

Development Services Department
18605 NW 27th Ave
Miami Gardens, Florida 33056
Phone: (305) 622-8023
Fax: (305) 626-4220
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 ten (10) 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.**

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:** The Planning & Zoning Dept. will submit this official document to the Property Appraiser's Office via e-mail in order to ensure that the NEW and/or modified address reflects accordingly.

FEE SCHEDULE

	Single Family Residential (Homeowner)	\$ 50.00	
	Multi-Family /Commercial/Industrial/ Nonresidential/Mix Use \$150 base fee (includes initial address + \$5 each additional address	Variable	
		MIAMI GARDENS SURCHARGE 15%	
		SUB -TOTAL FEES	
		TOTAL FEES	