



Assigning New Addresses - General Guidelines

When construction of any new building or development is proposed, a separate application needs to be made to GIS so that new address(es) can be established. The Addressing Coordinator assigns new addresses that will adhere to City Code found commencing at Article 2, Section 8-5-11 and will be consistent with existing adjacent addresses. It is recommended that the request for new addresses be made concurrent with, or as soon as possible after, plans are submitted for approval to Augusta Planning & Development. Once addresses are assigned and all required documents have been submitted and approved by GIS & Planning & Development, an addressing notice is prepared that is distributed to various Augusta departments as well as many outside utility service providers. Please plan for at least 5 business days for address assignment services.

The following information is required for all address requests:

- A completed **Request for Address Assignment** form. Submission can be made via hand delivery, fax or electronically to the GIS office via email or using the form on the Augusta, GA website.
- One reduced-scale copy (Letter or Legal size) of an approved plat or site plan showing the property lines.
- For requests that will consist of more than 5 assignments, one digital file (DWG and/or PDF format) of the approved plat, site plan or building layout that meets the digital submission requirements.

For Verification/Change of an Existing Address

If you wish to verify/change an existing address and you have the tax parcel number, complete a **Request for Address Verification/Change** form and submit to the GIS office. Submission can be made via hand delivery, fax or electronically to the GIS office via email or using the form on the Augusta, GA website. Request can also be made in person in our office.

Changing Existing Addresses

Because multiple agencies and service providers are affected, we do not change existing address numbers based on their perceived beneficial properties and/or cultural preferences. Existing address numbers can only be changed for one of the following reasons:

- The existing address number is out of sequence with the adjacent address numbers
- The address number is duplicated or the same address number exists on a similar road name
- The existing or remodeled main entrance is on a different road (typically a corner lot) or different location
- You have documented difficulty receiving emergency services

All newly assigned addresses are preliminary and are subject to change. Advertisement of the address is not recommended until the final plat is recorded and/or all other requirements are met by other departments (Planning & Development, Utilities, Engineering, etc.) for approval. Commercial projects with multiple buildings or tenants must provide a floor plan for building and suite/unit/apartment number assignment. If the plat/site plan or floor plan is amended in any way after plan approval, you must resubmit for address review. An accurate address database is the foundation for emergency management and disaster preparedness. As addressing inconsistencies arise, Augusta IT-GIS will strive to correct them in the best interests of the health, safety and welfare of the present and future inhabitants of Augusta, Georgia.

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