



Upshur County Addressing and Mapping Project  
**Terri Jo Bennett, Coordinator**  
 Upshur County Courthouse Annex  
 38 West Main Street, Room 303, Buckhannon, WV 26201  
 Phone: (304) 472-1673 • Fax: (304) 473-2801  
 Email: [tjb@upshurcounty.org](mailto:tjb@upshurcounty.org)

## Proof of Physical Address

The Upshur County Commission has enacted a 911 Addressing and Mapping Ordinance in order to uniformly assign and maintain street addresses, provide for easy identification and to promote the health, safety and welfare of the citizens of Upshur County. The following section applies:

Section 5.1 Whenever any house, building, or structure is erected or located after the initial establishment of the uniform numbering system as provided herein, it shall be the duty of the property owners to procure the correct number or numbers for the property and to affix these numbers to the building in accordance to this Ordinance. The owner shall place or cause to be placed upon each house or building controlled by him the number or numbers assigned under the uniform number system within thirty (30) days of notification of the assigned address. The cost of posting the address shall be the responsibility of the property owner.

Date: \_\_\_\_\_

Name(s): \_\_\_\_\_

Name of Property owner (if different): \_\_\_\_\_

Property Address: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Driving directions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

**NOTE TO APPLICANT: The Addressing and Mapping Office will make every effort to assign a physical address within 10 working days of the date the application is received.**

\*\*\*\*\***(internal use only)**\*\*\*\*\*

Date Address Issued: \_\_\_\_\_ U.I.D. # \_\_\_\_\_

Physical address verified and assigned: \_\_\_\_\_

Assigned by: \_\_\_\_\_

**THE PHYSICAL ADDRESS DOES NOT VERIFY PROOF OF RESIDENCY AND IS NOT TO BE USED AS A MAILING ADDRESS UNTIL NOTIFIED BY THE UNITED STATES POSTAL SERVICE**