

# New Address Assignment - New Subdivision Lot

## RECORD SUBDIVISION PLAT

Provide copy to Planning when the plat is ready to record with the Register of Deeds

## PLACEHOLDER ADDRESS

Planning staff will assign a placeholder address for any corner lots, large lots or lots with long frontage

## SUBMIT PLANS

Applicant must submit site plans and/or floor plans by email or in person

## OFFICIAL ADDRESS\*

Assigned by Planning staff when final site plan is provided

## NOTIFY AGENCIES

Planning staff will notify outside agencies (such as USPS, E-911 and utilities) of the new assignment

\*Fee must be submitted if 5 or more new addresses are assigned.