



Community Development Department

121 South McDonough Street, Jonesboro, GA 30236

Office: (770) 477-3569

<https://www.claytoncountyga.gov/government/community-development>

REQUEST FOR ADDRESS ASSIGNMENT/MODIFICATION

This form is only to be used for properties in Clayton County Georgia. Fill out the following request form as accurately as possible (include proof of ownership and maps if necessary) and return by email to: gardner.mayo@claytoncountyga.gov.

Applicant:

Name: _____

Telephone #: _____ Email: _____

Property owner(s) (If different than above): _____

Signature of Owner(s) or Agent(s): _____ Date: _____

Property Location:

Current Address
(If known): _____

Subdivision Plat Name: _____

Parcel ID: _____

Property type: Single Family Residence APT/CONDO Commercial

General Description of Your Location:

Please be as descriptive as possible. Include any intersecting streets within 500 feet of the subject property, and their directionals (N, S, E, and W). If this address request is for new construction, please include a copy of the site plan and Recorded Plat with this application. If this is for a utility address, please include a map with a mark indicating the location of the desired address.

Reason for Address Modification:

- New Construction Existing numbers out of sequence Property Split/Merge Other (Please explain)
- Street Name Change Number not on correct side of road Public Safety Issue New Utility Address

Please Explain: _____

*****NOTES*****

Existing Address Change Requests: Your address is eligible for change if it meets one or more of the following requirements: Your structure has an address that does not fit into proper numerical sequence with surrounding addresses, contains a fraction, causes confusion, or is difficult to locate. Your address is also eligible for change if it does not coincide with the driveway entrance.

In General: The application must provide all information prior to processing of the request. The more descriptive the application is, the more quickly and efficiently the department of Community Development can process your request and issue your address. The department will review requests for new or change in address for locations that meet the criteria set above, request that do not meet these criteria may not be processed.

(OFFICE USE)

Approved

Denied

Approved Address Assigned: _____

Department Director Approval/Date: _____

GIS Technician/Date request completed: _____

Reason for Denial (If applicable): _____