



**Gaithersburg**  
A CHARACTER COUNTS! CITY

## NOTICE OF ADDRESS CHANGE

In accordance with Section 19(27) of the City of Gaithersburg Charter, effective on **October 26, 2012**, an address has been assigned to the following parcel in the Asbury subdivision. Although **no mail delivery** will occur to the building, this address is currently served by the **20877** zip code, which can be verified by contacting the United States Postal Service.

Please retain this letter as an official document and file with other property documents, deeds, or leases. Montgomery County Emergency Services, U.S. post offices, and local utility offices will be notified of this action; however, the owner/resident should verify that all appropriate agencies are correctly listing their address. A copy of the approved address maps are attached for your reference.

Please add the address numbers to the exterior of the building or in another conspicuous place. The size requirements set forth by the Montgomery County Fire Code for the posting of address numbers on buildings are a minimum of five (5) inches in height for single family houses and six (6) inches in height for commercial, industrial, multi-family residential or other uses. Numbers should be plain block numerals (not script or written numbers), need to be placed on a contrasting background, and must be clearly visible from the public or private street on which the address faces. The assignment of unit addresses within a building is reviewed and approved by the City of Gaithersburg.

If you have any further questions please do not hesitate to call Kirk Eby at (301) 258-6330. Thank you for your cooperation in this matter.

ODEND'HAL AVENUE – Maps ADST-1372-2012-1 and ADST-1372-2012-2		
Asbury (County Plat 21275)	Existing State Tax Account ID	Assigned Address
Parcel F (Asbury north gatehouse) [formerly known as 425 Russell Avenue]	160903278283	301 Odend'hal Avenue

*Note: for software and systems compatibility, some agencies and mapping services may remove the apostrophe in the street name and refer to the street as "Odendhal Avenue."*

Sincerely,

J. Kirk Eby, GIS Planner  
Planning and Code Administration  
*Letter written and sent October 26, 2012*

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# MAP ADST-1372-2012-1

