



## Growth and Resource Management

### ADDRESS REQUEST

Request Type: New Address\_\_\_ Correction of Address\_\_\_ Verify Address\_\_\_

APPLICANT INFORMATION		
Name:		
Mailing Address:		
City:	State:	Zip Code:
Phone:	Mobile:	
Email:		

PROPERTY INFORMATION		
Owner Name:		
City:	State:	Zip Code:
Parcel Identifier (Short Parcel ID or Alternate Key):		
Comments:		

### **INSTRUCTIONS**

- 1) Complete all sections above
- 2) For corner lots, a site plan must be submitted. Site plan will display the building location and access location (driveway) from/to the road.
- 3) Requests may be submitted to Graphics by email - [graphics@volusia.org](mailto:graphics@volusia.org), or by mail or in person at 123 W. Indiana Ave., Room 203, DeLand, FL 32720.

### **ADDRESSING INFORMATION**

- Assignment of addresses does not grant or deny legal or physical access to a property. It is the owner's sole responsibility to establish legal and physical access to their property.
- Assignment of an address will be based on information provided. If access to the structure changes significantly (e.g. a new driveway access is constructed off a different named road) the owner shall initiate an address correction application.
- The property owners or occupants of the dwelling unit or commercial unit who have been assigned an address have the responsibility to obtain and display, in a prominent manner, the correct numeric characters corresponding to the assigned address in accordance with the following:
  - A. Post the number where it can be seen from the street
  - B. Use Arabic numerals, no less than 3 inches in height and one-half in width
  - C. Be sure the number is a color that contrasts with the surface on which it's placed
  - D. Display the number on both the mailbox and the building
  - E. Post the address at both the front and rear entrance of the building
  - F. Keep the number well lit

Questions, please call Graphics at 386-736-5959, email [graphics@volusia.org](mailto:graphics@volusia.org) , or visit <https://www.volusia.org/services/growth-and-resource-management/planning-and-development/graphics/>