

City of Excelsior Springs, Missouri
Request for Address Assignment

Responses to requests for Address Assignment require a minimum of 3 business days notice.

INFORMATION REGARDING PERSON(S) MAKING REQUEST

Date	
Name of Person Making Request	
Requester's Address	
Requester's Phone Number	
Requester's Fax Number	
Requester's Email address	
Reason for Request	

INFORMATION REGARDING LOT(S) TO BE ADDRESSED

Lot Number*	
Subdivision Name	
Section/Township/Range	/ /
Legal Description	

**For new or re-platted subdivisions, a plat map must accompany request. Individual Lots may hand sketch lot lay-out on back of form.*

The information provided is true and accurate to the best of my knowledge. If applicable, I have attached plat maps or site plans which demonstrate the property to be addressed. I understand that the Addressing Coordinator may take up to 3 days from the date of request to respond.

 Requesting person's signature

FOR OFFICAL USE ONLY

Address Assigned	
Date of Assignment	
Addressing Coordinators Signature	

SKETCH OF PROPERTY TO BE ADDRESSED

