



# Application for Certified Addresses id# For City Use

Person Emailing Application	
Applicant Name	Person paying the fee
Applicant Street Address	Business address
City, State and Zip Code	
Applicant Phone	
Applicant Email Address	
Property Owner Name	

**There is a \$13.00 fee for each numbered address. The fee is paid online. When the new certificate is created, the Applicant Email will receive a NoReply email with instructions for how to pay online. Please refer questions and **email application to:****

Ashleigh Smith  
 Phone: 801-535-6178  
 Email: [SLCAddressing@slcgov.com](mailto:SLCAddressing@slcgov.com)

Rebecca Thomas  
 Phone: 801-535-7794  
 Email: [SLCAddressing@slcgov.com](mailto:SLCAddressing@slcgov.com)

- 1) Please fill out the application as completely as possible
- 2) Please provide a pdf of the site plan for the proposed development indicating distance from the building front entrance to either **side** lot line in feet.

**List the current Salt Lake County 10-14 digit parcel identifier(s) related to this application and the associated address(es). If parcel identifier or address is not known list the closest known address.**

Parcel Identifier	Address

Application continues on next page.

**Explain what is proposed for this property, include details i.e., dates of demo/rebuild, lot consolidation, subdivision, ADUs or basement apartments, building's name, work being done, etc.**


**Identify the use of the property. Multiple uses may be selected.**

Residential [ ]	Commercial [ ]	Industrial [ ]
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**Identify the total number of buildings included with this application.**

# \_\_\_\_\_

**List ALL units or suites within the building(s) by floors and unit identifiers.** You may enter a range such as 100-110, A-E or S100-S110 for unit identifiers. If values are excluded within a range, break the range into multiple rows. For **Use**, enter an **R** for residential a **C** for commercial or an **O** for office.

**If a larger worksheet is required, use Page 3 of this application, or submit an excel spreadsheet.** Units using the same address as the building will not be charged a certified address fee. Units in the same building but with a unique street address require a certified address and will be charged a fee.

Building # _____			Building # _____			Building # _____		
Floor	Unit Identifiers	Use	Floor	Unit Identifiers	Use	Floor	Unit Identifiers	Use

☺ **Thank You! Certified addresses help Salt Lake City improve services and public notification.**

