

**NEW or CHANGE OF ADDRESS REQUEST FORM  
(Within the City Limits of Kings Mountain)**



**City of Kings Mountain**

101 West Gold Street – City Hall

E-mail – [kimberly.herndon@cityofkm.com](mailto:kimberly.herndon@cityofkm.com)

Phone# 704-730-2103

**APPLICANT INFORMATION**

1. Applicant Name: \_\_\_\_\_ 2. Telephone: \_\_\_\_\_
3. Current Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_
4. E-mail address: \_\_\_\_\_
5. *Is Applicant Owner YES or NO  
If no, attach letter from owner expressing approval for the address request.*
6. Owner Name: \_\_\_\_\_ 7. Telephone: \_\_\_\_\_
- Mailing Address: \_\_\_\_\_

**NEW ADDRESS INFORMATION**

8. Name of road new structure will be addressed to: \_\_\_\_\_  
Note: If located on a corner, list road which driveway and/or front door will access.
9. Address of nearest addressed structure: \_\_\_\_\_
10. Was this site included in a recent subdivision or land survey? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, complete Item 9.
11. Name of Subdivision or land owner: \_\_\_\_\_
12. Type of construction:
- Residential \_\_\_\_\_ Multi-Tenant (\_\_\_\_\_ Units)  
\_\_\_\_\_ Single Family \_\_\_\_\_ Other (Specify: \_\_\_\_\_)  
\_\_\_\_\_ Multi-Family (\_\_\_\_\_ Units)  
\_\_\_\_\_ Other (Specify: \_\_\_\_\_)
- Commercial/Industrial  
\_\_\_\_\_ Single Site/Tenant

13. For multi-tenant structures, indicate the internal numbering system to be used (e.g. Apts., Suites, Rooms, etc.): \_\_\_\_\_
14. If known, please provide the following information: Tax Map Parcel Number: \_\_\_\_\_ Deed Book/Page Numbers: \_\_\_\_\_

### LOCATION INFORMATION

15. Sketch the approximate location of the new address of the lot(s) upon which it will be situated, showing the nearest streets, location of adjacent structures (if any), streams, bodies of water, or any other items that will allow an address to be assigned in a precise manner. Please refer to the examples below.

16. Return this form to: **Kings Mountain City Hall**  
**101 West Gold Street**  
**Attn: Planning Department**  
**Kings Mountain, NC 28086**  
[kimberly.herndon@cityofkm.com](mailto:kimberly.herndon@cityofkm.com)

*Please allow up to one week for address assignment. Applicant will be notified by e-mail of the new address.*

**NEW ADDRESS ASSIGNED** \_\_\_\_\_

*DATE* \_\_\_\_\_ *ASSIGNED BY* \_\_\_\_\_