

Pickaway County Engineer
Court House, 207 South Court Street
Circleville, Ohio 43113
740-474-1764
fax 740-477-1245
www.pickaway.org

Street Address Application Instructions

Ohio Revised Code Section 303.021 allows the board of county commissioners to designate street addresses in unincorporated areas. The Pickaway County Engineer determines and issues those addresses in unincorporated Pickaway County on behalf of the Pickaway County Commissioners. Accurate street addresses are important for many reasons, but especially so that safety services- police, fire, and emergency medical services- can quickly locate your home or business in the event of an emergency.

- ✓ If requesting a street address for new construction, contact your local zoning official and highway department to ensure compliance with any local regulations. If your lot has frontage on a state or U.S. highway call the Ohio Department of Transportation at 740-477-3371; if on a county highway call the Pickaway County Engineer's Highway Department at 740-474-3491; if on a township highway contact your township trustees.
- ✓ Complete the Street Address Application with your name, address, phone, and other requested information. Draw a map showing your driveway, approximate lot boundaries, nearby intersection, neighbors' driveways, etc. Your new address is issued based on your location in the Pickaway County Street Address Grid. Accurate information will enable us to locate your site without unnecessary delay.
- ✓ Mark your proposed driveway, or new driveway, with a stake and clearly visible flag or brightly colored paint. Also use a marker to write your last name on the stake in case we have a question to whether we have the correct driveway.
- ✓ Fax your completed application to us at 740-477-1245; mail to the Pickaway County Engineer, Court House, 207 South Court Street, Circleville, Ohio 43113; or drop it off between 8:00 am and 4:00 pm at the Mapping Department at the Pickaway County Engineer's Office in the court house basement.
- ✓ If you have any questions call our office at 740-474-1764. We usually process applications in a week or less.
- ✓ If you prefer, you can phone our office weekdays between 8:00 am and 4:00 pm and we can complete your application over the phone.

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Street Address Application
(please print)

Applicant name: _____

Current mailing address: _____

City: _____ State _____ Zip _____

Telephone: _____ or _____ or email _____

Road name: _____

Nearest intersection: _____

Side of roadway (circle choice): N S E W

Is driveway pipe installed? Y N

Comments:

Be sure to clearly stake or mark your proposed driveway.



Draw a map showing your lot, driveway, nearest neighbor, and highway intersection