



CITY OF ENUMCLAW  
 Community Development Department  
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<http://www.cityofenumclaw.net/>

<b>DATE RECEIVED</b>
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## ADDRESS REQUEST FORM

I need to:  create a new address  change my current address

What is needed to change or create an address?

- Complete this form
- One site plan that shows the current address of the structure, the current address of neighboring structures and the entrance/access to the structure.

Complete the following information:

1. Current Property Address: \_\_\_\_\_

2. King County Assessor's Parcel Number(s): \_\_\_\_\_

3. Complete legal description for the parcel (attach copy if needed)  
 \_\_\_\_\_  
 \_\_\_\_\_

4. Reason for requesting a new address(s):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. Applicant Contact Information: (I am the primary contact for this address change  yes  no)  
 Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_ Is it ok to contact via email?  Yes

6. Property Owner Contact Information: (I am the primary contact for this address change  yes  no)  
 Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_ Is it ok to contact via email?  Yes

\*\*\*\*\*Staff Use Only\*\*\*\*\*

- |  |  |
|--|--|
| <input type="checkbox"/> Site Plan Forwarded to Mapping                      | <input type="checkbox"/> Address & Building posted to GIS Land Base    |
| <input type="checkbox"/> Land Base Address Map Created                       | <input type="checkbox"/> Map & Notice Mailed to Distribution Addresses |
| <input type="checkbox"/> New Address Assignment included on map/notification | <input type="checkbox"/> Utility Billing and Accounts Notified         |
| <input type="checkbox"/> Retirement of Existing Address, if applicable       | <input type="checkbox"/> Copy of Notice placed in Address File         |