



# CITY OF PORT ORCHARD

## Permit Center

Office located at 720 Prospect Street  
Mailing address: 216 Prospect Street  
Port Orchard, WA 98366  
(360) 874-5533 • [permitcenter@portorchardwa.gov](mailto:permitcenter@portorchardwa.gov)

### ADDRESS AND/OR ROAD NAME REQUEST FORM

***Incomplete Submittal Will Not Be Accepted***  
***Provide information on a separate sheet, if necessary.***

#### **1. CONTACT INFORMATION:**

Applicant Name:

Relationship to Owner:

Mailing Address:

Phone #:

Email:

Owner Name *(if different from Applicant)*:

Mailing Address:

Phone #:

Email:

#### **2. PROPERTY INFORMATION:**

Tax Parcel Number(s):

Current Site Address *(if any)*:

Vicinity Location *(adjacent streets, closest intersection)*:

#### **3. PROJECT INFORMATION:**

**Project Name:** *Provide the name of the subdivision, apartment complex, or commercial development, if applicable.*

**Associated Permit(s):** *List by type any permits and/or applications which are related to this project.*

**This Application is for:**

- ☐ Address Number(s)
- ☐ Road Name(s)
- ☐ Both Address and Road

**Check the appropriate box (1 – 7) for the type of project and complete the information:**

☐ **1. A New Subdivision:**

Total number of building lots in the subdivision: \_\_\_\_\_

Total number of roads in the subdivision: \_\_\_\_\_

Will the subdivision be phased?

- ☐ No.
- ☐ Yes. *If yes, provide the following information:*

Number of phases: \_\_\_\_\_

Number of building lots per phase *(list for each phase)*: \_\_\_\_\_

Number of roads per phase *(list for each phase)*: \_\_\_\_\_

**2. PROJECT INFORMATION, continued:**☐ **2. New Residence** (*select type*):

- ☐ Single-Family
- ☐ Duplex
- ☐ Accessory Dwelling Unit (ADU)

☐ **3. New Multi-Family** (*select type*):

- ☐ Tri-plex
- ☐ Four-plex
- ☐ Townhomes
- ☐ Apartments

Number of buildings: \_\_\_\_\_.

List the number of floors with dwelling units for each apartment building:

\_\_\_\_\_

List the number of apartment units or townhomes for each building:

\_\_\_\_\_

☐ **4. New Commercial Building or Mixed Use.**

Number of buildings: \_\_\_\_\_. *For each building list:*

The number of floors with dwelling units and/or suites: \_\_\_\_\_

The number of dwelling units and/or suites per building: \_\_\_\_\_

☐ **5. Revision to an existing address** (*select*):

- ☐ Building address
- ☐ Apartments or suite numbering

☐ **6. Revision to preliminary addresses** (*select*):

- ☐ Number of lots has changed.
- ☐ Lot configuration has changed.
- ☐ Road configuration has changed

☐ **7. Other** (*describe*): \_\_\_\_\_**4. ROAD NAME INFORMATION:**

Number of Road Names requested: \_\_\_\_\_

*We cannot guarantee that your preferred road names will be assigned. Please provide at least two alternate names in addition to the number requested, in case your preferred names are already in use or do not meet naming standards.*

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

3<sup>rd</sup> Choice: \_\_\_\_\_

4<sup>th</sup> Choice: \_\_\_\_\_

*Attach a separate sheet for additional road name choices, if desired.*

**5. SUBMITTAL REQUIREMENTS:**

**NOTE:** Electronic submittals are required. Contact the Permit Center for formatting and resolution requirements. Check the box for each item included with this application.

☐ Completed Address and Road Name Request (*this form*).

**For Revisions to Existing or Preliminary Addresses:**

- ☐ A statement describing what has changed (*for example, additional roads, lots, suites/apartments*).
- ☐ Existing: A plot plan as described below for Address Numbers, showing existing and proposed changes.
- ☐ Preliminary: The previously issued plot plan with preliminary addresses, marked up with cloud revisions.

**For Address Numbers:**

- ☐ A plot plan used specifically for addressing, free from excess information such as contours, drainage, utility lines, and setbacks. Show:
  - ☐ North arrow and scale.
  - ☐ Location of driveways or building outlines.
  - ☐ Location of front door.
  - ☐ Road names in the vicinity.
  - ☐ Any tracts or lots which require addresses for utility devices or special structures or uses.
  - ☐ Neighboring property addresses.
- ☐ A Floor Plan for each level of a Multi-family building. Show:
  - ☐ The location of dwelling and other units.
- ☐ A Floor Plan for each level of a Commercial or Mixed Use building. Show:
  - ☐ The entry location of units/suites in relation to main aisles, hallways, stairways, bathrooms and exits.
  - ☐ The entry location of suites that open directly on the face of a building that fronts on a road.

**For Road Name:**

- ☐ A plot plan used specifically for addressing, free from excess information such as contours, drainage, utility lines, and setbacks. Show:
  - ☐ North arrow and scale.
  - ☐ Tracts, numbered lots, and tax parcel numbers.
  - ☐ Roads to be named. (**NOTE: Do not add any road names to the plot plan**)
  - ☐ Surrounding existing and/or phased or planned development for road continuation context.
  - ☐ Streets and roadways adjacent to the property, clearly labeled by name.
  - ☐ Access to the site from the adjacent street or roadway.
  - ☐ Driveways or building outlines.
  - ☐ Intersecting roads or driveways.
  - ☐ Associated easements or rights-of-way.
  - ☐ Other landmarks or information that will help to identify the location, road boundaries and effect of changes.

**NOTE:** The Developer is responsible for ordering and installing road signs which comply with City engineering standards.