

INSTRUCTIONS

1. Fill out as many of the numbered lines as you can. If you do not know the information for lines 6,7 or 10, leave them blank.
2. Please write legibly. We cannot return your address form to you if we cannot read your contact information.
3. **Lines 1, 2, 3 and 9 MUST BE COMPLETED. Without this information, we will not process your application for a new address.** You can use the measurement tool on the Henry County GIS Parcel Map to aid you in completing #9. See example sheet for more information.
4. Please attach a copy of your property Survey and Legal Description. If this is not available, provide a GIS map copy with the proposed location of your driveway clearly indicated. If all else fails, you are welcome to sketch out your property on the application itself, to include the proposed driveway location and all roads clearly marked.
5. If you have any questions at all, please do not hesitate to contact the Engineer's Office. We are happy to help!

HENRY COUNTY ENGINEER

APPLICATION for RURAL ADDRESS NUMBER

1. Name of Applicant: _____

2. Phone & Email: _____

3. Owner (If different than applicant): _____

4. Address of Owner: _____

5. Parcel Number: _____

6. Township: _____

7. Section: _____

8. Structure Will Front what road? _____

9. # of Feet North or West of closest Road Intersection/Section Line to center of proposed driveway: _____

of Feet from a property boundary line to the center of proposed driveway: _____

Type of Structure

12. Single Family Dwelling (Y/N): _____

13. Other: _____

14. Will new structure be located behind, or in front of, an existing structure? : _____

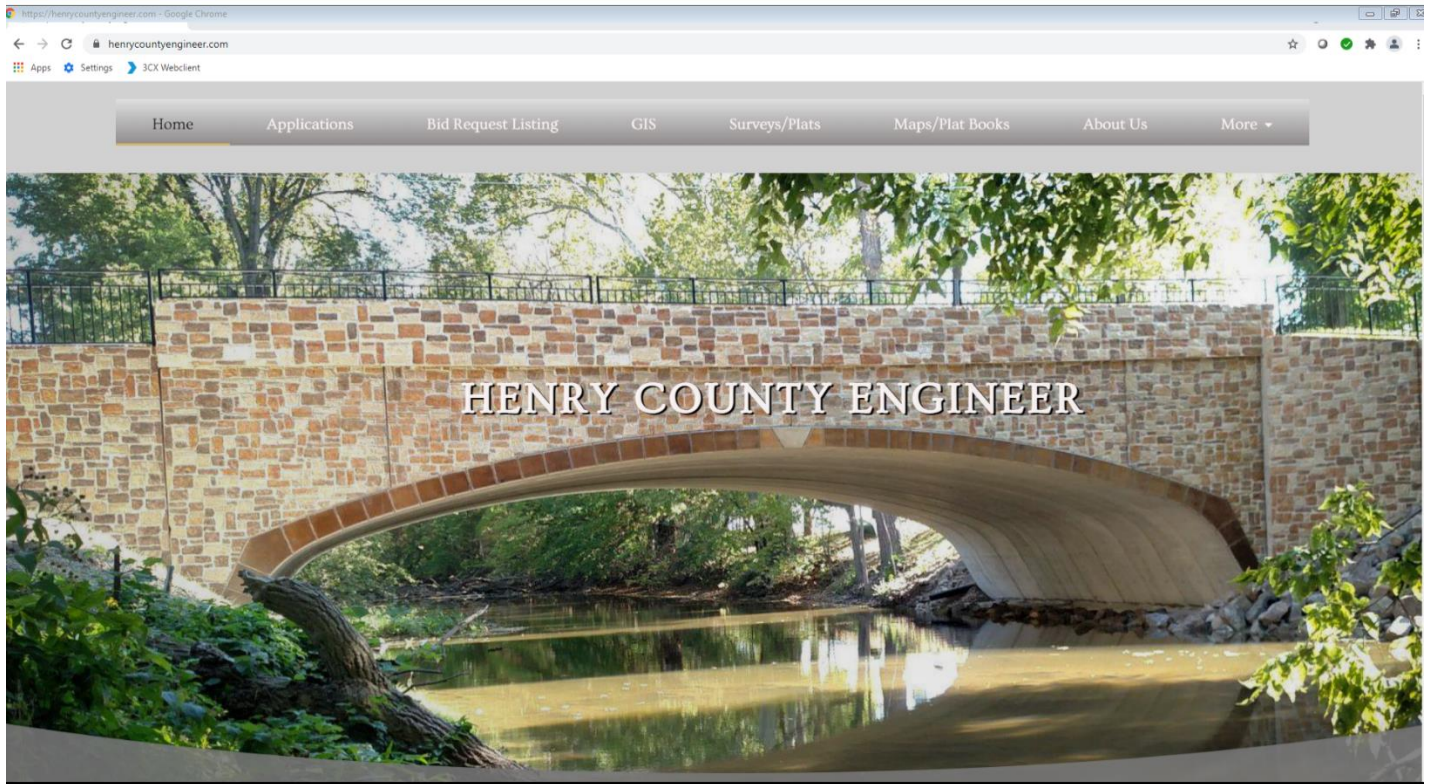
15. If yes, what is the address of the existing structure? _____

