



E911 Address Application

Hubbard County Environmental Services

301 Court Ave., Park Rapids, MN 56470

Phone: 218.732.3890 Fax: 218.732.7993 www.co.hubbard.mn.us/environmental.htm

Instructions

The Hubbard County E911 Addressing System was developed to provide Enhanced 911 (E911) Services to our residents. An E911 physical address can be used as a mailing address and by emergency service organizations to quickly locate your property.

1. **Application must be completed in ink.** Incomplete applications will be returned to the applicant(s).
2. Applicant must own the property. If someone other than you, the landowner, is going to apply for the permit, you must complete an "Authorized Agent" form giving that party permission to do so and the form must be presented to our office by your agent when s/he applies for the permit.
3. Include the \$50.00 application fee. Make checks payable to "Hubbard County Auditor/Treasurer." We are unable to accept credit card payment. If mailing application, send a check - do not send cash.
4. Accurate parcel ID #s and legal descriptions must be given and a copy of your deed must be submitted with your application. (Parcel IDs are shown on your property tax statement and sometimes on your deed. A copy of your deed may be obtained from the County Recorder's office.)
5. If your property is newly created by subdivision, your deed **must be recorded before** applying for an E911 address. It must be recorded so that a tax parcel number can be assigned to your property, your application can be processed, and your new E911 address properly assigned to the correct tax parcel number so the E911 system functions properly.
6. Provide detailed, written directions on how to reach your driveway from Park Rapids and provide an adjacent property's E911 address and the direction your driveway is from it. Doing so will allow us to properly locate your driveway and insure your new E911 address blue blade will be accurately placed.
7. When you have completed the application, mail or deliver it in person to: **Hubbard County Environmental Services, 301 Court Avenue, Park Rapids, MN 56470.**
8. When you receive your permit, you will need to **mark your driveway location** (with the wooden lathe you will receive if you apply in person or a properly labeled stake or post if you apply by mail) to allow the addressing technician to locate your driveway. This location is used to provide GPS coordinates for E911 services. Your address will not be assigned until construction of your driveway approach is complete.
9. You will receive an official address notification letter at the end of the month in which your application is processed. You may contact Barb Barth, E911 Administrator, at 218-732-3890 for your new address if you need to know it before your letter is mailed.
10. The U.S. Postal Service and telephone company are notified that you have a new address at the end of the month in which your permit is issued, but we encourage you to also notify them as soon as possible. You will need to contact any utility companies with this new address.
11. Please contact your local post office for mailbox placement instructions.
12. It generally takes several weeks after you apply for a new address for the actual E911 post and blue blade to be installed. Once installed, it is your responsibility to maintain the sign and keep it in good repair.
13. **Note:** If you move the driveway location **after** the E911 number is assigned, you **must** apply for a new E911 number. You **cannot** move the blue blade to a new location. These numbers are assigned GPS coordinates so moving the blue blade voids the accuracy of these records, is a violation of the E911 Ordinance, and will not allow emergency services to find your property in the event of an emergency.

If you have any questions, please contact Ms. Barth at the telephone number listed above.



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Owner Name(s): _____ Date: _____

Agent Name(s): _____ (Attach completed "Authorized Agent Form.")

Mailing Address: _____

Phone: _____ Alternate Phone: _____

Tax Parcel Number(s): ____ . ____ . ____ ; ____ . ____ . ____ ; ____ . ____ . ____

Legal Description: _____

Section: _____ Township: _____ Range: _____ Township Name: _____

Attach a copy of your deed.

Directions to driveway from Park Rapids: _____

The applicant is responsible for securing any other local, state, or federal permits that may be required. **If this application involves work in wetlands, additional permits and approvals will be required to comply with the Minnesota Wetlands Conservation Act and U.S. Army Corps of Engineers regulations.**

AGREEMENT: The applicant or agent hereby makes application for a E911 address permit agreeing to do all such work in accordance with all Hubbard County Ordinances. Applicant or agent agrees that application and other attachments submitted herewith are true and accurate. Applicant or agent agrees that, in making application for an E911 address permit, applicant grants permission to Hubbard County, at reasonable times to enter applicant's premises, to determine compliance of that application with any applicable county, state, or federal ordinances or statutes. If any of the information provided by the applicant in his/her application is later found or determined by the County to be inaccurate, the County may revoke the permit based upon the supplying of inaccurate information.

Signature of owner(s) or agent(s): _____ Date: _____

PERMIT: Permission is hereby granted to the above named applicant to perform the work described in the above statement. This permit is granted upon the express condition that the person to whom it is granted, and his/her agent, employees and workers shall conform in all respects to the Ordinances of Hubbard County, MN. This permit may be revoked at any time upon violation of said Ordinances. If any of the information provided by the applicant in his/her application is later found or determined by the County to be inaccurate, the County may revoke the permit based upon the supplying of inaccurate information.

Environmental Services Officer: _____ Date: _____

For Office Use:

Permit Fee: _____ Receipt #: _____ App. #: _____

GPS Coordinates: _____