



## **Community Address Updates**

The Address Updating application allows Municipalities to participate in the continuous improvement of authoritative address information by contributing missing site addresses for their community, and correcting errors when found.

## 1. Enter Information

House Number Town of Polk will leave this field blank as WashCo GIS will assign it.

Like 4457 or N110W16445

Enter the Address House Number

Full Street Name Enter the full street name where the address is to be added.

Like: W Washington St or Lambert Dr

Enter the Full Street Name

Parcel\_TaxKey Enter the current Tax Key for the parcel that needs an address.

Like: V10\_09200R012 or 36\_0703001005

Enter the Full Tax Key

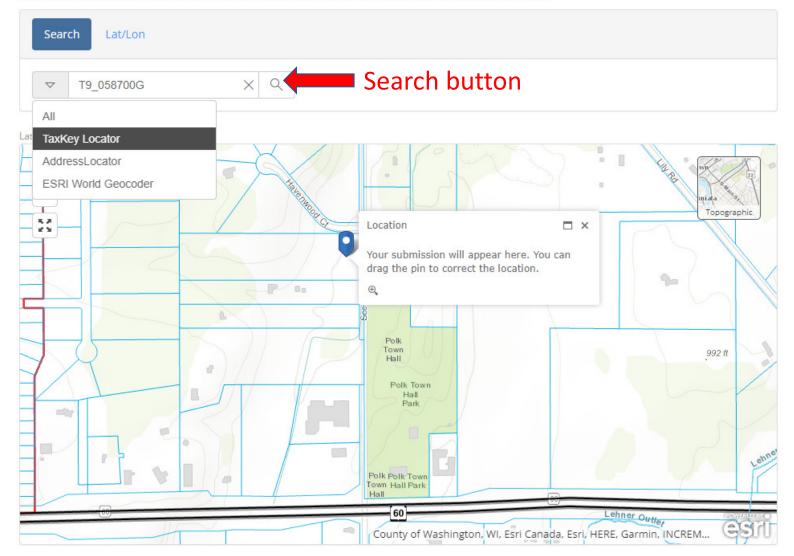
zip code Pick from the list to select the Zip Code wi	nere the new address is needed.
Select	~
Select the correct Zip Code from the pick list below	
New Full Street Address Town of Polk will leave this field k	olank as WashCo GIS will assign it.
Example: 432 W Washington St of N101W17383 Tanglewood Dr	
Enter the complete address house number and full street name	
New Or Existing Pick from the list to select the type o	f Address that is needed.
New	~
Is this a New Address or an Existing Address that needs correction?	
Residential Is this new Address for a Residential	parcel?
Select	~
Is this a Residential Address with Living Units?	
source Town of Polk will choose Municipality	for this field.
Municipality	~
What Department within your organization is providing this Address Information?	
Community Town of Polk will choose Polk Town fo	r this field.
Select	~
Please select your Community from the pick-list below	
submitted_ByPlease identify who is asking for this Add	dress assignment, name or initials
Example: Sally Smith or Enter your Initials	
Please identify who is submitting this information	
Notes	
Enter any additional information you think is valuable about this address	

Are there any supplemental notes you would like to add about this Address?

Provide any special notes for consideration for the new Address. Optional field.

## Copy and paste the Tax Key from the previous question into the search box and choose Tax Key Locator and hit search. 2. Select Location

Specify the location for this entry by clicking/tapping the map or by using one of the following options.



3. Complete Form

Add this information to the map.

Submit New Address View Submitted Addresses

The search tool should zoom you to the extents of the Parcel based on the Tax Key you entered. You can click on the Blue Pin and move it to where the Culvert permit will be. Doesn't have to be exact, just close.

When finished locating the parcel, choose the Submit New Address button to send your request to WashCo GIS.

Patrick Walker, GISP