Property Sketch

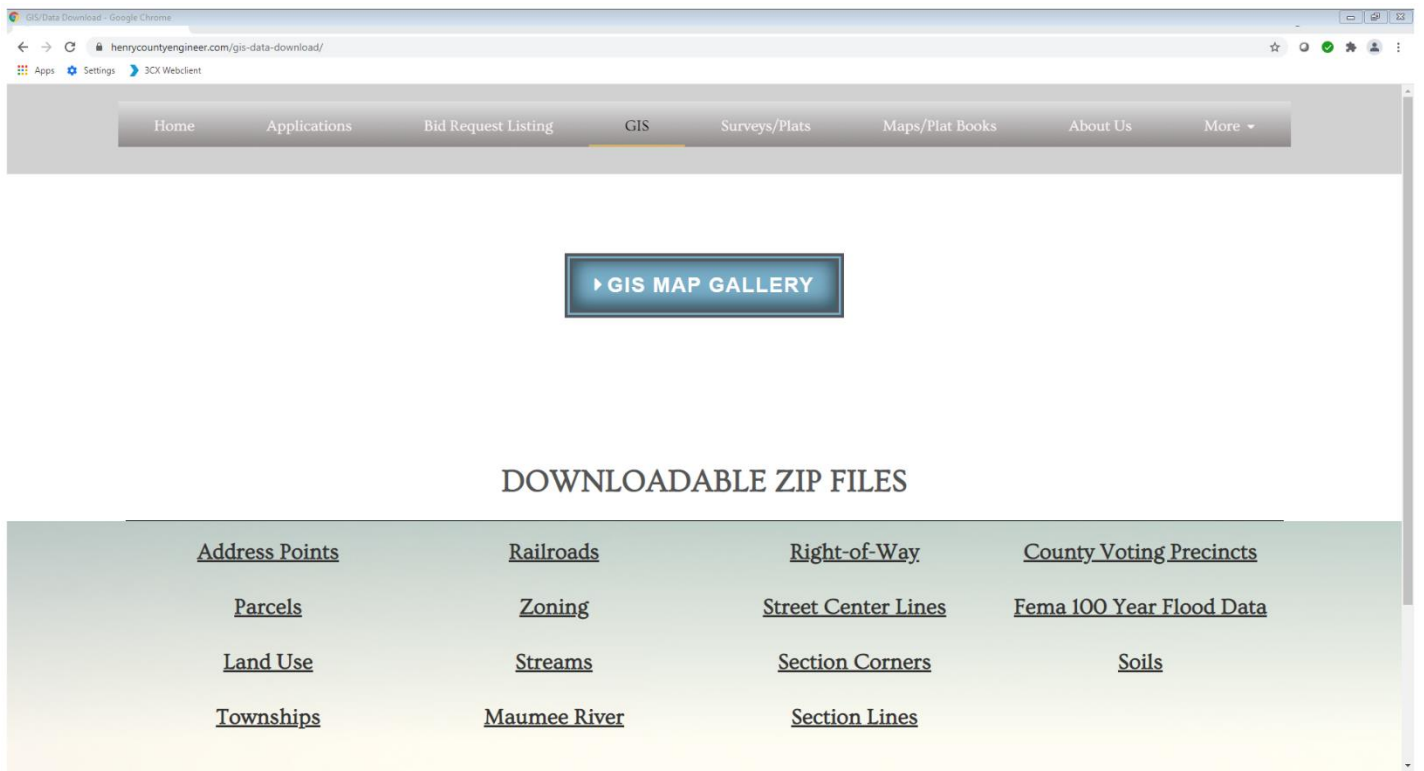
Your House Number is:

