



**LAND DEVELOPMENT DIVISION**

120 Malabar Road, S.E. • Palm Bay, FL 32907 • Phone: (321) 733-3042  
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**ADDRESS ASSIGNMENT REQUEST FORM**

**INSTRUCTIONS**

Before submitting any site plans to the City of Palm Bay, please complete this form and submit to Brevard County Address Assignment for a site address. After you receive your address, include this form with your site plan submittal.

- Brevard County Address Assignment: 321.690.6846 Email: [address.assign@brevardfl.gov](mailto:address.assign@brevardfl.gov)
- Submit the form and items below (other documents may also be required depending on your project scope).
- Complete all sections.

**REQUESTER NAME**

Requester Name: \_\_\_\_\_

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

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

(Check one)                      Requested for Self or                      Requesting for Company

***If Address is Requested by a Company, Provide Name of Requesting Company:***

Owner Name: \_\_\_\_\_

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

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

**PROJECT INFORMATION**

Project Name: \_\_\_\_\_ Total Site Area: \_\_\_\_\_ acre/sq. ft.

Parcel ID: \_\_\_\_\_ Tax Account Number: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

*Narrative: (Provide brief description of proposed project. If applying for Apartments include number of units on each floor of each building)*

## DOCUMENTS SUBMITTED FOR ADDRESS ASSIGNMENT

### For all requests you must provide:

- Boundary Survey – Must include legal description and surveyor information
- Site Plan - Drawn to scale, showing property lines, building footprint(s), dimensions, driveway(s), building entrance(s), street names

For suite/unit numbering: In addition to the above, you must also provide existing and proposed floor plans and existing and proposed suite/unit numbering.

## SIGNATURE OF APPLICANT

\_\_\_\_\_  
Signature of Applicant *(Required)*

\_\_\_\_\_  
Date *(Required)*

## FOR BREVARD COUNTY ADDRESS ASSIGNMENT OFFICE USE ONLY

Address Assignment Application Receive Date: \_\_\_\_\_

Assigned Address: \_\_\_\_\_

Address Assigned By: \_\_\_\_\_