



## RCRPC Address Request Form

### Butler, Cass and Worthington townships

**Return form via fax to: 419-774-5684 or by email: [rcrpc@rcrpc.org](mailto:rcrpc@rcrpc.org)**

Richland County Regional Planning Commission assigns addresses for Butler, Cass and Worthington townships. Most of other addresses are issued by the local municipality or township officials. Go to <https://www.rcrpc.org/house-numbering> to check the address assigner for other locations in Richland County.

Address numbers correspond to a specific location where the driveway enters the road. In order to ensure sequential numbering now and in the future, it is important that the address assigner is able to accurately identify the location of the driveway to which the address will be associated.

With this information in mind, please fill out the request form as accurately as possible.

Applicant name: \_\_\_\_\_

**Mailing Address**

Street \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Daytime phone \_\_\_\_\_

Current Owner \_\_\_\_\_

Email \_\_\_\_\_

Parcel Number \_\_\_\_\_

Type of structure: \_\_\_\_\_

*(house, trailer, apartment, barn, meter, etc.)*

1. Sketch the location of the driveway showing distance from the center of a road intersection, surveyed property line, existing address or other prominent feature. (You may attach an existing drawing or a screen shot of an aerial photograph with markings to this sheet.)
2. Indicate road names.
3. Be clear, if location cannot be determined from drawing it may take longer for address request to be processed.

**ALLOW 4-5 BUSINESS DAYS FOR ADDRESS REQUEST TO BE PROCESSED. OTHER ENTITIES WILL RECEIVE NOTIFICATION ON THE DAY ADDRESS ASSIGNMENT LETTER IS SENT OUT. ALLOW 3-4 BUSINESS DAYS FOR OTHER ENTITIES TO UPDATE THEIR FILES.**

**NEW ADDRESS ASSIGNED**

(Office use only)

Number	Date
Street	
City/State/Zip Code	