

Town of Hamilton Building Department – Assignment of Street Number Form

577 Bay Road, Hamilton, MA 01936

Telephone Number: 978-626-5250 Email Address: permitting@hamiltonma.gov

Each Application for the Assignment of a Street Number must include the following:

1. A copy of the property deed
2. Copies of the current Assessor Record for the property

If applicable

3. A copy of the Approval Not Required Plan (ANR) endorsed by the Planning Board and stamped/recorded with the Southern Essex Registry of Deeds

Or

A copy of the approved Definitive Subdivision Decision and Plan signed by the Planning Board and stamped/recorded with the Southern Essex Registry of Deeds

If applicable

4. A copy of the approved Public Hearing Decision signed by the Planning Board or the Zoning Board of Appeals and stamped/recorded with the Southern Essex Registry of Deeds

If applicable

5. A copy of the Declaration of Trust for the Condominium Complex, plans, and a written narrative explaining each phase and number of proposed units for the complex

If applicable

6. For any properties which will have a business or commercial use: a written narrative and/or plans illustrating how many proposed units will be located in the building(s)

The house number assigned to you will appear in the official Town Street List, be used by all Town Departments; including Police Department, Fire Department and 911 Emergency Service.

The regulations regarding posting a street number is governed by the Hamilton General Bylaws: Chapter 12, Sections 9 & 10 and the Building Code. The Building Code states the following:

Address numbers shall contrast with the background, and be a minimum of 4 inches in height and a ½ inch minimum brush stroke width and be plainly visible from the road fronting the property. When the address cannot be viewed from the public way, a monument, pole or other sign shall be used to identify the structure.

Property Owner(s)

Printed Name: _____ Signature: _____

Mailing Address

Street: _____ City/Town: _____ Zip Code: _____

Telephone Number: _____ Email Address: _____

Printed Name: _____ Signature: _____

Mailing Address

Street: _____ City/Town: _____ Zip Code: _____

Telephone Number: _____ Email Address: _____

Please provide additional documentation with their signatures and attach to this form if more than two owners named on the deed

To be completed by the Building Department:

The following street address has been assigned to the property owned by the owners listed above:

Date: _____

Prior to the issuance of a street number and address, the Building Department will discuss the proposed address with the Assessor, the Fire Department, the Police Department, and Emergency Services/911. You will be contacted in writing within three business weeks with the new street number and address.