



WEST PALM BEACH

Development Services

FOR OFFICIAL USE ONLY

UPON APPLICATION SUBMITTAL, INSERT
RECEIVED DATE STAMP HERE

ADDRESS REQUEST FORM

For all address requests, a site plan shall be provided identifying the entry door to be used for each unit / commercial tenant. For requests involving one or more commercial businesses within a building, a floor plan shall also be provided. Floor plans shall include the business name or address on either side of the unit(s) being permitted.

Questions regarding addressing, or submittal of an Address Request Form, may be directed to:

Caroline Puell, Addressing Coordinator
City of West Palm Beach Development Services Department
401 Clematis Street – 2nd Floor
P.O. Box 3147 – West Palm Beach, Florida 33402
Phone: 561.805.6659 | TTY: 800.955.8771 | Email: cpuell@wpb.org

APPLICANT INFORMATION

PROPERTY OWNER: _____

APPLICANT: _____

AGENT/CONTACT PERSON: _____

PHONE NO.: _____ FAX NO.: _____ E-MAIL: _____

MAILING ADDRESS: Street Address: _____

City: _____ State: _____ Zip Code: _____

PROJECT / ADDRESSING INFORMATION

PROPERTY CONTROL NUMBER: _____ *(If more than one PCN is included in the application request, please check here and attach a list of all PCNs involved.)*

CURRENT ADDRESS(ES) *(if applicable)*: _____

PROJECT NAME: _____

IS THE PARCEL CONFIGURATION OR NUMBER OF PARCELS PROPOSED TO CHANGE (I.E. UNITY OF TITLE, SUBDIVISION, ETC.)? Yes No

HOW MANY ADDRESS(ES) ARE BEING REQUESTED? Single Multiple

TYPE OF ADDRESS(ES) BEING REQUESTED *(check all that apply)*: Residential Commercial Other

NUMBER OF UNITS:

Residential (# of Dwelling Units)	Commercial (# of Tenants)	Other (Please Describe)