



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@slc.gov

Rebecca Thomas
Phone: 801-535-7794
Email: SLCAddressing@slc.gov

- 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 []

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.**

Salt Lake City Engineering Division 349 South 200 East, SLC, UT 84111

For multi-unit buildings, list the floors and unit identifiers for each building. 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.

[illegible]