

# House Number Approval Process Guidelines

## New House Number

1. The property must be **owned by the requester at the time of request.**
2. There must be a structure in place for a new house number to be assigned.
3. If a vacant lot, then before a house number can be assigned the property owner must have an approved plan in place (includes building department plan).
4. Remember, these are tentative house numbers and can change or be removed by the engineering department.
5. Town shall conduct a visit to the location if necessary.

## Changed House Number

1. The property must be **owned by the requester at the time of request.**
2. There must be a legitimate reason for the number change. It's logical, practical and necessary for public safety or deliveries.
3. For a corner parcel: A form of entrance, either driveway or walkway shall be facing the street where the address will be located.
4. Remember, these are tentative house numbers and can change or be removed by the engineering department.
5. Town shall conduct a visit to the location if necessary.