

## ADDRESS REQUEST

The City is responsible for assigning addresses within West Linn. Fees for new addresses:

- New Residential Dwellings - \$50 + \$10 per lot
- Change of address - \$200
- Multi-family less than 50 units - \$50 + \$10 per unit
- Multi-family with 50 units or more - \$50 + \$5 per unit
- Non-Residential Suite Assignment - \$50 for address + \$25 per suite

You must attach a **map** to this request. The map must show property lines, adjacent properties, streets, proposed location and orientation of houses, new driveway access, AND adjacent property driveways and driveways across the street.

The City will register new addresses with emergency services, government agencies, and utility companies. Once assigned, addresses should be displayed readily 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. A City ROW permit is required to place mailboxes within the right-of-way.

### APPLICANT INFORMATION

Property Owner Name:	Property Owner Email:	Property Owner Mailing Address:
Tax Lot:	Township:                      Range:	Section:
Is the property platted? No: <input type="checkbox"/> Yes: <input type="checkbox"/> Tract Name: _____		

Reason for requested address: \_\_\_\_\_

The undersigned property owner hereby authorizes the City assign an address to the designated property.

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

### STAFF USE ONLY

Newly assigned address number(s):	Directional:	Road Name:
Fee	Change in Address? No: <input type="checkbox"/> Yes:(Previous address) _____	

**Parties Notified:**

- |   |   |
|---|---|
| <input type="checkbox"/> Clackamas County 911               | <input type="checkbox"/> PGE                      |
| <input type="checkbox"/> Lake Oswego Police Department      | <input type="checkbox"/> Comcast Serviceability   |
| <input type="checkbox"/> TVF&R                              | <input type="checkbox"/> Comcast Customer Service |
| <input type="checkbox"/> Clackamas County Assessor's Office | <input type="checkbox"/> West Linn GIS            |
| <input type="checkbox"/> Clackamas County GIS Division      | <input type="checkbox"/> West Linn Building       |
|   | <input type="checkbox"/> West Linn Utilities      |