

Address Application Form

Office Use Only

Building Site
 Existing Dwelling

Municipal Township: _____

Driveway Permits Required? Yes No Permit# _____

Please see reverse side for instructions...

Contact Information

Applicant(s) Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Landowner(s) Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Driveway Information

Computer #: _____ Road Name: _____ Side of Road: N E S W

Section: _____ Town: _____ Range: _____ Legal Description: _____

Subdivision Name: _____ Lot: _____ Block: _____

Address and distance (10') from your driveway to nearest neighbors driveway or nearest intersection, in both directions.

Neighbor 1 Address: _____ Distance: _____ Direction: _____

Neighbor 2 Address: _____ Distance: _____ Direction: _____

OR Nearest Intersection 1: _____ Distance: _____ Direction: _____

OR Nearest Intersection 2: _____ Distance: _____ Direction: _____

Building Information

Building Type: _____ Computer #: _____

Section: _____ Town: _____ Range: _____ Legal Description: _____

Subdivision Name: _____ Lot: _____ Block: _____

Sketch



Please Note

If any of the information provided on this application is found to be incorrect, you may be required to change your address.

The information presented above is accurate to the best of my knowledge.

Name (Printed): _____ Signature: _____ Date: _____

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Received By: _____ Date: _____

Assigned Address: _____ By: _____ Date: _____

Field Verified by: _____ Date: _____ Address Compliant? Yes No

Instructions

Contact Information

- 1) *Applicant(s)*: Give your name and present phone and address information.
- 2) *Land Owner(s)*: List the property owner as stated on deed or tax bill. Give the property owners' name, phone, and address information if it differs from the applicants information.

Driveway Information (most of the following information can be obtained from your tax bill)

- 1) *Computer #*: Give the computer number for the parcel of land containing the intersection of the driveway and the road.
- 2) *Road Name, Side of Road*: List the road name and circle the side of the road the driveway is located on.
- 3) *Section, Town, Range, and Legal Description*: List the section, town, range, and legal description (NE 1/4, NW1/4, GL3, etc.) that the driveway/road intersection is located.
- 4) *Subdivision Plat Name, Lot, Block*: Specify the lot, block, and subdivision name of the driveway parcel if applicable.
- 5) *Neighbors and intersections*: Give the address, distance, and direction to the nearest neighbors' driveways or nearest intersections (whichever is closest), measured along the road in both directions.

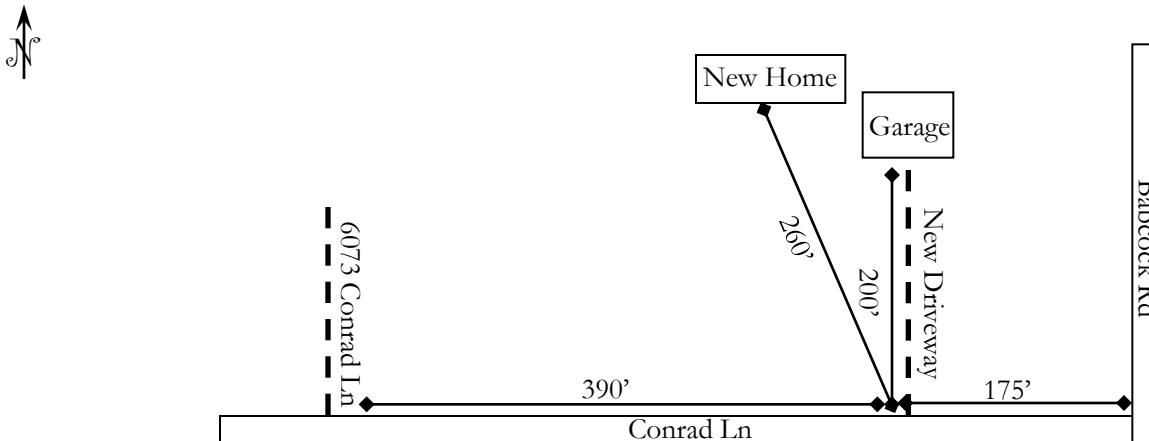
Building Information

- 1) *Building Type*: Give the addressed building type (house, commercial, garage, etc....)
- 2) For the rest of the fields use instructions 1 -5 from the driveway information section above. It is only necessary to fill out the fields that differ from the information for the driveway.

Sketch (Please draw a sketch of your property as accurately as possible. The sketch should illustrate the following items)

- 1) *Features*: Illustrate any existing roads and buildings including distances between your primary structure and the driveway/road intersection point.
- 2) *Driveway Information*: Illustrate your driveway and the nearest driveway/road intersection in both directions including distances to the nearest 10'.
- 3) *Miscellaneous Information*: Road names, labels, explanatory text, etc....

Example Sketch



Return this form with the fee of \$35.00

To: Town of Phelps
Clerk/Treasurer
PO Box 157
Phelps, WI 54554

If you have any questions please contact:

Vilas County Land Records/Mapping Office
Phone: (715) 479-3755
Fax: (715) 479-3695