



# COMMUNITY DEVELOPMENT DEPARTMENT

## PLANNING DIVISION

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### Request for Address Assignment or Change

<b>Owner:</b>		<b>Date:</b>	
<b>Telephone Number:</b>		<b>Email:</b>	
<b>Mailing Address:</b>		<b>City/State:</b>	<b>Zip</b>
<b>Requested by:</b> <input type="checkbox"/> Owner <input type="checkbox"/> Builder <input type="checkbox"/> Realtor <input type="checkbox"/> Utilities <input type="checkbox"/> Other, specify:			
<ul style="list-style-type: none"> <li>• <b>Attach a map showing parcel and driveway access.</b></li> <li>• If Private Drive please show access from County road.</li> <li>• If property has been recently sold the following information is needed: copy of Warranty Deed, reception number for the recorded site plan.</li> <li>• If needing multiple addresses on one parcel, please provide an air photo labeling the structures needing and address.</li> <li>• Verify owner information using ArcGIS or Trak-It.</li> <li>• It will take 10 to 14 business days to process request.</li> </ul>			
<b>Tax Parcel Number:</b>		<b>Subdivision:</b>	
If an existing address is in use, what is it?			
Is the address in use different from the listed address?			
Please give a brief description of property and need for address (vacant land, new construction, accessory dwelling unit, electric meter, etc.)			
<b>Property Owner/Representative Signature:</b>			
<b>Received By:</b>		<b>Date:</b>	