



TOWN OF NEW LONDON, NEW HAMPSHIRE

375 MAIN STREET • NEW LONDON, NH 03257 • 603-526-4821 • WWW.NL-NH.COM

Instructions for an Application for New Street Number or Street Number Change

Applying for a new street number: If you are building a new residence on a lot with no prior numbered address, moving your existing driveway, or renovating a property to include multiple dwelling units, including, but not limited to, duplexes, accessory dwelling units or “ADU’s”, in-law apartments, two family structures etc. you must complete an application for a new street number. Building permits and driveway permits may occasionally trigger a street number review however those applications are not considered an official request for a new number so that does not guarantee the timeliness of a new number assignment.

Application Review and Process: Staff will review the application for completeness and collect any additional information, such as official street measurements, before submitting to the NH Department of Safety, Division of Emergency Services and Communications (DESC) for pickup. DESC will review the submission and may need to do a field review of the property to accurately map the address in the E911 Database. Without additional, complicating, factors, once a completed application is received, it can take anywhere from 1-4 weeks for an address to be issued and then it may take up to an additional 4 weeks for the address to become active in the E911 Database.

Signature Required: The property owner is required to sign the street number application request. If the property owner would like a contractor or agent to represent him/her through the application process, the property owner must sign an authorization letter authorizing the contractor/agent.

Application Filing Requirements:

1. If the dwelling is new construction, please include a copy of the building plans and note which structures need new numbering.
2. If this a request for a new number due to a driveway relocation, please provide the new driveway plans for reference. A driveway relocation does not always mandate a new street number however there may be instances when it does require a new number for emergency response purposes.

Once you have completed your street number application and are ready to submit, please deliver to the Land Use & Assessing Coordinator, New London Town Offices, 375 Main Street, New London, NH 03257. The coordinator can be reached at (603) 526-1243 or by email at landuse@newlondon.NH.gov

**APPLICATION FOR NEW STREET NUMBER
& STREET NUMBER CHANGES**

Owner Name: _____

Mailing Address: _____

Phone or Email: _____

Map/Lot (attach site plan if new construction): _____

Physical Location of Property: _____

If this is a *change request*, provide reason: _____

Signature and Date: _____

FOR HIGHWAY DEPARTMENT USE ONLY

Date of inspection: _____

Intersecting road: _____ Number of feet from intersection: _____

Last street number before new driveway: _____ (on) LEFT / RIGHT

Number of feet from last number: _____

Driveway is on the LEFT / RIGHT Is there a building? _____

NEW NUMBER/STREET: _____ **EFFECTIVE:** _____

APPROVED: _____ **DATE:** _____

Town Office to notify the following:

All Town Departments
New London-Springfield Water Precinct
New London Ambulance
New London Postmaster

Eversource
Avitar/Munismart
Cartographics (AxisGIS)