



Request for Address Assignment

The Village of Oak Park
Public Works Center
201 South Blvd.
Oak Park, IL 60302

708.358.5700
708.358.5711 fax
publicworks@oak-park.us
www.oak-park.us/publicworks

Instructions

The Village of Oak Park is authorized by state law to regulate the numbering of buildings, units within buildings and lots. The following are required to request an address for a new or existing building:

- Cover letter requesting the assignment of street addresses
- Completed Request for Address Assignment Application form
- One set of plan drawings for the site and for each floor in the building

The plan drawings should be the same as the drawings that were or will be submitted for a building permit. Drawings should be to a scale and show the following items:

- Placement of the building on the property
- Building outline
- Property lines and right-of-way lines
- Dimensions
- Plan drawing scale
- Driveways
- Name of the streets where access to the property is located
- Entrance doors
 - Indicate primary entrance to the building with a red 'P' on the plan drawings - this will be used to assign the building address
 - Indicate with a red 'A' on the plan drawings all other building entrance points for which an address assignment is requested
- Floor plans for each floor

Submit requests to:

Address Assignment Officer
The Village of Oak Park
Public Works Center
201 South Boulevard
Oak Park, IL 60302

Processing may take up to 10 business days.

Important Facts

Addresses typically are assigned as part of the building permit process. Obtaining address assignments early in the process is recommended.

A particular address number or street name may be requested, but cannot be guaranteed. The primary purpose of assigning street addresses is to provide an accurate and easily visible address for rapidly locating a home or business in any emergency requiring fire, life and/or safety services and for efficient mail and parcel delivery to homes and businesses.

When interior spaces are reconfigured in an existing building, existing addresses and/or unit numbers may be subject to change.

When an apartment building is converted into a condominium building, the Village will assign individual unit numbers based upon addressing guidelines. This may result in a condominium unit numbering system that differs from the apartment unit numbering system.

Whenever practical, street addresses will be assigned to conform to the numbering of buildings and lots as specified in Oak Park Village Code. This may result in a change to the street number of an existing building or site.

Once an address has been assigned or changed, a letter will be sent to the applicant informing him/her of the newly assigned or changed address. The Village also will notify the local Post Office and election officials, as required by law. It is the property owner's responsibility to notify all other parties interested in the new or changed address.

For more information, call 708.358.5724 or e-mail ***publicworks@oak-park.us***.



Request for Address Assignment Application

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APPLICANT INFORMATION - PLEASE PRINT OR TYPE CLEARLY

Name _____ Firm _____ Date _____

Applicant Street Address _____ City _____ State _____ ZIP _____

Phone Number _____ Fax Number _____ E-mail _____

APPLICANT IS: Architect Contractor Developer Engineer Property Owner Tenant
 (circle one) Other _____

REQUEST FOR: Verify Address New Address Add Address Change Address Add Suites Change Suites
 (circle all that apply)

Current Property Address (if applicable) _____ Tax PIN (Property Index Number - if known) _____

DEVELOPMENT INFORMATION

Name of Development (if applicable) _____

Describe scope of work _____

TYPE OF BUILDING (circle all that apply): Single Family Apartments Condominiums Townhouses
 Commercial - Retail Commercial - Offices Commercial - Other Other _____

of Stories _____ Total # of Units: Apartments _____ Condominiums _____ Townhomes _____ Commercial _____

Estimated Date of First Occupancy (month/year) _____

Remarks _____

PROPERTY OWNER

If the property is owned in partnership or by a corporation, then a partner or corporate officer may sign as owner. A tenant or leasee may not sign for the property owner.

Name _____ Firm _____

CIRCLE ONE: Property Owner Partner Corporate Officer

Owner Street Address _____ City _____ State _____ ZIP _____

Phone Number _____ Fax Number _____ E-mail _____

Signature _____ Date _____

OFFICE USE ONLY

Address Assigned By _____ Date _____ Application ID # _____