New Premise Address Workflow

1. Planning Board approves Final Plat (5-)
2. County’s Land Records Office records and assigns plat book and page number
3. Department of Assessments & Taxation assigns new tax account number
4. Address Team assigns new premise address and distributes address change notification to agencies
5. Address becomes official

End of process
Change of Address Request Workflow

Step 1 – Property owner contacts Address Team

Step 2 – Address Team reviews new address request

Step 3 – Address Team assigns the new house number

Step 4 – Address Team distributes address change notification to agencies

Step 5 – Address becomes official after 20 - 60 day waiting period

End of process
Request to Change a Street Name Workflow

Step 1 – Applicant supplies Address Team with a detailed description and/or map of area to be renamed

Step 2 – Address Team reviews request

Step 3 – Address Team provides the applicant with a list of properties impacted by the street name change and a petition

Step 4 – Applicant obtains signatures from more than 50% of affected property owners/occupants supporting the street name change

Step 5 – Applicant submits the completed petition to the Address Team, who reviews the petition

Step 6 – If requirements are met, Address Team distributes address change notification to affected owners/occupants and agencies

Step 7 – New street name becomes official after 20 – 60 day waiting period

End of process