

Scott Addressing Project

INSTRUCTIONS CONCERNING YOUR NOTICE

1. Carefully review the current address listed above on the left. If your current address as listed above is incorrect, please call PoconoGIS at (610) 871-0472 or e-mail correspondence to kim@poconogis.com. You will be sent a corrected notice.
2. Carefully review the new address listed above on the right. If the street/road name in the new address listed above is not the correct street/road name for this location, please call PoconoGIS at (610) 871-0472. If appropriate, you will be sent a corrected notice. If you have questions about road name changes, please call your township office - only your township can change a road name. Road names changes can be reviewed at the Township Building or at <http://www.poconogis.com> Scott Addressing.
3. If the current address and road name in the new address are correct, notify your telephone company of your new address. Tell the call taker that you are supplying your new 911 address. It is your responsibility to notify your telephone company of your new address. If your telephone company does not have your accurate 911 address, delivery of emergency services will likely be delayed. Emergency 911 services depend on accurate telephone company records.
4. If you do not own the structure at this location, please inform the property owner or manager of the new address.
5. If the current address and the road name in your new address are correct, please begin using your new address. Though the Post Office will continue to deliver mail to your old address for one year, the Township and the Post Office request that you start using your new address now.
6. When calling with any questions please use the structure ID number located to the right of New Address. PoconoGIS at 610-871-0472 -Monday through Friday from 9:00AM to 5:00PM.
7. Your new 911 address is also known as a physical address which is what utility companies, mortgage companies as well as UPS, Fed-X and others are asking for in most cases.
8. If you receive your mail at a PO Box, your mailing address will not change; however, your physical address for 911 purposes will change as listed above. Please notify your utility companies, mortgage company and anyone else who uses a physical address for services.
9. You have 90 days from the date you receive this letter, under the Street Naming & Addressing Ordinance, to properly display your new address. Failure to do so could result in a fine. Scott Township, Scott Township Police, the Lackawanna County Control Center and the Post Office are all notified when the letters are sent.
10. You can verify/confirm your new address with the post office at <http://zip4.usps.com/zip4/welcome.jsp>
11. You may be required to provide proof of your new address by your mortgage company, insurance company, banks and driver's license center to name a few. It is important that you keep this letter for such purposes.