



Address Change Request

- There is no guarantee or assurance the address change request will be granted.
- The Owner/Applicant is responsible for complying with all applicable laws and regulations.
- The structure will be addressed using the driveway location and corresponding street.
- Your request **MUST** include a copy of the site plan/plat, that includes (1) Driveway/entrance location (marked and labeled "Driveway") (2) Map and parcel number w/lot number (if applicable). If the driveway location is later found to be inaccurate, the property may require an address change.
- The Property Owner is responsible for making notifications of the address change. These include notifying financial institutions, insurance companies, government organizations, utility providers, employers, friends and family or anyone else the property owner deems necessary.
- You can complete this form and email to ecd@sumnertnecd.gov

Applicant's Information: (*Required Information)

*Applicant's Name (print): _____

*Applicant's Address: _____

*Phone Number: _____ *E-mail: _____

*Applicant Signature _____ Date: _____

Property owner's information if different than applicant:

First Name: _____ Last Name: _____

Address: _____

Phone Number: _____ E-mail: _____

Information Needed for Changing an Address:

*Tax Map _____ Group _____ *Parcel _____ Lot _____ Acres _____

*Current Address Assigned to Property: _____

*Does the site share a driveway with another building? YES _____ NO _____

*Driveway is marked/noted on attached plan/plat? YES _____ NO _____

Nearest address as if at the road facing the property: Left: _____ Right: _____ Across from: _____

*Reason for address change request: _____

OFFICIAL USE ONLY BELOW THIS LINE

New Address Assigned to Property:

Numerical: _____ Street: _____

New Address Effective Date: _____ Date Address Assigned: _____

Initials of GIS or NG911 Personnel: _____