



TOWN OF HILLSBOROUGH PERSONNEL POLICY

POLICY 401

LAST REVISED 3/13/2023

SUBJECT: CHANGE OF ADDRESS

PURPOSE: Outline general guidelines for changing street addresses.

STATEMENT OF POLICY:

Change of existing addresses for existing homes:

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 Building and Planning Department.

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

For new Accessory Dwelling Units (ADUs):

With regard to ADUs, any ADU must have a street address consistent with the street address for the main house as an ADU is accessory to the main house. For example, if the main house has a street address of 1234 Main Street, the ADU must also have a street address of 1234 Main Street and shall generally be referred to as Unit A.

- An exception to the ADU address may be granted if:
 - o The parcel abuts more than one street or right-of-way, and
 - o The ADU is accessed from a driveway originating from a different street or right-of-way.

Staff can approve the request provided the new address is in numerical sequence with the other addresses on the street.¹ The applicant will be required

¹ The assignment of a new address does not constitute a subdivision of land or grant additional connections of underground utilities such as sewer or water service which is defined by code.

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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 Engineering Division of Public Works 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 on payment of an appeal fee.

Prior version(s):
7/31/1997