



Addresses CAN NOT be changed without approval from MLGW's Address Assignment Department (901-729-8620).

## Memphis Light, Gas and Water Division

# APARTMENT ADDRESS RELEASE

The attached sketch illustrates the address assignment layout plan for your development. You should carefully review this address assignment document and notify us immediately if any changes need to be made. Otherwise, your signature on this form indicates your approval of the street addresses and apt/unit numbers as they are shown on the address assignment document.

**Please sign and return this form to us when you approve of all addresses issued by our department.** MLGW will release addresses upon receipt of this form with your signature of approval.

Project Name: \_\_\_\_\_ WR #: \_\_\_\_\_

As of \_\_\_\_\_ (insert date),

1. I have reviewed the preliminary address document for the following:
  - Addresses have been issued for each building requiring an address
  - Correct # of units per building have been assigned  
Example: Six (6) units in building---Six (6) apartment numbers issued by MLGW
  - Correct # of units per floor have been assigned in each building  
Example: Three (3) units on floor one---MLGW issued #'s 101, 102 & 103  
Two (2) units on floor two---MLGW issued #'s 201 & 202
2. I understand that addresses are not to be changed or altered without prior consent of the Memphis Light, Gas & Water Address Assignment Department. Documentation of change will be provided.
3. I understand that fees may be incurred if street names and/or addresses are changed, or if changes are made because addresses issued were used for a location/unit/purpose other than shown on the official address document.

### RELEASE OF ADDRESSES

Address Assignment will stamp the final address document as approved and distribute to Memphis and Shelby County Office of Planning and Development (OPD), and other local government agencies. OPD will provide the developer and appropriate code enforcement agency with a copy of the official address document. Permits can be requested after addresses have been released from our office.

**NOTICE:** Street addresses and apartment/unit numbers must be displayed on apartment doors in the same location and increasing in the same direction, as shown on the most recent "Approved" address document provided by MLGW Address Assignment. **If not, code enforcement agencies may charge a FEE for each permit that has to be changed. Inspections could be delayed.** Apartment numbers must increase in the same direction as the street addresses. (See Addressing Guidelines on our website)

Signed: \_\_\_\_\_

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

Name: \_\_\_\_\_

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

Company: \_\_\_\_\_