



ADDRESS REQUEST FORM

Contact Information

Applicant name: _____ Application Date: _____

Mailing Address: _____

Phone Number: _____ E-Mail: _____

Site Information

Parcel Number(s): _____

Existing Address: _____

Proposed New Address (if known): _____

Reason for Request:

New Address (currently no address) Change Address (delete existing address) Additional Address

Attachment (may be required):

Site Plan with building footprint, unit outline, unit main entrance, and driveway or property's main access to street, and existing addresses throughout the site

Floor Plan (needed for multi-floor & multi-suite buildings) with existing addresses on each floor

A Valid Driver's License _____

Letter of Property Owner Authorization (if not property owner or contractor)

Address Type:

Residential

Commercial

Single Family

Condo

Utilities

Office Building

Industrial

Duplex

Apartment

Park Site

Retail

Other: _____

Second Residential Unit

Will new water meter(s) be needed for any of the address(es)? Yes No

Owner's Signature: _____ Print Name: _____ Date: _____

Internal Use Only

Address Reviewed By: _____ Approved Date: _____

Approved Address: _____

Related Building Permit Number(s): _____ Related Planning Case Number: _____