

ADDRESSING ASSIGNMENT/CHANGE



PO Box 1995 * Vancouver, WA 98668-1995 * www.cityofvancouver.us * Phone: (360) 487-7700 Fax: (360) 487-7808

Please review the submittal requirements. Incomplete applications will not be accepted.

Applicant: _____

Mailing Address: _____

Phone: () _____ Fax: () _____

Property Owner: _____

Mailing Address: _____

Phone: () _____ Fax: () _____

Project Engineer: _____

Mailing Address: _____

Phone: () _____ Fax: () _____

Contact Person Name: _____ **Company:** _____

Contact E-mail Address: _____

Current Property Address: *(Nearest intersection if no address)*

Project Name: _____ **Project Case Number:** _____
(if applicable)

Parcel Number(s): _____

Address Request: **NEW** **Change** **Other** (please explain) _____

Type of Use/Development: **Commercial** **Multi-Family** **Single Family**

Number of Buildings: _____ **Number of Floors:** _____

Are Commercial Suite #'s Needed: _____ **Are Apt/Condo Unit #'s Needed:** _____

Are there any existing structures to remain? **YES** **NO**
If yes, what are their current addresses?

Signature of Applicant: _____ Date: _____

Signature of Property Owner: _____ Date: _____



SUBMIT TO:

Development Review Services
4400 NE 77th Ave
Vancouver, WA 98662

ADDRESSING ASSIGNMENT OR ADDRESSING CHANGE

Submittal Requirements

Applications without the required information will not be accepted.

- Any fees associated with the application

MINIMUM SUBMITTAL REQUIREMENTS

- Completed and signed application.
- One (1) Reduced copy (8 1/2" x 11") of Site Plan** (including North arrow, lot lines, lot numbers and phasing)
- One (1) Reduced copy (8 1/2" x 11") of Elevation Plan** (multi-family developments - for each building type)
- One (1) Legible full size copy (no larger than 24" x 36") of Overall Site Plan** (for projects with more than one building and/or pad)

RECOMMENDED SUBMITTAL REQUIREMENTS

- Digital file of plat or site plan (DXF or DWG format)** The submitted file can be saved on a 3.5" high density disk or CD Rom or transmitted via electronic mail and shall conform to the following layering scheme:

<u>Layer Description</u>	<u>Feature Type</u>
Parcel Boundary	<u>Line</u>
Road ROW	Line
Adjacent Road Names	Text
Parcel Lot #	Text