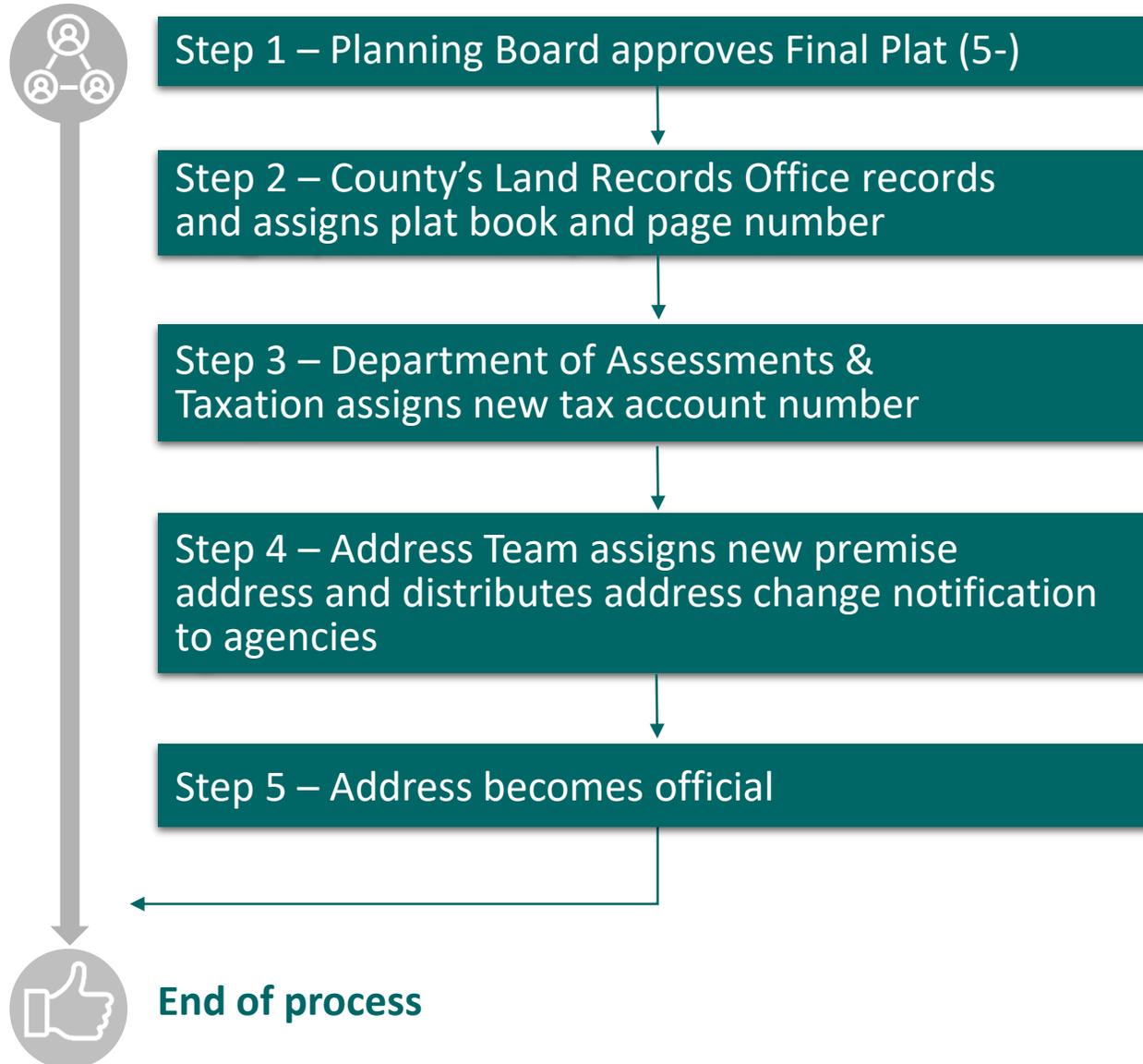
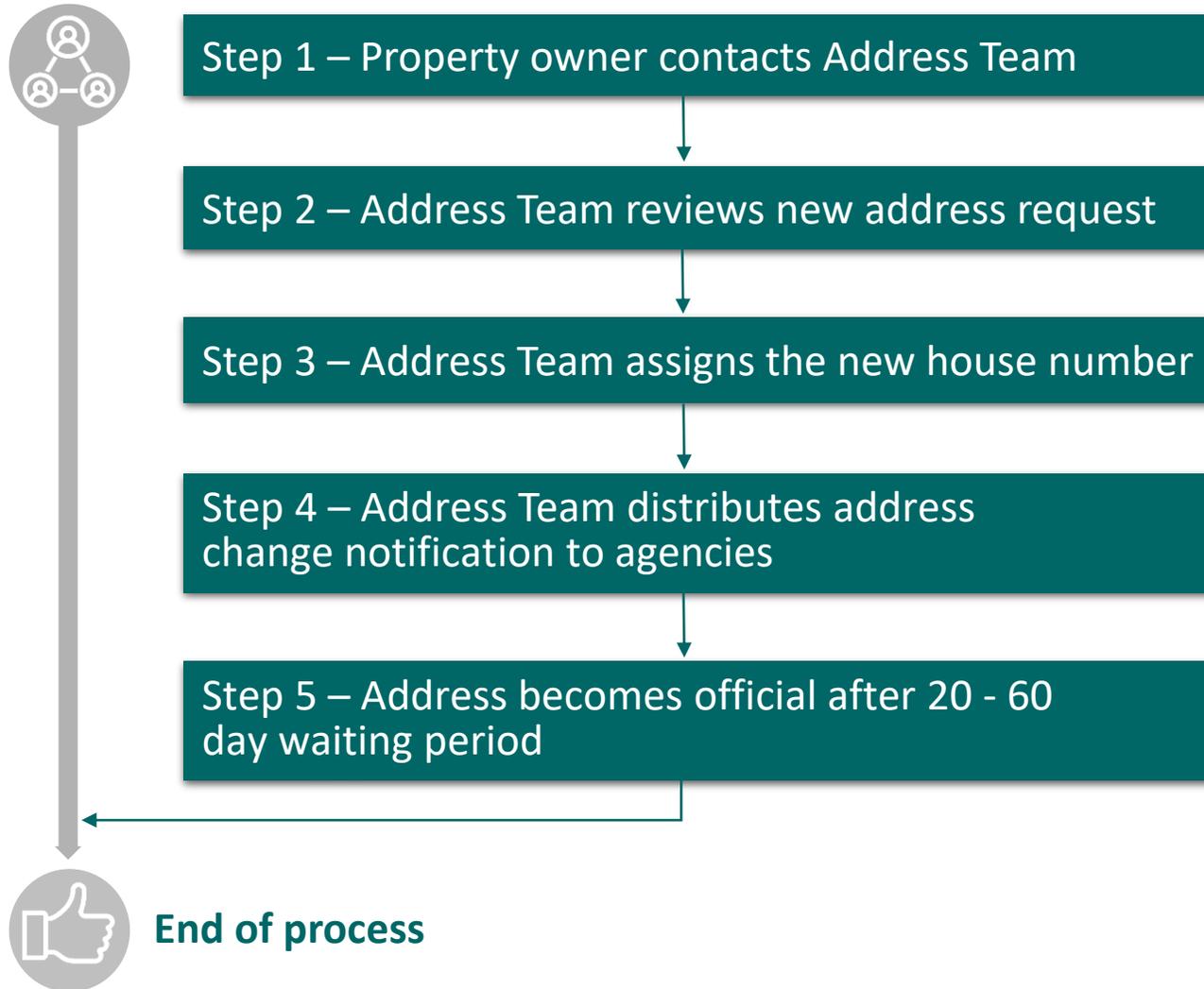


# New Premise Address Workflow



# 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



End of process