



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:

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**Addressing Fee**

- Single - five (5) digit address \$67.32/lot
- 0 to 10 - Suite Numbers \$25.50 per suite
- 11 to 20 - Suite Numbers \$260.10 plus \$15 per suite
- 21 and up Suite Numbers \$416.16 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.