



LAND MANAGEMENT DIVISION

# Requesting an Address

PUBLIC WORKS DEPARTMENT 3050 N. DELTA HWY, EUGENE OR 97408 Planning:

For Office Use Only: RECEIPT #

FEE:

**Applicant** (print name): \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

**Agent** (print name): \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Agent Signature: \_\_\_\_\_

**Land Owner** (print name): \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Land Owner Signature: \_\_\_\_\_

## LOCATION

\_\_\_\_\_  
Township      Range      Section      Taxlot

Nearest public road: \_\_\_\_\_

By submitting this application, you are requesting that Lane County issue an address or correct an address for the structure identified on the site plan.

## REQUIRED SUBMITTALS

**SITE PLAN** A site plan must be included. Identify the structure that needs the address. Refer to the handout entitled "How to prepare your site plan".

**FACILITY PERMIT** For new driveways, submit a copy of the facility permit.

**EXISTING IMPROVEMENTS** Describe any improvements to the property such as any roads, structures, barns, dwellings, etc.

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## APPROVAL CRITERIA

Lane Code 15.315 Assignment of Address.

Addresses shall be valid only if assigned by the Department. Structures shall be assigned an address for any lot or parcel adjacent to a road as part of new construction/placement permit issuance procedures and in other cases, subject to the following:

1. A new address shall be assigned only for: (Check the one that applies)
  - (a) A new structure on a vacant lot or parcel provided the structure and the lot or parcel are lawfully established; and
  - (b) New, lawfully established structures on a lot or parcel where an address already exists, provided the new structure cannot be served by the same driveway due to topographical or other physical characteristics of the property.
  - (c) Other circumstances if, upon review by the Department, the address assignment will be consistent with other provisions of Lane Code.
2. For new addresses assigned to lawfully established structures that are not dwellings or manufactured dwellings, the address shall not be used to establish residency.

Check the one that applies:

- (a) If you are building an accessory building (garage/shop) an address will be assigned for emergency services, but not to be used as a residential address until a building permit for a dwelling is approved.
- (b) If a structure (i.e. barn) exists on a parcel with no address, then research is required to determine if the structure was lawfully established.

**3. Manufactured dwellings within manufactured dwelling parks and multi-unit structures shall be issued one address number with separate unit numbers.**

Is this a manufactured dwelling?                      Yes      No

Is it in a manufactured home park?                      Yes      No

**4. Home occupations shall not be assigned an address unless the structure otherwise qualifies for a new address pursuant to LC 15.315(1).**

Is this a home occupation?      Yes      No

**5. A new temporary medical hardship dwelling shall not be assigned an address unless the structure qualifies for a new address pursuant to LC 15.315(1)(b). An address assigned for a temporary medical hardship dwelling shall no longer be valid when the hardship ceases.**

Is this a temporary medical hardship dwelling?      Yes      No

Temporary medical hardship manufactured homes do not get a separate address. Because they are accessory to the main dwelling, they are required to use the address of the main dwelling.

**6. No address shall be assigned (or corrected) unless a site plan meeting the requirements and guidelines of the Department is submitted and approved, and the site plan includes the accurate location of the driveway, any access easements, the proposed structure(s), and property lines.**

An accurate site plan is to be submitted when an address is assigned. Please show an approved driveway location and structure placement with accurate distance to property lines.

**Lane Code 15.320 Correction of Address.**

**Address corrections may be initiated at the request of the property owner, or authorized agent, or the Department when it is demonstrated that incorrect addresses jeopardize the safety of the dwelling(s) affected.**

Are you requesting an address correction?                      Yes                      No

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_