



Grove City Building Division  
 4035 Broadway  
 Grove City, OH 43123  
 614-277-3075 (Phone)  
 614-277-3090 (Fax)  
 GroveCityOhio.gov

# ADDRESS REQUEST APPLICATION

The Grove City Building Division is responsible for assigning addresses for the City of Grove City. Completed single-address requests are processed within five business days. Multi-address requests including multi-family residential, subdivisions, commercial developments and other multi-address projects are processed within 15 business days. It is important each application contains all required information.

**SINGLE ADDRESSING** requests must include a plan sheet, coordinates, marked-up aerial image or other documents that clearly and accurately indicate the desired location for the requested address, as well as a description of the structure to be addressed.

## SINGLE ADDRESSING EXAMPLES

- Single-family home
- New suite in existing commercial building
- Utility meter (not part of a development)
- Cellular tower

**MULTI-ADDRESSING** requests include a Final Development Plan and Plat approved by Grove City Council. Additionally, requests must be accompanied by a complete Address Information Form listing each lot number and reserve in the request area and its corresponding Parcel ID as issued by the Franklin County Auditor. Addresses will not be released until valid Parcel IDs for all requested addresses have been received by the City.

## MULTI-ADDRESSING EXAMPLES

- New subdivision
- New commercial development
- Multi-family residential development

Supplemental information for your multi-addressing application must include:

- City Council-approved **Final Development Plan** and **Plat** in PDF format, including:
  - o Existing and proposed streets with names, parking lots and driveways.
  - o Existing and proposed structures.
  - o Building layout(s) with entrance, buildings numbers and unit numbers.
  - o Floor plan of each building floor and any relevant building details.
  - o All additional features that require addresses such as street lights, hot boxes, outbuildings, utility boxes, etc.
- A completed **Address Information Form**, in Excel format, with all available information.

Please email approved Plans, Plats, Address Request Application, Address Information Form and any information supplements to [addresses@grovecityohio.gov](mailto:addresses@grovecityohio.gov).

### CONTACT INFORMATION

Requested by \_\_\_\_\_ Date \_\_\_\_\_

Company \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Project Name \_\_\_\_\_

Consulting/Design Firm/Developer \_\_\_\_\_

Contact \_\_\_\_\_ Phone \_\_\_\_\_

Existing Parcel Number \_\_\_\_\_

Existing Address \_\_\_\_\_

Reason for Request \_\_\_\_\_