



# E-911

## APPLICATION FOR NEW STREET NUMBER / NEW ADDRESS

Received by Town Clerk:

### 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**

Approved

Denied (see comments below)

ADDRESS ASSIGNED:

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Signatures of the E-911 Committee

DATE: \_\_\_\_\_

\_\_\_\_\_  
Michael Donoghue – Deputy Fire Chief

\_\_\_\_\_  
Evan Belansky – Community Development Coordinator

\_\_\_\_\_  
Susan Taylor – Assistant to Assessor

\_\_\_\_\_  
Jose Negron – Building Inspector

\_\_\_\_\_  
Patricia E. Dzuris – Town Clerk / E-911 Coordinator

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

