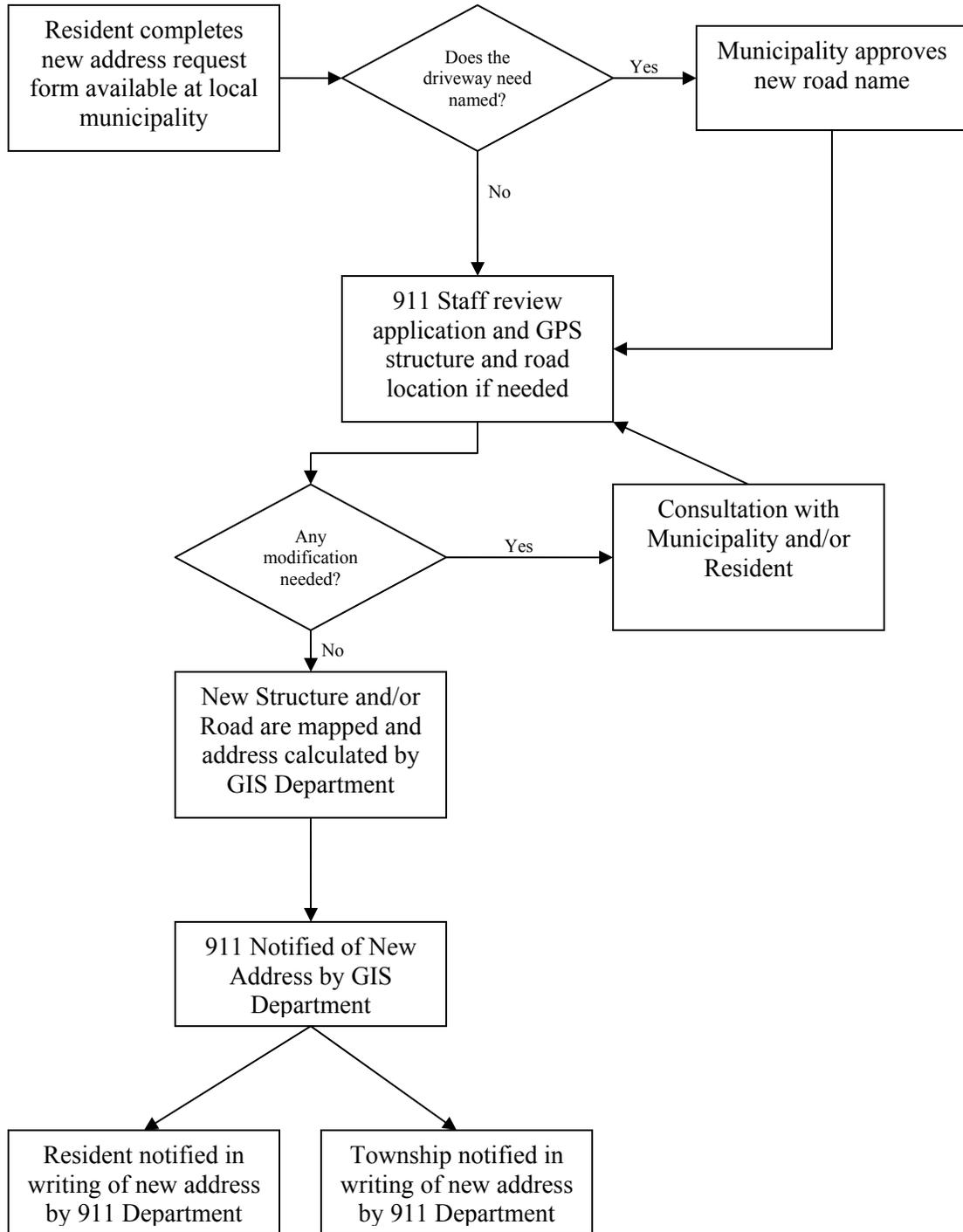


911 ADDRESS REQUEST PROCESS



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The intent of this document is to help clarify the process for requesting a 911 address and to point out some of the issues that may arise during the process.

Step #1: Resident requests new address from the local municipality

All new address requests are initiated by the resident requesting a “New Address Request Form” from the municipality where the new address will be located. It is important for the local municipality to be involved from the beginning of the process. This will keep the municipality informed of new development occurring as well as provide some level of control of new road names as they are needed.

Step #2: Local municipality assesses whether to name the driveway

If a new road name is not needed the municipality either faxes or mails the application to the 911 Center. A general rule of thumb to determine if a driveway needs to be named is that if there is more than one address going to access from a single driveway off of a named road then the driveway should be named. This will assist in avoiding confusion about location during an emergency response. The municipality is in the best position to assess the intent of the land owner and for catching the intent to further develop a particular piece of property. This will also assist the resident by avoiding a potential address change in the future.

Step #3: 911 Staff review application for new address

During this step 911 Staff will review the application for completion. If any clarification is needed they will contact the municipality and/or resident. 911 Staff will collect a GPS location of the new structure location. If the request involves naming a drive or the addition of a new road, 911 Staff will GPS the centerline location of the new road and any existing driveways relative to the application. The GPS information and application will then be forwarded to the GIS staff.

Step #4: GIS staff add location information to the GIS mapping system

GIS staff will convert the GPS data into the 911 GeoDatabase. The new address will then be calculated based upon the location of the driveway relative to the road that it intersects.

Step #5: GIS staff notify 911 Center of new address and/or new road data

Upon completion of the address assignment and/or new road addition, 911 Staff will be forwarded the completed Address request Form and New Address Notification Form. If a new road is created, 911 Staff will be notified of the MSAG identification information.

Step #6: 911 Center staff notify Municipality and Resident of new address

911 Staff will do any necessary updates to their local databases and notify the Municipality and Resident of the new address. The New Address Notification form will be mailed/faxed to the Resident and Municipality.