

# Oneida County Address Application

(See Page 2 for Instructions)

## Office Use Only

- Building Site  
 Existing Dwelling

Municipal Township \_\_\_\_\_  
Driveway Permits Required? YES NO Permit # \_\_\_\_\_

## Contact Information

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Landowner's Name (if different): \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Driveway Information

Parcel # \_\_\_\_\_ Road Name: \_\_\_\_\_ Side of Road: N S E W  
Section: \_\_\_\_\_ Town: \_\_\_\_\_ Range: \_\_\_\_\_ Forty or GL #: \_\_\_\_\_  
Subdivision Name: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_  
Address and distance (nearest 10'), each way, from your driveway to nearest neighbor driveway(s) or distance to nearest intersection, whichever is closest:  
Neighbor 1 Address: \_\_\_\_\_ Distance: \_\_\_\_\_ Direction: \_\_\_\_\_  
Neighbor 2 Address: \_\_\_\_\_ Distance: \_\_\_\_\_ Direction: \_\_\_\_\_  
OR Nearest Intersection 1: \_\_\_\_\_ Distance: \_\_\_\_\_ Direction: \_\_\_\_\_  
OR Nearest Intersection 2: \_\_\_\_\_ Distance: \_\_\_\_\_ Direction: \_\_\_\_\_

## Building Information (if different from driveway)

Building Type: \_\_\_\_\_ Pin #: \_\_\_\_\_  
Section: \_\_\_\_\_ Town: \_\_\_\_\_ Range: \_\_\_\_\_ Forty of GL #: \_\_\_\_\_  
Subdivision Name: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

## Sketch:



If any of the information provided on this form is found to be incorrect you may be required to change your address.  
The information presented above is accurate to the best of my knowledge.

Name, Printed: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Office Use Only

Received By: \_\_\_\_\_ Date: \_\_\_\_\_  
Address Assigned: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_  
Field Verified By: \_\_\_\_\_ Date: \_\_\_\_\_ Address Compliant? \_\_\_ Yes \_\_\_ No

## Instructions

### Contact Information

1. *Applicants* - Give your name and present phone and address information.
2. *Land Owners* - Give the owner's name, phone and address information if it differs from the Applicant's info.

### Driveway Information (most of the following information can be obtained from your tax bill)

1. *Parcel #* - Give the Parcel Identification Number for the parcel of land containing the intersection of the driveway and the road.
2. *Road Name, Side of Road* - Give the road name and circle the side of the road that the driveway is on.
3. *Section, Town, Range Forty or GL #* - Give the Section, Town, Range and the forty or GL # (NWSE, GL 3, etc.) where the driveway/road intersection is located.
4. *Subdivision Plat Name, Lot, Block* - Specify the lot, block and subdivision name of the driveway parcel if applicable.
5. *Neighbors and Intersections* - Give the address, distance and direction to the nearest neighbors' driveways or nearest intersection (whichever is closest), **on either side of the road, measured along the road, both directions.**

### Building Information

1. *Building Type* - Give the addressed building type (house, commercial building, etc.).
2. For the rest of the fields, use instructions 1 through 5 from the driveway information section above. It is only necessary to fill out The fields that differ from the information for the driveway.

### Sketch - Please draw a sketch of your property as accurately as possible. This sketch should show the following items:

1. Features (existing roads and buildings) including the distance between your primary structure and the driveway/road intersection point.
2. Driveway information (The driveway and driveway/road intersections for you and your nearest neighbor's/road intersection).
3. Miscellaneous information (North arrow required), labels, explanatory text, etc.

### Example Sketch:

