# 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