



WILL COUNTY 9-1-1 EMERGENCY TELEPHONE SYSTEM INSTRUCTIONS FOR ADDRESS APPLICATION



1. Fill out the form in its entirety. The following information is **REQUIRED** for the address to be processed:
 - a. A certified **site plan** showing the layout of where the building is to be erected and we may need a copy of the current property **deed** (or recorded document number) if the Owner(s) Name does not match current County Records. If you submit the Site Plan into the Permit System we will be able to see that and not need an additional copy sent.
 - b. Property Tax Number (parcel number). Parcel number example:
00-00-00-000-000-0000
 - c. **Permit #** showing you've applied for the property to be built on / have something constructed. We need to be sure the property is buildable before assigning an address.
2. Please provide complete details as to the exact location for the address requested because we may need to do an on-site visit by County personnel.
3. You may have your Address Assignment Letter either picked up at the Will County 9-1-1 Office, 16911 W Laraway Rd., Ste #102, Joliet, IL 60433 (779) 379-9911, ten working days after your application is received by the 9-1-1 Administration Office, **OR** we can mail, fax or email it to you per your request, however you noted on the application.
4. Addresses for property located on existing and officially named **private roadways** cannot be assigned until a sign has been installed reflecting the road's correct name. The **road name sign must be designed and installed** according to County requirements and procured by the residents of the private road themselves.
5. In the event the address you are requesting is for property located on a private road that has not been officially named by the County, the address assignment cannot be completed until the road has been officially named by the County. Outlined below are the requirements and procedures for naming a private roadway:
 - a. The **road must have a minimum 60 foot right-of-way; two driving lanes at least 11 feet wide each; a compacted, stable driving surface; and proper drainage.** The road must be inspected by the Engineering Division of WCDOT.
 - b. A total of forty-five (45) working days is normally needed for assignment of an address that first requires a private road to be officially named.
 - c. Road name signage for private roadways is the responsibility of the residents living on that particular private roadway.
6. The naming of county road/private road rights-of-way is accomplished by action through the County Board via Public Safety Committee.

Will County issues addresses for all of its unincorporated areas. The following municipalities also assign addresses with the county addressing schema: certain areas of Beecher, Channahon, Crest Hill, Crete, Elwood, Frankfort, Homer Glen, Lockport, Manhattan, Mokena, Monee, Plainfield, Shorewood and Wilmington.



WILL COUNTY EMERGENCY TELEPHONE SYSTEM
APPLICATION FOR ASSIGNMENT OF ADDRESS(ES)



Please provide all information below:

DATE: _____

APPLICANT'S NAME _____

OWNER'S NAME or TOWER OWNER _____

OWNER'S or TOWER OWNER'S ADDRESS _____

APPLICANT'S PHONE _____ OWNER'S PHONE _____

Applicant's & Owner(s) Email address(es): _____

(extra space for emails)

___ I will pick up ___ Please Mail ___ Please Email ___ Fax to (___) _____

NEW ADDRESS IS FOR: ___ Single Family ___ Mobile Home ___ Duplex ___ Triplex
___ Commercial _____ (type of business) ___ Other _____

THE INFORMATION BELOW IS FOR NEW SUBDIVISION DEVELOPMENTS ONLY

___ New Subdivision _____ Subdivision Name _____ Number of Lots
___ County Road(s) ___ Private Road(s) ___ Municipal Road(s) ___ Township Road(s)

*** SITE PLAN REQUIRED ***

You may submit this application and documentation via email to: addressing@willcounty911.gov

PERMIT #: _____ (Required - need to contact the Land Use Dept or Municipality before 9-1-1)

PROPERTY TAX NUMBER(s) / PIN(s) _____

APPLICANT SIGNATURE _____

----- FOR 9-1-1 OFFICE USE ONLY -----

ADDRESS(ES) ASSIGNED: _____

POSTAL CITY: _____ ZIP CODE: _____

DATE ADDRESS ASSIGNED / PROCESSED: _____ BY: _____