## New Premise Address Workflow



Step 1 – Planning Board approves Final Plat (5-)

Step 2 – County's Land Records Office records and assigns plat book and page number

Step 3 – Department of Assessments & Taxation assigns new tax account number

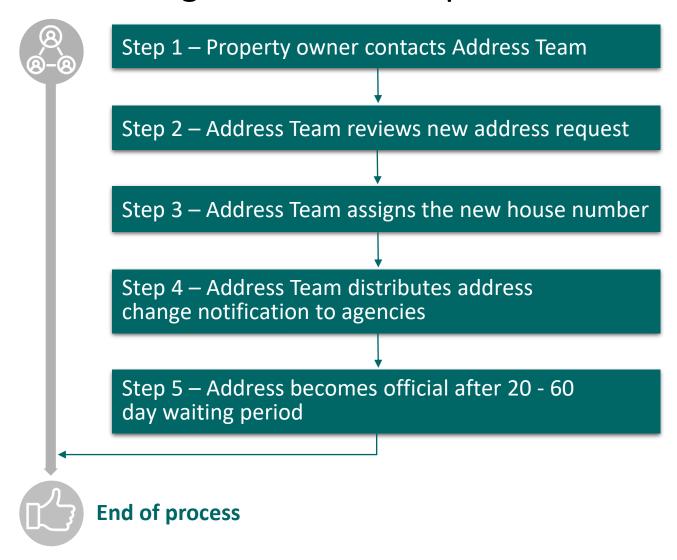
Step 4 – Address Team assigns new premise address and distributes address change notification to agencies

Step 5 – Address becomes official



**End of process** 

## Change of Address Request Workflow



## 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

