

Address Request or Certificate

APPLICANT INFO

Date _____

Applicant Name

Company

Email Address

Phone

PROPERTY INFO

Map & Parcel ID or Tax ID
(Ex. 069PE017.01)

Existing Address

Owner Name

search at www.kgis.org

Subdivision Name

Unit / Phase No.

Lot No.

WHY ARE YOU REQUESTING AN ADDRESS CERTIFICATE?

- | | | |
|--|--|---|
| <input type="checkbox"/> Utility Cost Estimate | <input type="checkbox"/> Closing/Loan Documents | <input type="checkbox"/> Remodel of Existing Building (<i>renovation/addition</i>) |
| <input type="checkbox"/> Plans Review | <input type="checkbox"/> Planning Commission Application | <input type="checkbox"/> New Construction: Number of units _____ |
| <input type="checkbox"/> Demo Permit | <input type="checkbox"/> Certificate of Occupancy (<i>tenant change</i>) | Will structure be used as a dwelling unit? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | <input type="checkbox"/> Other: _____ |

 **Site Plan / Sketch must be submitted with this form.**
Show property lines, location of new/existing structure(s), and driveway access to the street.

HOW WILL THE ADDRESS BE USED? (SELECT ONE)

- | | | |
|--|--|--|
| <input type="checkbox"/> Mobile Home | <input type="checkbox"/> Apartment | <input type="checkbox"/> Accessory Structure (<i>barn, shed, workshop, etc.</i>) |
| <input type="checkbox"/> Single-Family Dwelling | <input type="checkbox"/> Townhome | <input type="checkbox"/> Utility connection (<i>electric, water, gas</i>) |
| <input type="checkbox"/> Duplex | <input type="checkbox"/> Business | <input type="checkbox"/> Cell tower/collocation/small cell |
| <input type="checkbox"/> Accessory Dwelling Unit (ADU) | <input type="checkbox"/> Single Tenant <input type="checkbox"/> Multi-Tenant | Service Provider: _____ |
| <input type="checkbox"/> Multi-Family Dwelling | Former Name: _____ | <input type="checkbox"/> Other: _____ |
| | New Name: _____ | |

Additional information: _____

NOTES:

- An address may be changed if the site plan was modified after the address was assigned or certified.
- Existing addresses may be reassigned to meet current addressing guidelines.