

**SCOTTSVILLE-ALLEN COUNTY PLANNING AND ZONING DEPARTMENT**  
 201 W. Main Street, STE. 202, Scottsville, KY 42164  
 Phone: 270.237.4180 Email: [PLANNING@NCTC.COM](mailto:PLANNING@NCTC.COM)

## 911 ADDRESS REQUEST FORM

Please complete the contact information and submit this to the Scottsville-Allen County Planning and Zoning Department. This form can be submitted via email, mail, or in person. Allow up to 48 hours for addresses to be processed. Addresses are assigned and submitted to the 911 Emergency Services, therefore accurate information is crucial. Upon receiving your assigned 911 Address, you are required to order a reflective 911 Address Sign from the Allen County Judge's office. Subdivisions with cluster box units for USPS delivery are to use a reflective Lawn Address Marker.

Date: \_\_\_\_\_  
 Property Owner: \_\_\_\_\_ Business Name: \_\_\_\_\_  
 Owner Address: \_\_\_\_\_  
 Owner Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_ (optional)  
 Address Change: YES or NO

**LOCATION INFORMATION FOR ADDRESS REQUESTED**

PVA Parcel ID#: \_\_\_\_\_ DEED #: \_\_\_\_\_ PLAT #: \_\_\_\_\_ (attach DEED & PLAT)  
 Subdivision Name: \_\_\_\_\_ LOT#: \_\_\_\_\_  
 Road Name: \_\_\_\_\_ State Rd #: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Corner Lot: YES or NO If yes, then your Driveway access is from what Road \_\_\_\_\_  
 Shared Driveway/Easement? YES or NO  
 What type of structure will be put on your property (house, mobile home, shed, barn, etc.) \_\_\_\_\_  
 How will this property be used? (Residence, Business, Agriculture, etc..) \_\_\_\_\_  
 Check FEMA to see if you're in a Floodplain area at <https://msc.fema.gov/portal> On Floodplain: YES or NO

NOTE: Building Permits are required in the City limits. Building Permits are required in the County excluding single family homes and state regulated projects. Plats should identify any easements, right ways and setbacks (Minimum 25' road frontage From the right of way, 10' sides and back).

**P & Z Use only**

Address: \_\_\_\_\_  
 City/Zip: \_\_\_\_\_  
 ESN: \_\_\_\_\_ City  or County

- Verified FLOODPLAIN = A or AE or X
- Attached & Verified DEED
- Attached PLAT YES or NO

Assigned BY: \_\_\_\_\_ Date: \_\_\_\_\_

**OWNER TO COMPLETE** - On the Plat or if No Plat is available then sketch a map and label the Road, Driveway, placement of current or future Building site and the nearest addresses (both sides and across the street).