

# COUNTY of UNION

P E N N S Y L V A N I A

OFFICE OF GEOGRAPHIC INFORMATION SYSTEMS

---

## 911 ADDRESS APPLICATION

---

### *For Department Use Only:*

Received:	Submitted:	Assigned by:	Notified:
Date:	Date:	Date:	Date:
Initials:	Initials:	Initials:	Initials:

---

**Important Note:** A 911 address for a new structure should be obtained before making arrangements for utility services. Utility companies (telephone, electric, gas, water, and so forth) will request a 911 address for the structure served.

---

Form Completion Date: \_\_\_\_\_ Signature: \_\_\_\_\_

### **Present Mailing Address:**

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

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

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

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

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

### **Information for New Address:**

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

Property Owner (if Different from above): \_\_\_\_\_

Property Location (Municipality): \_\_\_\_\_

(Road Name): \_\_\_\_\_

If existing, who is the previous owner: \_\_\_\_\_

If existing, approx. how old is the structure: \_\_\_\_\_

If property shares existing driveway, address of shared drive: \_\_\_\_\_

### **Structure Information:**

Is the structure a:

Single | | Duplex | | Apartment | | Mobile Home | | Business | |

Other (Specify): \_\_\_\_\_

Is the structure:

Visible from the road: Y or N \_\_\_\_\_

Under Construction: Y or N \_\_\_\_\_

Fully Completed: Y or N \_\_\_\_\_

To help us locate and address your structure, please provide **names** and **addresses** or your nearest neighbors (if known):

**From your house looking toward the road.**

Nearest resident on Left                      Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Nearest resident on Right                    Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Resident across the Road                    Name: \_\_\_\_\_  
Address: \_\_\_\_\_

**Geographic Information**

Ex. (Deg Min' Sec" or Decimal Deg)

Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_

***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.

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.

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.

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.