



# **ADDRESS REQUEST FORM**

**Schedule** - All requests are on a first-come first-serve basis if accompanied with necessary information. It typically takes 3 to 5 days to process request of a single-address job. Due to occasionally high volume of work, your request may not be completed within this time, so please check with us if necessary.

**Lot Split/Combination** - If the address request pertains to a Lot(s) that has been split or combined, please provide a copy of both 1) approved Lot Split/Combination from City of Moore and 2) stamped and filed copy from the Cleveland County Assessor. Please attach all relevant documents to this Request Form.

**Site Plan** – All requests are required to provide a Site Plan showing exact location of address request for accuracy. A Site Plan using an aerial image is best.

Site Plan must include:

- Nearest Street Intersection
- Parcel boundary lines
- Existing and proposed building/structure
- Label “Front”, “Sides”, and “Rear” of Lot
- Label the Streets from which the location will be accessed by
- Driveway and parking lot
- Other features that need an address, such as water meter, electric meter, etc.

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**Requested by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Parcel Number (from Cleveland County):** \_\_\_\_\_

**Reason for Request:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Community Development Department**

Reviewed by Planning and Emergency Management Staff  
Submit Requests to [Planning@cityofmoore.com](mailto:Planning@cityofmoore.com) Phone: 405-793-5053

**Staff Notes & Address Assignment:**

**New Address:** \_\_\_\_\_

**Notes:** \_\_\_\_\_