

County of Clarion

OFFICE OF EMERGENCY SERVICES

421 MADISON ROAD
CLARION, PENNSYLVANIA 16214

INSTRUCTIONS FOR COMPLETING THE NEW ADDRESS REQUEST FORM

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

Fee:

A \$150 deposit will be applied to all non-reimbursable 9-1-1 addresses. An example of this would be for a request where a house will not be immediately built. Once the fee is applied and the structure is built; the applicant can apply for a refund of the \$150.00. A refund form can be obtained from Clarion County OES.

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.

New Address Information

4. Supply the name of the municipality (Township or Borough) in which the new address structure is located.
5. Supply the name of the road, or the route number, which will be accessed by the new address structure. If the new structure will be located on a corner, please supply the road name which the applicant's structure faces.
6. Supply the official address of the structure located nearest the applicant's new address structure. The nearest addressed structure should access the same road or route number listed in Question 5.
7. Supply accurate mileage between applicant's new address structure and nearest structure listed in Question 6. This mileage should be accurate to the nearest 1/10 of a mile. Accurate mileage may be obtained by using an automobile's odometer or tripmeter to measure distance.
8. 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.

9. Supply name of subdivision the applicant's new address structure is located within or the name of the subdivider or landowner.
10. Indicate the type of construction of applicant's new address structure by placing a check mark in the appropriate box. Note that multiple family/site construction must also indicate the number of families/sites to be located in the new structure. Multiple commercial businesses located within one structure, such as strip malls, will need to be identified by/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.
11. An apartment number, business office suite or lot number is required and should be used if your address number will be shared with others.
12. Supply the parcel number, tax map number, deed book number and page number, and acreage of lot(s) if possible. Some information may be located on the applicant's deed.

New Address Location

13. Sketch approximate location of new address structure as instructed in Question 13. Please refer to the examples supplied on the form. Also, please respond to the additional questions asked in this section if the information is available. If further assistance is needed, contact Clarion County Office of Emergency Services, Addressing Department at (800) 791-8464 and ask for a member of the Addressing Department.
14. A New Address Notification Form will be returned to the applicant and to the appropriate municipality approximately two weeks after this application is received.

Send the completed form to the following address:

**Clarion County Office of Emergency Services
ATTN: Addressing Department
421 Madison Road
Clarion, PA 16214
Office Telephone: (814) 226-6631**