



REQUEST FOR ADDRESS ASSIGNMENT

To process your request for address assignment, all applicable information must be complete. A complete site plan is required to process your request. Submittal requirements will vary based upon the proposed scope of work. Additional documents may be required.

772-597-8269

Community and Economic
Development Department

15516 SW Osceola St,
Indiantown, FL 34956

Apply for: ☐ New Address ☐ Property Address Change

Parcel Number: _____ Location: _____

Plat / Book / Page: _____ / _____ / _____

Applicant Name: _____

☐ Property Owner ☐ Tenant ☐ Architect ☐ Agent ☐ Other _____

Mailing Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Email Address: _____ Contact via email? ☐ Yes ☐ No

Reason for requesting
a new address:

Owner Name: (if different than applicant) _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____ Contact via email? ☐ Yes ☐ No

Required Submittal Items

Assessor's Parcel Map (8.5" x 11") showing current address, nearest cross streets, and addresses of adjacent properties

Additional site plan (or clear aerial photo) showing addresses for building locations, suite numbers, and legal access road

For multi-unit buildings only, you **must** provide FLOOR PLANS showing each proposed unit on all floors

Proof of ownership ☐ Authorized Agent Form (if owner is not the applicant).

Additional Info. (if needed) - attach to application & specify: _____

Sec. 5-2.8. – Displaying Addresses.

Site addresses shall be displayed as follows:

- (1) The property owner shall be responsible for the placement of all site addresses. The address shall be placed conspicuously on the front of the structure, so the numbers can be plainly seen from the street. An additional address may be located near the driveway or common entrance, but maintaining the sight visibility triangle, whenever the structure is more than 50 feet from the street.
- (2) Numbers used in residential districts shall not be less than four inches in height and shall be made of a durable and visible material.
- (3) Numbers used for commercial, industrial, or mixed-use buildings shall not be less than six inches in height. In addition to placement on individual entry doors, the range of addresses within a commercial development shall be placed at the right-of-

way fronting the development on either a monument sign or a marquee sign. Numbers on the monument or marquee sign shall also not be less than six inches in height.

(4) No certificate of occupancy shall be issued until the site address is placed in the required manner.

I _____ understand that the processing of this request may take 1-2 weeks for addressing consistency and safety. There is no guarantee that I will receive the exact address requested. I understand the owner is responsible for the proper physical numbering of the building so that the address is visible from the street. The Village will provide official notification of the assigned address and distribute to various agencies for their use, including, but not limited to the United States Postal Service, county property appraiser, county tax collector, Village Clerk, Indiantown Utilities, Martin County Schools, Supervisor of Elections, and emergency services. I am responsible for all other address assignment notices and my signature below indicates that I do understand the Village's requirements outlined in Section 5-2.8 of the Village of Indiantown Code of Ordinances. I will comply with the addressing regulations as required by the Village of Indiantown:

Applicant Signature: _____ **Date:** _____

STATE OF FLORIDA:

COUNTY OF _____

Sworn and subscribed before me this _____ day of _____, 20____.

Signature of Notary Public
Notary Public for the State of Florida

My Commission Expires _____

APPLICANTS, PLEASE

-----**DO NOT WRITE BELOW THIS LINE**-----

Received Date: _____ Received by: _____ Fees Paid: _____

Application Number: _____

Planning & Zoning Reviewer: _____

Future Land Use: _____ Zoning District: _____ Current Use: _____

Suggested Address Per Zoning Department: _____

United States Postal Service (USPS) review and approval:

Name: _____ Date _____

Notes: _____