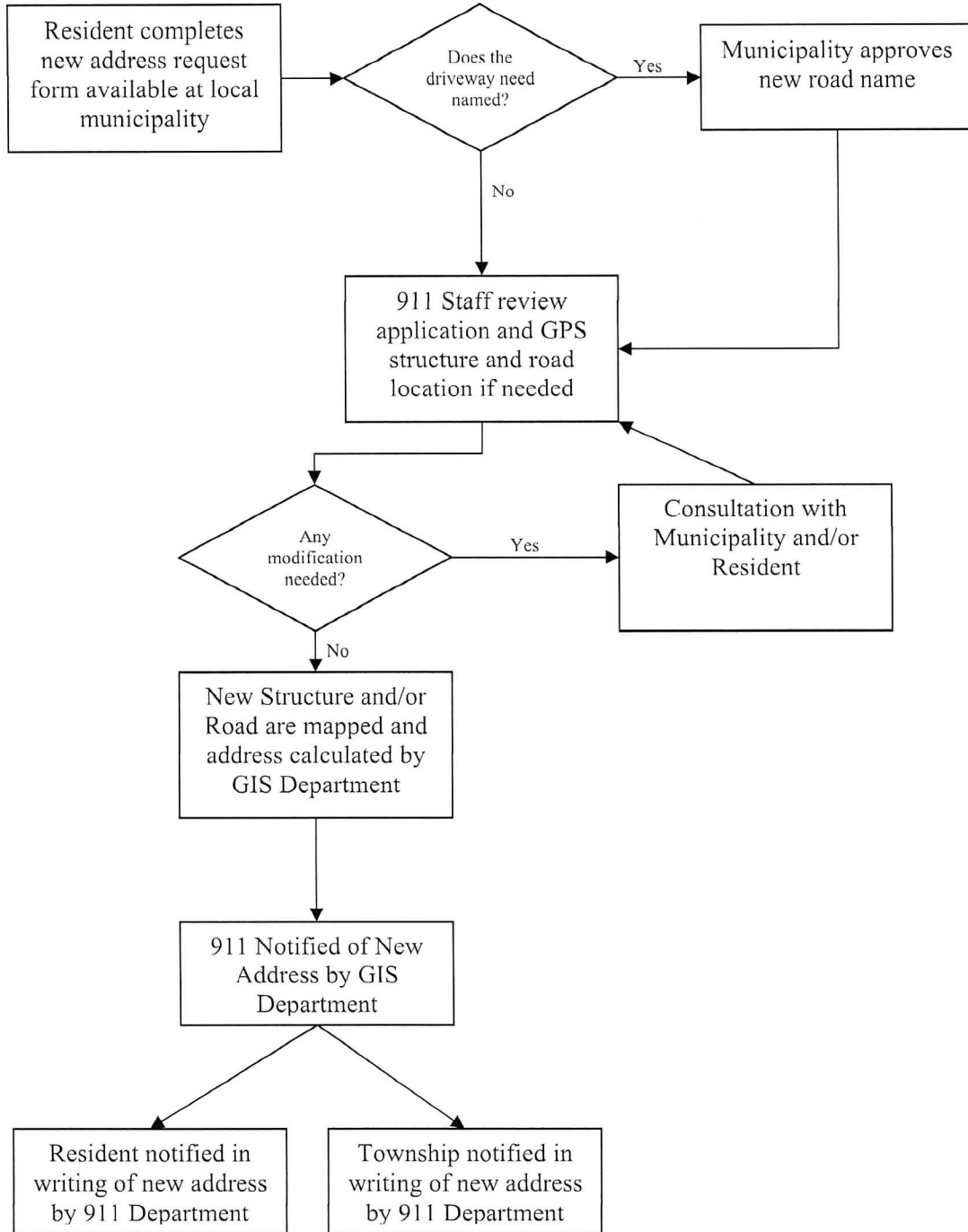


911 ADDRESS REQUEST PROCESS



911 ADDRESS REQUEST PROCESS

The intent of this document is to help clarify the process for requesting a 911 address and to point out some of the issues that may arise during the process.

Step #1: Resident requests new address from the local municipality

All new address requests are initiated by the resident requesting a “New Address Request Form” from the municipality where the new address will be located. It is important for the local municipality to be involved from the beginning of the process. This will keep the municipality informed of new development occurring as well as provide some level of control of new road names as they are needed.

Step #2: Local municipality assesses whether to name the driveway

If a new road name is not needed the municipality either faxes or mails the application to the 911 Center. A general rule of thumb to determine if a driveway needs to be named is that if there is more than one address going to access from a single driveway off of a named road then the driveway should be named. This will assist in avoiding confusion about location during an emergency response. The municipality is in the best position to assess the intent of the land owner and for catching the intent to further develop a particular piece of property. This will also assist the resident by avoiding a potential address change in the future.

Step #3: 911 Staff review application for new address

During this step 911 Staff will review the application for completion. If any clarification is needed they will contact the municipality and/or resident. 911 Staff will collect a GPS location of the new structure location. If the request involves naming a drive or the addition of a new road, 911 Staff will GPS the centerline location of the new road and any existing driveways relative to the application. The GPS information and application will then be forwarded to the GIS staff.

Step #4: GIS staff add location information to the GIS mapping system

GIS staff will convert the GPS data into the 911 GeoDatabase. The new address will then be calculated based upon the location of the driveway relative to the road that it intersects.

