



**City Of Warrenton**  
**Planning Department**  
**Address Assignment & Verification**  
**WMC 12.24**

<b>OFFICE USE</b>	<b>Address Assignment Fee</b>
	\$50 per lot \$ _____
	File# AA - _____ - _____
	Date Received _____
	<b>ROUTED TO:</b>
___ Acela	
___ Address Email List	

**Property**

Tax Lot: \_\_\_\_\_

Request:  New Address Assignment       Address Verification

Project File (if applicable): \_\_\_\_\_

**Requestor**

Name (s): \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Applicant Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

**Assignment / Verification**

Building Address: \_\_\_\_\_

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

**WMC 12.24 STREET DESIGNATION AND NUMBERING**

**12.24.050 Numbering of lots and structures.**

Property numbers shall consist of the assigned structure number, the quadrant prefix, and the proper name of the street:

- A. Numbers for all lots and structures shall be fixed by grids as established by the maps and plans on file in the office of the Planning Director. Each grid section shall be allowed 100 numbers with 50 numbers on each side of the street within each grid section. The numbers shall be assigned on a frontage basis proportionate to the length of the grid section with each structure or lot receiving the number nearest to the entrance to the structure or center of the lot, whichever appears to be most practical.
- B. Structures or lots on the south and east side of each street shall bear even numbers, and on the north and west side shall bear odd numbers.

- C. Where only one number is available for any structure, the owner, occupant or agent of such structure who may desire distinctive numbers for the upper and lower portions of such structures, or for any structure situated in the rear of such premises, may use the suffix "A," "B," "C," etc., to the assigned number as may be required.
- D. Owners of groups of dwelling units used only for temporary rental to tourists shall place the assigned number upon the principal building or office of the group. The letters "A," "B," "C," etc., may be used to designate each of the other units, as may be required. (Ord. 1120-A § 5, 2008)

**12.24.060 Authority to assign numbers.**

The Planning Director shall assign numbers for all structures, existing or hereafter erected within the City in accordance with the provisions of this chapter, and the maps and plans on file in the office of the Planning Director. (Ord. 1120-A § 6, 2008)

**12.24.070 Placing numbers.**

Numbers assigned by the City shall be placed on every structure within the City at the expense of the property owner within 60 days of receiving notification of the assignment of such number. (Ord. 1120-A § 7, 2008)

**12.24.080 Location and type.**

Numbers assigned by the City shall be affixed to the door or door frame of the main entrance to the structure or as near thereto as practical, in a location conspicuous from the street which the structure faces. (Ord. 1120-A § 8, 2008)

**12.24.090 Defacing signs.**

No person shall take down, alter or deface any street name sign or structure number, nor shall any person erect or display any improper street name sign or structure number. (Ord. 1120-A § 9, 2008)

**12.24.100 Penalty.**

Any person who shall violate the terms of this chapter, upon conviction shall be punished by a fine not to exceed \$1,000.00 or imprisonment for a period of not to exceed 90 days or both. (Ord. 1120-A § 10, 2008)