

# Vernon County – Uniform Addressing System

## **Addressing Application**

*\*\*Instructions – See Page 2\*\**

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### **SECTION I** *(Applicant Use Only)*

**ADDRESS** (*check one*): Addition  Deletion  Modification

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

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

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

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Town: \_\_\_\_\_

Address Number (*if deletion or modification*): \_\_\_\_\_

Public Road Name: \_\_\_\_\_

Parcel Identification Number: \_\_\_\_\_

Legal Description: \_\_\_\_\_ 1/4 of the \_\_\_\_\_ 1/4 of Section # \_\_\_\_\_

T \_\_\_\_\_ N R \_\_\_\_\_ E or W

Type of Structure: \_\_\_\_\_

Subdivision Name (*if applicable*): \_\_\_\_\_ Lot Number: \_\_\_\_\_

Location from Roadway (*check one*): north  south  east  west

Location from Nearest Addressed Property: \_\_\_\_\_ feet  miles   
north  south  east  west  from address # \_\_\_\_\_

Specific Request Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Diagram of Structure Location in Relation to Public Road

Telephone Company: \_\_\_\_\_

Gas Company: \_\_\_\_\_

Electrical Company: \_\_\_\_\_

*I, the undersigned applicant, understand that my address will be used by, but not limited to, local emergency departments and the U.S. Postal Service. When installed, the address sign will be maintained in accordance with Vernon County Ordinance #2007-3.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### **SECTION II** *(Town Use Only)*

G.P.S. Reading (site access point): Lat: N \_\_\_\_\_ Long: W \_\_\_\_\_

G.P.S. Reading (structure point): Lat: N \_\_\_\_\_ Long: W \_\_\_\_\_

Distance Measurement: \_\_\_\_\_ feet north  south  east  west  from public road \_\_\_\_\_

Deletion/Modification Comments: \_\_\_\_\_

Number of Address Signs to Order: \_\_\_\_\_

Fees Collected (*if applicable*): \_\_\_\_\_ cash  check  Date Collected: \_\_\_\_\_

Town Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### **SECTION III** *(Facilitator Use Only)*

Assigned Address Number: \_\_\_\_\_ Road: \_\_\_\_\_ Town: \_\_\_\_\_

Deleted Address Number: \_\_\_\_\_

Comments: \_\_\_\_\_

Approval Signature: \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_

# Vernon County – Uniform Addressing System

## Addressing Application

*\*\*Instructions\*\**

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### **SECTION I (Applicant)**

*Special Note: Section I shall be completed by the person who is applying for an address number addition, deletion or modification. The applicant shall fully complete Section I of this application and submit it to their town.*

**Address:** Check the box that applies to this addressing application.

**Applicant Contact Information:** Provide the full name and the current mailing address, telephone number and email address of the person/property owner requesting an address number addition, deletion or modification.

**Diagram of Structure Location in Relation to Public Road:** Provide a diagram of the structure location as it relates the public road.

**Utility Information:** Provide the names of the telephone, gas and electrical companies for the property to be addressed.

**Town:** Provide the town name of the property to be addressed.

**Address Number:** Provide the address number only if an address number is no longer needed at a location or needs to be changed to a different number.

**Public Road Name:** Provide the public road name (not private road) that will intersect with the driveway of the property to be addressed.

**Parcel Identification Number:** Provide the parcel identification number (PIN) of the property to be addressed. The identification number can be obtained from the deed of a property sale, property tax bills or Vernon County Register of Deeds/Treasurer's Office.

**Legal Description:** Provide the legal description of the property to be addressed. The legal description can be obtained from the deed of a property sale, property tax bills or Vernon County Register of Deeds/Treasurer's Office.

**Type of Structure:** Provide the type of structure that will be located on the addressed property.

**Subdivision Name/Lot Number:** Provide the subdivision name and specific lot number of the property to be addressed if the property is part of a subdivision development.

**Location from Roadway:** Check the direction box that best fits the direction of the driveway location in relation to the public road intersection.

**Location to Nearest Addressed Property:** Provide the number of feet or miles and direction from the nearest addressed property to the property that needs to be addressed. The nearest address number shall also be provided.

**Specific Request Comments:** Provide any and all specific requests or comments relating to this application.

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### **SECTION II (Town)**

*Special Note: Section II shall be completed by the town after receiving the application from the applicant. The town shall fully complete Section II of this application and submit it to the facilitator.*

**G.P.S. Reading:** Provide the G.P.S. reading for the property to be addressed. A reading shall be taken at the intersection of the driveway and the public road (site access) and another reading shall be taken at the structure location (structure point).

**Distance Measurement:** Provide the number of feet and direction from the nearest public road (other than the public road that the driveway intersects) to the driveway of the property that needs to be addressed. The nearest public road name shall also be provided.

**Deletion/Modification Comments:** Provide any and all specific requests or comments relating to this application.

**Number of Address Signs to Order:** Provide the number of address signs that need to be ordered/installed for the property to be addressed.

**Fee Information:** Provide information on any fees that were collected relating to this application.

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### **SECTION III (Facilitator)**

*Special Note: Section III shall be completed by the facilitator after receiving the application from the town. The facilitator shall fully complete Section III of this application and forward a copy of it to the applicant, town and other departments.*

**Assigned Address Number/Public Road Name:** Provide the assigned address number, including the public road name.

**Deleted Address Number:** Provide the address number that is to be deleted and no longer valid.

**Comments:** Provide any and all specific comments relating to this application.