



LANCASTER COUNTY, VIRGINIA

Street Address Request/Verification Form

Date: _____

The Lancaster County Addressing Ordinance requires all occupied buildings to have a street address assigned. Builders of new homes or businesses are required to display the building number as a condition of the Certificate of Occupancy and may be required to provide this information to utility companies before services can be installed.

In order to establish a street address for a new residential or commercial building, please provide the information requested below and return this form to the Building Office at the time you apply for a building permit or any time prior to making arrangements for utility service.

This form is intended for use only with active, permitted construction activity or planned future site development. **Lancaster County does not assign street addresses to vacant or unimproved lots.**

Building Permit Number: _____ Tax Map Number: _____

Name of Applicant: _____

E-Mail Address: _____

Telephone Number: _____

In the space below, provide a drawing of the building lot showing the proposed location of the house or primary structure, the approximate distance of the structure from the property lines, the location of the driveway and the named road or highway the driveway will access. In lieu of the drawing, you may substitute a copy of an existing site plan or survey plat showing the location of the proposed building and driveway. It is not necessary that this drawing be to scale.

For Office Use Only:

Address Assigned: _____ Date: _____