



REQUEST FOR ADDRESS VERIFICATION/CHANGE

Information Technology – GIS Division

Address Verification and Correction - General Guidelines

When property numbering is uncertain or there may be conflicts with the current address, the **Request for Address Verification/Change** form has been established so that information can be verified or resolved. The form will also assist the GIS division in maintaining an accurate master address database that is used as the central point of all government systems that rely on address related information, including the emergency response system. The Addressing Coordinator will research the provided information for verification and approval adhering to City Code found commencing at Article 2, Section 8-5-11. The form must be completed entirely for an address to be verified or changed. Please plan for at least 5 business days for address verification services.

The following information is required for all address requests:

- A completed **Request for Address Verification/Change** 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.
- For requests that will consist of more than 5 verifications/changes, one digital file (DWG and/or PDF format) of the approved plat, site plan or building layout that meets the digital submission requirements.

Changing Existing Addresses

Because multiple agencies and service providers are affected, existing address numbers should not be changed based on their perceived beneficial properties and/or cultural preferences. If desired, an address change fee will be incurred. Existing address numbers can only be changed for one of the following administrative reasons without incurring any fees:

- The existing address number is out of sequence with the adjacent properties
- 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 or at a different location
- Property located on a corner lot
- You have documented difficulty receiving emergency services

For Assignment of New Addresses:

If you wish to receive a new address and you have the tax parcel number, complete a **Request for Address Assignment 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.

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.

**Augusta Richmond County Government
Information Technology Department • GIS Division**

535 Telfair St Bldg 2000
Augusta, GA 30901

OFFICE: (706) 821-2843 FAX: (706) 826-4753 EMAIL: gisaddressing@augustaga.gov
WWW.AUGUSTAGA.GOV



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This form must be completed entirely for an address to be issued. Please plan for adequate time in your project timeline to provide for address assignment services.

APPLICANT INFORMATION

Request For: A) Verification- \$25* Address Change - \$25**
B) Home Replacement Emergency Purposes Mail Delivery Issues Mobile Home Relocation
 Entrance Relocation Other: _____

Applicant: _____ Mailing Address: _____

Property Owner(s) Architect/Engineer Tenant
 Developer/Contractor Other: _____

Property Owner: (If Different From Applicant) _____ Date: _____

Phone: _____ Fax: _____ Email: _____

Method of Follow Up: Will Pick Up Mail Phone Email Fax Request Letter: Yes No

** Verification services will only incur a fee if an Address Confirmation Letter is produced.
** All address changes will incur a fee. Fees may be waived for administrative corrections.*

PROPERTY INFORMATION

Tax Parcel Number: _____ Address to Verify/Correct: _____

Type of Structure:

Residential

Single Family Duplex
 Townhome Mobile Home
 Secondary Unit Condo

Commercial

Educational Recreational Religious
 Retail/Office Apartments
 Hotel/Motel Restaurants

Miscellaneous

Sign/Billboard Utility Asset
 Cell Tower Monument

Other: _____ If Commercial, Name of Institution: _____

Is this a replacement home:

Yes, see part B
 No

Will mail be delivered to this address?

Yes No Zip Code: _____

B) If yes, is home being built/set in same location

Yes No

Directions to Property _____

* If no, a site plan or drawing is required indicating the home site and location of driveway _____

OFFICIAL USE ONLY

Address (es) Verified Assigned: _____

Postal City: _____ Zip: _____

Augusta IT-GIS Official: _____ Date: _____

Date Received

Date Notified

Via: Mail Fax Email

MAD Update

Yes No

Notified: USPS BOE P&D E 911 Assessor Utilities Elections AT&T GA Power Comcast Atlanta Gas

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