

Department of Planning Services

Request for Address Assignment and Address Change Application

Applicant

Applicant _____
Address _____
City _____ State _____ Zip _____
Telephone _____ E-mail _____

(printed name of applicant) (signature of applicant) (date)

Property Owner

Property Owner Name _____
Address _____
City _____ State _____ Zip _____
Telephone _____ E-mail _____

(printed name of property owner) (signature of property owner) (date)

For new metes and bounds property address requests please only provide the PIN and a site plan showing the location of the proposed driveway. For changes in addressing of existing structures please fully complete the information below and provide a site plan showing the location of the property you are requesting addressing for.

Required Application Information

Property Identification Number (PIN) _____
Existing Address of the property _____
Present Zoning _____ Existing # Units _____ Proposed # of Units _____
Location of Units (indicate the number of units per floor and whether they are front or rear)

Township name _____ Township section # _____
Existing Off Street Parking Spaces _____ Proposed Off Street Parking Spaces _____
When was this multi-unit property converted/Created _____
Request (include number of units requesting address for) _____

Office Use Only Below

New Address Assignment(s)

Comments

(Signature of Zoning Enforcement Officer)

(date)

PLEASE NOTE: The Department of Planning Services will send notification of the new address to the following list. Notification to all other companies, government offices, etc. will be the responsibility of the applicant and/or property owner(s). A copy of this form may be sent to the following agencies by DPS. **City of Fort Wayne Post Office, City Communications Department, Allen County GIS, City GIS, Auditors Office, City Utilities, Township Assessors Office, Allen County Voter Registration, Allen County Building Department.**