



Community Development Division
Engineering Department
 22560 SW Pine Street
 Sherwood, OR 97140
 503-925-2309



Request Form
Address Assignment or Change of Address/Suffix Number

Please provide the following information:

- For New Land Development - A tax lot map clearly indicating the lot(s).
- For Existing Structures – A diagram showing suite layout of building.
- Reason for Request to change Address or suffix number.

Tax Lot Id #:	
Current address:	

Name:	_____	Date:	_____
Company:	_____	Phone #:	_____
Address:	_____	Fax #:	_____
	_____	Email:	_____

Reason for Change Request:

Addressing Fee

- Single - five (5) digit address \$65/lot
- 0 to 10 - Suite Numbers \$25 per suite
- 11 to 20 - Suite Numbers \$250 plus \$15 per suite
- 21 and up Suite Numbers \$400 plus \$10 per suite

Applicant is responsible for all costs associated with the change - i.e. letterhead, business cards, fire marshal approved numbers, etc.

Note: Suite Number is defined as a three-digit numerical address suffix, typically a commercial suite number, apartment number, unit number.

Timeframe for completion is 5 – 7 business days.