



## Request for Street Address/Change/Additional Address

This form is to be used for assigning new municipal street addresses, making a change of address or adding an additional address.

Pursuant to Codified Ordinance Chapter 1309

All information must be completed in full for permit request.

Owner's Name: \_\_\_\_\_

Current Address/  
Parcel ID: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: ( ) \_\_\_\_\_ day ( ) \_\_\_\_\_ evening

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

**Reason for requested change / addition to the existing address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I agree to abide by all rules and regulations stipulated in the Codified Ordinances of Granville, chapter 1309 regarding building numbering, compliance and specifications.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

If your application is accepted, the owner will receive a confirmation notice letter mailed to the above address.

<p><b>Office Use Only</b></p> <p><b>Number Assigned</b> _____</p> <p><b>Addressing Officer</b> _____ <b>Date</b> _____</p>
--



## **Policies and Guidelines Regulating Building Numbering**

In assigning street addresses and considering changes to them, the Clerk of Council shall be guided by the following rules:

Every owner or owners, occupant or occupants, of any building, house, place of business or residence shall, place and permanently fix on their building, house, place of business or residence, the proper number, in brass, aluminum or contrasting painted numbers, fixed to the house. All numbers should not be less than two inches high and in good proportion, and place over or near the door or entrance or other prominent position, facing the street.

### **System of Numbering Blocks**

- a. One whole number shall be allowed to every twenty feet of ground, whether improved or vacant, and the house number shall correspond with the number of spaces, twenty feet each, from the street from which the numbers run, and if the house or building occupies more than twenty feet of space, the number shall correspond to the twenty foot space within which the front door is situated.
- b. All stairways with doors upon the street shall have the half number next above or below the front door which is nearest them.
- c. All streets running north and south shall be numbered north from Broadway northwardly and south from Broadway southwardly, with the odd numbers on the west side of the street and the even numbers on the east side of the street.
- d. All streets running east and west shall be numbered east from Main Street eastwardly and west from Main Street westwardly, with the odd numbers on the south side of the street and the even numbers on the north side of the street.
- e. The blocks between the streets shall be numbered by hundreds, north and south from Broadway and east and west from Main Street.
- f. The numbers in each block shall begin with one on one side of the street and two on the opposite side, added to the block number in the direction which the numbering proceeds from the initial street, and in measuring the blocks for the twenty foot spaces, the measurements shall always begin on the side of the street from which the numbers run.

No person shall molest hinder or in any way obstruct municipal officials designated in the performance of the work, take down, alter or deface any number assigned and put up for such purpose, retain an improper number, or substitute any other number on their building than the one put there by the person appointed by virtue of this chapter and for the purpose of carrying out its provisions.