

New 911 Address Application Packet

The Boone County 911 Addressing System was developed to provide Enhanced 911 (E911) Services to our residents. A 911 physical address can be used as a mailing address and by emergency service organizations to locate your property. When you call 911, your location will appear on the computerized map allowing emergency personnel to respond to your building even if you cannot talk on the phone.

1.Application must be complete. Incomplete applications will not be processed.

2.Applicant must own the property. If someone other than the landowner is going to apply for an address, an "Authorized Agent" form must be completed giving that party permission and the form must be presented to our office. **Attach completed "Authorized Agent Form."**

3.Accurate legal description and/or Parcel ID Number must be given, and a copy of your deed/survey must be submitted with your application. **Attach a copy of your deed or survey.**

4.If your property is in a newly created subdivision, your deed must be recorded so that a parcel number can be assigned to your property to allow the E911 system to function properly.

5.After you apply for a new address, please allow 10 business days for the administration office to get an address to you.

6.You must have a driveway connecting to the road. It does not have to be finished with asphalt, concrete, or gravel. It simply must be "roughed in". This is because we measure to the driveway connection to obtain an accurate address.

Note: If you move the driveway location after the 911 address is assigned, you **MUST** apply for a new 911 address. These addresses are assigned accurate coordinates and moving the driveway voids the accuracy of these records. **This may not allow emergency services to quickly find your property in the event of an emergency.**

7.You should contact your local post office for mailbox placement instructions.

8.Once the address is assigned, it is your responsibility to maintain visible numbers of not less than 3" in height and keep them in good repair. With the high usage of cell phones, the system can only get so close and emergency service drivers must rely on what they can see.

ADDITIONAL INFORMATION

For a private road to be considered, it must service (2) two or more homes, it must be able to **SAFELY** accommodate emergency equipment, it is to be the responsibility of the owners to maintain the road, and the owners are responsible for keeping the road marked so that emergency personnel can locate the road.

Why do I need to have my driveway cut in before you can assign an address?

The driveway is the key point of our addressing system - it is the only point of the residence/business that intersects the road, and therefore our only reference point on which to locate the address. In many cases residences, will not be visible from the roadway, making it even more important to locate the address on the driveway.

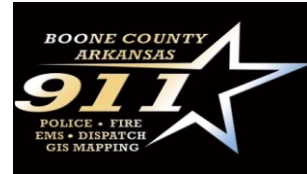
Driveways are key to the whole operation. Many times, we will measure from an old driveway to the new one (add the address of the first driveway to the distance to the next). If you change your driveway's location significantly (more than a few feet), you are not only changing your address, but you could also be changing the address of present or future neighbors down the road from you!

Our Addressing Scheme is based upon distance (Each 1/1000th of a mile (5.28 feet) is a potential address) (Each 1,000 equals a mile) We normally start at the beginning of the road and using a Distance Measurement Indicator (DMI), measure the distance to the driveway of the structure we're assigning an address. The resulting number is the address. Odd addresses are usually on the left, with even on the right (some of the original addresses assigned in the county are reversed)

- 1. Numbers on driveway markers should be at least 3" in height, reflective, and on a contrasting background.**
- 2. The markers should be placed at the entrance of your driveway and should be clearly visible from the roadway (not obstructed by weeds, etc.).**
- 3. Numbers should be visible from both directions on the roadway.**
- 4. Numbers should also be physically displayed on your home/business, especially when sharing a common driveway with other structures.**

911 ADDRESS APPLICATION

Boone County 911 GIS Mapping
400 E. Prospect
Harrison, AR 72601
(870) 280-5512
911boone@gmail.com



Complete this form and return it to the 911 Administration office for GIS Mapping.

1. Last Name _____ First Name _____ M.I. _____
2. Address _____ City _____ State _____ Zip Code _____
3. E-Mail Address _____ Date: _____
4. Home Phone Number _____ : _____ : _____
5. Cell Phone Number _____ : _____ : _____
6. Work Phone Number _____ : _____ : _____

Property Owner's contact information: (If other than above. Fill out "Authorization" Sheet)

7. Last Name _____ First Name _____ MI _____
8. Address _____ City _____ State _____ Zip Code _____
9. Home Phone Number _____ : _____ : _____
10. Cell Phone Number _____ : _____ : _____
11. Work Phone Number _____ : _____ : _____

Information Needed For Your New Address: (Where is the new building located?)

13. Subdivision or development name, if there is one: _____
14. Road name _____
15. Nearest crossing road _____
16. From crossing road, which way are you driving? North South East West
17. If an ambulance driver is looking, will your new building be seen from the road? Yes No
18. Is this building a: constructed building mobile home other describe: _____
19. Is this building a: private home business
20. Will your new building share a driveway with another building? Yes No
21. If your new building **does share** a driveway with another building, what is the existing address? _____

If you are standing in front of your new building facing toward the road:

22. The nearest 911 address to your left is: _____
23. The nearest 911 address to your right is: _____
24. The nearest 911 address across the road is: _____

Short Legal Description:

