



Street Address Assignment Application

Assessing Office
85 Union Street
Brunswick, ME 04011
P: (207) 725-6650
E: assess@brunswickme.org

Application Process:

- A. Use this form to request the assignment of an address for your project.
- B. The Addressing Officer will review the application and assign a number consistent with the Town's addressing ordinance.
- C. Once addresses are assigned, the Addressing Officer will prepare an address notice and send it to the US Post Office, Emergency Services, Town Departments, and the property owner.

Application Requirements:

Incomplete applications may delay this process. A complete application consists of the following that must be submitted:

- A. The attached application form filled out.
- B. Site plan showing property lines, building footprint, and main entrance to building. This should be the same drawing submitted for a building permit.
- C. Floor plans if your request entails suite or unit numbering.

Important Facts:

New Construction. Once new construction is permitted by the Codes and Planning Office, and an address assignment application has been filed, a number will be assigned consistent with the Town's addressing ordinance. It is recommended to obtain addresses early in the building process.

Changing Existing Addresses. Existing address numbers will be changed only if one of the following reasons applies:

- There is an entry change on a corner lot where building permits are issued for a remodel.
- You have documentation that demonstrates difficulty in receiving mail or emergency services.

Address Limitations. There are limitations to how addresses can be assigned. These include:

- ***Multi-tenant buildings.*** Multi-tenant buildings will have one street address with suite numbers for tenant spaces.
- ***Vacant lots.*** Addresses are not assigned to vacant land until plans for development are approved.
- ***No alpha, hyphenated, or fractional allowed.*** The Town has ceased issuing alpha, hyphenated, and fractional addresses. Examples include: 11A Maine Street; 11 ½ Maine Street; or 11-A Maine Street.



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1: Applicant Information

Applicant

Name:

Mailing Address
Including City, State,
Zip:

Telephone:

Email:

Applicant is: Property Owner Architect Contractor Developer Engineer Designer

Assessors Tax Map/Lot #

Current Address (if any):

Reason for address request:

- Constructing a new building with no address
- Replacing a building and includes change of use
- Replacing a building with no change of use

- Demise or combine suites in multi-tenant building
- My corner lot entrance is on a different street
- I'm having difficulty receiving mail or emergency services

By submitting the request in writing, you certify that you are qualified to make this request, are taking responsibility for any changes made, and have read and understand the street address assignment application procedures and requirements. You have also read and understand the Town's street addressing ordinance and understand the display requirements for address numbers.

7. Signature

Date of Signature

MM

DD

YY

Town of Brunswick Office Use Only

Date Received:

Approved Number:

Assessment Database Updated

GIS/911 Database Updated

Post Office/Town Departments Notified

Property Owner Notified

Draw Sketch Here or Attach Site Plan

N

