



# Address Request Form

Date Stamp:

OWNER NAME: \_\_\_\_\_  
*Only the owner of record or their agent may request address changes or additions*

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**MINOR OR MAJOR ADDRESS REQUEST:**

- Minor Addressing (3 or under) \*\*\*Single Lots, etc.\*\*\* **FEE = \$68.43\***
- Major Addressing (4 or more) \*\*\*Subdivisions, etc.\*\*\* **FEE = \$136.84\***

*\*Revisions made to the issued Address Notification may incur additional fees*

**REASON FOR NEW OR CHANGE OF ADDRESS(ES) REQUESTED:**

- New Construction (Single Family / Duplex / Apartments / Commercial) circle one
- Existing Unassigned
- Other \_\_\_\_\_

**FOR STAFF USE ONLY:**

Planning  
\_\_\_\_\_ Initials

GIS  
\_\_\_\_\_ Initials

ASSESSOR'S MAPNUM(S): \_\_\_\_\_

EXISTING ADDRESS(ES): \_\_\_\_\_

LOT(S) LOCATED IN THE: CITY LIMITS / UGB (circle one)

NEW STREET NAME PROPOSAL(S): \_\_\_\_\_

SITE PLAN ATTACHED? Yes / No (circle one)  
**NOTE:** Site Plan Must Be Attached For All Major Addressing Requests

OWNER / AGENT SIGNATURE: \_\_\_\_\_

The GIS Division of the Public Works Department is responsible for all Addressing Requests via the Planning Division.

Minor Addressing Requests typically take 3-5 business days to complete.  
Major Addressing Requests typically take 7-10 business days to complete.

Please contact Community Development for all processing questions.  
Please contact the GIS Division at [DG-GIS@grantspassoregon.gov](mailto:DG-GIS@grantspassoregon.gov) with any questions regarding address locations.

Payment Stamp: