



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 #: _____
_____	E-mail: _____

Reason for Change Request:

Addressing Fee

- Single – five (5) digit address \$65/lot
- 0 to 10 – Suffix numbers \$25 per suffix
- 11 to 20 – Suffix numbers \$15 per suffix
- 21 and up – Suffix numbers \$10 per suffix

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

Timeframe for completion is 5 – 7 business days.