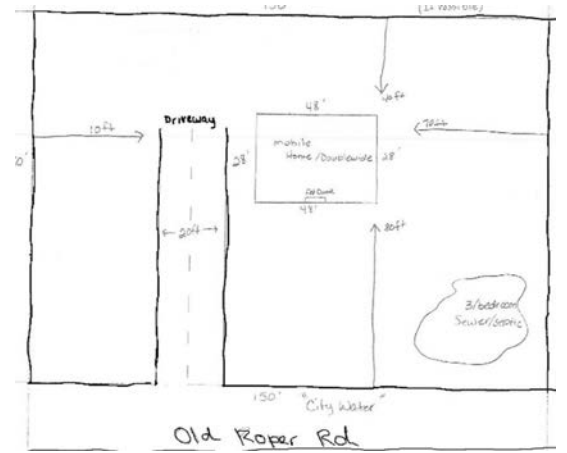


PROPERTY ADDRESSING SITE PLAN WORKSHEET



Site Plan Example

I understand the above site plan will be used to assign an address to my project. If in the future I deviate or make changes from this submitted site plan, I will contact the Property Addressing Office, as any changes can affect the address assignment.

Signature/Date

{Over}

Frequently Asked Questions

- When will I receive my address?
 - Address assignment are done every Wednesday. Addresses are sent out to property owners that day.
- I just bought the property and the parcel is still showing the old owners name. How will I receive the address?
 - Unfortunately this is the only information we have to go on, therefore we cannot send you any information directly. There are though, two ways to look up the new address though. 1) Look for your permit on-line using the project number you were assigned. Go to: <http://taxinfo.hendersoncountync.org/pnipwa/> and enter your project number. The new address will automatically be updated on your permit. 2) The other way would be to go to the Henderson County's on-line map and look for it there. Go to: <http://henderson.roktech.net/ParcelMap/#> and enter the Parcel Id Number (PIN) of your property. The new address will be displayed on the map.
- I went to both locations and cannot find an address. What can be wrong?
 - An incomplete or no site plan was submitted. An address will not be assigned until a good site plan is submitted.
 - Staff may have been out of the office that Wednesday. Addresses will be done the next day staff is available.
 - Technical issues may be hindering the updating of the on-line permits and/or the on-line maps.
 - Your permit may have been assigned as an EH EVALUATION permit. Addresses are not assigned for this type of permit. Please contact Property Addressing or the Permit Center to update the permit type to project of what you are planning to build on the property.
 - Contact Property Addressing at 828-694-6517 (Fax 828-697-4533) to receive information for the delay.

