

CHANGE OF ADDRESS

Property Owner's Name: _____

Address: _____

Phone Number: () _____

Existing Address: _____

Proposed Address: _____

Procedure for requesting a change of address:

- The **PROPERTY OWNER** must submit a letter stating the purpose for the request to the Community Development Department.
- The letter must be signed and dated by the **PROPERTY OWNER**.
- The Change of Address fee is **\$1180.00**
- If the request is not approved the property owner will be refunded 80% (percent) of the fee.

City Process:

- The request will be sent to Police, Fire, Planning and Building for review and comment.
- Approval letter will be sent to property owner for signature and return to City.
- Copy of fully signed approval letter will be sent to the Post Master.

Once approved, the owner is to inform all public agencies, utility companies, etc., that services the property. The City will notify the Post Office.