

REQUEST FOR ADDRESS ASSIGNMENT OR ADDRESS CHANGE

This request is for: Address Assignment Address Change

Legal Description of property (attach if necessary): _____

Reason(s) for the request: _____

A site drawing showing location for new address assignment or change must be attached.

Property Owner's Name(s): _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: _____ Fax: _____

Signature of Property Owner(s)

Date

Applicant's Name (if different than property owner): _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: _____ Fax: _____

Signature of Applicant

Date

Office Use Only

New Address Assignment:

Comments: _____

Signature of Zoning Enforcement Officer

Date

PLEASE NOTE: The City Planning Department 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 anyone who will need to be informed of this change.

- Rodney DeBard, City of Fort Wayne Post Office
- Steve Smith, Communications Department
- Joanne Chandler, Allen County Building Department
- Kevin Holle, City Utilities GIS

- Judy Black, City Utilities
- _____ Township Assessors Office
- Marilyn Beery, Allen County Voter Registration