



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.



Street Address Assignment Application

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

1: Applicant Information

Applicant Name:	<input type="text"/>	Mailing Address Including City, State, Zip:	<input type="text"/>
Telephone:	<input type="text"/>	Email:	<input type="text"/>
Applicant is: <input type="checkbox"/> Property Owner <input type="checkbox"/> Architect <input type="checkbox"/> Contractor <input type="checkbox"/> Developer <input type="checkbox"/> Engineer <input type="checkbox"/> Designer			
Assessors Tax Map/Lot #	<input type="text"/>	Current Address (if any):	<input type="text"/>
Reason for address request:			
<input type="checkbox"/> Constructing a new building with no address	<input type="checkbox"/> Demise or combine suites in multi-tenant building		
<input type="checkbox"/> Replacing a building and includes change of use	<input type="checkbox"/> My corner lot entrance is on a different street		
<input type="checkbox"/> Replacing a building with no change of use	<input type="checkbox"/> 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	<input type="text"/>	Date of Signature	<input type="text"/>	<input type="text"/>	<input type="text"/>
			<i>MM</i>	<i>DD</i>	<i>YY</i>

Town of Brunswick Office Use Only

Date Received:	<input type="text"/>
Approved Number:	<input type="text"/>
Assessment Database Updated	<input type="checkbox"/>
GIS/911 Database Updated	<input type="checkbox"/>
Post Office/Town Departments Notified	<input type="checkbox"/>
Property Owner Notified	<input type="checkbox"/>

Draw Sketch Here or Attach Site Plan



N

