

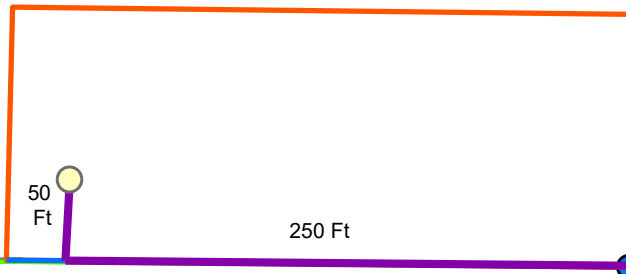
## Instructions for completing your Request for New Address Form.

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, you can leave them blank.
2. Please write legibly. We cannot return your address form to you if we cannot read you email address or contact you with questions if we cannot read your phone number.
3. Please review example sheet 2 to help understand what is needed to complete line 9.
4. **Line 1,2 ,3 & 9 must be completed, or we cannot process your request for a new address.** This is the most important information we need to complete the application.
5. If you have questions, feel free to call us for help. 419-592-2976

Instruction to complete Line 9.

\*\*There are two methods you can use to get this measurement.

1. The distance from the road intersection or section line to the center of where your new drive will be located.
2. The distance from one of your parcel boundaries to the center of where your new drive will be located.
3. See examples below of both types of distance measurements we can use.



Example for East West Road

The distance to the center of the new drive is 250 feet.

Example 1 - Line 9 should say 250 ft west of Co Rd 7 or section line 7 if there is no road.

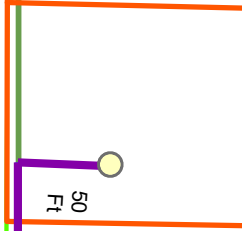
Example 2 - 50 ft east of the west boundary of the parcel.

Either method would be acceptable.

CO RD 7

500 Ft

CO RD G



Example for North South Road

The distance to the center of the new drive is 500 feet.

Example 1 - Line 9 should say 500 ft north of Co Rd G or section line G if there is no road.

Example 2 - 50 ft north of the southern boundary of the parcel. Either method would be acceptable.

HENRY COUNTY ENGINEER

APPLICATION for RURAL ADDRESS NUMBER

1. Name of Applicant: \_\_\_\_\_

2. Contact Information:  
(Phone/Email Address) \_\_\_\_\_

3. Owner (If Different): \_\_\_\_\_

4. Address of Owner: \_\_\_\_\_

5. (If Different) \_\_\_\_\_

6. Township: \_\_\_\_\_

7. Section: \_\_\_\_\_

8. Structure Fronts  
Road: \_\_\_\_\_

**9. Distance North or  
West of Road  
Intersection/Section  
Line or Parcel  
Boundary:** \_\_\_\_\_

10. Frontage (In Feet): \_\_\_\_\_

11. Lot Area (Sq. Feet) \_\_\_\_\_

**Type of Structure**

12. Single Family: \_\_\_\_\_

13. Other: \_\_\_\_\_

14. Is Structure Located Behind or in Front of Existing Structure?:

\_\_\_\_\_  
If Yes, What Is The Address of The Existing Structure?:

\_\_\_\_\_  
Attach Property Survey and Legal Description:  
If Not Available, Furnish Property Sketch With  
Dimensions and Location of Structures.  
For Other Than Single Family Structures

**Property Sketch**

**Your House Number Is:**

\_\_\_\_\_