

Address Assignment Request

Complete all information and submit with the Required Items listed below in order for us to process your request. Please allow five business days for application processing.

Date: _____
Current Address: _____
Assessor's Parcel Number: _____

Type of Address Request:

- Additional Address
- Change Address
- Delete Address
- New Residential Address
- New Non-Residential Address
- Electric Meter (1/4)
- Water Meter (1/2)
- Other

Property Owner

Name: _____
Address: _____
Phone: _____
Email: _____

Requestor

Name: _____
Company: _____
Phone: _____
Email: _____

OR

Signature: _____

Signature: _____

Disclaimer: By signing above, Requestor acknowledges that Property Owner has consented to address change for the property. Under no circumstances shall the City of Louisville be liable for any actions taken on or omissions made from reliance on any information contained herein from the Requestor nor shall the City be liable for any other consequences from any such reliance.

Required Items

1. For address assignment requests associated with a **plat**, include a copy of the plat.
2. For address assignment requests associated with **multi-unit buildings**, include a floor plan showing each unit on all floors.
3. For all other address assignments, include a vicinity map and site plan that shows the requested address(es), current address(es), and nearest street(s).
4. If a certain address(es) is desired, please include the requested address(es). The City will review the request, but cannot guarantee the request will be approved.

Staff Use Only:

Assigned Address(es): _____