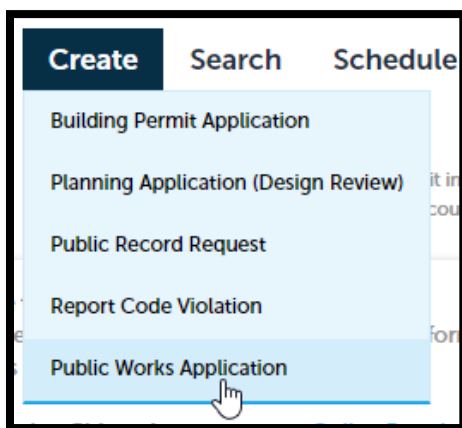
This document provides step-by-step instructions on how to submit an application for a New Address via Resource Management Agency’s citizen access portal. Visit our [online services webpage](#) to see what other types of permits can be applied for online.

Preliminary Steps: Register and check for open permits/code cases

- ✓ Go to <https://aca.accela.com/monterey/Default.aspx> (or just search for “Monterey County Citizen Access”) and register for a Citizen Access Account. Instructions for registering can be found in the document “[How to Register for a Citizen Access Account](#)”.
- ✓ Check if there are any open code enforcement cases or expired permits on the property. Instructions for researching this information can be found in the document “[How to Search for Expired Permits and Open Code Cases](#)”. NO NEW PERMITS CAN BE ISSUED ON THE PROPERTY UNTIL THESE ISSUES ARE RESOLVED.

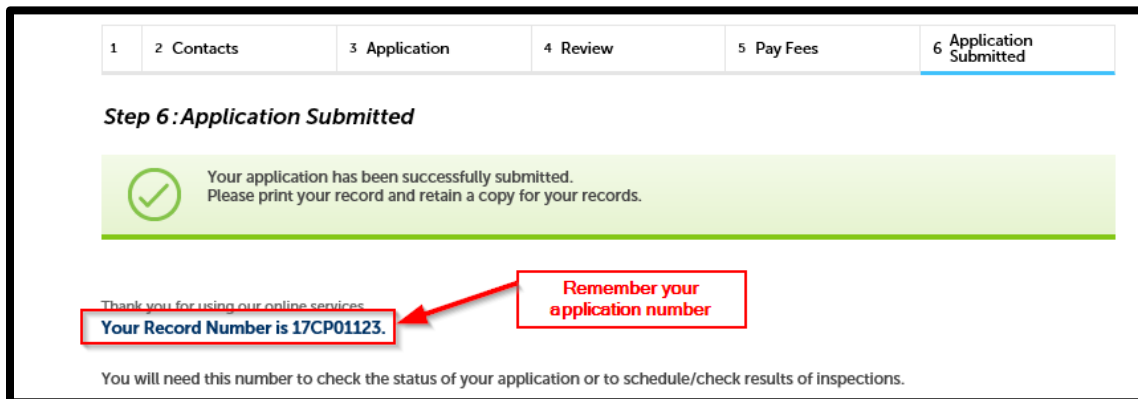
Once you’ve registered for an account and verified that there are no outstanding issues on the property, you are ready to begin the actual application process.

- 1) Go to <https://aca.accela.com/monterey/Default.aspx> (or just search for “Monterey County Citizen Access”) and log into your Citizen Access account.
- 2) When you first login you will see a list of any permit “collections” you may have created and any unfinished applications that you started.
- 3) To start a new application, hover over the “Create” button and select “Public Works Application” from the drop-down list. This will take you to the first screen of the application.



- 4) During the application process, you will be prompted to step through several screens and provide the following information:
- a. **Accept a General Disclaimer.**
 - b. **Provide Contact information.** The primary contact associated with your Citizen Access account will be automatically added to your application. At least one “Applicant” contact type must be added to the application - you can also select additional contacts associated with your account or you can manually enter new contact information by clicking the “Add New” button.
 - c. You will then be prompted to enter information related to the New Address Request application including:
 - Assessor’s Parcel Number (APN)
 - New Address Purpose
 - Old Address (if any)
 - Deactivated APN (if any)

After entering the requested information and uploading any attachments, you will be taken to a summary page where you will have a chance to review and edit your entries if needed, and check a box to certify the truthfulness and authenticity of your submittal. The final page will indicate that your application has been successfully submitted and provide a file number for your application. Remember this number for future correspondence.



What Happens After Application Submittal?

Upon receipt of the application, staff will review your application and assess application fees. An invoice will be emailed to you requesting payment of application fees which can be paid online via credit card or e-check. Click here for instructions on making a payment online using Citizen Access:

<http://www.co.monterey.ca.us/home/showdocument?id=63959>

Application fees must be paid before the address can be assigned.