

903 Diamond Park, Suite 6 \* Meadville, PA 16335 \* Phone 814-724-2562 \* Fax 814-724-2563  
Email [gisaddressing@co.crawford.pa.us](mailto:gisaddressing@co.crawford.pa.us)

## **INSTRUCTIONS FOR COMPLETING THE NEW ADDRESS FORM**

The following directions have been designed to aid in the accurate completion of this form. Please print or type all information requested.

### **Application Information**

- 1. Print or type applicant's legal first name, middle initial and last name.**
- 2. Supply the telephone number at which the applicant may be currently reached.**
- 3. Supply the applicant's current mailing address, including city, state and zip code. Upon address approval, a New Address Notification Form will be sent to the applicant at this address, if an email address is not provided.**
- 4. Supply the name of the municipality (city, township, or borough) in which the new address structure is located.**
- 5. Provide an email address to expedite the delivery of your new address notification; otherwise it will be mailed to you via post office. Email addresses will not be used for any other purposes or sold.**

### **New Address Information**

- 6. Supply the name of the road or the route number that will be accessed by the new address structure. If the new structure will be located on a corner, please supply the road that will be accessed by the applicant's driveway. Also supply the phone number assigned to the new residence (if known).**
- 7. Supply the official address of the structure located nearest the applicant's new structure. The nearest addressed structure should access the same road or route number listed in Question 6.**
- 8. Supply accurate mileage between applicant's new structure and nearest structure listed in Question 7. This mileage should be as accurate as possible. General mileage may be obtained by using an automobile's odometer or tripometer to measure distance.**

9. Indicate whether a prior subdivision and/or land survey was performed at applicant's new address site. Place a check mark in the appropriate box.
10. Supply name of subdivision the applicant's new structure is located within or the name of the subdividor or landowner. (Answer only if Question 9 was Yes)
11. Indicate the type of construction of the applicant's new structure by placing a check mark in the appropriate box. Note that multiple family/site constructions must also indicate the number of families/sites to be located in the new structure. Strip malls or commercial businesses within one structure will need to be identified for each business. The purpose of this question is to determine if multiple addresses are needed. If so, please indicate the number of specific dwellings or business entities needing an address.
12. An apartment number or business office suite number is required if your address will be shared with others in the same structure.
13. Supply the parcel number, deed book/deed page number and acreage of the lot (s), if possible. Some information may be located on the applicant's deed.

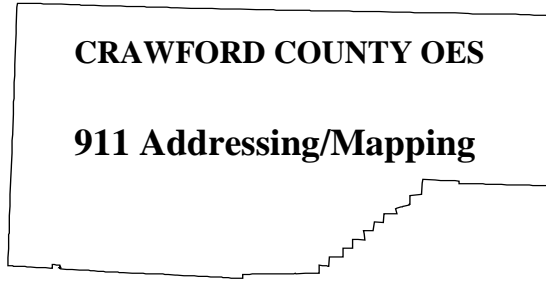
#### **New Address Location**

14. Sketch approximate location of new address structure(s) as instructed in Question 11. Please refer to the examples supplied. If further assistance is needed contact Crawford County Office of Emergency Services

**\*\*\*A New address Notification Form will be returned to the applicant and to the appropriate municipality approximately two weeks after this application is received by Crawford County Office of Emergency Services\*\*\***

**Send the completed form to the following address:**

*Crawford County Office of Emergency Services  
Attn: 911 Mapping and Addressing  
903 Diamond Park, Suite 6  
Meadville, PA 16335*



903 Diamond Park, Suite 6 \* Meadville, PA 16335 \* Phone 814-724-2562 \* Fax 814-724-2563  
 Email gisaddressing@co.crawford.pa.us

**NEW ADDRESS REQUEST FORM**

**APPLICANT INFORMATION**

1. Applicant Name: \_\_\_\_\_ 2. Current Telephone Number: \_\_\_\_\_

3. Current Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

4. Township or Borough of the new address structure: \_\_\_\_\_

5. Email Address (used to deliver new address only): \_\_\_\_\_

**NEW ADDRESS INFORMATION**

6. Name of road new structure will be addressed to: \_\_\_\_\_  
 NOTE: If located on corner, list road which driveway will access.

