

**DEPARTMENT OF PUBLIC WORKS**

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WEBSITE.

**APPLICATION FOR CHANGE OF ADDRESS**

Legal Description of Property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Current Owners Name(s) \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  
\_\_\_\_\_ Other Contact No: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_  
Current Property Address: \_\_\_\_\_  
Current Zoning Classification: \_\_\_\_\_

Reason for Change of Address Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the Lot is Over One (1) Acre, Location of Existing House & Driveway from One of the Property Lines  
approximately \_\_\_\_\_ feet along the frontage from the north, east, south or west \_\_\_\_\_ property line

Any other Addresses Used for Your Dwelling: \_\_\_\_\_

Adjacent Property Addresses:  
Location \_\_\_\_\_ Address: \_\_\_\_\_  
approximate # feet north, south east or west of my dwelling along same side of street

Adjacent Property Addresses:  
Location \_\_\_\_\_ Address: \_\_\_\_\_  
approximate # feet north, south east or west of my dwelling along same side of street

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*\* The Department of Public Works - Engineering Division will review the above information, determine a logical street address, and will call to advise the legal owner with the street address change. With the owner's verification, we will write a letter to the owner and the agencies which are affected by the address change. We can provide a logical Street Address, but we cannot provide a mailing address which includes a Zip Code. A Zip Code is a mailing address component and should be determined by the post office.*

**OFFICE USE ONLY**

Original Street Address: \_\_\_\_\_  
Change to Street Address: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_