

Step	Event	Action	Time	Responsibility
1	Renumbering request initiated	Request submitted through APEX	NA	ITS/GIS
2	Review of submission	ITS/GIS research & recommendation	10 business days	ITS/GIS
3	Reviews from partner departments	Circulate recommendation and compile feedback from AFD, APD, DECC, P&Z & TES	10 business days	ITS/GIS
4	Staff Decision			
4a	Decision is <i>approval with no third-party impacts</i>	Notification sent to requestor informing them the renumbering is effective in 45 days*	NA	ITS/GIS
4b	Decision is <i>denial or approval with third-party impacts</i>	Notice of denial or intention to renumber sent to all impacted parties, making them aware of their right to appeal the denial or pending renumbering. Staff prepares statement of findings.	30 calendar days	ITS/GIS
5	Appeal Process			
5a	No appeal received	Letter goes out to all parties clarifying initial decision stands (either no change or 45 days to comply with changes*)	5 business days from close of appeal period	ITS/GIS
5b	Appeal received	Hearing is docketed, letter is mailed to all impacted parties notifying them of the hearing, staff report is created	Will follow docket calendar to schedule hearing date	City Clerk and PZ
6	City Council Hearing	Result of hearing (initial decision rescinded, upheld or modified) Letter mailed to all parties (either no change or 45 days to comply with changes*)	5 business days from City Council decision	City Clerk and PZ

*All letters informing of an official renumbering (change) will include an official address notification from ITS/GIS