

CLINTON COUNTY ADDRESS APPLICATION

ONLY COMPLETE THIS FORM IF YOU ARE REQUESTING

A NEW ADDRESS

Clinton County Addressing - Jay Donnelly

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email - addressing@clintonco.illinois.gov

Complete this form and return it to the Addressing Coordinator by email or USPS. mail, 850 Fairfax St, Room 124, Carlyle, IL. 62231. **Failure to complete this form may result in delays, if you need help please call the above number.**

1. Date: ____ / ____ / ____

Your current contact information:

2. Last Name _____ First Name _____ MI _____

Business or Corporation _____

3. DOB ____ / ____ / ____

4. Drivers License or State ID Number _____ State Issued _____

5. Street Address _____

6. City _____ State _____ Zip Code _____

7. Home Phone Number (____) ____ - _____

8. Cell Phone Number (____) ____ - _____

9. Work Phone Number (____) ____ - _____

Information Needed For Your New Address:

10. Parcel Identification Number (PIN): ____ - ____ - ____ - ____ - ____ was it split Yes ____ No ____ is this parcel owned by you? If not please provide name and contact information of owner in the comments section below.

11. Subdivision name with lot number, if there is one: _____

12. Road name driveway intersects _____

13. Road name of nearest crossroad _____

14. What side of the road is your new building on? (N, S, E, or W) _____

15. Can your new building be seen from the road? Yes ____ No ____

16. Is this structure a home ____, mobile home ____, clubhouse ____, storage building ____, business ____, office ____, tower ____, other, (describe) _____?

17. Is structure planned but not constructed ____, under construction ____, or existing ____?

18. Will your new structure share a driveway with another structure? Yes ____ No ____

19. If your new structure shares a driveway with another structure, what is the existing structure's 9-1-1 address? _____

If you are standing in front of your new building looking toward the road:

20. The nearest 9-1-1 address to your left is _____

21. The nearest 9-1-1 address to your right is _____

22. The nearest 9-1-1 address across the road is _____

23. Your return email address: _____ @ _____ . _____

Comments or helpful information:

PROVIDE SKETCH ON PAGE 2

=====THIS BOX FOR OFFICE ONLY=====

Date received by Coordinator ____/____/____	<u>New Address is:</u>	Map Page
Email:____ Fax:____ USPS:____		

PROVIDE A DRAWING BELOW

- Draw building, driveway, and property lines.
- Show distance from neighbor's driveway to your driveway.
- Label neighbor's address.
- Draw and label roads.
- If property is at a road intersection, show which road the front door faces.
- Label north.

North
South

33-9-1 ADDRESS NUMBERS REQUIRED. The owners of residential or commercial property situated within the County of Clinton, be and they are hereby required to post, print, paint or otherwise affix the address or street number of said property on at least **one (1)** building or major structure located thereon. Said address or street number is to be posted, printed, painted or affixed in such a way as to be easily visible from the closest thoroughfare or roadway, which may pass in what would be considered the front of said building or structure.

33-9-2 PENALTY. Any such owner who shall knowingly fail to post, print, paint or otherwise affix the address or street number of said property on at least **one (1)** building or major structure shall be subject to a fine of **Fifty Dollars (\$50.00)**.

DISPLAY OF ADDRESS NUMBERS

Each property owner shall display on his/her structure the number assigned to that home or structure. Numbers posted on a structure shall be a minimum of 4 inches in height and contrast with the background and be clearly visible. The structures numbers shall be posted and maintained within 3 feet of the front entrance.

Where the structure is over 50 feet from the edge of the street, road, or right of way, the assigned number shall be displayed on a post 3 to 5 feet in height within 20 feet of the public roadway or on a mailbox. Numbers must be of durable material, block lettering style, reflective and a minimum of 3 inches in height. **Numbers on a mailbox must be posted on both sides.**