

**JEFFERSON TOWNSHIP  
ADDRESS REQUEST APPLICATION FORM**

1. APPLICANT (please print):  
  
Name \_\_\_\_\_  
  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
  
Phone Number (\_\_\_\_\_) -- \_\_\_\_\_ -- \_\_\_\_\_

2. OWNER of Land (on which proposed construction is to occur). If same as above, check here: ☐  
Name \_\_\_\_\_  
  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
  
Phone Number (\_\_\_\_\_) -- \_\_\_\_\_ -- \_\_\_\_\_

3. SITE LOCATION:  
Street Name \_\_\_\_\_ Subdivision Lot, Tract or Parcel # \_\_\_\_\_  
COUNTY TAX MAP & PARCEL # \_\_\_\_\_

5. EXPLAIN REASON for request for new address (IE: residential, commercial, converting use):  
\_\_\_\_\_  
\_\_\_\_\_

6. **SUBMIT THIS APPLICATION WITH THE STANDARD BUILDING PERMIT APPLICATION AND ATTACHMENTS** (when applicable).

7. **Signature:**  
Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

8. FEE: No fee for address request/processing

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APPLICATION RECEIVED DATE: \_\_\_\_\_ BP# \_\_\_\_\_ (if applicable)

**When the address is approved/issued,  
you will receive an 'Address Notification Letter' from the Township.**