



# NEW ADDRESS REQUEST FORM

Complete applications for new addresses will be reviewed, and an address confirmation letter will be provided to the applicant. Addresses may not be issued on the day of application.

## REQUIRED INFORMATION:

1. Completed Request Form
2. Last Recorded Plat (*mark location of structure/culvert*)

Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Email address: \_\_\_\_\_ Phone # \_\_\_\_\_

Owner     Builder     Other: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Owner, if different from above:** \_\_\_\_\_

Email address: \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Owner Signature:** \_\_\_\_\_

I need a new 911 address for a:  Residence     Commercial/Industrial building  
 Mobile Office     Other: \_\_\_\_\_

**Property location:** \_\_\_\_\_  
*Road name for 911 address will be based on the driveway location. Provide correct road name, as seen on road signs.*

### OFFICIAL USE ONLY

Tax Map-Parcel # \_\_\_\_\_ Zoning district: \_\_\_\_\_ Total Acres: \_\_\_\_\_

Frontage on county-maintained road? Yes / No (*private road, see below*)

Private Road Name: _____	Sign in place? Yes / No _____
# of lots currently accessing private road/easement: _____	Road maintenance agreement? Yes / No _____
<i>*No more than three lots on a private road/easement</i>	
Proposed name of new private road: _____	
Location (beginning at / ending at): _____	
Reviewed by Planning & Zoning:    /    /    _____	Initials: _____
Reviewed by GIS:    /    /    _____	Initials: _____
Approved? Yes / No If not, reason: _____	