



# Request For New/Change of Address

The Planning Division may be reached at 503.783.3800, Monday-Friday from 8am-5pm.

Please submit your application with all associated materials and fees to the Planning Division. Once submitted, staff will review the application for compliance with the applicable criteria in 12.08 of the Happy Valley Municipal Code and established grids of Clackamas County. [https://library.qcode.us/lib/happy\\_valley\\_or/pub/municipal\\_code/item/title\\_12-chapter\\_12\\_08](https://library.qcode.us/lib/happy_valley_or/pub/municipal_code/item/title_12-chapter_12_08)

The city will notify you and all affected agencies of this address change and/or assignment. Please note: This application is for a new or change of property addressing only, not for change of a street name.

**Applicant**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

**Property Owner(s)**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

Site Address \_\_\_\_\_ Map and Tax Lot(s): \_\_\_\_\_

Subdivision/PUD Name (if applicable) \_\_\_\_\_

Number of of Addresses (Including Units/Suites) Requested \_\_\_\_\_ Number of Street Names Requested: \_\_\_\_\_

**Please describe your reason for this request:**

---

---

---

---

**Submitted Materials Required:**

- Fee – See Fee Schedule
- Site Map of Property Showing Buildings/Units/Suites and Access to the Roadway