



## **E911- Locatable Address Request Form & Instructions**

### **Section 1:**

Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

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

### **Section 2:**

Road Name: \_\_\_\_\_

Parcel ID: \_\_\_\_\_ (located in the upper left corner of your tax bill)

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

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 & sketch/or 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 office hours: we are located at 86 Mountain Road Montgomery Ctr VT 05471
- ★ 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](mailto:municipalclerkmontgomery@gmail.com) or [municipalassistantmontgomery@gmail.com](mailto:municipalassistantmontgomery@gmail.com)