

TOWN OF DEDHAM
Commonwealth of Massachusetts

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DEPARTMENT OF INFRASTRUCTURE ENGINEERING

When construction of any new development is proposed, a request for address assignment is required. New addresses are assigned consistent with the existing addresses and the town addressing standards and regulations. If a building is being demolished the building address is retired and a new address assigned to the new development. Addresses are not assigned to vacant land when no work is proposed.

It is required to submit address request following final approval by the Planning Board or ZBA petition and prior to permitting. The GIS Manager will determine and assign a valid address(es), according to town regulations. If necessary, the GIS Manager shall also tentatively assign new parcel identification numbers for approval by the Assessor's Department. Upon approval of the parcel identification numbers the property, building, or structure will then be eligible for permitting and/or licensure.

Once addresses are assigned an addressing notice is prepared and sent to our distribution list that includes the post office, town departments, and emergency services.

Requirements:

- A completed Request for Address Assignment form. This form must be signed by the property owner, or his/her legal representative. A tenant cannot sign for a property owner.
- Site plan showing the property lines, building footprint and entrance to the building.
- Floor plans are required for changes in suite or unit numbering.
- Based on the scope of work, other supporting documents may be required.

Failure to apply for the Address Assignment application may delay the issuance of Building Permit.

Changing existing addresses:

Because so many agencies and service providers are affected, we do not change existing address numbers based on their perceived beneficial properties and/or cultural preferences. Existing address numbers can only be changed for one of the following reasons:

- The existing address number is out of sequence with the adjacent addresses
- Entry change on a corner lot with building permits for a remodel
- You have documented difficulty receiving emergency services or mail delivery

Limitations:

- Addresses are not assigned to empty lots or vacant land.
- Addresses will only be assigned when new development or alteration work is proposed.

Addressing Contact

Eman Sayegh, GIS Manager Phone: 781-751-9390

Email: ESayegh@dedham-ma.gov

Town of Dedham

REQUEST FOR ADDRESSING ASSIGNMENT

In order to process your request for address assignment, all applicable information must be completed

A complete site plan is required to process your request. Submittal requirements will vary based upon the proposed scope of work. Additional documents may be required.

Submittal Date: _____ Received By: _____
Current Property Address: _____
Request For: New Address___ Add Address___ Change Address ___ Add Suite ___
Applicant Name: _____ Firm: _____
() Property Owner () Developer () Architect () Engineer () Contractor
Phone: (_____) _____ FAX: (_____) _____
Email: _____ @ _____
Parcel Number: _____
Building Use: (check one) Single Family___ Duplex___ Condominium___ Apartment___ Office___ Retail/Store___ Mixed Use___ Other (please specify) _____
Number of Residential Units: _____ Number of Non-Residential Units: _____
Describe Reason For Address Change: _____ _____ _____ _____

If no work is proposed, a request for change of address can only be granted for one of the following reasons:

- Address is out of sequence
- Existing entrance on a corner lot is on a different street
- Documented difficulty receiving mail or emergency services

To BE COMPLETED BY OWNER/Authorized Agent
SIGNATURE: _____ DATE: _____
Print NAME: _____ COMPANY NAME: _____
ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____
PHONE: (_____) _____ EMAIL: _____ @ _____