



Public Works 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 | \$72.87/lot |
| • 0 to 10 - Suite Numbers | \$27.60 per suite |
| • 11 to 20 - Suite Numbers | \$281.54 plus \$15 per suite |
| • 21 and up Suite Numbers | \$450.46 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.