



# Monroe County Illinois Address Request Form

100 South Main Street  
Waterloo, IL 62298  
(618) 939-8681 ext. 533  
911@monroecountyil.gov



To receive a new address for property in Monroe County, please fill in the appropriate information and return this form in person, by email or mail. The property owner will be notified by mail of the new address.

PROPERTY OWNER INFORMATION	
<b>Name:</b>	
<b>Current Address:</b>	
<b>City, State, Zip:</b>	
<b>Phone Number:</b>	
PERSON SUBMITTING FORM IF DIFFERENT THAN OWNER	
<b>Name / Company Name:</b>	
<b>Phone Number:</b>	
PROPERTY INFORMATION	
<b>Parcel Number:</b>	
<b>Road/Street Name:</b>	
<b>Is there an approved entrance to property or entrance permit submitted?</b>	<b>YES    NO</b>
<b>Has a building permit been submitted?</b>	<b>YES    NO</b>
<b>*There must be an approved entrance and a submitted building permit before an address will be assigned*</b>	

Please include a copy of the parcel with a hand drawn sketch of the location of the structure. Sketch must also include the location of the driveway to the intersecting road. The sketch does not need to be drawn to scale.

\_\_\_\_\_

(Applicant Signature)

\_\_\_\_\_

(Date)

OFFICE USE ONLY	
<b>Approved Address:</b> _____	
<b>City:</b> _____	<b>Fire Zone:</b> _____
<b>Approved by:</b> _____	<b>Date:</b> _____
<b>Date Letter Mailed to Property Owner:</b> _____	