

# Addressing Request Application



## ADDRESS CHANGES OR REVISIONS TO EXISTING ADDRESS

**\*Required Fields**

\*Project Name \_\_\_\_\_ Date: \_\_\_\_\_

Current Address & Suites if applicable: \_\_\_\_\_

Zoning: \_\_\_\_\_ Associated Case Number: \_\_\_\_\_

A.P.N.: \_\_\_\_\_ Quarter Section: \_\_\_\_\_

### \*Check all that apply:

☐ New ☐ Verification ☐ Suite Assignment ☐ Occupied

☐ Change ☐ Correction ☐ Lot Tie ☐ Lot Split

☐ Single Family ☐ Commercial

Change to: \_\_\_\_\_

Is there an active Permit or Application? ☐ Yes ☐ No

Permit # \_\_\_\_\_ Plan Check # \_\_\_\_\_

### \*Submittal Requirements:

Please submit 1 copy of materials below.

☐ Copy of building suite layout

☐ Copy of site plan

\*Signature \_\_\_\_\_

Date \_\_\_\_\_

Check One: ☐ Applicant ☐ Owner ☐ Architect ☐ Contractor

Note: A Certificate of Occupancy cannot be issued until address issues are resolved.

### \*Applicant / Contact Information: (Please Print)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\*Property Owner: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

If the submit button does not work, please try Internet Explorer or email the completed form with site plan to: [RecordsAddressing@Scottsdaleaz.gov](mailto:RecordsAddressing@Scottsdaleaz.gov)

## Records / GIS Official Use Only



Notification Dates: GIS \_\_\_\_\_ Mail Out \_\_\_\_\_

New Address Assigned: \_\_\_\_\_

Suite Numbers/Bldg Letters: \_\_\_\_\_

Notes: \_\_\_\_\_

## Planning and Development Services

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 • [www.scottsdaleaz.gov](http://www.scottsdaleaz.gov)