



APPLICATION FOR ADDRESS

ALLEN COUNTY ENGINEERS OFFICE
1501 N. SUGAR STREET
LIMA, OHIO 45801-3136
PHONE: (419) 228-3196 FAX: (419) 227-2920

The Allen County house numbering system is based on a grid system. House numbers correspond to a specific grid location determined by where the driveway enters the road. In order to ensure sequential numbering now and in the future it is extremely important that our office be able to accurately identify the exact location of the driveway to which the house number will be associated. Please keep this information in mind, while filling out this address request form, providing as much detail as possible.

By obtaining this address for a new or existing property and if it is along an Allen County Road, you understand the following: That any further development of this property within the county road right-of-way may require the need for one or more of the following permits from this office:

- Access Permit:** For roads that fall under the Allen County Access Management Plan
- Driveway Permit:** Installation of a driveway
- Construction within the Road Right-of-Way Permit:** Tapping into the roadside drainage tile or a catch basin within the road right-of-way. Construction work consisting of bore pits or trenching within the road right-of-way.

If the address is along any Township Road, contact that Township to verify any additional permits that may be necessary.

Requirements to obtain an address for properties not in subdivisions:

1. Must be the present owner of the property
2. Must have an approved survey of the property
3. Must have the measurement from one of the property lines along the road frontage to the center of the driveway
4. It is required that a stake be driven at the centerline of the driveway location
 - * Adding colored material will increase visibility.
 - * The stake will assist in locating the driveway to size the drive pipe, when a driveway permit application is filed.

I/We have read and understand the above information and agree to comply with all the conditions, restrictions and regulations of the Allen County Engineer and the Township

(Please Print)

Printed Name of Property Owner Printed Name of Property Owner's Representative

Mailing Address: _____
(Street) (City) (State) (Zip Code)

Phone #: (____) _____ Fax #: (____) _____

Email: _____

Survey Submitted Parcel # (or out of parcel #): _____

Address is for what type of construction or building: _____

Township Name: _____ Road Name: _____ Side of Road (N S W E)

Driveway site description (Note: changing the location of the driveway will necessitate changing the address):

Description of identification aid marking driveway (see above requirement): _____

Measurement in feet from one of the property lines along the road frontage to center of driveway:

_____ from _____ property line along _____
Feet N - S - W - E Road

Signature of Property Owner Date

OFFICE USE ONLY

Address Assigned: _____

Assigned By: _____ Date
Karen Brenner