



Address Assignment Application

Municipal Code Section 8.0-8.045

Application Fee - \$ 175.00

Official Use Only
ACR-____-____
Rec. ____/____/____

Applicant's Name

Mailing Address

Phone

Email

Property Address

No address

Use of Property &
Reason for Request

Assessor Map & Taxlot
(if no existing address)

I hereby certify the statements contained herein, along with the evidence submitted, are in all respects true and correct to the best of my knowledge:

Property Owner Signature

Date

Property Owner Signature

Date

Step 1

Please submit payment in the amount of \$175.00 to:

Finance Department
187 SE Court Street
Dallas, OR 97338
503-831-4060



Step 2

Please return completed form and receipt to:

Planning Department
187 SE Court Street
Dallas, OR 97338
503-831-3571
planning@dallasor.gov

For Official Use Only

Approved	New Address
Denied	Reason for Denial

Dallas Municipal Code, Sections 8.025-8.040.

8.025 Building Numbering

A grid system of house and building numbering is established as follows:

1. All houses and buildings in the city, except buildings accessory to a principal building on the same premises, shall be numbered.
2. Generally, all houses and buildings requiring numbers that are located on the north or east side of streets shall bear even numbers and houses and building requiring numbers that are located on the south or west side of streets shall bear odd numbers.
3. Generally, in those areas of the city which have been subdivided into blocks of generally rectangular shape along generally straight streets, houses and buildings requiring numbers shall be allocated numbers at the rate of 100 per block.
4. Generally, in those areas of the city which have been subdivided by other methods, houses and buildings requiring numbers shall be allocated numbers at the rate of 1000 numbers per mile.
5. Numbers shall be allocated as evenly as possible so that the particular number of any address will reflect as accurately as possible its relative position in the block and its relative distance from the base line.
6. The allocation of numbers for all addresses shall begin at each base line, with the number progressing from smaller number to the large number, beginning with the numbers 100 and 101 according to the relative distance of the address from the base line.
7. Following these general principles, the allocation of numbers to addresses shall be as more particularly shown on the Uniform Official Address Map maintained under the direction of the director of community development in city hall.
8. The city council may, by motion, change the allocation of numbers to particular addresses.

8.030 Numbering Requirements

1. The director of community development shall assign an appropriate number to each house or other building required to be numbered.
2. The owner of the house or building shall place the number in a location that can be easily seen and read from the street on which the house or building faces.
3. Numbers shall be a minimum height of three inches, and the owner shall remove all conflicting numbers on the house or building.
4. The number shall be placed within 30 days of the assignment of the number, or within 30 days from the completion of the construction of the house or building, whichever is later.
5. The cost of obtaining and placing numbers and the cost of removing conflicting numbers shall be borne by the owner of the house or other building.

8.035 Replacement of Numbers by City

In addition to the penalty prescribed in section 8.040, the director of community development may cause any house or other building to be numbered in accordance with the terms and provisions of sections 8.000 to 8.035 by going upon the property if the owner has failed to number the house or other building. The cost to the city of numbering the house or other building and of removing any conflicting number shall constitute a lien on the property and may be collected in such manner as the council may direct.

8.040 Prohibitions

No person shall take down, alter or deface any number assigned to and placed upon any house other building or place an improper number or a conflicting number on it.