



# POLK COUNTY

SURVEYOR'S OFFICE  
820 SW Ash Street ♦ Dallas, OR 97338 ♦ 503-623-1887

## PUBLIC WORKS

DARREN BLACKWELL  
COUNTY SURVEYOR

### 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 will need to be submitted with the addressing 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 the application form (*page 3*) 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 addresses 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 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, Polk County Public Works can verify this, or call ODOT to determine if a permit is required.

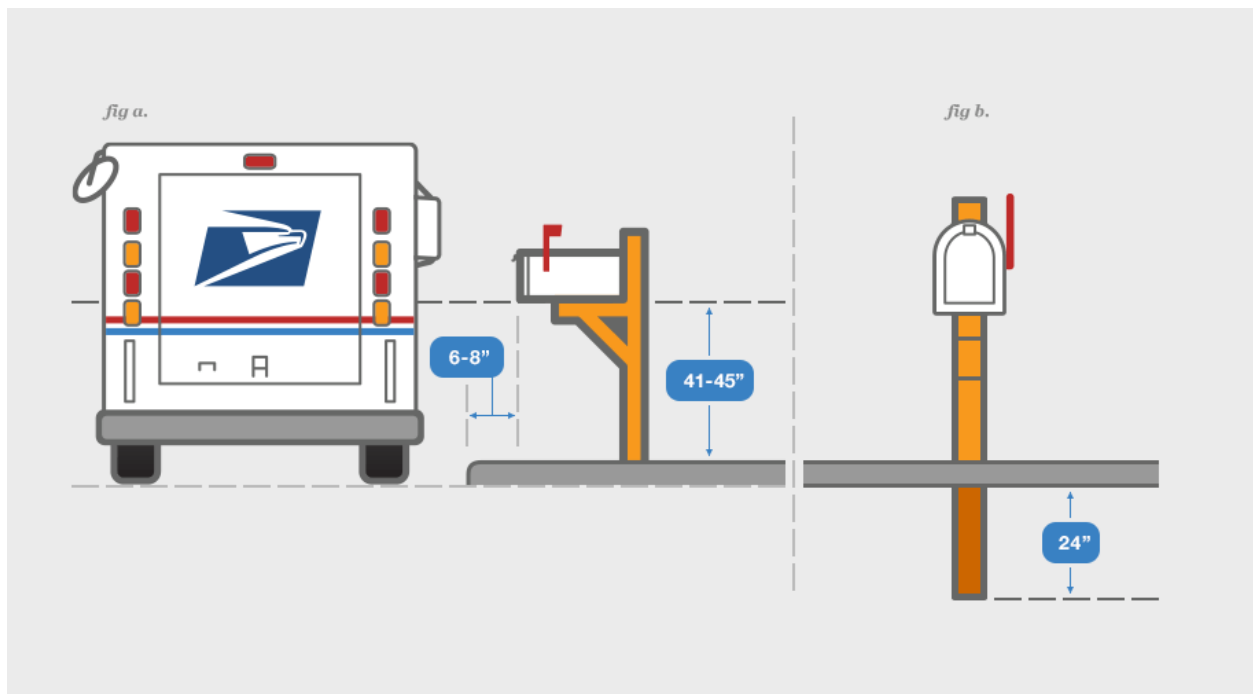
3. If the property is accessed by an easement, a copy of that recorded access easement from a county road or State highway describing access to your property must be provided.

## ***Other Important Information***

Polk County Ordinance Chapter 93, requires address numbers be placed in a prominent and conspicuous place at the point of access to their property. This will aid in emergency services to find the property during an emergency. Private roads or accesses with multiple residences may require additional address markers. Most local fire departments offer this service (sign materials and installation) for a small fee. Numbers on signs shall be at least 4" high, ½" wide, and reflective in contrasting colors for visibility at night. Please contact your local fire department to determine if they offer this service.

If installing a mailbox, contact the local postmaster to determine placement and location of the new mailbox. This will also require a construction work in right of way permit from Polk County Public Works. Applications for permits are available on the Public Works website at <https://www.co.polk.or.us/pw/public-works-forms-documents>. 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.

Mailboxes installed in Rural areas shall be installed using the following USPS Guidelines (also found at *usps.com – search rural mailbox guidelines*):



REQUEST FOR ADDRESS ASSIGNMENT  
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. Incomplete applications will not be processed. Please submit ALL documents required with a completed application.

**Owner Name:** \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Taxlot # \_\_\_\_\_

Type of structure using new address assignment:

- |   |  |
|---|--|
| <input type="checkbox"/> Stick built dwelling | <input type="checkbox"/> Barn/shop _____ (approx. sq. ft.) |
| <input type="checkbox"/> Manufactured Home    | <input type="checkbox"/> Other _____ (specify)             |

Permanence of structure using new address assignment:

- ☐ Permanent  
☐ Temporary

Will this assignment also be your new mailing address?

- ☐ Yes\*  
☐ No

\*Approximate date \_\_\_\_\_

\_\_\_\_\_

By signing below, I signify my understanding that a copy of this request and the new address number will be sent to the County Assessor's Office, Tax Office, Clerk's Office, Community Development, Fire District of service, 9-1-1 and Post Office of service only. I will be responsible to notify other correspondents. I also understand that in the event the location of the access is changed, a new access permit must be obtained for and may affect the previously assigned address. I understand that County Ordinance Chapter 93, requires that the address number be displayed in a prominent and conspicuous place at the point of access to my property. 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, resulting in a new address assignment at my property.

\_\_\_\_\_  
Property Owner/Agent Signature

\_\_\_\_\_  
Date