



# E911 Address Application

Hubbard County Environmental Services

301 Court Ave., Park Rapids, MN 56470

Phone: 218.732.3890

[www.co.hubbard.mn.us/environmental.htm](http://www.co.hubbard.mn.us/environmental.htm)

## For Your Information

An Enhanced 911 (E911) Address serves as both the physical or site address for a property, and as a location identifier for emergency services. The Hubbard County Enhanced 911 Ordinance requires that all locatable structures in the county have an E911 address.

## Instructions

1. Complete all portions of this application.
2. Print out a **color aerial photo map** of your property using the County's interactive **property viewer** map ([www.co.hubbard.mn.us/maps.htm](http://www.co.hubbard.mn.us/maps.htm)). Mark an "X" where your driveway is located and an "O" where the locatable structure will be/is located, and submit this map with your application.

**Note:** We ask that you use Hubbard County's property viewer map as opposed to other map services like Google so that we can easily verify your parcel ID number and ownership information.

3. Mark your driveway in a way that is easily identifiable. A stake or lath about 4 feet tall with a ribbon attached to it is preferred. Your address will **not** be assigned until a locatable approach and/or driveway exists.

Are you building a new approach off a state, county, township, or municipal road? If yes, you must contact the appropriate road authority to obtain approval for the approach before constructing it and applying for an address.

**Note:** Failure to mark your driveway with something distinctive will delay address assignment. If your driveway cannot be located by aerial photo, County staff will first need to collect GPS coordinates at your approach.

4. **Include \$50.00 application fee.** Make checks payable to "Hubbard County". Submit application to Hubbard County Environmental Services at the address shown above.

## What happens next?

- You will receive a letter informing you of your new address once it is assigned. It generally takes up to a week for the new address to be assigned and up to two weeks for the blue sign and post to be installed. County Highway Department staff may first attach the blue sign to a temporary lath, and may return at a later time (typically within a few days) to attach the sign to a permanent steel post.
- Once you receive your new address, it is your responsibility to provide it to the U.S. Postal Service, utility, telephone, or communications provider(s), and any other entities needing your current physical address.

## IMPORTANT:

- E911 signs **cannot** be moved. These numbers are assigned based on a specific driveway location, so moving the blue sign will hinder the ability of emergency services personnel to find your property during an emergency.
- If you move your driveway approach, you will be charged an additional address fee and reassigned a new address. Address signs must follow a sequential numbering order, and cannot simply be moved to a new location.
- Property owners are encouraged to make sure their blue address sign remains visible from the roadway at all times. This includes clearing snow from around the sign in the winter.
- If you live on a private shared driveway that has other residences on it and the driveway does not have a road name, you can purchase an additional address sign and post for \$25.00 to post in front of or near your residence. Doing so is encouraged as it allows emergency services personnel to more easily locate your residence when there are multiple blue address signs posted at the beginning of a shared driveway.
  - Residents living on a shared driveway can request that the driveway be assigned an E911 road name and their individual E911 addresses be changed to be addressed off the new road name. A road sign and installation costs \$175.00.
- The initial E911 sign and post installation is covered by the \$50.00 address permit application fee. Should something happen to the sign or post after installation, it is the property owner's responsibility to repair the sign/post. Replacement signs and posts can be picked up at Hubbard County Public Works for \$20 and \$5 respectively. To have Public Works replace a sign/post for you, the fee is \$50 and you request such by contacting the Environmental Services Office.



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**Ink must be used to complete this application.**

Owner name(s): \_\_\_\_\_ Date: \_\_\_\_\_

Agent name(s): \_\_\_\_\_

(Attach completed "Authorized Agent Form" if person submitting application is not the property owner.)

Current mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Alternate phone: ( ) \_\_\_\_\_ - \_\_\_\_\_

Email address: \_\_\_\_\_

How do you wish to receive your new address notification?

Standard USPS Mail  E-mail

Tax Parcel Number: \_\_ \_ . \_\_ \_ . \_\_ \_

(a.k.a. Property ID#. Can be found on tax statements and value notices)

➤ **Include an aerial photo map of the property with this application**

Refer to item 2 under Instructions on the previous page.

YES  NO Are you currently in the process of subdividing this property?

YES  NO Has this property been newly created by subdivision within the last three months?

YES  NO Has all necessary site preparation for your driveway been completed (i.e. does your driveway exist)?

→ Date driveway construction is scheduled? \_\_\_\_\_

**Note: Application will be returned if driveway will not be constructed within two weeks. Plan accordingly.**

YES  NO Are you sharing this driveway or approach with another residence, structure, or property? If yes, you are encouraged to discuss the situation with County staff as shared driveways can create confusion.

➤ **Describe how you will mark your driveway location** (refer to item 3 under Instructions on the previous page):

**AGREEMENT:** The applicant or agent hereby makes application for an E911 address permit agreeing to do all such work in accordance with all Hubbard County Ordinances. Applicant or agent agrees that application and other attachments submitted herewith are true and accurate. Applicant or agent agrees that, in making application for an E911 address permit, applicant grants permission to Hubbard County, at reasonable times to enter applicant's premises, to determine compliance of that application with any applicable county, state, or federal ordinances or statutes. If any of the information provided by the applicant in his/her application is later found or determined by the County to be inaccurate, the County may revoke the permit based upon the supplying of inaccurate information. The applicant is responsible for securing any other local, state, or federal permits that may be required.

I have read and fully understand the above instructions. I hereby swear that all information provided in this application is true and correct.

Signature of owner(s) or agent(s): \_\_\_\_\_ Date: \_\_\_\_\_

**PERMIT:** Permission is hereby granted to the above named applicant to perform the work described in the above statement. This permit is granted upon the express condition that the person to whom it is granted, and his/her agent, employees and workers shall conform in all respects to the Ordinances of Hubbard County, MN. This permit may be revoked at any time upon violation of said Ordinances. If any of the information provided by the applicant in his/her application is later found or determined by the County to be inaccurate, the County may revoke the permit based upon the supplying of inaccurate information.

Environmental Services Officer: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE:** Rec'd in mail  Permit Fee: \_\_\_\_\_ Receipt #: \_\_\_\_\_ App. #: \_\_\_\_\_