



TOWN OF SWAMPSCOTT

DEPARTMENT OF PUBLIC WORKS
22 MONUMENT AVENUE
SWAMPSCOTT, MA 01907

ADDRESS ASSIGNMENT APPLICATION

NEW ADDRESS CHANGE ADDRESS ADDITIONAL ADDRESS

REASON FOR REQUEST _____ DATE _____

APPLICANT INFORMATION

APPLICANT NAME _____ SIGNATURE _____

ADDRESS _____

PHONE NUMBER _____ EMAIL _____

OWNER DEVELOPER TENANT ARCHITECT ENGINEER CONTRACTOR OTHER

OWNER INFORMATION IF DIFFERENT

OWNER NAME _____ SIGNATURE _____

ADDRESS _____

PHONE NUMBER _____ EMAIL _____

PROPERTY INFORMATION

CURRENT ADDRESS _____

PROPOSED ADDRESS _____

ASSESSOR'S PARCEL ID _____ BUILDING PERMIT NO. _____

SUBDIVISION NAME _____ DEED - REGISTRY BOOK/PAGE _____

SINGLE FAMILY MULTI FAMILY COMMERCIAL EDUCATIONAL INDUSTRIAL OTHER

TOTAL # EXISTING UNITS ___/BUILDINGS ___ TOTAL # PROPOSED UNITS ___/BUILDINGS ___

REQUIRED DOCUMENTATION

- Copy of Property Deed

ADDITIONAL DOCUMENTATION IF APPLICABLE

- Copy of **Approval Not Required (ANR) Plan** endorsed by Planning Board and Stamped/Recorded with Registry of Deeds
- Copy of Approved **Definitive Subdivision Decision and Plan** signed by Planning Board and Stamped/Recorded with Registry of Deeds
- Copy of **Declaration of Trust for Condominium Complex**, plans and written narrative explaining number of units proposed
- Copy of approved **Public Hearing Decision** signed by Planning Board and Stamped/Recorded with Registry of Deeds
- Written narrative/plans illustrating number of proposed units for **business or commercial use**

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APPLICABILITY

- › An Address Assignment Application is required for:
 - All newly developed buildings (except new single-family residences replacing existing single-family residences with same address)
 - Newly developed residential units in existing buildings
 - Newly created commercial tenant spaces in existing buildings
 - Any request to change the address of an existing residential or commercial building
- › The Town Engineer is the designated authority on assigning an address per Swampscott General Bylaws Section 12. It is the duty of every owner/occupant to display the address number according to this bylaw.

GENERAL INSTRUCTIONS

1. Apply
 - i. Submit Address Assignment Application to the DPW Town Engineer.
 - ii. Submit all required and any additional documentation with Application.
2. Processing
 - i. Town Engineer reviews request. The Application is circulated to impacted Departments for approval (Building, Fire, Police, Assessing, Health).
3. Final Determination
 - i. Town Engineer issues finalized Application and any associated comments.

TOWN COMMENTS

APPLICATION APPROVED: YES YES WITH CONDITIONS No

ASSIGNED ADDRESS: _____

TOWN ENGINEER INITIAL _____ APPROVE DENY COMMENTS: _____

BUILDING DEPT INITIAL _____ APPROVE DENY COMMENTS: _____

FIRE DEPT INITIAL _____ APPROVE DENY COMMENTS: _____

POLICE DEPT INITIAL _____ APPROVE DENY COMMENTS: _____

ASSESSING DEPT INITIAL _____ APPROVE DENY COMMENTS: _____

HEALTH DEPT INITIAL _____ APPROVE DENY COMMENTS: _____

ADDITIONAL COMMENTS: _____
