WHAT ARE THE STEPS IN GETTING AN ADDRESS?

1. Fill out the Address Request Form on the inside of this brochure.

2. Contact either Mercer County Road Department (859) 734-6340 or District 7 Transportation Cabinet (859) 734-2355 to gain assistance/approval for proposed driveway location.

3. Return the completed form along with a plat, survey, or drawing of your property showing the marked driveway or entrance location to the planning commission offices.

WHAT HAPPENS AFTER I TURN IN THE ADDRESS REQUEST FORM?

1. After the office has received your request, the address coordinator will review the Master Street Guide for allowed ranges of addressing.

2. The address coordinator will then review road files and 911 center maps to comparing existing addressing.

3. The address coordinator will then check PVA records for proof of recorded ownership.

4. The driveway or entrance will then be physically located on the property and assigned an address with an address stake at the entrance or driveway location.

5. The address coordinator will then complete recording of address numbers and notify the property owner.

6. The GIS coordinator will then collect a GPS point (longitude & latitude) of your driveway or entrance location and insert that GPS point into the 911 centers electronic map.

Obtaining an Address for your Property

Prepared by

The Mercer County Joint Planning & Zoning Commission

&

Office of the Building Inspector

109 Short St.
Harrodsburg, KY 40330
(859) 734-3375 Office
(859) 734-6066 Office
(859) 734-1763 Fax

REQUEST FOR ADDRESS
(PLEASE ATTACH A COPY OF PLAT, PVA MAP, SURVEY OR DRAWING)

1. **Name of Property Owner:** _____

2. **Contact Numbers:**   (   ) _____ **Home**
        (   ) _____ **Mobile**
        (   ) _____ **Work**

3. **Name of Road:** _____

4. **Directions:**

   _____

   _____

5. **Side of Road (based on above directions) :** _____ **Left** _____ **Right**

6. **Distance between Neighbor(s):** **Before your property** _____**FT.**
                                 After your property _____**FT.**

7. **Nearest Neighbors House Number:** **Same Side of Road:** _____
                                            Across the Road: _____

For Office Use:

Coordinator Info: MSAG:_____ ;   PVA:_____;   GIS #:_____

                     Record _____   Advise Owner:_____

Date Received in Office :

Coordinators Signature: _____