

# ADDRESSING ASSIGNMENT/CHANGE



PO Box 1995 \* Vancouver, WA 98668-1995 \* www.cityofvancouver.us \* Phone: (360) 487-7800 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:  
 Community Development Department  
 415 W. 6th ST  
 Vancouver, WA 98660

# 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