



**LYCOMING COUNTY  
DEPARTMENT OF PUBLIC SAFETY**

542 County Farm Road, Suite 101  
Montoursville, Pa 17754-9621

(570) 433-4461  
(570) 329-4061  
PA Only: 1-800-433-9063  
Fax: (570) 433-4435  
[www.lyco.org](http://www.lyco.org)

John D. Yingling  
Director

Connie J. Turner, Manager  
9-1-1 Communications, Deputy Director

Richard A. Knecht, Manager  
Emergency Management Agency

Wendy S. Hastings, Program Manager  
Lycoming, Tioga, & Sullivan  
Emergency Medical Services

Ted Kriner, Chief Planner  
Hazardous Materials

Dear Applicant:

To obtain an address, please provide the information that is requested below and return this completed form with the diagram of the parcel that has a line for the driveway and an X where the house will be using email to [bvancampen@lyco.org](mailto:bvancampen@lyco.org) or regular mail to:

DEPARTMENT OF PUBLIC SAFETY  
COUNTY OF LYCOMING  
ATTN: **BILL VAN CAMPEN**, 911 ADDRESSING COORDINATOR  
542 COUNTY FARM RD STE 101  
MONTOURSVILLE, PA 17754-9960  
[bvancampen@lyco.org](mailto:bvancampen@lyco.org)

**It is very important that you provide as much of the information requested as possible and please be sure to neatly print all information.** If you have questions, please call 329-4746. Your address will be assigned within 10 working days from the day we receive your information. This new address will be mailed to the address that you list below. If there is a question about the information that you have provided, we will call you immediately. Thank you for your assistance.

COMPLETE NAME \_\_\_\_\_

\* CURRENT \* MAILING ADDRESS \_\_\_\_\_

IN ORDER TO KEEP OUR 9-1-1 RECORDS ACCURATE, PLEASE ANSWER THE FOLLOWING QUESTIONS:

DO YOU CURRENTLY RENT OR OWN YOUR HOUSE?  RENT  OWN

IF YOU OWN, WILL YOU SELL OR KEEP YOUR CURRENT RESIDENCE?  SELL  KEEP

WHAT IS YOUR CURRENT RESIDENCE PHONE NUMBER WITH AREA CODE? \_\_\_\_\_

WILL YOU USE THIS SAME PHONE NUMBER AT YOUR NEW LOCATION?  YES  NO

IF YOU WILL BE GETTING A NEW PHONE NUMBER, PLEASE CALL US AFTER YOU RECEIVE THE NEW NUMBER AT 570-329-4746 OR TOLL FREE AT 800-433-9063 ext.4746.

WHAT IS YOUR WORK OR DAYTIME NUMBER WITH AREA CODE? \_\_\_\_\_

TOWNSHIP (OF NEW ADDRESS REQUESTED) \_\_\_\_\_

NAME OF ROAD THAT WILL PROVIDE ACCESS TO NEW ADDRESS

PARCEL NUMBER (IF KNOWN) \_\_\_\_\_

**IF YOU HAVE RECENTLY PURCHASED A PARCEL OF LAND, PLEASE PROVIDE THE NAME OF THE PERSON YOU PURCHASED THE LAND FROM.**

THE NAME AND ADDRESS OF THE PROPERTY THAT IS NEXT TO OR ACROSS THE STREET FROM YOUR NEW PROPERTY (TO HELP LOCATE YOUR PROPERTY)

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DESCRIPTION OF WHAT NEW STRUCTURE WILL LOOK LIKE (IF NOT BUILT) OR WHAT IT DOES LOOK LIKE (IF ALREADY BUILT)

EXAMPLES (COLOR, 1 STORY, 2 STORY, TRIM COLOR)

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**IF THE STRUCTURE IS NOT YET BUILT THEN THERE MUST BE A DEFINITIVE MARKER WHERE THE STRUCTURE WILL BE LOCATED**

EXAMPLES (STAKES IN THE GROUND, DIRT MOUND, ORANGE CONES)

**\*\*\*\*PLEASE NOTE THAT IF THE SITE IS NOT SUFFICIENTLY MARKED, THEN RECEIVING YOUR ADDRESS COULD BE DELAYED. \*\*\*\***

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WILL THERE BE A DRIVEWAY? IF SO, APPROXIMATELY HOW LONG WILL THE DRIVEWAY BE?

**\*\*\*\*PLEASE NOTE THAT IF YOUR NEW DRIVEWAY EXCEEDS 2,640 FEET (ONE HALF MILE) OR HAS 3 OR MORE INHABITABLE STRUCTURES (OR MAY IN THE FUTURE) LOCATED ON IT THEN IT WILL REQUIRE A PRIVATE ROAD NAME.**

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WILL THERE BE ANY NEW ROADS CONSTRUCTED THAT WILL (OR COULD IN THE FUTURE) PROVIDE ACCESS TO THREE OR MORE INHABITABLE STRUCTURES? IF SO, PLEASE PROVIDE AN ACCURATE MAP OF WHERE THIS NEW ROAD WILL BE CONSTRUCTED. ALL NEW PRIVATE AND PUBLIC ROADS MUST BE NAMED. ADDITIONAL INFORMATION WILL BE PROVIDED AT A LATER DATE.

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IF THIS IS A NEW DEVELOPMENT, WHAT IS THE NAME OF THE DEVELOPMENT?

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**\*\*\*\* YOU MUST INCLUDE A DIAGRAM OF THE PARCEL WITH A LINE INDICATING**

**\*\*\*\* THE LOCATION OF THE DRIVEWAY AND AN X WHERE THE HOUSE WILL BE. \*\*\*\***

PLEASE PROVIDE ANY OTHER DIRECTIONS OR DESCRIPTIONS THAT WILL HELP US FIND THE STRUCTURE OR LOCATION THAT NEEDS AN ADDRESS

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THANK YOU FOR YOUR HELP AND CONSIDERATION IN PROVIDING YOU WITH THE MOST ACCURATE NEW ADDRESS POSSIBLE.

BILL VAN CAMPEN

LYCOMING COUNTY ADDRESSING COORDINATOR 329-4746