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SUB / CONDO / APARTMENT ADDRESS APPLICATION

only use if more than 4 addresses are needed

FEE SCHEDULE: **\$80** for first address, **\$10.50** for each additional address
- include all initial utility meter addresses needed in this application with above fees
- additional utility meter addresses at a later date will be \$25.00/each

All requests **MUST** be accompanied by a site plan or map with the following items clearly defined and/or labeled:

- street names
- building / unit / lot numbers
- individual building / unit entrances, and corner lots need to show direction the structure will face
- utility meter locations on the building and/or grounds

Subdivision/condo/apartment address assignments will be processed within 10-30 business days of receipt of the required documentation and fee. Additional costs may be incurred if unit numbers or building plans change after final completion of address assignment.

DATE OF REQUEST: _____ FEE: \$ _____

REQUEST FOR: NEW SUB _____ NEW CONDO _____ NEW APARTMENT _____

PROJECT NAME: _____

REQUESTED BY: _____

MAILING ADDRESS: _____

CONTACT PERSON: _____

PHONE NUMBER: _____ EMAIL: _____

Please do not write below this line

COMMENTS _____

cc: Building Dept. Planning Dept. Property Owner
 Elections Police Dept.
 Fire Dept. Public Services
 GIS Post Office

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