



## **E911 ADDRESS APPLICATION PROCESS**

The following items **must** be provided to this office in order for us to process your 911 addressing request.

1. A completed "E911 ADDRESS REQUEST FORM"
2. A simple drawing of the site to be addressed, showing:
  - Directional arrows (North, South, East, West)
  - Avenue and/or street names
  - Driveway location, clearly marked
  - Distance in feet that the driveway is from the nearest intersection
  - Location of and distance to *nearest neighbor's* driveway(s)
    - **Measure in feet**
    - Note those within the same section as your driveway only
    - Note those on either side of the road
    - Include names of property owner or tenant
  - Approximate location of structure(s) on the site
3. A check for the appropriate fee:
  - \$75.00 for a new E911 marker or \$50.00 for a replacement marker
  - This fee is due from the property owner for all new construction, modifications, existing structures and/or businesses not currently assigned an address, regardless of the initiator of the addressing request.
  - Your request will not be processed until this fee is paid

Please return or mail required items to:

**Sioux County Zoning**  
**PO Box 233**  
**Courthouse, 210 Central Ave SW**  
**Orange City, Iowa 51041-0233**

You will be notified via phone when your address has been assigned, so please be sure to provide a phone number where you are most likely to be reached or a voicemail can be left for you. A marker is not normally *placed* until the County Engineer's staff can be sure it will not be knocked over or damaged by ongoing construction. If you need a marker before your construction is finished, please contact our office.

Questions regarding the process detailed above may be directed to the Sioux County Zoning Office by calling 1- 712-737-3820.

**E911 ADDRESS REQUEST**

**NOTE: A SITE PLAN IS REQUIRED TO BE SHOWN ON THE REVERSE SIDE OF THIS APPLICATION SHOWING THE DISTANCE TO AND EXACT LOCATION OF THE DRIVEWAY IN RELATION TO THE NEAREST INTERSECTION.**

PROPERTY OWNER: \_\_\_\_\_ PARCEL NO.: \_\_\_\_\_

**This request is for:**

NEW E911 ADDRESS/MARKER... \$75<sup>00</sup>       REPLACEMENT MARKER ..... \$50<sup>00</sup>

I WILL USE A:

WHAT IS THE E911 ADDRESS PREVIOUSLY ASSIGNED TO THE PROPERTY?  
 \_\_\_\_\_

NEW DRIVEWAY

WHAT IS THE REASON FOR REPLACEMENT? \_\_\_\_\_

EXISTING DRIVEWAY (MODIFIED)

IS THERE ANY REMAINING SIGNAGE OR A POST?     Yes     No

**NOTE: An approved Entrance(Driveway) Permit from the Engineer's Office must be attached for ALL new driveways for which you are requesting an address. If you are using an existing driveway, written confirmation from the Engineer's office must be received which states that the driveway is an approved access.  
 Contact the Sioux County Engineer's office at 712-737-2248**

E911 ADDRESS REQUESTED BY:	
NAME: _____	HOME PHONE No.: _____
MAILING ADDRESS: _____	CELL/WORK No.: _____
TOWN/STATE/ZIP: _____	PROPERTY OWNER: <input type="checkbox"/> Yes <input type="checkbox"/> No

**CERTIFICATION:** I/we certify that the information and exhibits submitted are true and correct to the best of my knowledge & that in filing 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, a notarized written statement from the owner of record stating the applicant signing this form may act on his/her behalf must be submitted.

**APPLICATIONS WILL BE CONSIDERED INCOMPLETE AND WILL NOT BE ACCEPTED UNTIL ALL REQUIREMENTS ARE MET AND FEES ARE PAID IN FULL.**

**GPS Coordinates:**    Latitude: \_\_\_\_\_    Longitude: - \_\_\_\_\_

**Entrance Location (St/Ave):** \_\_\_\_\_ **On the** \_\_\_\_\_ **SIDE of the road**

**GEO COMM – for Internal Use Only:**

<u>Date Received:</u>	<u>Specialist:</u>	<u>Date Returned</u>	<u>Assigned Address:</u>	<u>ESN District:</u>
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**Zoning Office Use Only:**

<u>Sent to:</u> Geo Comm: _____	Response Rcvd: _____
County Engineer: _____	Marker Placed: _____
<u>Date Entered into:</u>	
Address data base: _____	Owner Notified: _____
Permit data base: _____	Copy to Assessor: _____
MMP data base: _____	

**Date Request Received:**

\_\_\_\_\_

**Amount Paid:** \_\_\_\_\_

**Date Paid:** \_\_\_\_\_

**Receipt/Check #**

\_\_\_\_\_

**\* RETURN THE COMPLETED FORM, REQUIRED SITE MAP, AND A CHECK FOR THE APPLICABLE FEE \*  
 \* TO THE ADDRESS NOTE AT THE TOP RIGHT-HAND CORNER OF THIS FORM \***

Please draw a diagram in the space provided below showing the exact location of the driveway in relation to the property lines.

**SITE PLAN - MUST SHOW:**

- |  |  |
|--|--|
| <input type="checkbox"/> Exact location of driveway to be addressed                      | <input type="checkbox"/> Side of road that driveway is on                        |
| <input type="checkbox"/> Names of all corresponding road/avenue/street names             | <input type="checkbox"/> Distance in feet to the nearest neighboring driveways   |
| <input type="checkbox"/> Distance in feet from that driveway to the nearest intersection | <input type="checkbox"/> Nearest neighboring property owners names AND addresses |

