Addressing Request Form Frederick County, Maryland

Community Development Division / Department of Permits & Inspections, 30 North Market Street, Frederick, MD 21701

***Required Information**

Type of Request (check all that apply):

☐ New Construction ☐ Existing Verification ☐ Suite Assignment ☐ Single Family ☐ Multi-Family
☐ Tenant House ☐ Duplex ☐ Commercial ☐ Industrial ☐ Change of Address ☐ Other: _____

Reason for Request:

_____

_____

Property Information:

*Current or Parent Parcel Address: _____

*Parcel Tax Identification Number (Available from MD Dept. of Assessments 301-815-5350): _____

*Property Parcel Number: _____

*Lot Number (If applicable): _____

*Subdivision Name (If applicable): _____

*Adjoining or nearby addresses: _____

_____

*A building location plan showing the entrance to the lot and/or structure to be addressed and/or site plan for address determination.

Please Note: A copy of the requesting property's deed may assist in expediting the process of address assignment.

Requestor Contact Information:

*Name: _____ *Phone: (_____) _____-_____

*E-mail: _____

*Current Mailing Address: _____

*Signature of Requestor: _____ *Date: _____ /_____ /_____

Submission: Addressing requests must be submitted in person to the Community Development Division / Department of Permits & Inspections located at 30 North Market Street, Frederick, MD 21701.

Addresses will be issued 2-10 County business days.

For addressing questions please call 301-600-6750.

OFFICIAL USE ONLY

Date Received by IIT/GIS: _____ /_____ /_____

Date Entered into GIS DB for Attribution: _____ /_____ /_____

Address to be assigned by parcel/lot number referenced above: _____

_____

Date of Notification: _____ /_____ /_____

Date of Permit Address Changed: _____ /_____ /_____

NOTE: The new address is to be displayed and posted in accordance with Section 05-01-362 of the Frederick County Fire Prevention Code (copy of requirements attached).