



COUNTY OF CLARION MAPPING AND GIS DEPARTMENT

330 MAIN STREET – ROOM 10

CLARION, PA 16214

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INSTRUCTIONS ON COMPLETING THE NEW ADDRESS REQUEST FORM

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

Applicant Information

1. Print or type the applicant's legal first name, middle initial and last name.
2. Supply the telephone number at which the applicant can be reached.
3. Supply the applicant's current 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 and 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 address structure should access the same road and route number listed in Question 5.
7. Provide the status of the structure whether it has been constructed or not.
8. Indicate the status of the structure by placing a check mark in the appropriate box. Has it been built, is the foundation constructed, have you already broke the ground for construction, have you marked the ground for the four corners of the structure. If none of the previous then place a stake in the ground with an orange ribbon to mark where the center of the structure will be.
9. Provide the status of the driveway whether it has been constructed or not.
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 on 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 required. If so, please indicate the number of specific dwelling or business entities needing an address.
11. Provide a survey if available and/or a print out of a Google map.
12. An apartment number, business office suite or lot number is required and must be used if your address number will be shared with others.
13. Supply the parcel number, tax map number, deed book and page number or instrument number, and acreage of lot(s). This information is located on the applicant's deed.
14. Sketch approximate location of the new address structure as instructed above. Please refer to the example supplied on the form. Also, please provide the distance between a known roadway and the structure you are requesting an address for, and the structure's center point coordinate if known. If further assistance is needed, contact Clarion County Mapping and GIS Department at (814) 226-4000 ext. 2302.

A New Address Notification Form will be returned to the applicant and to the appropriate municipality approximately two weeks after this application is received. Please submit this form to the Clarion County Mapping and GIS Department using the above listed address.