



The City of  
**WORCESTER**  
*Department of Public Works & Parks*

## Street Numbering or Change of Address Request

DATE: \_\_\_\_\_

IS THERE A CURRENT ADDRESS? ☐ NO ☐ YES

IF YES, PLEASE PROVIDE REASON FOR ADDRESS CHANGE (IF APPLICABLE):

**HOUSE NUMBER ASSIGNED (OFFICE ONLY):**

Location of Number Assigned										
Number Assigned	Side of Street				Distance (Feet)	Direction				Assessor's Lot Number
	N	S	E	W		N	S	E	W	

NUMBER ASSIGNED TO:

(Please print clearly)

\_\_\_\_\_  
(Name of Owner)

\_\_\_\_\_  
(Address of Owner)

\_\_\_\_\_  
(Phone #)

\_\_\_\_\_  
(Email)

\_\_\_\_\_  
(Signature of Owner or Applicant if Different from Above)

	Approved	Not Approved
Water		
Sewer		
Street		



## House Number Checklist

This checklist should be used by those looking to receive a house number for the building of a new structure. The Department of Public Works and Parks is responsible for issuing house numbers, and has a set of criteria that must be met before issuance. This form will assist developers in providing required information to DPW Engineering staff, and identify any potential obstacles to developing a particular site. All provided information will be verified by DPW Engineering staff and used to expedite the issuance of a house number. Information regarding the sewer and drain mains are on file at the Department of Public Works, and available upon request.

1. **Location of Parcel(s):** \_\_\_\_\_

2. **Type of Construction:**

☐ Residential

☐ Commercial

Additional Information (Number of units, relevant Subdivision, type of commercial, etc.):

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3. **Nature of Parcel**

☐ Existing Parcel

☐ New Parcel

• Provide Book and Page number for ANR if newly created parcel:

\_\_\_\_\_ Book \_\_\_\_\_ Page

4. **Utility Connections**

• Water Main Fronts the Property?

☐ Yes

☐ No

• Sewer Main Fronts the Property?

☐ Yes

☐ No

• If No, How will structure be serviced?

☐ Long Connection (Approval letter from Director of Engineering required, and recorded easement, if applicable)

☐ Septic

☐ Extend Existing Sewer Main to Frontage of Property (Approved plan and agreement with associated performance security required)

5. **Parcel(s) are Part of a Subdivision?**

☐ No

☐ Yes (If Yes, confirm status of Subdivision Street below)

☐ Utilities (Sewer, Drain, Water) installed, tested, and approved by DPW

☐ Street is in binder course of pavement

6. **Plot Plan – Identifying plans for building/lot**

☐ Plot Plan Attached