City of Alachua

BUILDING DEPARTMENT
PO BOX 9
ALACHUA, FL 32616
Phone: (386)418-6120 * Fax: (386)418-6130

APPLICATION FOR ASSIGNMENT / VERIFICATION OF 911 ADDRESS REQUEST FORM

NOTE: ANY APPLICATION NOT FILLED OUT IN ITS ENTIRETY WILL BE TREATED AS INCOMPLETE

DATE: _____ **PERMIT #:** _____ **ZONING:** _____

APPLICANT'S NAME: _____

OWNER'S NAME (IF OTHER THAN APPLICANT)**:** _____

OWNER'S PRESENT ADDRESS: _____
_____

APPLICANT'S PHONE: _____**OWNER'S PHONE:** _____

NEW ADDRESS IS FOR: ____ Single Family Dwelling ____ Mobile Home ____ Duplex

____ Subdivision (Name)_____ ____Commercial ____ Other (explain)_____

_____

ADDRESS NUMBER TO BE VERIFIED: _____

VERIFICATION IS FOR: ____ Replacement of Single Family Dwelling** ____Other (explain)_____

_____

** If adding a second dwelling (or more) a new address must be obtained.

DRIVING DIRECTIONS TO NEW ADDRESS - ATTACH PROPERTY DEED OR SURVEY (REQUIRED)

_____

_____

_____

_____

PARCEL NUMBER: **APPLICANT SIGNATURE**

_____ _____

ADDRESS: _____ **AREA:** _____**Sec** _____ **Twn** _____**Range**

BY: _____**Building Department/** _____**911 Addressing**

INSTRUCTION FOR ADDRESS APPLICATION

1. The application fee for address assignment is $20.00 for the first address, $10.00 for each additional address requested. Check or money order should be made payable to: The City of Alachua. Cash will be accepted. Application fee for new subdivisions will be determined by number of lots.

2. Fill out the attached form in its entirety. The following information is **required** for the address to be processed:

   a. Zoning (Obtain from Planning & Zoning Dept.)
   b. Current property deed or certified survey
   c. Property tax number (parcel #)

3. Normally each address assignment requires an on-site visit by City/Counsel personnel. Please provide complete details as to the exact location for the address requested.

4. You may pick up your address at the City of Alachua Building Department located at 15100 Main Street, Alachua, usually within five (5) business days after your application is received by the City, or we will mail or fax it to you.

5. Addresses for property located on existing and officially named private roadways cannot be assigned until a sign has been installed reflecting the road's correct name. The road name sign must be designed and installed according to County requirements and procured by the residents of the private road themselves.

6. In the even the address you are requesting is for property located on a private road that has not been officially named by the County, the address assignment cannot be completed until the road has been officially named by the County.