

**Application Fee \$400 per address. Notification Fee \$300 (Additional \$1 per notice beyond 1,000 notices)**

Address(es) to be changed \_\_\_\_\_

Assessor's Parcel Number(s) or Lot Number(s) \_\_\_\_\_

\* Please use Lot Number(s) if Assessor's Parcel Number(s) not yet available

Intent of this Request \_\_\_\_\_

Related Applications \_\_\_\_\_

<b>PROPERTY OWNER</b>	Name _____	Email _____
	Address _____	
	City _____	State _____ ZIP _____ Phone (____) _____
<b>APPLICANT</b>	Name _____	Email _____
	Address _____	
	City _____	State _____ ZIP _____ Phone (____) _____
<b>CONTACT PERSON</b>	Name _____	Email _____
	Address _____	
	City _____	State _____ ZIP _____ Phone (____) _____
	Alternate Phone (____) _____	
	The person listed as contact will be contacted to answer questions regarding this application and provide additional information when necessary.	

Owner's Signature \_\_\_\_\_

Print Name \_\_\_\_\_

NOTARY	
State of _____	County of _____
The instrument was acknowledged before me by _____	
on _____	
Notary Public _____	

**CHECKLIST** The application cannot be accepted until the filing requirements below have been met.

- ☐ Signed & notarized application (one for each property owner)
- ☐ Fee (\$400 per address application fee, \$300 notification fee, additional \$1 per notice beyond 1,000 notices.)  
See filing schedule.
- ☐ Most recent Assessor's map
- ☐ 1 copy of map showing subject parcel(s)
  - ☐ Vicinity map
  - ☐ Legend/north arrow/scale [each sheet]
  - ☐ Street names, intersections, and ultimate right-of-way dimensions
- ☐ Justification letter
  - ☐ Why are you proposing to change the address?
  - ☐ Will the proposed change have any adverse impacts on vehicular or pedestrian traffic?
  - ☐ Will the proposed change have any effect to emergency service routing or response time?

Completed applications and all checklist items must be submitted electronically through DSC Online at  
**[dsconline.cityofhenderson.com](https://dsconline.cityofhenderson.com)**

Please email **[DSCOnlineSupport@cityofhenderson.com](mailto:DSCOnlineSupport@cityofhenderson.com)** if you have any questions about using DSC Online.