

Centerville Address Change Request Application



Per City Code 11.03.090, property owners or their authorized agents may request an address change if a conflict or issue arises that necessitates a revision. The request must comply with the Numerical Address Coordinate System (CMC 11.03.070) and be reviewed by the Public Works Director. If approved, the new address must also be accepted by emergency service entities.

To process an address change request, applicants must submit a written request, pay the \$100 application fee, and provide the required documentation. Once approved, the city will submit a notarized letter to the Davis County Recorder, with copies sent to the applicant and the local postmaster

Please fill out Applicant Information first and return to Public Works Director.

Applicant Information:

Property Owner/Agent Name: _____

Mailing Address: _____

Phone Number: _____

Email: _____

Property Information:

Current Address: _____

Parcel Number: _____

Proposed New Address: _____

Reason for Address Change Request:

(Attach additional pages if necessary)

Required Documents (Check All That Apply):

- ☐ Written request explaining the need for the change
- ☐ Payment of \$100 fee (payment done at City Hall)
- ☐ Letter of approval from Davis County Metro Fire

Email :

- ☐ Signed approval from Post Office.

Acknowledgment:

I certify that the information provided is accurate and that I have submitted all required documentation.

I understand that approval is subject to review by the Public Works Director and compliance with City regulations.

Applicant Signature: _____ Date: _____

For City Use Only

Fee Paid: ☐ Yes ☐ No

Approved by Public Works Director: ☐ Yes ☐ No

Address Change Approved: ☐ Yes ☐ No

Submitted to Davis County Recorder: ☐ Yes ☐ No

Notification Sent to Applicant & Postmaster: ☐ Yes ☐ No

Director Signature: _____ Date: _____

