

PLEASE RETAIN FOR YOUR RECORDS

Staff:

SPARTANBURG COUNTY
GIS DEPARTMENT

DATE: 11/19/2021

Map Reference Number:

7-16-14-010.05

Official Notification of Your New Address

To the owner, occupant, or agent of these premises:

The Spartanburg County Council has adopted an ordinance that establishes a uniform road naming and property numbering system for the County. This system is vital to our public safety because it allows for easy location of property. It facilitates the timely delivery of emergency services such as police, fire, and emergency medical.

Ordinance No. 599 requires that all buildings have an address that is in proper sequence and is on the correct side of the street. **These numbers must be displayed in a conspicuous place above, on or at the side of the proper door so that it is clearly visible from the street.** If the building is more than fifty feet (50') from the street, the numbers must be placed at the driveway, walkway, or entrance of the property. These numbers must be no less than three inches (3") high for residential buildings and four inches (4") high for businesses. The numbers are to be made from durable material and be in a contrasting color from the building. Cost and installation of the numbers is the responsibility of the property owners. Failure to comply is considered a violation of the ordinance.

Please begin using your newly assigned address immediately. The Postal Service has informed us they will continue to deliver mail with your old address for one year after this or any address change.

Please complete the enclosed location address assignment form with the requested information and drop it back in the mail to us. Sending us this form acknowledges the receipt of your address and ensures that your address appears correctly in the E-911 computer database. **If for any reason, you feel that an error has been made in your address, please call us immediately.**

1. **NEW ADDRESS**
2. *CHANGE OF ADDRESS PER OWNERS REQUEST AND GROWTH IN THE AREA.*
3. NAME AND ADDRESS ASSIGNED TO UNNAMED DRIVE
4. RENUMBERED DUE TO GROWTH IN THE AREA
5. VERIFICATION LETTER

OLD ADDRESS:

COMMERCIAL
NEW ADDRESS:

2032 S CHURCH ST EXT
SPARTANBURG, SC

ALL ZIP CODES MUST BE VERIFIED BY THE POST OFFICE. YOU WILL NEED TO CONTACT THE POST OFFICE TO DETERMINE THE CORRECT ZIP CODE.