

PHYSICAL ADDRESS

Planning Office – 600 9th Street – Wheatland, Wyoming 82201
Office 307.322-2962 – Fax 307.322.2968



- New Physical Address Address Change Request

All applications must include the following:

- Application:** Fill out the application form completely. *Incomplete applications will be returned.*
- Fees:** All applicable fees. Check or Cash only, the planning office cannot process credit cards.
- Vicinity Map:** Aerial view of the property showing cross streets and driveway access.
- Encroachment License:** Copy of the encroachment license for any driveway access off a State or County Road. For more information, contact WYDOT or Platte County Road and Bridge.
- Proof of Ownership:** Book and page number of the deed, copy of the deed, lease, or contract for purchase.

IMPORTANT NOTICES

- ❖ A driveway must exist **before** an address can be issued.
- ❖ Encroachment licenses can be obtained from Platte County Road and Bridge.
- ❖ If the access road to the property is unnamed, you may need to apply for a new street name in addition to a physical address.

PHYSICAL ADDRESS INFORMATION

Applicant Name: _____ Phone No.: _____

Mailing Address: _____

E-mail Address: _____

If the applicant is other than the owner of the property for which this building certificate is being sought, the applicant must provide separate written approval from the owner, or the owner may indicate approval by signing below.

Owner Name: _____ Signature: _____

Mailing Address: _____

E-mail Address: _____ Phone No.: _____

Proof of Ownership: Deed Book _____ Page _____, Deed, Lease, Purchase Contract Attached

Legal description of property for which this physical address is being requested:

Subdivision: _____ Tract/Lot(s): _____ Quarter Section: _____

Of Section: _____ Township _____ North, Range _____ West

Legal description can be found on the property deed.

Is the driveway accessible by 2WD/low clearance vehicle? Yes No

Building Certificate #: _____ Encroachment License #: _____

APPLICATION SIGNATURE(S) AND ACCESS PERMISSION

Right to ingress property for assessment, evaluation, and inspections.

I, the undersigned, hereby grant authorized Platte County Personnel the right to enter onto this said land/property for all inspection, assessment, and/or evaluation purposes necessary to assign or reassign this address being requested. I certify, to the best of my knowledge, that all the information in this application is true and correct, and that I am the owner of the above-described property or have been authorized by the owner to make this application as his/her agent. I, the undersigned, understand that I am applying for a new or change of physical address.

Signature of Applicant(s)

Date

PLANNING OFFICE USE ONLY

Date completed application received: _____ Application Fee Total: _____ \$100.00

Date of site inspection: _____ GPS Coordinates: _____

Address of surrounding parcels: _____

Previous address assigned: Yes No If yes, does the new address assigned differ: Yes No

Physical Address Assigned: _____

Assigned address conforms to addressing standards? (facing north on right even (eastward direction), facing south on right (westward direction) odd: Yes No

Date address and GPS coordinates emailed to USPS and EMS system administrator: _____