



**Development Services Customer Service Center
Address Request Form
(New Address, Additional Address, or Change of Address)**

1. Address Request: New Address Additional Address Change of Address
2. Reason for Address Request: _____
3. Contact Information: Name _____
 Telephone _____
 Fax _____
 E-mail _____
4. Current Property Address: _____
5. Hennepin County Parcel Identification Number or Tax ID Number (Contact 612/348-3011 to obtain number(s)): _____
6. Name of Business or Project (commercial and mixed use only):

7. Commercial Use / Mixed Use
Existing Number of Commercial Tenants: _____ Number of Vacant Tenant Spaces _____
Business Name and Address of Existing Tenants:

- Do the current tenants or will new tenants have individual street entrances? Yes No
If yes off what street(s): _____
- Do the current tenants or will new Tenants have a common (shared) street entrance? Yes No
 If yes off what street(s): _____
8. Residential Use:
Apartments Condominium Townhome Single Family Home or Duplex
Total Number of Units: _____ Units per Floor: _____
Which street will the primary/main entrance face? _____
9. Addresses of Adjacent Buildings, if known:

Please submit a site plan (hand drawn is sufficient) showing adjacent streets, a North arrow, location of existing site buildings, and the main entrance of the structure and additional entrances. Please provide an accurate floorplan (hand drawn is sufficient) identify tenant spaces, hallways, and common areas, if applicable. Mail or fax the information to:

**Development Services Customer Service Center
Attn: Addressing Staff
250 South 4th Street, Room 300
Minneapolis, MN 55415
Telephone 311 or 612-673-3000
Fax 612-370-1416**