EXAMPLE SHEET

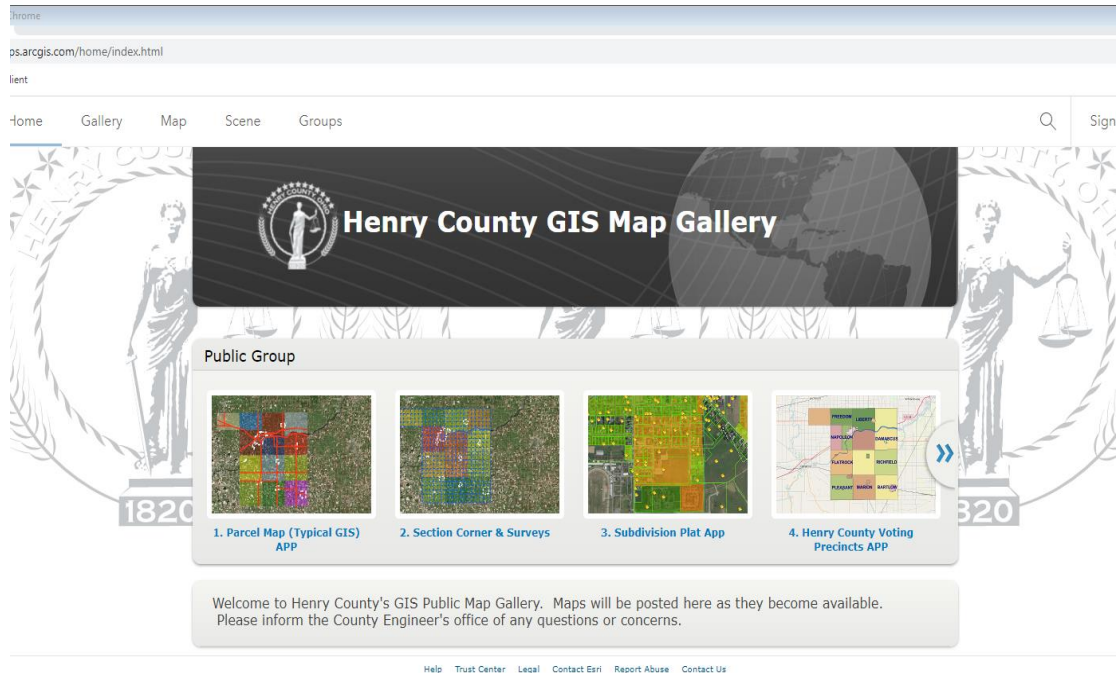
1. To complete #9, navigate to the Henry County GIS Map Gallery by visiting the Henry County Engineer's website at henrycountyengineer.com. Click on the "GIS" tab at the top of the Home page.



