

**Development Services Department**  
1515 NW 167<sup>th</sup> Street, Bldg.5, Suite 200  
Miami Gardens, Florida 33169  
Phone: (305) 622-8023  
Fax: (305) 622-8857  
www.miamigardens-fl.gov



**Office Use Only**

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

Process No. \_\_\_\_\_

## Address Request

In order to process your Address Request we require the following:

1. An address request form and/or Letter
2. A Plat, Site Plan and/or Survey
3. Copy of the Deed
4. An electronic copy version of Legal Description

Please allow three (3) business days for processing your request. Large requests, such as multi-tracts in a subdivision, may require further time for processing. Please note that addresses are provided in a written form only; **no verbal determination will be made.**

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Date of Request: \_\_\_\_\_

Folio Number: \_\_\_\_\_

Legal Address: \_\_\_\_\_  
(Lot, Block, Subdivision, Unit / Phase or Tract, Section, Survey, Abstract)

Site Address: \_\_\_\_\_

Requested By: \_\_\_\_\_

Work Number: \_\_\_\_\_ Home Number: \_\_\_\_\_

Other Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

### **OFFICE USE ONLY**

Date: \_\_\_\_\_ Process #: \_\_\_\_\_

Address Assigned: \_\_\_\_\_

Address Assigned By: \_\_\_\_\_

**\*\*\*\*\* Note:** It is the applicant's responsibility to submit this official documentation to the Property Appraiser's Office located at 111 NW 1<sup>st</sup> Street so that this address will reflect accordingly.

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