



# 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 where 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 blank 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 of 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 for this field.

Select...

Please select your Community from the pick-list below

**Submitted\_By** Please identify who is asking for this Address 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.

The screenshot shows a web-based GIS application. At the top, there is a search bar with a 'Search' button and a 'Lat/Lon' link. Below the search bar, a dropdown menu is open, showing 'All', 'TaxKey Locator' (selected), 'AddressLocator', and 'ESRI World Geocoder'. To the right of the dropdown, a red arrow points to a magnifying glass icon, labeled 'Search button'. Below the search bar, a map is displayed. A blue pin is placed on the map, and a pop-up window titled 'Location' is open, containing the text: 'Your submission will appear here. You can drag the pin to correct the location.' The map shows a street grid with labels like 'Havenwood Ct', 'Lily Rd', and 'Lehner'. A topographic inset map is visible in the upper right corner. The bottom of the map shows a scale bar and the text 'County of Washington, WI, Esri Canada, Esri, HERE, Garmin, INCREM...'. The Esri logo is in the bottom right corner.

## 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.