



City of Newport

City Engineer, Department of Public Services
City Hall, 3rd Floor
43 Broadway
Newport, RI 02840

Application Date: _____
Fee: No fee

Revised
January 2021

Street Address Request Application

Address Numbering Policy: City Engineer determines official address of property in accordance with Ordinance 15.20, Numbering of Buildings. The primary goal of an address is to provide emergency services and US Postal Service with clear and accurate addresses that meet the requirements of the 911 program on both public and private properties. Only one number shall be used so long as the real estate continues to conform to the line as now established upon the plats of the tax assessor of the city (ref. 15.20.030). Multi-unit structures on one lot shall be numbered by unit (e.g., A, B). Multi-tenant structures with one primary access will be numbered for main building then assigned unit numbers (e.g., A, B). Addresses are consecutive, odd/even on different sides of the street, and numbered based upon the distance of the primary access measured from the start of the roadway divided by 10. Fractional and hyphenated addresses shall not be permitted. Conflicts will be resolved by City Engineer.

Naming New Streets Policy: The primary goal of name is to provide emergency services and US Postal Service with clear and accurate addresses that meet the requirements of the 911 program on both public and private properties. Name cannot duplicate or be similar to any other Newport street. It must be easy, uncomplicated, conventional, and use appropriate words so that children can use the name in an emergency. Homonyms having similar pronunciation but different spelling of similar Newport streets is prohibited. No special characters are allowed. Private roads must also follow convention. Name must short enough to fit onto a 36" street sign using Newport and Federal Standards. Cost of installing signage is at private owner's or developer's expense. Private road owners are responsible for maintaining street signs conforming with federal MUTCD guidelines and clear of obstructions.

Property OWNER must provide the following information (please clearly print):

Property Owner's Last Name First Name MI Email
Newport, RI 02840 - /

Property Location (Existing Address, if available) Plat/Lot Telephone

Applicant Name (if different) Telephone Email

Mailing Address for Correspondence

Description of reason for request: **Attach a plan or sketch of property (structures, driveway, front door, primary access)**

Applicant Signature _____ Date _____

Property owner must notify all business connections including, but not limited to, USPS, RIDMV, IRS, Social Security, banks, utilities, etc.

Newly Approved Assigned Address (if applicable): _____

Comments:

APPROVED / DENIED
Department Signature _____ Date _____

Please return the completed application and all supporting information and documentation to City Engineer Office at City Hall, 43 Broadway, Newport, RI 02840, or email to Engineers@CityofNewport.com. Phone (401) 845-5481.