



## Address Request Form

**SUBMITTALS:**

- Copy of Warranty Deed
- Site Plan
- Fee from Fee Schedule

Addressing is an important function of Jefferson County in government and private sector functions. Requesting an address from the county is the best way to ensure that your property will be found effectively by delivery services and emergency response situations. Addresses are assigned in accordance with the Jefferson County Addressing Ordinance.

**Request Date:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Applicant Mailing Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Parcel #: RP** \_\_\_\_\_

*(Please use the county GIS to find this number)*

Is your property in a subdivision? **Yes** | **No**  
 |

Approximate acres: \_\_\_\_\_

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*This portion is for Office Use only*

Form received by: \_\_\_\_\_

Address issued by: \_\_\_\_\_ Initial 1: \_\_\_\_\_ Initial 2: \_\_\_\_\_

Date issued: \_\_\_\_\_

**The official address is:**

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*Please submit this form to the Jefferson County Planning and Zoning department.*