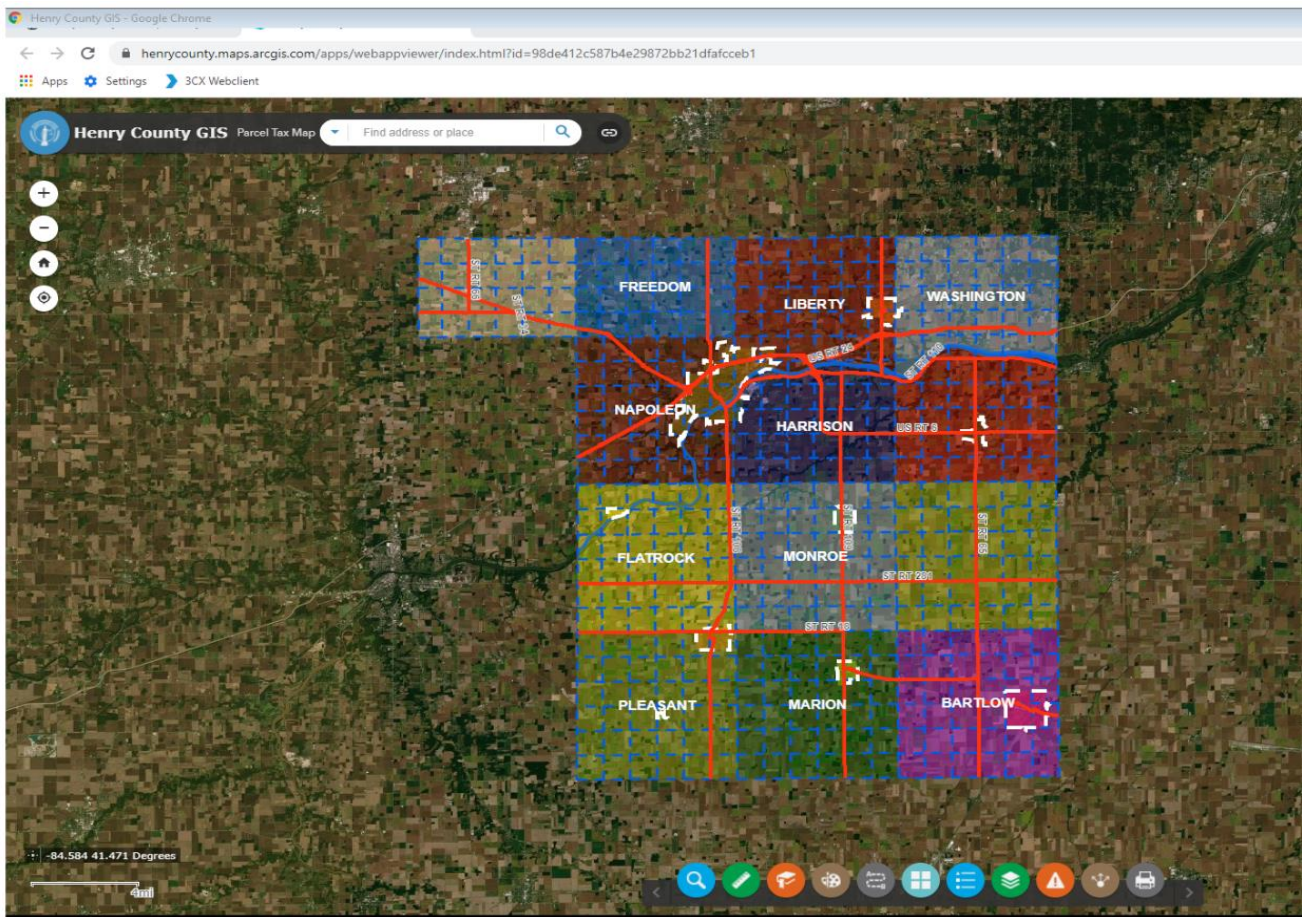
2. Click on the "GIS Map Gallery" icon.



