

# 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](http://www.co.hubbard.mn.us/environmental.htm)

## For Your Information

The County's Enhanced 911 addressing system assigns every road a name and every residence and/or locatable structure an E911 street address. An E911 address allows emergency service providers to locate your structure should you have an emergency by collecting an exact global positioning system (GPS) coordinate of your driveway's location that is then added to the emergency services geographic information system (GIS) database.

The initial E911 blue blade and post installation is covered by the \$50.00 address permit application fee. Should something happen to the blade/post after installation, it is the landowner's responsibility to repair the blade/post. Replacement blades/posts can be obtained from the Public Works Department (218) 732-3302 for a small fee.

If you live on a private shared driveway that has other residences on it and does not have an E911 road name, you can purchase an additional blue blade/post from Public Works for \$25.00 to post in front of your residence. Doing so is encouraged as it allows emergency services personnel to more easily locate your home when there are multiple blue blades posted at the beginning of a shared driveway.

Residents living on a shared driveway can request that the driveway be assigned an E911 road name and their individual E911 addresses be changed to be addressed off the new road name. A road sign costs \$175.00.

Replacement blades and posts can be picked up at Public Works for \$20 and \$5 respectively. To have Public Works replace a blade/post for you, the fee is \$50 and you request such through Environmental Services.

E911 questions can be directed to Steve Pachel, GIS Technician, (218) 732-2304, [spachel@co.hubbard.mn.us](mailto:spachel@co.hubbard.mn.us).

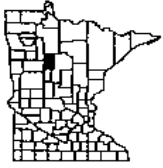
## Instructions

1. Complete all portions of the application. (Parcel ID #s are shown on your property tax statement. A copy of your deed can be obtained from the County Recorder's office. If your property is newly created by subdivision, your deed must be recorded before applying for an E911 address so the address will be correctly assigned to your new parcel number.)
2. Print out a color aerial photo map of your property using the County website GIS ([www.co.hubbard.mn.us](http://www.co.hubbard.mn.us) "property information: tax data and map system" link), mark an "X" where your driveway is located, place an "O" where the locatable structure will be/is located, and submit the photo with your application.
3. **Your driveway must be finished before you submit this application.**

4. **Place a four foot tall stake on or next to the driveway. Attach a red flag to the top of the stake.**

**Note:** Submitting an application before your driveway is installed and staked will result in penalty fees being charged.

5. Submit application to Environmental Services at the address shown above. Include \$50.00 application fee. Make checks payable to "Hubbard County Auditor/Treasurer." We cannot accept credit cards.
6. You will receive a letter in the mail informing you of your new address once it is assigned. It generally takes two weeks for a new address to be assigned and the E911 post/blue blade to be installed.
7. Once you receive your new address, it is your responsibility to provide it to the U.S. Postal Service, telephone/utility provider(s), and any other entities needing your current address.
8. **Note:** E911 signs **cannot** be moved. These numbers are assigned based on GPS coordinates so moving the blue blade will not allow emergency services to find your property during an emergency.



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**Ink must be used to complete this application.**

Owner Name(s): \_\_\_\_\_ Date: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Tax Parcel Number(s): \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_

Legal Description: \_\_\_\_\_

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ Township Name: \_\_\_\_\_

**\*Attach a copy of your deed and aerial photo map of property.\*  
Driveway must be finished and staked.**

Directions to driveway from Park Rapids: \_\_\_\_\_

The applicant is responsible for securing any other local, state, or federal permits that may be required

**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.

I have read and fully understand the above instructions. I hereby swear that all information provided in this application is true and correct.

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:**

<b>Permit Fee:</b> _____	<b>Receipt #:</b> _____	<b>App. #:</b> _____	<b>GPS Coordinates:</b> _____
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