



**Planning and Zoning  
Department of Transportation and Development**

Development Services Building  
150 Beaver Creek Road | Oregon City, OR 97045  
503-742-4500 | [zoninginfo@clackamas.us](mailto:zoninginfo@clackamas.us)  
[www.clackamas.us/planning](http://www.clackamas.us/planning)

# ADDRESS REQUEST

The County is responsible for assigning addresses within unincorporated areas of Clackamas County. Fees for new addresses are \$100 for the first 5 addresses and \$50 for each additional address. There is an additional Technology Fee of 3% or \$5, whichever is less.

The County will register new addresses with emergency services, US Postal Service, PGE, Clackamas County Assessor's Office, and Clackamas County GIS. Once assigned, addresses should be visible and legible from the street as required by the Uniform Fire Code. Mailboxes should be located on the designated street according to USPS guidelines. It is the applicants responsibility to notify anyone else.

**You must attach a site plan to this request.** The site plan must show: a north arrow; all property lines and easements; lot/parcel numbers; all existing and proposed structures with labels and dimensions; setback distances of structures from property lines and easements; the structure to be assigned an address; and all driveways and parking areas. A sample site plan is available **HERE**.

## APPLICANT INFORMATION

Applicant name: \_\_\_\_\_ Applicant email: \_\_\_\_\_ Applicant phone: \_\_\_\_\_

Applicant is: ☐ Property Owner ☐ Contractor ☐ Other:

Property's map and tax lot #:

Township: \_\_\_\_\_ Range: \_\_\_\_\_ Section: \_\_\_\_\_ Tax Lot: \_\_\_\_\_

Is this property in a platted subdivision?

☐ No ☐ Yes, and the plat name is:

Reason for the requested address (e.g., for a new temporary dwelling on the property, for a business, etc.):

## FOR STAFF USE ONLY

Newly assigned address number(s): \_\_\_\_\_ Directional: \_\_\_\_\_ Road name: \_\_\_\_\_

Postal Community: \_\_\_\_\_ Zip Code: \_\_\_\_\_

New road name? ☐ NO ☐ YES Change of address? ☐ NO ☐ YES (Previous Address: \_\_\_\_\_)

Address is: ☐ PRIMARY ☐ SECONDARY Planning file # (if applicable): \_\_\_\_\_

Address assigned to: ☐ Single-family or manufactured dwelling  
☐ Temporary manufactured dwelling  
☐ Accessory structure used for home occupation  
☐ Business named: \_\_\_\_\_  
☐ Other: \_\_\_\_\_

Address issued by: \_\_\_\_\_ Date issued: \_\_\_\_\_

**Optional space for drawing site plan (use a separate page, if necessary)**

## FAQs

### How long will it take to process this address request?

The County makes every effort to issue a new or revised address within five business days of receiving a complete request form and site plan.

*Clackamas County is committed to providing meaningful access and will make reasonable accommodations, modifications, or provide translation, interpretation or other services upon request. Please contact us at 503-742-4545 or [drenhard@clackamas.us](mailto:drenhard@clackamas.us).*

**503-742-4545:** ¿Traducción e interpretación? | Требуется ли вам устный или письменный перевод?

翻译或口译 ? | Cán Biên dịch hoặc Phiên dịch? | 번역 또는 통역?