In order to receive a physical address each applicant must provide the following information:

1. Name, present mailing address and telephone number where you can be reached weekdays between 8:00 a.m. and 4:00 p.m.

2. A sketch similar to the example shown below must be submitted. A subdivision plat may be submitted; however, the door to door measurements are still required.

3. The name and side (right/left) of the street upon which the structure will be facing. This means the front entrance. (Not the driveway leading to garage/carport, etc.) A combination of names such as corner of Church and Main is unacceptable.

4. Indicate the distance in feet from the beginning of the street to the front door of your structure. If there are several other structures near your proposed structure, the measurement should be taken from the front door of each of the numbered structures on both sides and across the street from where your structure will be placed.

5. Obtain physical address information from the surrounding structures. The minimum information required will be the OCCUPANTS NAME AND PHYSICAL ADDRESS (House Number).

6. The sketch may be drawn on the back of this form.

7. If the sketch submitted does not contain enough information to issue a physical address, it will be returned to you and you will be asked to obtain further information and resubmit the sketch.

8. Please direct all questions to Kyra Hendrix, Address Coordinator.