



## ADDRESS REQUEST APPLICATION

*(Drop this off with the Building Permit paperwork if pulling a permit for new construction or creation of a new unit or demolition)*

There are directions printed on the reverse side of this form. If you have received a copy without them, please ask for a new copy.

### 1. WHERE IS YOUR PROPERTY LOCATED?

Parcel ID Number \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Subdivision & Phase/Unit \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_

### 2. WHAT TYPE OF WORK ARE YOU DOING?

(select one from this group) SFR Mbl/Mfg Home Commercial Bldg Vacant Other \_\_\_\_\_

(select one from this group) NEW REPLACEMENT\* RENOVATION

\*List the former structure's address here \_\_\_\_\_

Resident name \_\_\_\_\_ Structure Phone # \_\_\_\_\_

If the property is being demolished, will a new structure be built in the future? \_\_\_\_\_

### 3. SITE PLAN INFORMATION: SITE PLAN MUST BE COMPLETE, NO EXCEPTIONS

All structures must be indicated. All addresses must be identified for existing structures. All roads bordering your property must be identified. Indicate front door. The property dimensions indicated on your site plan must match your legal description. (If you only have a part of the parcel above, include a copy of your deed)

What road does your driveway access? \_\_\_\_\_

\_\_\_\_\_ Structure is 50' or more from frontage road OR

\_\_\_\_\_ Access to, or vision of, front door is/will be obstructed in some way (fence, ditch, etc.) OR

\_\_\_\_\_ Corner lot - **Which** street does your *front door* face? \_\_\_\_\_

### 4. MAIL THE INFORMATION TO THE FOLLOWING ADDRESS:

**I CAN BE REACHED BY PHONE M-F 8-5**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

**NOTE:** Incomplete or illegible items delay address processing and may result in permit hold, c/o hold, non-issuance or change of address for your structure.

5. OFFICE USE ONLY ARN# \_\_\_\_\_ Work Type \_\_\_\_\_ By \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ MMV \_\_\_\_\_

Community \_\_\_\_\_

Letter Type (R / C / V / T) \_\_\_\_\_ MapUsed \_\_\_\_\_

# HOW TO COMPLETE THE ADDRESS APPLICATION

## Section 1- Fill in all blanks in this section

A copy of the site plan is required to plot **every** legal description supplied. If it DOES NOT match, an effort to contact you by phone will be made. If unsuccessful, notes and/or a permit hold will be placed against the permit.

If replacing a home or your present address needs verification, all current phone numbers assigned to that structure **MUST** be listed.

## Section 2 - Check one work type option **AND** one structure type

Identifying structure type is how your address is referenced. This also prevents duplicate addressing and re-addressing of structures or parcels where the address is already known. Indicate if a NEW structure is being added or an existing one is being REPLACED.

If “other” is selected, identify what type of work is being done (well, electric, pole barn)

## Section 3 - The site plan must be complete to receive a Marion County 9-1-1 Management sign off

- Indicate all streets surrounding your property
- Indicate the FRONT of your structure
- Show all structures (barns, apartments, guest houses, etc)
- Your property dimensions **MUST MATCH** your legal description of current record
- If there is a change in your legal, include a copy of your deed, showing the new legal

*Note: The site plan may be hand-drawn to scale. A copy may be printed from the property appraiser's website, using the “Map It” tool: [www.pa.marion.fl.us](http://www.pa.marion.fl.us)*

## Section 4 - Complete return/mailing information

All contact information must be completed, including your name, company name, full address (city, state, zip code). *Include your phone number in case there are questions regarding the application*

## Section 5 - Leave this entire section blank

The last section is for our office use only. It will be filled in Marion County 9-1-1 Management.

If you have any questions, please call Marion County 9-1-1 Management at (352) 671-8460.