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# TOWN OF DEDHAM

*Commonwealth of Massachusetts*



55 RIVER STREET  
DEDHAM, MA 02026-2935

(781) 751-9350  
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[www.dedham-ma.gov](http://www.dedham-ma.gov)

## 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 pre-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.
- Obtain signature from Building Department.
- Obtain signature from Planning & Zoning Department.
- After obtaining Building and Planning & Zoning Department's signatures, submit the Address Request Application to the GIS Department located at 55 River Street in the DPW Building.

Failure to apply for the Address Assignment application with appropriate signatures, may delay the issuance of Building and other necessary permits.

### 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](mailto: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.

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 service

**PROPERTY INFORMATION**

Current Parcel ID \_\_\_\_\_ Property Address: \_\_\_\_\_

Request For: ( ) New Address ( ) Add Address ( ) Change Address ( ) Add Suite

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 Request: \_\_\_\_\_  
\_\_\_\_\_

**TO BE COMPLETED BY OWNER/AUTHORIZED AGENT**

Owner Name: \_\_\_\_\_ Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_@\_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY APPLICANT (If different from above)**

Applied For By: ( ) Developer ( ) Architect ( ) Engineer ( ) Contractor  
Name: \_\_\_\_\_ Company Name: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_@\_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**BUILDING DEPARTMENT**

Date Received: \_\_\_\_\_  
Pre-Approval: ( ) Yes ( ) No ( ) N/A  
Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLANNING & ZONING DEPARTMENT**

Date Received: \_\_\_\_\_  
Pre-Approval: ( ) Yes ( ) No ( ) N/A  
Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**GIS DEPARTMENT**

Date Received: \_\_\_\_\_  
Notes: \_\_\_\_\_  
\_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_