

COLLINSVILLE ADDRESS REQUEST FORM

Department of Community Development
125 South Center Street
Collinsville, IL 62234
(618) 346-5200 ext. 1138

Instructions:

- This form is for Madison County addresses only. For St. Clair County, contact St. Clair 911 (ETSB) at (618) 239-6757 for address assignment.
- Provide an aerial photomap of the property or, for subdivisions, a recorded plat of the property of properties must be furnished showing the following:
 - a. All property/ parcel lines.
 - b. The exact location of the building(s) to be erected (may be drawn in).
 - c. The point of the access to the building (i.e. the “front door”) must be indicated.
 - d. Parcel I.D. numbers for the properties and/or lot numbers for subdivisions.
- Allow up to 10 working days to complete the addressing. For subdivisions, please allow up to 3 weeks.
- Submit this form to the Community Development Department or Senior Planner at seniorplanner@collinsvilleil.org. At time of submittal, the City will determine an appropriate address for the property.

After addresses have been assigned, address information will be mailed to the property owner at the current address provided below.

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PROPERTY OWNER CONTACT INFORMATION

Owner: _____
Mailing Address: _____
Telephone: _____ E-mail: _____
Applicant: _____
(If different than above)
Telephone: _____ E-mail: _____

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FOR OFFICE USE ONLY

Notes: _____

Agency Notification Sent

Madison County 911:	_____	Madison County GIS	_____
Police:	_____	Collinsville School District:	_____
Fire:	_____	Ameren/SW Electric:	_____
Public Works:	_____	USPS	_____
Finance:	_____		
Administration:	_____		
Comm. Development:	_____		