



E911- Locatable Address Request Form & Instructions

Section 1:

{Please fill out this section if you have NOT filled out a Driveway Permit}

Property Owner: _____

Mailing Address: _____

Phone: _____

Email: _____

Section 2:

Road Location: _____

Parcel ID: _____

- Measure (in feet) the approximate distance from the closest neighboring driveway with an existing address to the center of your new curb cut/driveway.
- For NEW curb cuts/driveway installations identify on the attached GIS Parcel Map the location and layout of your driveway to your new structure(s).

Neighboring Physical Address number: _____

Distance in Feet to your curb cut/driveway: _____

Section 3:

Check all Type(s) of structures requesting a new physical address assignation:

- Single Family Dwelling
- Garage
- Barn
- Other: _____

Submit request form & GIS map to the Town Clerk's Office. Upon receipt of this form your request will be calculated into a new physical address and submitted to the State E911 Board via electronic request. GIS Specialists will determine the accuracy of the measurements provided please allow for up to two weeks for State review. Upon approval you will receive an official letter from the Town Office issuing your new E911 Locatable Address.

~Ways to submit your paperwork~

- In person during our regular business hours: we are located at 86 Mountain Road Montgomery Ctr VT 05471. Open Mondays 9a-12p & 1p-6p | Tuesday/Wednesday/Thursday 9a-3p | Friday 9a-1p
- Via our outdoor office drop-box mounted on the left hand side of the front entrance to our building available 24/7
- Via email to municipalclerkmontgomery@gmail.com or municipalassistantmontgomery@gmail.com