



City of Auburn, Maine

GIS / Addressing

60 Court Street | Auburn, Maine 04210

www.auburnmaine.gov | 207.333.6601

ADDRESS AND STREET NAME APPLICATION

Note: By submitting this request in writing, you certify that you are authorized to make this request and are taking responsibility for any changes made. Submit the completed application with building plans or, for subdivisions, after preliminary plat approval.

Applicant same as building permit

Name: _____ Phone: _____

Email: _____ Address: _____

City: _____ State: _____ Zip: _____

I am requesting (check all that apply):

- Addresses for a new SUBDIVISION: Name & File No. _____
- STREET NAME(S) for a new SUBDIVISION: Name & File No. _____
- A NEW address or addresses for a RESIDENTIAL building
- A NEW address or addresses for a COMMERCIAL building
- CHANGE an EXISTING address
- REMOVE an EXISTING address
- A new STREET NAME

Existing Address: _____

Existing Map & Tax Lot: _____

Proposed Address (Attach a separate map if applying for multiple addresses):

Proposed Street Name(s): Attach a separate document with street names on a map (including future street extensions) and a list of a minimum of three alternates in ranked order. You may verify the street names are not currently within the City of Auburn by searching for your street name using MapAuburn's [Parcel Viewer](#).

See street naming policies on the back of this application form.

Please include the following when submitting:

- This completed application form
- Vicinity map with property and neighboring property addresses clearly marked
- Layout of site and building showing entrances (if applicable)
- Any additional useful information

Thank you for your application. The approval process is approximately two weeks.

The results of this application will mailed/emailed to the address specified above.

*** OFFICIAL USE ONLY BELOW THIS LINE ***

Date Received: _____ Approval By: BLDG _____ GIS _____ PLAN _____

Building Permit No: _____ Land Use File: _____

Street naming policies:

1. Street names that are a duplicate of an existing street in the City Auburn are prohibited and duplications of street in Lewiston should be avoided.
2. Similar sounding names such as Beach Avenue and Peach Avenue, or Apple Hill Road and Apple Road or Maywood Court and Maywood Lane shall be avoided.
3. Cumbersome, discriminatory, or derogatory names shall be avoided.
4. The reuse of former street names shall be avoided.
5. Extremely difficult words to spell and pronounce shall be avoided.
6. The use of proper names or business advertisement is not recommended.

Street Type Designations: Street type designations, depending on roadway function, length and configuration, exist to define the character of a street. The following designations should be used:

- Avenue- A public or city right-of-way.
- Street- A public or city right-of-way.
- Boulevard – A major minor or major arterial that carries moderate to heavy volumes of traffic at moderate to high speeds
- Circle, Loop- A road that runs in a circular direction terminating at or near in proximity to its beginning, and carries low to moderate volumes of traffic at low or moderate speeds.
- Crescent – A street which forms a crescent.
- Court- A local road that is of short length and carries a low volume of traffic at low speeds, with no cross streets and generally terminates in a cul-de-sac.
- Drive, Parkway- A meandering collector or arterial that carries low, moderate or high volumes of traffic at low, moderate or high speeds.
- Lane- A local road that is of short length that carries a low volume of traffic at low speeds.
- Road- Any public or private right-of-way.
- Place, Terrace, Way –A local road that is of a short length and carries low volumes of traffic at low speeds.