

Address Request Form

NOTE: FOR NEW BUILDING CONSTRUCTION A TEMPORARY JOBSITE ADDRESS WILL BE ASSIGNED UNTIL CONSTRUCTION HAS BEEN COMPLETED. UPON COMPLETION, GPS LOCATION INFORMATION WILL BE TAKEN AT THE BUILDING LOCATION AND A PERMANENT ADDRESS WILL BE ASSIGNED.

Date of Request: _____

Requester's Name: _____

Requester's Current Address: _____

Contact Telephone Number: _____

Cell Phone Number (If Applicable): _____

Please Circle Type of Address indicated below:

New Construction **Irrigation Meter** **Electric Meter** **Pole Barn**

Cell Tower **Other (please indicate)** _____

Requested for Self: _____ or Requested by Contractor: _____

If address is requested by contractor please provide the name and address of company:

Parcel Identification Number (Tax ID Number): _____

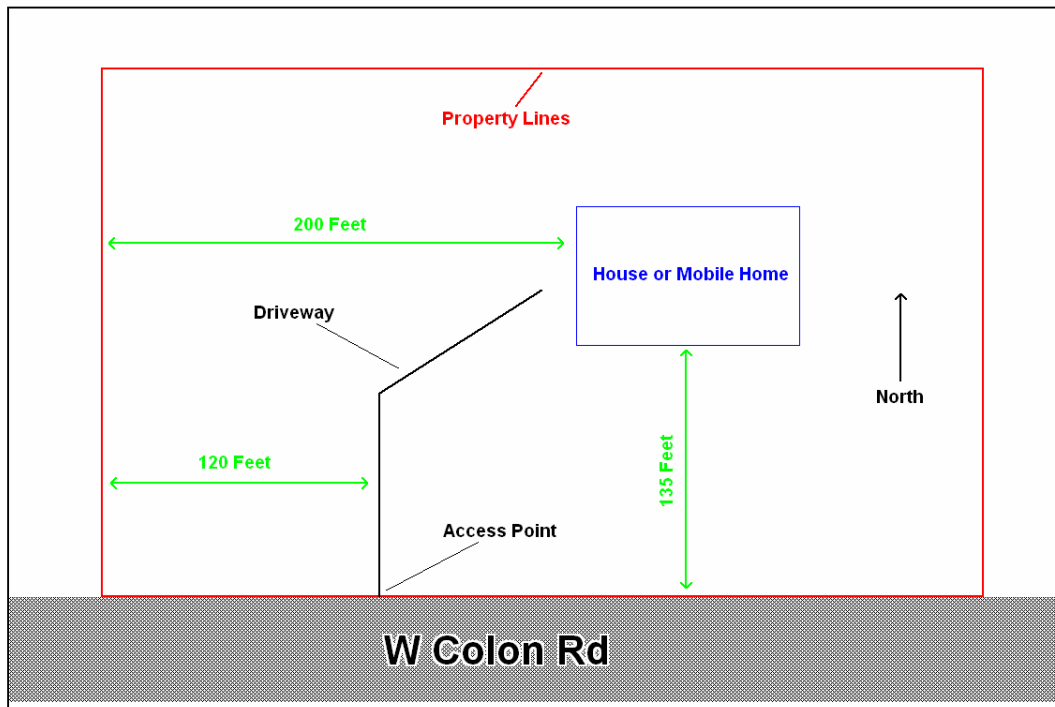
If in a subdivision, please provide name of subdivision: _____

Attach site plan with the address request form

Requirements for site plan are listed on the following page:
(NOTE: Site plan does NOT have to be a survey or to scale.)

