

BANKS COUNTY 9-1-1 ADDRESS REQUEST FORM

Return Form by Email to

Address Requested By (Entity Name): \_\_\_\_\_

Entity Representative & Phone Number: \_\_\_\_\_

Permit Holder Information (Name): \_\_\_\_\_

Permit Holder Phone Number: \_\_\_\_\_

Permit Holder Email Address (if available): \_\_\_\_\_

Permit Type: New Construction? Mobile Home? Accessory?

**Location Information:**

Primary Road the New Address is directly off of: \_\_\_\_\_

Closest Address to the New Address: \_\_\_\_\_

Parcel Number from Q-Public for the New Address: \_\_\_\_\_

Will the New Address share a driveway with another home? (yes) or (no)

If sharing a driveway with other addresses; list address and depict in box below where the New Address will be in relation to others.

Shares driveway with: \_\_\_\_\_, and \_\_\_\_\_, and \_\_\_\_\_

Either attach a marked up copy of the QPublic record of the parcel reflecting the new structure & driveway location or draw the shared driveway reflecting where all homes / structures are located and place a large X where the new driveway will be located on the shared driveway.

Is the driveway more than 300' in length? (yes) or (no)

Is the New Address going to be visible from the primary road that it is off of? (yes) or (no)

*Note: If there are multiple homes on the same driveway and/or the New Address is 300' off of the primary road and/or not visible, a private road name may be required. We will let you know should this become the case. If it is the case, the private property owner should submit three (3) private drive name choices when we direct and we will choose a name that is not duplicated in 911 and is not a person name and is easy to articulate over the radio. If it is a shared driveway and it becomes a private drive name, all homes on that shared drive will be readdressed to the new private drive and they will have one (1) year to complete all address changes to the USPS and all other services; at the end of that year we will hold all old documentation in road files but we will no longer reflect their old address in the 911 system.\*\*\*All County and City maintained new road names follow the same three suggestion requirement but those suggestions are made by the entity themselves and we make recommendation based on the same criteria as listed above and the proper entity authorities vote within their entity on their choice.\*\*\**

If the property owner believes this may be in need of a new private drive name at the time of address request, they may list the three choices below and we will determine if it is needed and measure accordingly on the first visit.

Private Drive Name Choices: 1) \_\_\_\_\_, 2) \_\_\_\_\_, 3) \_\_\_\_\_

Has the driveway marking sign been issued to the Permit Holder or Builder and have they been instructed to erect it in the center of the new driveway location just off the right-of-way and visible from the primary road? (yes) or (no)

Is the property inside a Sub-Division, Apartment Complex or Mobile Home Park? (yes) or (no)

If yes, what Lot or Building # is the parcel given within the Sub-Division, Complex or Mobile Home Park? \_\_\_\_\_

If yes, what is the name of the Sub-Division, Complex or Mobile Home Park? \_\_\_\_\_

What is the description of the New Address Structure? (Ex. White Doublewide with Blue Roof, Brick Ranch with Tan Trim Under Construction, 2-Story A Frame Under Construction & any descriptors that would be helpful when emergency responders are dispatched) \_\_\_\_\_

For Office Use Only:

Request Received: \_\_\_\_\_ Address Completed Date & By Whom: \_\_\_\_\_

Charges Incurred? (yes) or (no) Payment Received? (yes) or (no)

Addressing Clerk Notes: \_\_\_\_\_