



TOWN OF HILLSBOROUGH

PERSONNEL POLICY

POLICY 401

LAST REVISED 7/31/97

SUBJECT: CHANGE OF ADDRESS

PURPOSE: Outline general guidelines for changing street addresses.

STATEMENT OF POLICY:

To minimize staff time spent changing Town records, files and maps, approved address changes will only be processed on a quarterly basis to be effective on the first day of either January, April, July or October.

Requests for address changes will be considered by Town staff upon submittal of a request and the application processing fee. A schedule of administrative fees is available from the Planning and Building Department.

Changes in address may be denied when the Fire or Police Departments express a concern about the public's safety.

Staff can approve the request provided the new address is in numerical sequence with the other addresses on the street. The applicant will be required as a standard condition of approval to install an illuminated display of the address number visible from the street. The location of the address display is subject to approval by the Fire and Police Departments.

If the applicant does not wish to wait for the quarterly approval and wants the change to be processed and effective as soon as possible, the applicant shall bear the cost of the Town staff time required to change the records, files and maps.

PROCEDURE

Applicant must submit to the Planning and Building Department a written request with the reasons for the address change, along with the processing fee. The address change request is reviewed by Town staff. If approved, the applicant shall receive written notice of the approval. The Town shall also inform the affected County agencies and public utilities about the change.

If the applicant wishes to appeal the denial of the address change, the City Council

will consider the appeal upon payment of an appeal fee.