



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 | \$70.04/lot                  |
| • 0 to 10 - Suite Numbers         | \$26.53 per suite            |
| • 11 to 20 - Suite Numbers        | \$270.61 plus \$15 per suite |
| • 21 and up Suite Numbers         | \$432.97 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.