



# REQUEST FOR ADDRESS ASSIGNMENT/VERIFICATION

**APPLICANT/REPRESENTATIVE INFORMATION:**

Date: \_\_\_\_\_

Business/Company Name: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Contact Information: Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

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

**REQUEST INFORMATION:**Type of Request:  Assignment of a New Address  Change of Address Other (Please specify): \_\_\_\_\_

Proposed/Existing use(s): \_\_\_\_\_

Total Number of Structures: \_\_\_\_\_

Explanation of Request: \_\_\_\_\_

**PROPERTY INFORMATION:**

Map and Tax Lot: \_\_\_\_\_

Situs address(es): \_\_\_\_\_

Attach to this application form a plot plan, drawn to scale, of the subject property showing the following:

- A. All existing lot lines and dimensions
- B. All existing and proposed buildings and setbacks from all property lines
- C. The location of water and sewer lines, septic system, well, and all easements
- D. Access to the property clearly identified
- E. Map and Tax Lot number, the date, North arrow, and scale of drawing

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY:**

Official Assigned Address: \_\_\_\_\_

Review completed by \_\_\_\_\_ Street No. \_\_\_\_\_ Street Name \_\_\_\_\_ Apt/Unit/Suite No. \_\_\_\_\_ Date: \_\_\_\_\_

Attached:  Site Plan  Floor Plan  Plat  COD Walk Through  Approved  Conditional Approval  Denied

Fee Pending \$ \_\_\_\_\_

## **Lincoln County Addressing Policy**

The primary purpose of Lincoln County's addressing program is to facilitate public safety and ensure that emergency services can locate a property. The Lincoln County Planning and Development Department generates addressing within the unincorporated County borders to create consistency and cohesion.

A property address is assigned at the location where the access driveway intersects a county road, public way or private road. There are circumstances when a property address needs to be changed to comply with Lincoln County Code.

An Addressing Fee will be charged for: (1) new addressing, (2) changing, or replacing an address, (3) road naming or renaming changes in the unincorporated county area. The Addressing Fee will be charged at the time of Planning Review. The address will be assigned when the Building Permit is issued.

After April 15, 2025, an Addressing Fee is required at the time of Planning Review. The Address Fee is updated bi-annually with the Planning Fee Schedule. This fee is non-refundable. Payment of the fee does not guarantee an address can be issued.

Addresses can be revoked if there is a change in status for the property. Examples of change in status include any Land Use or Lincoln County Code compliance issue where the lot would be treated like a vacant lot (i.e., septic failure, lack of final occupancy certificate, temporary use permit expiring, lack of improved access, unmaintained access, etc.).

### **Re-addressing for Lincoln County**

The Department administers the assignment and maintenance of addresses for Emergency Services and works to fix errors in addressing. Again, the leading purpose of the addressing program is to facilitate the timely-accurate response of Emergency Services. In addition, however, the Department promotes compliance with land use regulations.

The Lincoln County Planning and Development Department has the authority to re-address (change the address) of properties to ensure compatibility with Lincoln County's Land Use regulations and/or to fix

errors. Property owners can request that a new/different address be assigned to readdress to their property.

Starting April 15, 2025, to recover costs, an Addressing Fee will be charged to property owners in the unincorporated county requesting an address or a re-address prior to processing an Address Request.

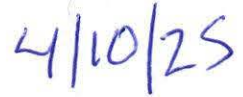
### **Addressing for Incorporated Areas of Lincoln County**

During the Early 1990's Lincoln County and the seven cities within Lincoln County agreed to share situs addressing information to support the 911 system. Cities are the Addressing Authority for all properties within city limits. The County cannot assign addresses inside city limits. The Lincoln County Planning and Development Department receives new addresses assigned by the cities and uploads the information into the ATP system and into the Addressing Map Books.



---

Onno Husing  
Planning and Development Department Director



---

Date