



Address Request Application
 Public Works-Engineering Division
 1095 Duane Street, Astoria, OR 97103
 Email: engpermits@astoria.gov
 Phone: 503-338-5173
 Web: www.astoria.gov

STAFF USE ONLY	
Received Date:	
Accepted Date:	
Logged Date:	
Amount Received:	No Fee

INSTRUCTIONS

The Address Request Application must have all fields complete; including a site plan and copy of the County tax map. **Separate applications are required for multiple addresses.**

ADDRESS REQUEST TYPE

- New [check all that apply]:
 Vacant
 Single Family
 Duplex
 Multi-Family
 Commercial
 Abandon Existing
 Other: _____

LOCATION INFORMATION

Township		Range		Section	
Map No.		Tax Lot			

- Clatsop County tax map attached.
 Site plan attached (include north arrow, property lines and easements, lot and parcel numbers, existing and proposed structures with labels and orientation, driveways and parking areas)

PROPERTY OWNER INFORMATION & AUTHORIZATION

Full Name					
Mailing Address					
Phone		Email			

Per Astoria City Code (ACC) § 9.395, Public Works is responsible for assigning addresses for new buildings and dwellings within the City of Astoria. Once assigned, the property owner is responsible for ensuring the assigned address is displayed per the standards in both ACC § 9.390 and the Oregon Fire Code § 505.1. A City Right-of-Way permit is required to install mailboxes within the public right-of-way; mailboxes shall be located on the designated street and installed according to U.S. Postal Service guidelines. The property owner authorizes City officials, staff or their agents or consultants to enter the property for the purpose of this application. The property owner is responsible for posting the address in accordance with ACC § 9.390 and the Oregon Fire Code § 505.1.

Owner's Signature

STAFF USE ONLY

Existing Address	<input type="checkbox"/> N/A	
New Address		

Remarks:

Approved By Public Works Director	Approved Date
Notifications By	<i>Save notice and documentation in Address & Geo File under an Addressing folder.</i>