



**CITY OF WESTERVILLE**

Department of Planning and Development  
64 E. Walnut Street, Westerville, Ohio 43081-2308  
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**ADDRESS REQUEST FORM**

**Schedule:**

Requests must be complete and be accompanied with all necessary information. Address requests are processed in coordination with the City of Westerville Building Department, and are issued preceding the building permit application. The City of Westerville strives to complete single addressing assignments between 3 and 5 business days. Examples of single addressing assignments include:

- Commercial suite numbers
- Single family home
- Cellular tower
- Utility meter (not part of new development)

Multi-family residential, subdivision, and commercial development address applications are usually processed within 15 business days. High work volume may affect these estimates. Coordination with the City regarding project scheduling is essential.

**Site Plan:**

Address requests for multi-family residential, subdivision, or commercial development must be accompanied with a site plan. Applicants must provide the site plan in DWG format. This file must include all external references and be in State Plane Coordinate System, Ohio South Zone. The site plan must include:

- Parcel boundary lines
- Existing and proposed buildings/structures
- Building layout with entrance, building numbers and unit numbers
- Proposed and existing streets with street names, driveways and parking lots
- Other features that require addresses (meters, trash compactors, mail kiosks, etc.)
- Floor plan of each building floor and additional building details, as required
- Site plan in PDF format.

Requested by: \_\_\_\_\_

Date: \_\_\_\_\_

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

Email: \_\_\_\_\_ Tel: \_\_\_\_\_

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

Consultant/Design Firm/Developer: \_\_\_\_\_

Contact: \_\_\_\_\_ Tel: \_\_\_\_\_

Parcel Number: \_\_\_\_\_ Existing Address: \_\_\_\_\_

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