



Received by Town Clerk:

# E-911 APPLICATION FOR NEW STREET NUMBER/ NEW ADDRESS

**INSTRUCTIONS** *(Please read ALL instructions prior to completing this application)*

1. Complete all portions of this application that apply to your request
2. **Attach a copy of an approved plan, drawing, or other map (attach additional sheets of paper if needed)**
3. Return this completed form to the Town Clerk's Office, located in the Town Offices, 50 Billerica Road, Chelmsford, MA 01824  
Office hours are Monday, Wednesday, Thursday, 8:30 AM to 4:00 PM, TUESDAY 8:30 AM to 7:00 PM, FRIDAY 8:30 AM to 1:00 PM
4. The E-911 Committee will hold a meeting to review your application
5. Upon approval by the E-911 Committee, the applicant will receive a letter verifying the new/changed address

**REQUEST TYPE** (check all that apply)

- New Street Number       Changing an Existing Street Number  
 New Street       Accessory Dwelling Unit       Other \_\_\_\_\_

**APPLICANT and OWNER INFORMATION (Print clearly, please)**

Best contact person/phone number if we need more information \_\_\_\_\_

Applicant Name \_\_\_\_\_ Telephone: \_\_\_\_\_

Applicant is the:       Property Owner       Developer       Lessee / Renter

Applicant's Address: \_\_\_\_\_  
street name & number      apartment or unit      city/town      state      zip code

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

Property Owner Name (if different): \_\_\_\_\_

Applicant/Owner Signature/ \_\_\_\_\_ Date: \_\_\_\_\_

**PROPERTY INFORMATION**

Existing Address and/or Street, Road, Lane, Way, etc.  
Name: \_\_\_\_\_

Cross Streets (list the street(s) that are closest to the street above):

1. \_\_\_\_\_ 2. \_\_\_\_\_

Assessor's Map: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Proposed Address, Number or  
Name: \_\_\_\_\_

Property Location Description (directions to street/property, landmarks, subdivision name, approved plan title, etc.):  
\_\_\_\_\_  
\_\_\_\_\_

# E-911 COMMITTEE

<b>REQUEST OUTCOME</b>	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied (see comments below)
ADDRESS ASSIGNED:	
Signatures of the E-911 Committee	
	DATE: _____
_____ <i>Ryan Houle – Deputy Fire Chief</i>	_____ <i>Evan Belansky – Community Development Coordinator</i>
_____ <i>Brian Corcoran – Assistant Assessor/Data Collector</i>	_____ <i>José Negron – Building Commissioner</i>
_____ <i>Patricia E. Dzuris – Town Clerk / E-911 Coordinator</i>	

PARCEL DETAILS	INSTRUCTIONS
Master Parcel ID	
Lot Size	
State Use Code	
Zone	
Deed Bk/Pg	
New Parcel ID	

Cc: Applicant, Assessor, Building, Community Development, Fire, Police, Recycling, Sewer, Town Clerk, Water Districts, Post Offices, Fire Prevention, Town Manager’s Office