

**NAME OF OCCUPANT**

**NEW STREET ADDRESS**

**MAIL COMMUNITY, KY ZIP (if known)**

**Assigned by**

**Date**


## Previously Occupied Buildings

If you move into a building or mobile home site that was previously occupied, you should use the street address already assigned to that location. If the street address number is not on the building or mailbox, you may be able to obtain it from the former occupant or landlord. If necessary, you may contact the post office that serves your delivery area. If for some reason a street address has not been assigned to that location, follow the procedures below for new buildings.

## New Buildings

If your new building is located in a new subdivision or business development, an address has already been assigned to your location. It should be shown on your deed, the subdivision plat, development plan, or may be available from the developer or your landlord. On subdivision plats, corner lots may be assigned an address number on each street; you should use the number on the street the building will face.

If the situations above do not apply, the Planning Division of the Owensboro Metropolitan Planning Commission must assign a street address. You must come to the Planning Office to receive your address. This is necessary to assure precise location of your building and accurate assignment of your address. The Planning Office is located on the 2nd Floor of the Greater Owensboro Commerce Center, Chase Bank Building, corner of East 3rd St and JR Miller Blvd in Downtown Owensboro.

## Address Policies

The Owensboro Metropolitan Planning Commission is the official agency that assigns street address numbers throughout Daviess County. In the City of Owensboro, assigned addresses must be placed on every addressable building. Outside of Owensboro, address numbers must be placed on rural delivery mailboxes and should be placed on each addressable building. In most cases, each building along a street is assigned a unique street address number. Numbers on one side of the street will be even and on the other side will be odd.

For a building or group of buildings containing several units, each unit may be assigned its own street address number. This may occur where each unit has a separate

outside entrance facing the street or parking area and there are enough numbers available along the street. This typically will apply to duplexes, townhouses, residential condominiums, and some shopping centers.

Separate numbers cannot be assigned to each unit in four-plexes, multi-story buildings, most shopping centers, and developments. For these, one street address number may be assigned to each building or to the entire complex. Therefore, a system must be established to distinguish among the various tenants at the same address number. The procedure is described below.

## Addressing Units in Building Complexes

If the Planning Office assigns a single street address number to a building or a group of buildings where there are several units in each building, it is the responsibility of the property owner or developer to establish a system that will distinguish among the various tenants sharing one street address number.

### 24 OR FEWER UNITS ASSIGNED ONE STREET ADDRESS NUMBER

If a building or group of buildings has been assigned one street address number and there are 24 or fewer total units that will be using that number, the units should each be given an alphabetic designation. The letters "A" through "Z" should be used, skipping the letters "I" and "O" because they may be mistaken for numbers. In a logical pattern, starting at one end of a building or complex, designate the first unit as "A", the next "B", and so forth through the alphabet, until all units are designated. This system will allow the tenants to use return addresses similar to this: **2525A Brown Street, 2525B Brown Street, 2525C Brown Street, etc.**

### MORE THAN 24 UNITS ASSIGNED ONE STREET ADDRESS NUMBER OR MULTI-STORY BUILDINGS

If a building or group of buildings has been assigned one street address number and there are more than 24 total units that will be using that number, or if a building is 3 or more stories tall, the owner or developer should consult the Postal Service regarding an acceptable unit addressing system for the complex and the return address format that should be used by tenants.