



Change of Address Request Form

SUBMITTALS:

- Detailed letter** by the applicant. Explain why the address change is requested.
- Copy of Warranty Deed**
- Site Plan**
- Proper Fee from Fee Schedule**

Addressing is an important function of Jefferson County in government and private sector functions. Requesting an address from the county is the best way to ensure that your property will be found effectively by delivery services and emergency response situations.

Request Date: _____

Applicant Name: _____

Applicant Mailing Address: _____

Phone #: _____

Property Current Address: _____

Parcel #: RP _____

(Please use the county GIS to find this number)

Is your property in a subdivision? **Yes** | **No**

Approximate acres: _____

The official address is:

This portion is For Office Use only

Address issued by: _____ Initial: _____

Date issued: _____

Please submit this form to the Jefferson County Planning and Zoning department.