



**911 ADDRESS APPLICATION**

Please complete this form and return it to:  
Union County GIS Department  
911 Address Request  
155 N 15<sup>th</sup> St.  
Lewisburg, PA 17837

**Present Mailing Address**

Full Name: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Best Time to Contact: \_\_\_\_\_

**Information Needed For New Address**

Parcel ID (PID) of property: \_\_\_\_\_

Address Location: Road Name, Municipality \_\_\_\_\_  
\_\_\_\_\_

Is there currently a driveway? \_\_\_\_\_ YES \_\_\_\_\_ NO

Coordinates: Latitude: (if available) \_\_\_\_\_

Longitude: (if available) \_\_\_\_\_

Name of the nearest intersecting road:  
\_\_\_\_\_

Are you the current owner or tenant? \_\_\_\_\_ YES \_\_\_\_\_ NO

Name of previous owner: \_\_\_\_\_

Estimated distance (in feet) between the closest intersecting road and your driveway: \_\_\_\_\_

As seen from the house facing the road:

Nearest residence on left: (Name) \_\_\_\_\_ (House No.) \_\_\_\_\_

Nearest residence on right: (Name) \_\_\_\_\_ (House No.) \_\_\_\_\_

Residence across road: (Name) \_\_\_\_\_ (House No.) \_\_\_\_\_



***Rough Property Sketch***

Please provide a rough sketch of the area to include the following:

- a) Location of your home (or proposed home) and new or existing driveway.
- b) The closest intersection to your driveway and the distance between them.
- c) The location of the nearest neighbors and their house numbers.
- d) Distance (in feet) between nearest neighbors' driveways and your driveway.

You may do so by using the box below to draw in or by going to the [Union County Online Map](#) to download a map of your property to draw on and attach to the previous request information.

Addresses are determined by the location of your driveway if the structure is not visible from the road. Remember to measure all distances in feet and try to draw the map as accurately as possible. Driveway distances are very important to the addressing process. Please attempt to provide the most accurate measurements possible.

Should you have any questions please contact the GIS Department or you can e-mail me at [sreese@unionco.org](mailto:sreese@unionco.org). Please allow 7-10 days for all requests.

Susan Reese  
Union County GIS Department