



## APPLICATION FOR NEW 9-1-1 ADDRESS

### Lawrence County Department of Planning & Community Development

430 Court Street, New Castle, PA 16101

724-656-1907 724-656-2151(fax)

[amiller@lawrencecountypa.gov](mailto:amiller@lawrencecountypa.gov)

Full Name of Applicant	
Current Mailing Address of Applicant (Where Notification will be mailed)	
Phone Number(s) of Applicant	
Fax or E-Mail Address of Applicant	

**ADDRESSING LOCATION INFORMATION:**

Township, Borough or City of New Address	
Year the structure built was/will be constructed	
Road that the <i>driveway</i> connects with	
Road the structure will face if a corner lot	
Closest intersecting road	
Distance between closest intersecting road and your driveway (in feet)	
Previous property owner (if known)	
Tax Parcel Number ( <i>obtain from Lawrence County Tax Assessor office 724-656-2176</i> )	
As seen from the house facing the road (your back to the house):	
Nearest residence on left	Name: _____ Address: _____
Nearest residence on right	Name: _____ Address: _____
Nearest residence across road	Name: _____ Address: _____

**REQUIRED INFORMATION: We are unable to process requests without this information.**

Building Permit No. (attach copy):	Residential:	Comm./Ind./Other:
Deed or Lease (attach copy):	<input type="checkbox"/> Single Family	<input type="checkbox"/> Single Site
Required Documents where applicable (including compliance with PA MPC, Flood Plain Management Act, Stormwater Management Act, etc., copies must be included with application):	<input type="checkbox"/> Multiple Family	<input type="checkbox"/> Multiple Site
	_____ # of Units	_____ # of Units
	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____

**Applicant must also submit an accurate map of your proposed location, roadways, driveways and neighboring structures with this application.**

**Notice to Applicant:**

- (1) The Department does not handle addressing request via phone or in person.
- (2) All addressing requests are on a first come, first serve basis. Requests can take 2 weeks to process.
- (3) ***A \$75 Deposit is required for all applications.*** The deposit can be refunded if field verification is not required.
- (4) A New Address Notification Letter will be returned to the Applicant, the appropriate Municipality, and the USPS.
- (5) ***Addresses are subject to change.***

**Lawrence County Department of Planning & Community Development USE ONLY**

Date Application Received:		Municipality:	
Field Verification Date:		Verified By:	
Address Assigned:		Date:	
Date Entered Into MSAG:		Entered By:	
GPS / LATLONG:			
Comments:			