



Address Assignment Request

GIS Department

This form must be completed entirely for an address to be issued. Please plan for adequate time in your project timeline to provide for address assignment services.

Request for:

- New Address (es)
- New Unit (s)
- Additional Address (es)
- Additional Unit (s)

Requirements Included :

- Final Plat
 - Building Layout
- (Addresses will remain as "pending" until plat is recorded or site plan is approved)*

APPLICANT INFORMATION

Date: _____

Applicant : _____

Mailing Address : _____

Email Address : _____

Phone Number : _____

Are You:

- Property Owner
- Tenant
- Architect / Engineer
- Developer / Contractor

Preferred Method of Pick Up:

- Will return for pick up
- Mail
- Email

PROPERTY INFORMATION

Property Owner (If different from applicant) :

Road Name : _____

Tax Parcel # : _____

(Provide list / plat for multiples)

- Single Family
- Townhome
- Secondary Unit

Residential

- Duplex
- Mobile Home / MH Park
- Condo

- Educational
- Retail / Office
- Hotel / Motel
- Recreational

Commercial

- Apartments
- Restaurant
- Religious
- Other

- Sign / Billboard
- Cell Tower

Miscellaneous

- Utility Asset
- Monument

Additional Information

OFFICIAL USE ONLY

Address (es) Assigned: _____

Comments : _____

Addressing Coordinator Signature :

Date Received : _____

Date Notified: _____

Approved

Request is

Denied

Notified VIA

Picked Up

MAD Updated

No

Email

Yes

Notified:

USPS

E 911

Assessor

Utilities

Elections