7. Address of nearest addressed structure: \_\_\_\_\_

8. Distance from nearest addressed structure (as precise as possible): \_\_\_\_\_  
 NOTE: Refer to Question 14, Example 1 for measurement

9. Has this address had a prior subdivision and/or land survey performed?  
 \_\_\_ No \_\_\_ Yes If yes, See Question 10

10. Name of subdivision or land owner: \_\_\_\_\_

11. Type of construction, of new address:

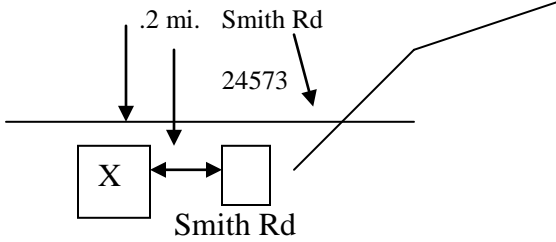
<u>Residential</u>	<u>Commercial/Manufacturing</u>
___ Single Family	___ Single Sites
___ Multiple Family	___ Multiple Sites
___ No. of Families	___ No. of Sites
___ Other	___ Other

12. Apartment number or business suite number of new address structure.  
 (Residential) Apartment Number: \_\_\_\_\_ (Business) Suite Number: \_\_\_\_\_

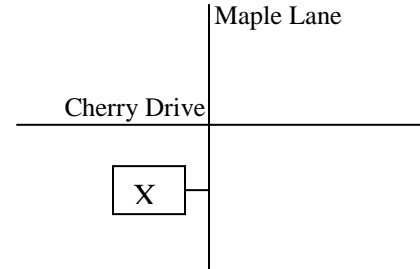
13. If known, please provide the following information.  
 Deed Book/Page Number: \_\_\_\_\_ Acreage of lot(s): \_\_\_\_\_  
 Tax Map Number: \_\_\_\_\_

**EXAMPLE 1**

This is located approx. .7 miles from Smith Rd

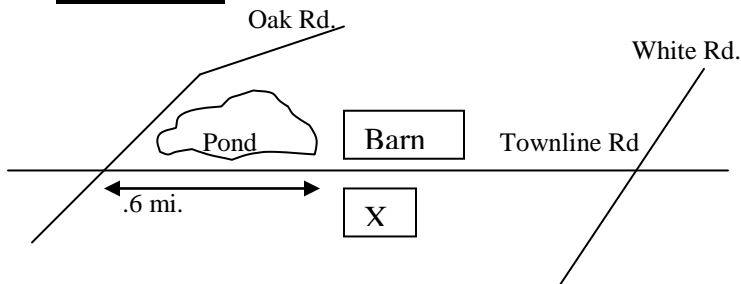


**EXAMPLE 2**



I am building on the 2corner of Cherry Dr. and Maple Ln. with the driveway onto Maple Ln.

**Example 3**



I am building right across the Road from the pond which Is next to the red barn. NOTE: Mileage needed Because pond or barn are unknown addresses

14. In the section below, sketch the approximate location of the new address on the lot(s) upon which it will be situated, showing the nearest street(s), location of the adjacent structures (if any), streams, bodies of water, or any other items that will enable Crawford County Office of Emergency Services to assign an address in a precise manor. For convenience, please refer to examples above.



Please remit this form to:

***Crawford County Office of Emergency Services  
Attn: 911 Addressing and Mapping  
903 Diamond Park, Suite 6  
Meadville, PA 16335***

Notification of a new address will be sent to the municipality listed above (Question 4) and to the applicant at the applicant's current mailing address approximately two weeks after receipt of application