



E911 Address Application

Hubbard County Environmental Services

301 Court Ave., Park Rapids, MN 56470

Phone: 218.732.3890

https://www.co.hubbard.mn.us/environmental_services

For Your Information

An Enhanced 911 (E911) Address serves as both the physical or site address for a property, and as a location identifier for emergency services. The Hubbard County Enhanced 911 Ordinance requires that all locatable structures in the county have an E911 address.

Instructions

1. Complete all portions of this application.
2. Print out a **color aerial photo map** of your property using the County's interactive **property viewer** map, which can be accessed from the "Maps" link on our website (www.co.hubbard.mn.us). Mark an "X" where your driveway is located and an "O" where the locatable structure will be/is located, and submit this map with your application.

Note: We ask that you use Hubbard County's property viewer map as opposed to other map services like Google so that we can easily verify your parcel ID number and ownership information.

3. Mark your driveway in a way that is easily identifiable. A stake or lath about 4 feet tall with a ribbon attached to it is preferred. Your address will **not** be assigned until a locatable approach and/or driveway exists.

Are you building a new approach off a state, county, township, or municipal road? If yes, you must contact the appropriate road authority to obtain approval for the approach before constructing it and applying for an address.

Note: Failure to mark your driveway with something distinctive will delay address assignment. If your driveway cannot be located by aerial photo, County staff will first need to collect GPS coordinates at your approach.

4. **Include \$110 application fee.** Make checks payable to "Hubbard County". Submit this application to Hubbard County Environmental Services at the address shown above.

What happens next?

- You will receive a letter informing you of your new address once it is assigned. It generally takes up to a week for the new address to be assigned and up to two weeks for the blue sign and post to be installed. County Highway Department staff may first attach the blue sign to a temporary lath, and may return at a later time (typically within a few days) to attach the sign to a permanent steel post.
- Once you receive your new address, it is your responsibility to provide it to the U.S. Postal Service, utility, telephone, or communications provider(s), and any other entities needing your current physical address.

IMPORTANT:

- E911 signs **cannot** be moved. These numbers are assigned based on a specific driveway location, so moving the blue sign may hinder the ability of emergency services personnel to find your property during an emergency.
- If you move your driveway approach, you will be charged an additional address fee and reassigned a new address. Address signs must follow a sequential numbering order and cannot simply be moved to a new location.
- Property owners are encouraged to make sure their blue address sign remains visible from the roadway at all times. This includes clearing snow from around the sign in the winter.
- If you live on a private shared driveway that has other residences on it and the driveway does not have a road name, you can purchase an additional address sign and post for \$35, plus tax (available from Public Works) to post in front of or near your residence. Doing so is encouraged as it allows emergency services personnel to more easily locate your residence when there are multiple blue address signs 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 and installation costs \$275.
- The initial E911 sign and post installation is covered by the \$110 address application fee. Should something happen to the sign or post after installation, it is the property owner's responsibility to repair the sign/post. Replacement signs and posts are available at Hubbard County Public Works for \$25 and \$10 respectively, plus tax. To have the County replace a sign and/or post for you, you may request such by contacting the Environmental Services Department.



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Notice to Applicant(s)

The County Environmental Services Department (ESD) will never ask applicants for fees to be paid beyond those listed in the County Board-approved fee schedule (available on County website and at ESD counter). Any unpaid application fee(s) are addressed by ESD staff notifying an applicant of such by sending a letter through US Mail or an email from an address with this format (first.name.last.name@co.hubbard.mn.us), or calling by phone. The ESD will never instruct an applicant to submit payment of a fee by wire transfer or digital currency, or take payment information over the phone. Payment of fees is only accepted and able to be made by cash in-person, check, or credit card (cc) in-person at a secure point of sale terminal or online via the secure cc payment portal accessible solely through the County website. Applicants are encouraged to reach out to the ESD with any questions about fees or communications received claiming to be from the ESD.

Ink must be used to complete this application.

Updated 01/01/2026



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Owner name(s): _____ **Date:** _____

Agent name(s): _____

(Attach a completed "Authorized Agent Form" if the person submitting this application is not the property owner.)

Current mailing address: _____

City: _____ **State:** _____ **ZIP code:** _____

Phone: _____ **Alternate phone:** _____

E-mail address: _____

How do you wish to receive your new address notification?

Standard USPS Mail

E-mail

Parcel Number: R _____

(a.k.a. Property ID#. Can be found on tax statements and value notices)

➤ **Include an aerial photo map of the property with this application**

Refer to item 2 under Instructions on the previous page.

YES NO Has all necessary site preparation for your driveway entrance/approach been completed?

└───> Date driveway construction is scheduled? _____

Note: Application will be returned if driveway will not be constructed within two weeks. Plan accordingly.

YES NO Are you currently in the process of subdividing this property?

YES NO Has this property been newly created by subdivision within the last three months?

YES NO Are you sharing this driveway or approach with another residence, structure, or property? If yes, you are encouraged to discuss the situation with County staff as shared driveways can create confusion.

➤ **Describe how you will mark your driveway location** (refer to item 3 under Instructions on the previous page):

APPLICANT STATEMENT:

I have read and fully understand the above instructions. I hereby make application for an E911 address, agreeing to do all such work in accordance with all Hubbard County Ordinances. In making this application, I hereby affirm that I am the fee title owner of the above-described property or the authorized agent thereof, and I agree to this application and warrant and assert that I am authorized by ownership and/or law to apply for the E911 address in question. By signing this application, I hereby certify that the information contained in this application is a true, accurate and complete representation of facts and conditions concerning the proposed E911 application. I hereby state and affirm that any and all applications, sketches, surveys, and all other attachments and documents submitted herewith are true and accurate. I understand that if any of the information provided by me in this application is later found or determined by the County to be inaccurate, the County may revoke the E911 address and/or any accompanying permit based upon the supplying of inaccurate information. I understand and agree that in making application for an E911 address, I am granting permission to Hubbard County, at reasonable times and in a reasonable manner, to enter the land and premises that are the subject of this application to determine compliance of that application with any applicable county, state, or federal laws, statutes, or ordinances. I certify and agree that I will comply with any and all conditions imposed in connection with the approval of the application. I understand that I may be required to submit additional property descriptions, property surveys, site plans, building plans, or other information as deemed necessary by the County for proper consideration of the request before the application is deemed complete or acted upon.

SIGNATURE of owner(s) or agent(s): _____ **Date:** _____

Click the "Submit Form" button to the left to submit the application and a new e-mail message will open with the completed form attached. Please attach the aerial photograph to this e-mail before submitting.

Click the "Reset Form" button to the left to clear all information from the form.

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 Department: _____ **Date:** _____

OFFICE USE: Fee Amt. : _____ App. No. : _____ Receipt No. : _____