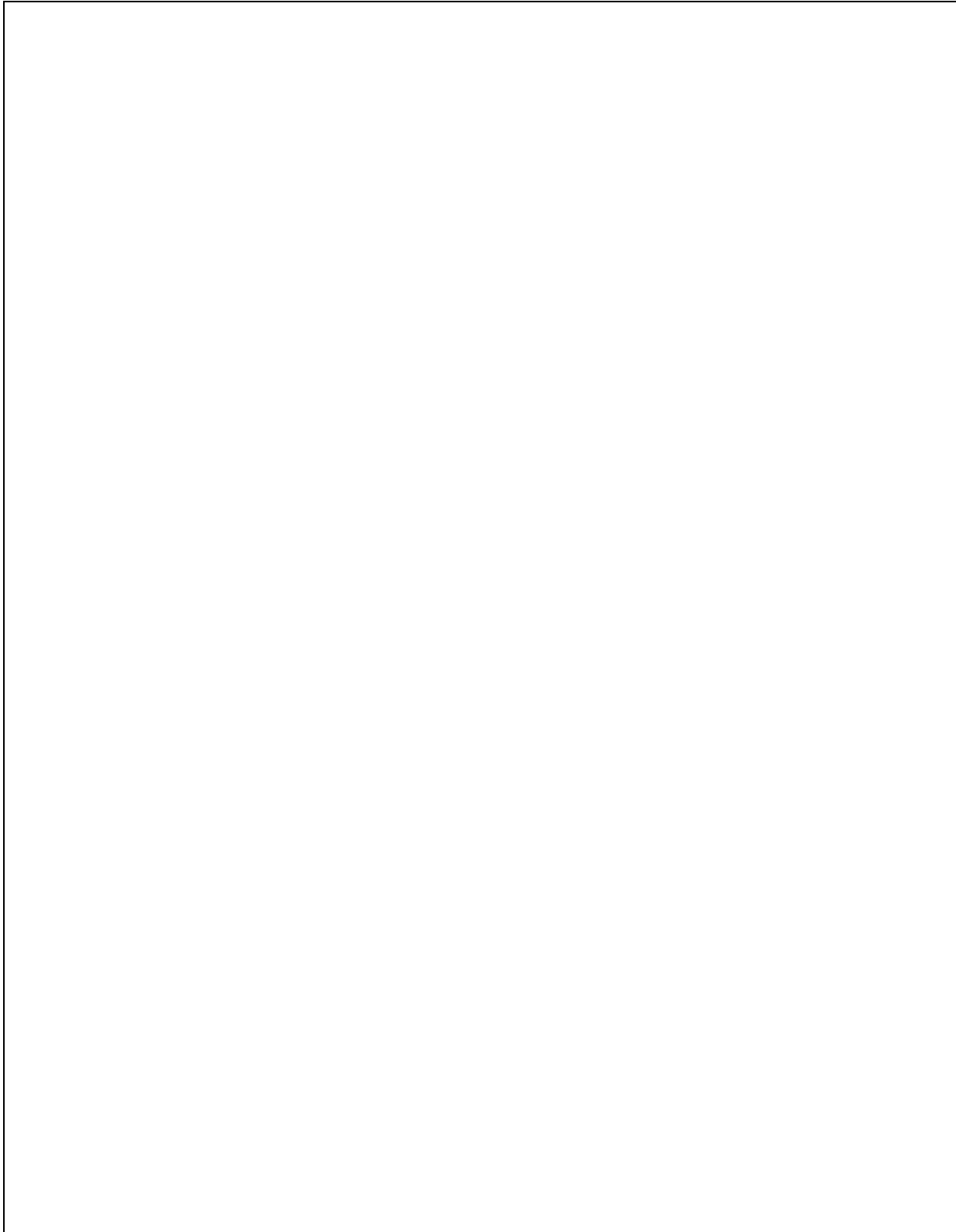
1. A plat, plan, or drawing showing the property lines of the parcel.
2. Location of planned residence, business, pole barn, electric meter, irrigation meter, cell tower, or other planned structure. The location should be indicated with measurements from at least two of the property lines to the proposed structure (see sample below).
3. Location of the access point (driveway, etc.) on the roadway from which the structure will be addressed. Please indicate a distance from a parallel property line and/or property corner to the proposed access point (see sample below).
4. Sample picture of the driveway layout from the access point to the proposed structure (see sample below).

Sample



NOTE: Area to draw out site plan is on the following page

Site Plan Box



NOTE: Branch County 9-1-1 will provide address applicant with a double-sided reflective green sign with address number to be posted after construction has been completed. This sign is very important to emergency response vehicles when responding to 9-1-1 calls.