

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 Assignment - \$50 for address + \$25 per suite

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, driveway accesses, AND adjacent property addresses and driveways including properties 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 Phone #:
Tax Lot:	Existing Property Address:	
Is the property in platted subdivision?	Yes: No:	Plat Name:
Reason for requested address:		
<i>The undersigned property owner hereby authorizes the City assign an address to the designated property.</i>		
Property Owner's Signature _____		Date _____

STAFF USE ONLY

Newly assigned address:	Directional:	Road Name:
Fee:	Change in Address?	

Agencies Notified:

Clackamas County 911, Lake Oswego Police Department, TVF&R, Clackamas County Assessor's Office ,
Clackamas County GIS Division, Portland Main Post Office , West Linn Post Office, PGE, NW Natural Gas,
Comcast Serviceability, West Linn GIS, Building, and Utilities