

## CERTIFIED ADDRESS REQUEST FORM

### SITE PLAN

Address requests for a residential (single family dwelling) must be accompanied with a site plan. The site plan must include the following:

- Parcel boundary lines
- Proposed and existing street names, driveway

Address requests for multi-family residential, subdivision, or commercial development must be accompanied with a site plan. The site plan must include the following:

- Parcel boundary lines
- Existing and proposed building/structures
- Building layout with entrance, building numbers and unit numbers
- Proposed and existing street names, driveways and parking lots
- Other features that require addresses (meters, mail kiosks, cellular tower, utility meters not part of the development, etc.)
- Site plan in PDF format

### REQUEST INFORMATION

Address Type:  Single Unit (Residential)  Subdivision  
 Single Unit (Commercial)  Demolition  
 Multi-Unit (Residential or Commercial)  Other (non-occupiable structure)

Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Company: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Existing Address: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_  
(list all)

Purpose for Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please send application and site plan to the attention of the Building Division or email request to [sslota@ci.reynoldsburg.oh.us](mailto:sslota@ci.reynoldsburg.oh.us) or [hripl@ci.reynoldsburg.oh.us](mailto:hripl@ci.reynoldsburg.oh.us)