



HOLLAND TOWNSHIP POLICE DEPARTMENT OFFICE OF EMERGENCY MANAGEMENT

61 Church Road Milford, New Jersey 08848
(908) 995-9629

NEW ADDRESS REQUEST

THIS FORM MUST BE COMPLETED AND SUBMITTED BEFORE ANY ACTION WILL BE TAKEN.

Type of Request: New Street Request New House Number Request Driveway Alteration

Other _____

Applicant's Information:

(1) Applicant's Name: _____ (2) Phone #: _____

(3) Current Applicant's Home/Business Address: _____

(4) Lot / Block Number of Requested Property _____

(5) Contractor's Name: _____

(6) Contractor's Address: _____

(7) Contractor's Contact Phone #: _____

(8) Proposed Street Name or Current Street Name: _____

(9) Tentative Project Start Date: _____

(10) Tentative Project Completion Date: _____

(11) Has the applicant applied through the Township Planning Board Committee for the new construction?

Yes, When? _____ No

(12) Does the applicant have any special conditions or requests for the new house number or street name?

(13) Please attach to this completed form a site plan or drawing of the requested property. All documents should be mailed or dropped off to:

Holland Township Police Department
Attn: Chief Sean P. Gutsick
61 Church Road
Milford, New Jersey 08848

See reverse side for instructions.

Instructions for Preparation of New Address Form

Type of Request –

New Street Request – the construction of a new street

New House Number – the construction of a new house on an existing street

Driveway Altercation – required only if the driveway is changing street access

Other – any change not including one of the above

Applicant's Information –

(1) Enter the name of the person applying for the new address, house number, driveway altercation or other.

(2) Enter the primary contact number for the applicant.

(3) Enter the applicant's mailing address or business mailing address.

(4) Enter the block and lot for the requested property.

(5) Enter the contractor's name. If same as applicant, "SAME AS APPLICANT".

(6) Enter the contractor's mailing address. If same as applicant, "SAME AS APPLICANT".

(7) Enter the contractor's phone number. If same as applicant, "SAME AS APPLICANT".

(8) If requesting a new street provide a suggested name. For new homes on current township roadways, enter the name of the street the home will be built on.

(9) Enter the tentative start date for the project.

(10) Enter the tentative end date for the project.

(11) Check yes if the applicant has applied through the Township Planning Board Committee and provide the date. Check no if the applicant has not applied through the Township Planning Board Committee at the time this application is completed.

(12) Provide any special conditions or requests for the new house number or street name. Applicant may attach a letter to the application if more space is needed.

(13) Attach to the completed application a site plan or drawing of the requested property. All documents should be mailed or dropped off to:

Holland Township Police Department
Attn: Chief Sean P. Gutsick
61 Church Road
Milford, New Jersey 08848

OFFICE USE ONLY:

Completed with County: _____

Notified Planning Board: _____

Notified Tax Assessor: _____

Notified DPW Superintendent: _____

Police Chief: _____

Fire Chief: _____

EMS Chief: _____