Step #5: GIS staff notify 911 Center of new address and/or new road data

Upon completion of the address assignment and/or new road addition, 911 Staff will be forwarded the completed Address request Form and New Address Notification Form. If a new road is created, 911 Staff will be notified of the MSAG identification information.

Step #6: 911 Center staff notify Municipality and Resident of new address

911 Staff will do any necessary updates to their local databases and notify the Municipality and Resident of the new address. The New Address Notification form will be mailed/faxed to the Resident and Municipality.



INSTRUCTIONS FOR COMPLETING NEW ADDRESS REQUEST FORM



County of Venango * MIS Department * 1174 Elk Street *
PO Box 831 * Franklin, PA 16323
Phone: 814-432-9646 * Fax: 814-432-4741

The following directions have been designed to aid in the accurate completion of this form. Please print or type all of the 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 can be 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.
4. Supply the name of the municipality (City, Township or Borough) in which the new address structure is located.

New Address Information:

5. 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.
6. 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 #5.
7. Supply accurate distances between the applicants proposed driveway location and the nearest driveway of the structure listed in Question #6.
8. Indicate whether this lot was created from a subdivision and/or whether a land survey was performed at the applicant's new address site. Place a check mark in the appropriate box.
9. Supply name of the subdivision the applicant's new structure is located within or the name of the subdividor or landowner.
10. 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 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 address are needed. If so, please indicate the number of specific dwellings or business entities needing an address.
11. An apartment number or business office suite number is required if your address will be shared with others in the same structure.
12. Supply the parcel number, tax map number, deed book number, acreage of the lot(s). Some information may be located on the applicants' deed.

New Address Location:

13. Sketch approximate location of new address structure as instructed in Question #12. Please refer to the examples supplied. If further assistance is needed contact Venango County 911.
14. A New Address Notification Form will be returned to the applicant and to the appropriate municipality within two weeks of receipt of the application by Venango County 911.

Send completed form to the following address: Venango County 9-1-1
Addressing / Mapping Dept
1052 Grandview Rd.
Oil City PA 16301



NEW ADDRESS REQUEST FORM

Venango County 9-1-1 * Addressing / Mapping Department *
*1052 Grandview Rd * Oil City, PA 16301*
*Phone: 814-677-0325 * Fax: 814-677-7459*



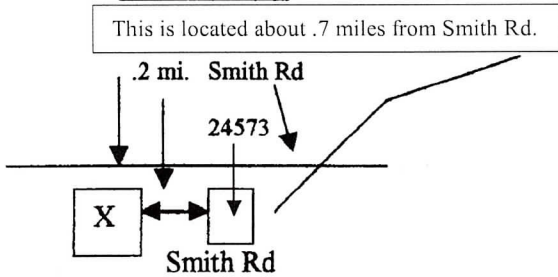
APPLICANT INFORMATION

1. Applicant Name: _____	2. Telephone Number: _____
3. Current Mailing Address: _____	
City: _____	State: _____ Zip: _____
4. Borough/City/Township of new address structure: _____	

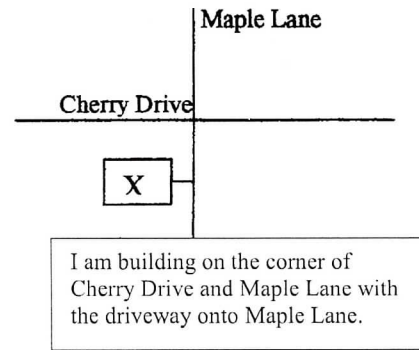
NEW ADDRESS INFORMATION

5. Name of road new structure will be addressed to: _____ NOTE: If located on a corner, list road which driveway will access.	
6. Address of nearest addressed structure: _____	
7. Distance from nearest addressed structure driveway and proposed structure driveway: _____ NOTE: Refer to question 13, Example 1 for measurement.	
8. Was this address created from a subdivision and/or was a land survey performed? ___ No ___ Yes If yes, complete question #9.	
9. Name of subdivision or land owner: _____	
10. Type of construction, of new address:	
<u>Residential</u> ___ Single Family ___ Multiple Family ___ Number of Families ___ Other	<u>Commercial/Manufacturing</u> ___ Single Sites ___ Multiple Sites ___ Number of Sites ___ Other
11. Apartment number or business suite number of new address structure. Apartment Number: _____ Suite Number: _____	
12. If known, please provide the following information. Parcel Number: _____ Deed Book Number: _____ Tax Map Number: _____ Acreage of lot(s): _____	

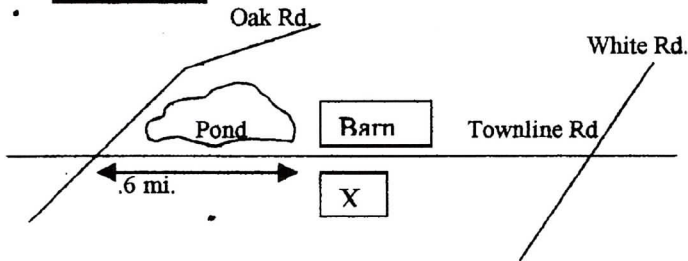
EXAMPLE 1



EXAMPLE 2



Example 3



I am building right across the road from the pond which is next to the red barn. NOTE: A footage measurement is needed because the pond and/or barn are unknown addresses.

13. 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 streets, location of adjacent structures (if any), streams, bodies of water, or any other items that will enable Venango County 911 to assign an address in a precise manor. For convenience, please refer to the examples above.



14. Please remit this form to:

*Venango County 9-1-1
1052 Grandview Rd.
Oil City, PA 16301
jdolby@co.venango.pa.us*

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 the application.