

**Polk County E 9-1-1
REQUEST FOR ADDRESS ASSIGNMENT**

Name: _____
Home Telephone Number: _____
Daytime Telephone Number: _____
Current Mailing Address: _____

**A \$50 processing
fee is required for
address assignment.**

**Payment is due
upon request.**

If possible, please include a sketch/map containing any information that would aid in providing an accurate address.

All distances should be measured from the start of your driveway to the start of your neighbor's driveway, or from the nearest intersection to the start of your driveway.

Do you have a Post Office Box number? _____
Rural Route and Box Number: _____

Name of Road Your Driveway Comes Off Of: _____
Indicate Which Side of Road Driveway is on: North _____ South _____ East _____ West _____
Your Neighbors Names: To the North _____ Distance to their driveway _____
To the South _____ Distance to their driveway _____
To the East _____ Distance to their driveway _____
To the West _____ Distance to their driveway _____

Approximate distance (feet, yard, tenths of miles, etc.) and direction your driveway will be from the nearest intersection or nearest neighbor's driveway (please do not use your property's legal description; we must have the location of where your driveway will meet the road). For example – 3/10 of a mile North of US Hwy 2 SE on 280th Ave SW OR 300 yards South of Joe Citizen's driveway. _____

Are You Near a Lake? Yes _____ If yes, Name _____ No _____
Do You Receive Mail at this Location? Yes _____ No _____
How long have you live at this residence? _____
Do You Have Multiple Phone Lines? Yes _____ No _____
Phone Number 1: _____
Phone Number 2: _____

Are there presently any other homeowners that share your driveway? Yes _____ No _____
If yes, list the homeowner and their address: _____

Was This Structure Recently Built? Yes _____ No _____
If yes, Date completed or expected to be completed: _____
If no, name of former owner (if new purchase): _____

Do you Own or Rent This Structure? Own _____ Rent _____
If renting, please provide name of owner: _____

**For Office Use Only!
NEW ADDRESS:**

Today's Date _____
Technician _____
Date Notification Sent _____