



# ADDRESS REQUEST

APPLICANT INFORMATION		
Applicant name:	Applicant email:	Applicant phone:
Applicant is: <input type="checkbox"/> Property Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Other: _____		
Property's map and tax lot #: Township: _____ Range: _____ Section: _____ Tax Lot: _____		
Is this property in a platted subdivision? <input type="checkbox"/> No <input type="checkbox"/> 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.):		

**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.

FOR STAFF USE ONLY		
Newly assigned address number(s):	Directional:	Road name:
Postal Community:	Zip Code:	
New road name? <input type="checkbox"/> NO <input type="checkbox"/> YES	Change of address? <input type="checkbox"/> NO <input type="checkbox"/> YES (Previous Address: _____)	
Address is: <input type="checkbox"/> PRIMARY <input type="checkbox"/> SECONDARY	Planning file # (if applicable):	
Address assigned to: <input type="checkbox"/> Single-family or manufactured dwelling <input type="checkbox"/> Temporary manufactured dwelling <input type="checkbox"/> Accessory structure used for home occupation <input type="checkbox"/> Business named: _____ <input type="checkbox"/> Other: _____		
Address issued by:	Date issued:	
Parties notified: <input type="checkbox"/> Central Dispatch <input type="checkbox"/> Assessment and Taxation <input type="checkbox"/> Sheriff's Department <input type="checkbox"/> GIS <input type="checkbox"/> County Clerk <input type="checkbox"/> Fire District: _____ <input type="checkbox"/> Main Portland post office <input type="checkbox"/> Other: _____ <input type="checkbox"/> Local post office with jurisdiction <input type="checkbox"/> Other: _____		

