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.