



Received by Town Clerk:

E-911

APPLICATION FOR NEW STREET NUMBER/ NEW ADDRESS

INSTRUCTIONS *(Please read ALL instructions prior to completing this application)*

1. Complete all portions of this application that apply to your request
2. **Attach a copy of an approved plan, drawing, or other map (attach additional sheets of paper if needed)**
3. Return this completed form to the Town Clerk's Office, located in the Town Offices, 50 Billerica Road, Chelmsford, MA 01824
Office hours are Monday, Wednesday, Thursday, 8:30 AM to 4:00 PM, TUESDAY 8:30 AM to 7:00 PM, FRIDAY 8:30 AM to 1:00 PM
4. The E-911 Committee will hold a meeting to review your application
5. Upon approval by the E-911 Committee, the applicant will receive a letter verifying the new/changed address

REQUEST TYPE (check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> New Street Number | <input type="checkbox"/> Changing an Existing Street Number |
| <input type="checkbox"/> New Street | <input type="checkbox"/> Other |

APPLICANT and OWNER INFORMATION (Print clearly, please)

Best contact person/phone number if we need more information _____

Applicant Name _____ Telephone: _____

Applicant is the: Property Owner Developer Lessee / Renter

Applicant's Address: _____
street name & number apartment or unit city/town state zip code

Email: _____ Mobile: _____

Property Owner Name (if different): _____

Applicant/Owner Signature/ _____ Date: _____

PROPERTY INFORMATION

Existing Address and/or Street, Road, Lane, Way, etc.

Name: _____

Cross Streets (list the street(s) that are closest to the street above):

1. _____ 2. _____

Assessor's Map: _____ Block: _____ Lot: _____

Proposed Address, Number or Name: _____

Property Location Description (directions to street/property, landmarks, subdivision name, approved plan title, etc.):

E-911 COMMITTEE

REQUEST OUTCOME	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied (see comments below)
ADDRESS ASSIGNED:	
Signatures of the E-911 Committee	DATE: _____
_____ <i>Michael Donoghue – Deputy Fire Chief</i>	_____ <i>Evan Belansky – Community Development Coordinator</i>
_____ <i>Susan Taylor – Assistant to Assessor</i>	_____ <i>Shaun Shanahan – Building Inspector</i>
_____ <i>Patricia E. Dzuris – Town Clerk / E-911 Coordinator</i>	

PARCEL DETAILS	INSTRUCTIONS
Master Parcel ID	
Lot Size	
State Use Code	
Zone	
Deed Bk/Pg	
New Parcel ID	

Cc: Applicant, Assessor, Building, Community Development, Fire, Police, Recycling, Sewer, Town Clerk, Water Districts, Post Offices, Fire Prevention, Assistant Town Manager