



Department of Innovation & Performance – Address Application

William Peduto

Mayor

Santiago Garces

Director of Innovation & Performance, CIO

INSTRUCTIONS ON COMPLETING THE ADDRESSING APPLICATION

The following directions have been designed to aid in the accurate completion of the Addressing Application.

Applicant Information

1. The applicant's legal first name, middle initial and last name.
2. The company's name. If none, enter "N/A".
3. The applicant's current mailing/business address: Street number & Street name or PO Box number.
 - a. Where applicable, please select one: Ste, Floor, Apt, Unit or Other. Enter the respective number.
 - b. Please include building name, where applicable.
 - c. City, State and Zip Code.
4. All applicable telephone numbers.
5. An email address to where the Address Notification Letter will be sent. If none, enter "N/A". If one is not provided, the letter will be sent to the above mailing address.

Property Owner Information

1. Check "Same as Above" if appropriate and skip to Project Information section. If not, then enter the following:
2. The owner's legal first name, middle initial and last name.
3. The company's name. If none, enter "N/A".
4. The owner's current mailing/business address: Street number & Street name, or PO Box number.
 - a. Where applicable, please select one: Ste, Floor, Apt, Unit or Other. Enter the respective number.
 - b. Please include building name, where applicable.
 - c. City, State and Zip Code.
5. All applicable telephone numbers.
6. An email address to where the Address Notification Letter will be sent. If none, enter "N/A".

Project Information

1. The project's parcel number.
2. The Zip Code of the property of the requested address(es).
3. The surrounding street name(s) on which the structure(s) will be located.
4. The project name, (e.g. City Side Building, St. Name Cemetery, etc.). If none, enter "N/A".
5. A plot/site plan – This is a **required** document that has to be submitted in order to assign an address. The plan will include the following:
 - a. All of the building's access(es) to be addressed as well as all driveways.
 - b. Marked coordinates of the starting point(s) and/or distances from a road intersection and/or distances from the parcel edge to the addressable doors. All distances are taken along the road frontage.
 - c. Surrounding streets – labeled and the Right of Way widths included.
6. Floor plans. This is a **required** document used in assigning Ste/Rm/Unit and/or Apt numbers, mark the number and its prefix (e.g. Apt 101) in a **readable color** that would stand out at each door entry. Assign each floor's Apt/Unit/Rm/Ste numbers in a way that lines up the numbers in a vertical stack (e.g. Apt 504 is directly above Apt 404, etc.). The first Apt/Unit/Ste/Rm in the basement should start with 1, and the first floor starts with 101 and so on. The starting point should be at the end of the hall to the left of the main elevator if the layout is linear, or starting from the elevator proceeding clockwise if the layout is circular. Left side of the hallway should be odd numbers and right side should be even. Addresses across the hall from each other should be as close as possible (e.g. 106 across from 107).
7. A listing of all Apt/Unit/Ste per floor that will be receiving mail in a **tabular** format. This is a **required** document that includes both the prefix and number grouped by floor. Residential use the prefix Apt for rentals, and Unit for owned. Commercial use Ste if expecting mail. Individual Rm inside of a Ste do not get prefixes or numbers. All other rooms (maintenance, etc) use Rm.
8. Any additional supporting documents you feel are in need.
9. Please select "Type of Requested Address" option: "New Address on Existing Street", "Address Discrepancy", "Change of Address" or "Checking Address Range". Please use "Others" to list other request.

Parcel Information

1. Please enter the consolidated and/or subdivided parcel numbers
2. Select all applicable options: a parcel "Consolidation" and/or "Subdivision".
 - a. Please list the number of lots being consolidated or subdivided (e.g. 3 lots to 1 lot).
3. Please select all applicable options: "Vacant Lot(s)" and/or "Demolition".
 - a. If a demolition, please enter estimated demolition date and demolished address(es).

Structure Background Information

1. Please select one option: a "New" structure or an "Existing" structure. Please provide the number of stories.
2. Please select all applicable options: "Commercial" and/or "Residential".
3. Please list the structure type (e.g. single family dwelling, tower, gas station, digital billboard, etc.).

Upon approval, an Address Notification Letter will be sent to the applicant, the owner, relevant City of Pittsburgh departments, Allegheny County departments, & the United States Postal Service approximately two weeks after this fully completed application has been received & all required documents are provided. Please submit the application to I&P – GIS Team at the below listed address.