



Polk County Public Works

County Surveyors Office

820 SW Ash Street ♦ Dallas OR 97338 ♦ 503-623-1887

ADDRESSING APPLICATION

New addresses are assigned outside of city limits in Polk County according to where a private access connects to a County road or State Highway. An address is assigned for the following:

1. An address is assigned to a vacant parcel at the time a building or manufactured dwelling application is made; or
2. A second address for a temporary dwelling or hardship dwelling; or
3. The Power Company needs an address to install power to the property and will be connecting to a service on the property. A statement from the power company stating that an address is required would need to be submitted with the application. (Note: An electrical permit will also be required for that connection.); or
4. When a property owner requests an address for a parcel with a dwelling and has been using a post office box for mail delivery.

If you comply with one of the options above, complete this application form and submit it with the following information:

1. A plot plan of the parcel, indicating the following:
 - Location of driveway access to public road to include driveways with address of neighbors on either side and across the street or road;
 - Exact distances from the driveway to property lines;
 - Proposed home location, septic, well and location of any other buildings.
2. A copy of the Polk County or Oregon Department of Transportation (ODOT) access permit.

Contact the Polk County Public Works at 503-623-9287 or ODOT at 503-986-2748 for access permit information. If the property has an existing driveway and it is not known if an access permit was issued, please check with Public Works or ODOT to determine if a permit is required.

3. If the property is accessed by an easement a copy of that recorded access easement from a County road or State highway describing access to your property must be provided.

REQUEST FOR ASSIGNMENT OF ADDRESS
OR CHANGE OF ADDRESS

A staff member will review the request and assign the address within twenty (20) working days upon submittal of a complete application. A copy of the completed application with the new address will be furnished to: Polk County Assessor, County Clerk, Tax Office, Fire District, 9-1-1 and Post Office of service. All other notifications are the responsibility of the property owner.

Owner Name: _____

Current Mailing Address: _____

Phone: _____ Email Address: _____

Township _____ Range _____ Section _____ Taxlot # _____

Will this assignment also be your new mailing address¹?

☐ Yes

☐ No

If so, what will be the approximate date? _____

¹If you are proposing to install a new mailbox within a county right-of-way, you will need to obtain a right-of-way construction permit from the Polk County Public Works Department. For any work within the right-of-way along a state highway, you will need to contact the Oregon Department of Transportation to see if a right-of-way construction permit is required.

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I understand that a copy of this request and the new address number will be sent to the County Assessor, Tax Office, Fire District, 9-1-1 and Post Office of service only. I will be responsible to notify other correspondents. I understand that any construction (including mailboxes) within a public right-of-way will require a right-of-way construction permit from Polk County Public Works or the Oregon Department of Transportation. I understand that County Code Chapter 93, requires that the address be displayed in a prominent and conspicuous place at the point of access to my property. It is recommended that 3" high reflective lettering be used. I also understand that unnamed private roads are at risk of running out of available address numbers within range to assign to properties in the future, which may require the private road to be named and the resulting assignment of a new address at my property.

Property Owner Signature

Date



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FOR STAFF USE ONLY:

New Address: _____

Assigned by: _____

Date: _____

cc: County Assessor
County Clerk
Tax Office
Postmaster
9-1-1
Fire District
USPS Email
Public Works