3. Once loaded, choose the Parcel Map (Typical GIS) App



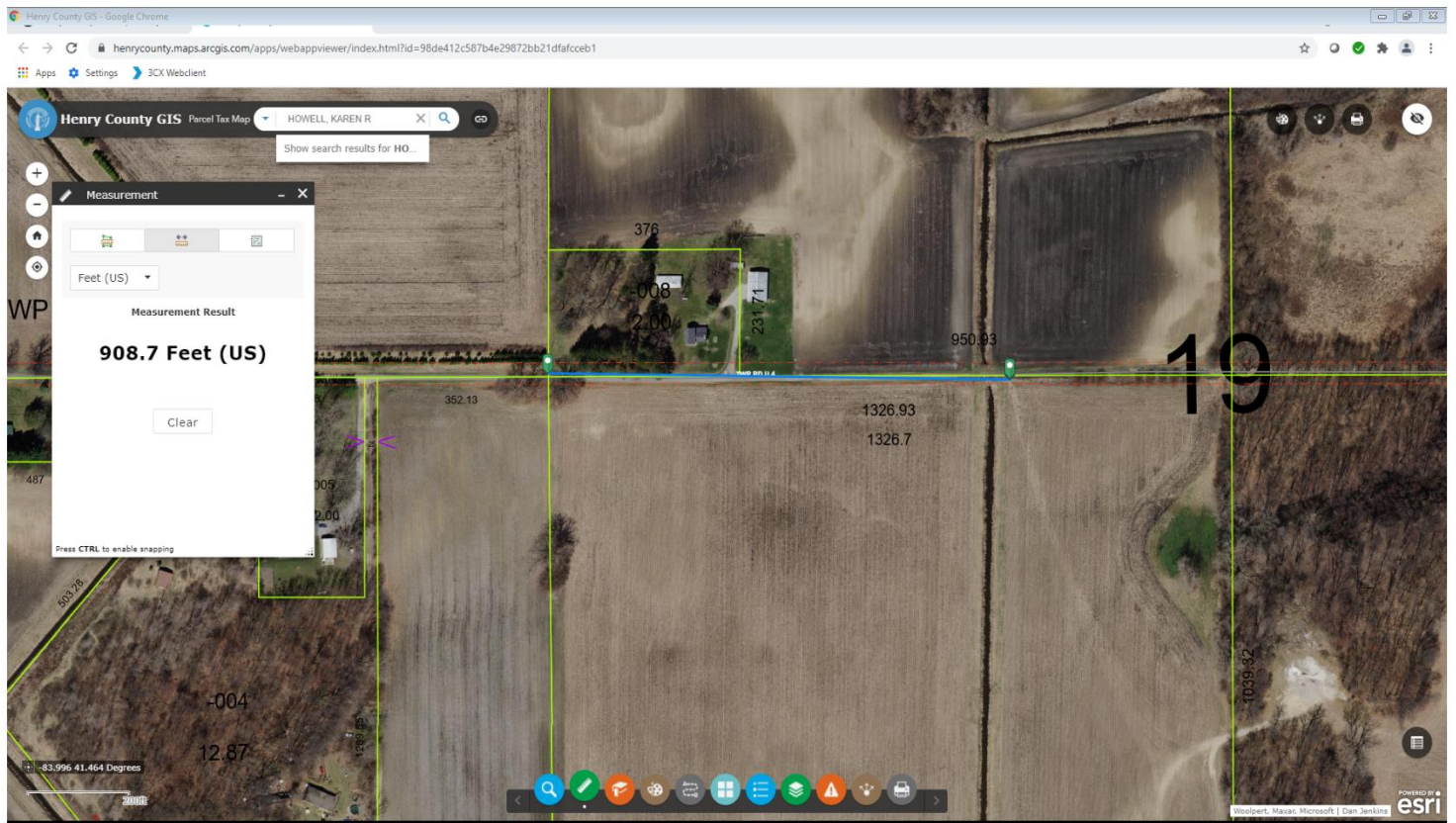
4. Search for your property in the top left-hand corner. This can be done by address, name or parcel number.



- Once you have located the property, click on the green ruler icon at the bottom of the page. Measure from the Section Line, or Intersection, of the closest known NORTH or WEST road, to the center of your proposed driveway. For this example, Line #9 (first option) would read: 3,078.9 feet WEST of the Section Line of County Road 6.



6. You can also measure from the property boundary line to the center of the proposed driveway. For this example, Line #9 (second option) would read: 908.7 Feet EAST of the WEST property boundary line.



PLEASE NOTE: If you decide to change the location of your proposed drive, please contact our office immediately. The change could potentially affect your house number!

If you have any questions, or concerns, with this step, please contact our office for guidance 419-592-2976.