

# **ADDRESS ASSIGNMENT PROCEDURE**

## **Address Assignment**

Addresses are assigned by the City of Salina at the time the property is approved for development, normally at the time of final plat approval. Single-family residential addresses are assigned one per lot of the platted subdivision at the time of final plat approval. Duplex and multi-family, commercial and industrial addresses are assigned at the time of final plat approval.

## **Procedure**

As noted above addresses are assigned at the time of development approval. In residential subdivisions, addresses will not be released to the applicant until the subdivision plat has been recorded at the Saline County Register of Deeds Office and a duly recorded copy of the plat returned to the Community and Development Services. Addresses are then provided to the Project Engineer to prepare an address plat. Address plats will not be released to the general public until the infrastructure of the subdivision has been completed and inspected by the maintaining jurisdiction. Addresses for commercial, industrial and multi-family projects that do not require the construction of public platted improvements will be provided at the request of the developer anytime after the final plan approval.

## **Verification**

If a new address has been assigned or if there is a question about the accuracy of an address and/or street name, verification may be requested through the Department of Public Works – Engineering Division. Verification can be provided verbally or in writing. In order to ensure prompt response to your inquiry please attempt to have the parcel identification number (as assigned on County Tax Records) and or a legal description of the parcel in question.

## **Contact**

City of Salina  
Department of Public Works  
Engineering Division  
300 West Ash St.  
P.O. Box 736  
Salina, Kansas 67401-0736  
Phone: 785-309-5725

**DEPARTMENT OF PUBLIC WORKS**

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**APPLICATION FOR CHANGE OF ADDRESS**

Legal Description of Property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Current Owners Name(s) \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  
\_\_\_\_\_ Other Contact No: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

Current Property Address: \_\_\_\_\_

Current Zoning Classification: \_\_\_\_\_

Reason for Change of Address Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the Lot is Over One (1) Acre, Location of Existing House & Driveway from One of the Property Lines  
approximately \_\_\_\_\_ feet along the frontage from the north, east, south or west \_\_\_\_\_ property line

Any other Addresses Used for Your Dwelling: \_\_\_\_\_

Adjacent Property Addresses:  
Location \_\_\_\_\_ Address: \_\_\_\_\_  
approximate # feet north, south east or west of my dwelling along same side of street

Adjacent Property Addresses:  
Location \_\_\_\_\_ Address: \_\_\_\_\_  
approximate # feet north, south east or west of my dwelling along same side of street

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*\* The Department of Public Works - Engineering Division will review the above information, determine a logical street address, and will call to advise the legal owner with the street address change. With the owner's verification, we will write a letter to the owner and the agencies which are affected by the address change. We can provide a logical Street Address, but we cannot provide a mailing address which includes a Zip Code. A Zip Code is a mailing address component and should be determined by the post office.*

**OFFICE USE ONLY**

Original Street Address: \_\_\_\_\_  
Change to Street Address: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_