

RE-ADDRESSING PROJECT – QUESTIONS & ANSWERS

When you get letter from Post Office showing your new address, don't use the new address for 60 days. In case there is a change.

The Post Office will honor old address for one year.

This letter does not prove residency, just address. **Do not give out the new address to anyone, only owner after they have proven that they are the owner.**

How would resident get their address? **There will be a website. Need to prove identity.**

Landlords need to pass new address on to their renter. Only one per home.

Put sign where driveway intersects with road. Odd numbers on one side and even on other.

Did not receive letter from Post Office. If renter, landlord probably has it.

Address provision for homes built on a lot that was subdivided.

Residents may use the same Post Office they are currently using.

Change address on deed, will change when property is sold or transferred.

Physical Address: P.O. reads Last Line Up, UPS reads Top Down.

If you have a Post Office Box, Box # first, then physical address.

For deliveries to the home, use physical address first, then box #.

Penn DOT (Drivers License) wants physical address. Change address on PennDOT website for drivers license.

usps.com – put in new address and see if it has been recognized. Click submit.

Lot number stays.

New construction, identify where the driveway will be and send to Kim for a temporary address.

OFFICE INFORMATION 9/9/11 Roll out date

Non addressable structures need to be identified and number removed. Identify by aerial map and let Dawn know.

When an address is needed, send form to Kim (see sample). Copy of plot plan showing driveway.

Let State Police know that people need 60 days to change their address for licenses.

If mailing has been returned (due to moving), we'll need to find out who lives there and let Dawn know where to send the new address letter.

ID Pin #: each one will get one.

Bank Representative needs to show ID and proof that the bank is sending them to the address, before we give directions.

We may want to assign different color signs for private roads (for plowing).

Refusal to put up sign – We want letter signed indemnifying the Twp.

Cluster Boxes – New physical address becomes the box number. P.O. is responsible to change and issue new keys. They will probably re-arrange the numbers on the boxes for easier distributing. Any expense to do this is the P.O. responsibility.

We should route phone calls to a voice mailbox just for 911 addressing.

Give Dawn sign specs when we have them.

REFLECTIVE ADDRESS MARKER ORDER FORM

Only \$12.00 (\$15.00 w/sign post)

Return this form and separate check with your subscription request.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

You will be notified by phone when your sign is ready for pickup.

Enter address number requested below:

If address has fewer than 8 digits, please "X" those boxes not used

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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ALL SIGNS ARE:

**V
E
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L**

Please include a separate check for \$12 (\$15 w/post) made payable to: Bushkill Emergency Corps
Insert with subscription request or mail to: Bushkill Emergency Corps, PO Box 174, Bushkill, PA 18324