



**APPLICATION FOR APPROVAL OF  
CHANGE OF ADDRESS**

City of Grand Forks Planning Department  
255 North 4<sup>th</sup> Street  
P.O. Box 5200 – Grand Forks, North Dakota 58206-5200  
(701) 746-2661 – (701) 787-3755 FAX

**1. APPLICANT:**

- a. Application is hereby made to the Planning Department of the City of Grand Forks, as deemed appropriate for approval of an address change.
- b. To insure the accurate and efficient processing of this application, and to avoid errors and delays, supply all the required information. Fill out all blank spaces clearly, concisely, and completely, and sign the application.

Name of Property Owner or Person Making Request: \_\_\_\_\_

Property Description (Block, Lot, Addition Name): \_\_\_\_\_

Present Address of Property: \_\_\_\_\_

Proposed Address of Property: \_\_\_\_\_

Reason Change Desired: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

NOTE: If the change or an alternative is accepted, the Planning Department shall inform the following departments:

City Limits: Assessing, Emergency Management Office, Public Service Answering Point (PSAP), Water Billing, GIS, Inspections, Xcel Energy, Mid-Continent Qwest, Nodak, and the Owner

Gray Area: Emergency Management Office, PSAP, Post-Office, and the Owner.

**2. FEE SCHEDULE:** The administrative fee for a change of address is \$30.00 to be paid at the time of the original request.

**3. ACTION/DATE:** \_\_\_\_\_

This will acknowledge receipt of \_\_\_\_\_ dollars (\$ \_\_\_\_\_) in payment of the fees required for the above tentative approval of applicant's petition for an address change.

Date: \_\_\_\_\_ By: \_\_\_\_\_

Title: \_\_\_\_\_

Change of Address Accepted and Approved by the Planning Department:

Date: \_\_\_\_\_ By: \_\_\_\_\_

Title: \_\_\_\_\_

**FEE: \$30.00**