Section: _____ Township: _____ Range: _____ Tax Parcel Number(s): _____

DO NOT WRITE BELOW HERE

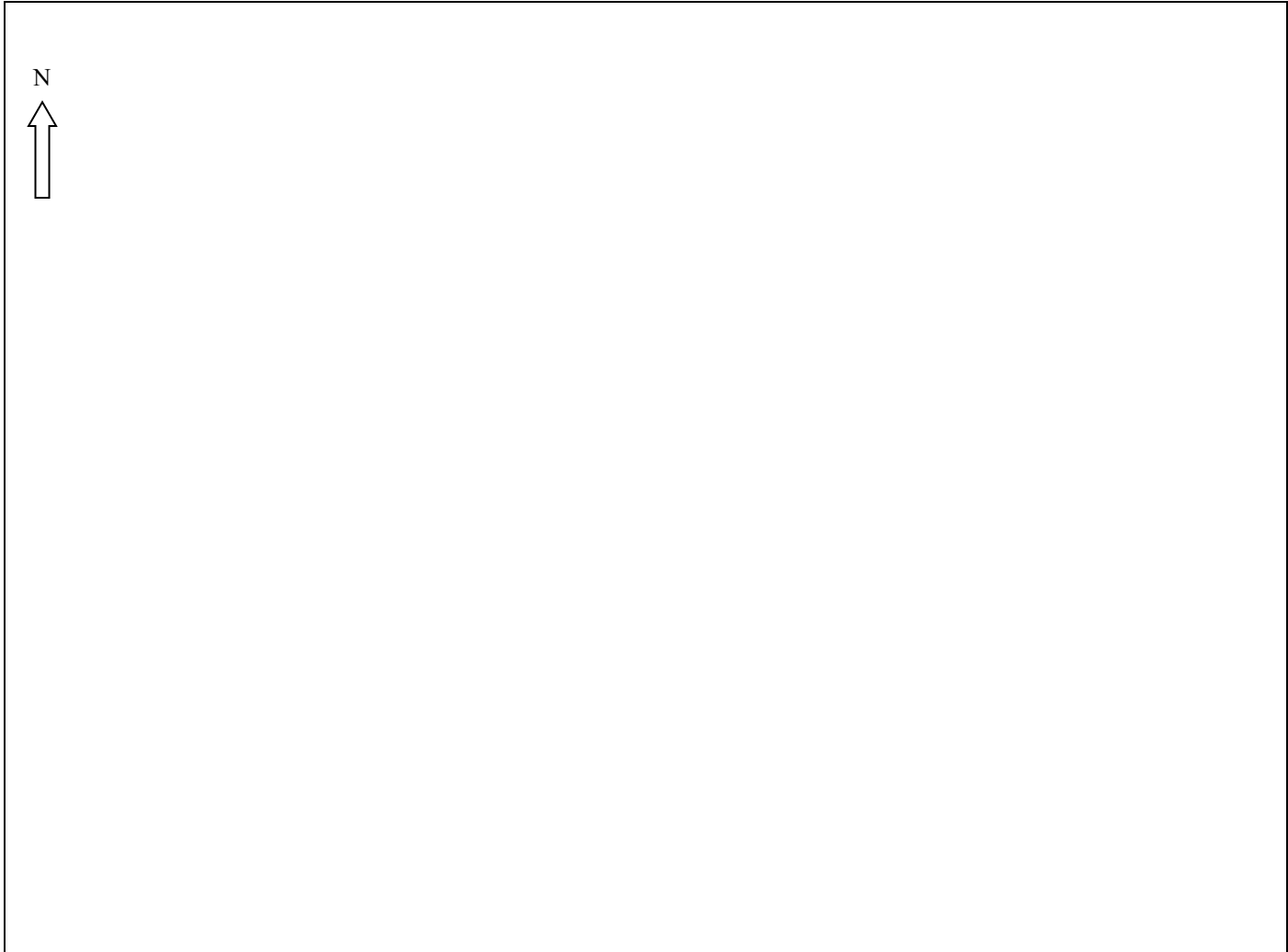
Comments

New 911 address issued:

Date Addressed:

The diagram must show:

- ✓ All lot lines and dimensions
- ✓ Location and name of road
- ✓ EXACT location of driveway
- ✓ Length of driveway



CERTIFICATION

I/we certify that the information and exhibits submitted are true and correct to the best of my knowledge and in filing out this application I am acting with the knowledge, consent and authority of the owners" of the property.

Pursuant to said authority, I hereby permit County officials to enter upon the property for the purpose of inspection, and if necessary, for posting a public notice on the property.

SIGNATURE /DATE

** If signature is not the owner of the property, an Authorized Agent form must be submitted.

Authorized Agent Form

(Required if address applicant is other than property owner)

A **Principal** [owner] / **Authorized Agent** (acts for the owner) relationship has been created between

_____ [Principals] and
_____ (Authorized agent),

for the purpose of: _____

on tax parcel(s) _____

Principal(s) (Both signatures are needed if husband and wife)

The foregoing Principal/Authorized Agent Relationship Statement was signed before me this day of
_____, 20____, by _____ (principals)],

known to me to be the person(s) who signed said statement.

IN WITNESS, WHEREOF, I have hereunto set my hand and official seal.

_____ Notary Public

My commission expires: _____