



ALAN BRUBAKER P.E., P.S.

SUMMIT COUNTY ENGINEER

538 E. South Street, Akron, Ohio 44311
House Numbers – (330) 643-8530
Fax – (330) 762-7829

Request for Addressing

Please fill out the following information: (Please Print)

Name: _____
 (First) (Last) (Jr./III)

_____ () - () -
 (Business / Org. / Co.) (Contact #) (Fax #)

Please check in what Township or Municipality the requested address is within:

Twp: Bath Boston Copley Coventry Northfield Center
 Richfield Sagamore Hills Springfield Twinsburg

City: Green Macedonia New Franklin Norton Twinsburg

Vill: Boston Heights Clinton Lakemore Northfield Peninsula
 Reminderville Richfield

For the information you are requesting, please select one of the following regarding this property:

- Owner Builder Developer Prospective Buyer Attorney/Lawyer
- Relative of owner (relationship): _____.
- Other (Please Explain): _____.

Are there any circumstances that you are aware of that this office needs to be informed of that would delay the issuance of this request in a timely manner?

No Yes (Please Explain): _____

House Numbering hours are Monday – Wednesday – Friday from 7:30 a.m. to 11:30 a.m.
Requests are handled in the order they are received.
Walk-ins are not guaranteed to leave with an address.

Requests for 1 – 3 items
Standard 24 hour turn
around, Pending requests

Requests for 4 – 8 items
2 – 3 Days, Pending request
load

Requests for 9+ Items
4+ Days, Pending request
load

Any special/extraneous circumstance regarding any request will affect the time allotted for each item.

As in most cases, there are multiple requests for more than 3 items. Since time may not permit continuous work with a single patron for these large requests, these requests will be conducted in a 'round-robin' manner consisting of units of 3 items at one time so as not to impede the progress of all other requests.

Please note that requests for more than 3 items will be prioritized in the order listed unless otherwise noted.

The time frames listed above are subject to changes and more likely so for multiple items.

<Turn over>

Please complete the appropriate information:

Permanent Address

This information can only be issued if the property has been recorded, has an individual Parcel Number, and/or all zoning variances/concerns have been accepted then this information can be used for mailing purposes.

For verification purposes we can only reference information through the following:

Parcel #: _____

Subdivision: _____

S/L#: _____ Orig. Lot#: _____

Land-locked: Yes No

Corner Lot: Yes No

Site Plan: Yes No

Temp. # Issued: Yes No

Frontage +500': Yes No

Flag-Shaped Lot: Yes No

Would you like the information faxed to you?
 Yes No

Would you like the information mailed to you?
 Yes No

Temporary Address

This information is used for PERC Tests and Utility Permits only.

A letter is created for all Temporary Addresses. The original is mailed to you and copies are forwarded to different agencies County-wide.

Mailing Address: _____

City: _____

State: _____ Zip: _____

Please check all that may apply to request:

- Lot Split Consolidation Subdivision
- Easements Variances +500' Frontage
- Multiple Frontage/Corner Lot <5 Parcels
- Existing Structures >50' Frontage
- Vacated ROW No ROW Frontage
- Legal Concerns Oil/Gas Well Location
- Cell Tower Construction Trailer
- Landscaping Meter Box Sign
- Litespan Cabinet Location Easement
- Utility Only

Do you have a Plat, Drawing, or Site Plan?
 Yes No

Have you gotten approval from Zoning?
 Yes No

Please note that all mailed items will take 2 – 5 business days for delivery due to pick-up times and mailing procedures with this office.