

Addressing Request Form Frederick County, Maryland

Division of Planning & Permitting, 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 may be submitted by email (gis_enterprise@frederickcountymd.gov), Fax (301) 600-2054, or in person to the Division of Planning & Permitting 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).