

Toole County Application for Physical Address

*Addressing services are currently being provided by the County's E-911
Consultant, Mapping and Planning Specialists, Inc. (MaPS, Inc.)
Contact MaPS, Inc at 1-877-944-5464 with questions or return this
completed form to mpearce@mapsrus.net*

There is no address application fee at this time

Please read the instructions on the back of this form before filling it out.

Applicant
Name(s): _____

Mailing Address: _____

Phone(s): _____

Email(s): _____

Is the property in your name? ☐ Yes ☐ No
If No, who is the Owner of Record? _____

Proposed Structure:

- ☐ Single Family Residence
- ☐ Multiplex (e.g. Duplex, Triplex, Apt. Building)
- ☐ Mobile Home or Tiny Home
- ☐ Apartment inside Barn/Shop Building
- ☐ General Purpose Building (Barn, Shop, Grain Bins, Warehouse, etc. with power)
- ☐ RV Site (e.g. concrete/graveled pad with power/water/septic)
- ☐ Utility Site (e.g. power/phone/gas substation or communications tower/cell site)
- ☐ Business/Commercial/Retail
- ☐ Other (describe): _____

Remarks/Comments: _____

Legal Description: TWP _____ RNG _____ Section _____ Geocode _____

Subdivision or Block/Lot: _____
(if applicable) _____

Structure will access from what road or street? _____

(Attach separate page if needed; diagram your access/approach, driveway, structure location, property lines, etc.)
****Without the physical location of a driveway, we CANNOT issue a physical address****

General Construction Timeframe? _____

Special Conditions or Other Details: _____

Date: _____

Applicant Signature: _____

Physical Address Application Instructions:

Please write/print clearly and legibly on the Address Request. Providing detailed information up front will expedite MaPS, Inc.'s efforts to provide you with an Official Address Form as soon as possible. This "Official Address Form" will serve as proof-of-address for you while you are in transition (e.g. you can provide copies of the final form to other parties that need documentation, such as banks, mortgage and title companies, insurance, utilities, Post Office, vehicle/voter registration, drivers licensing, etc.).

You may be contacted by MaPS, Inc. with follow-up questions as your request is processed. Applications are typically processed within 1-5 business days. Thank you.

Who?

Applicant Name – Please provide your full name(s) – including first name(s), middle initial(s) and last name(s). Include your significant other if applicable. If you are seeking an address for a business or commercial/retail location, please indicate the property and/or business owner – and the name of the entity/business – as well as a primary contact (e.g. a supervisor, manager or foreman) and their contact #. **If you are a contractor filling this out for a client, please list the client as the applicant. If you are a contractor building a spec house, please indicate this on the form.**

Mailing Address – Please provide the address where you currently receive mail, including city, state and zip code.

Phone(s) – Please provide a contact phone number(s) where you can be reached for questions.

Email(s) – Please provide a current email address(s) to where the completed address form can be sent.

What?

Please check one box per application.

Where?

Please provide notes or a diagram, photo, map, etc. indicating or showing where your approach, driveway and structure will be. **NOTE: Without the physical location of a driveway, we CANNOT issue a physical address.**

The County relies on distance- or mileage-based rural addressing – so where your approach/driveway intersects the road network is what generates your physical address. Specifically, where will your approach/driveway be (e.g. 20 feet from the north lot line – or – 40 feet west of the east lot line – or – right in the middle of the frontage – or – via the existing approach)? If your structure is in a town, addresses are typically based on block ranges – and MaPS, Inc. will work with the town's administration staff to ensure a valid/accurate address is assigned.

When?

When will you start construction? What will be the general construction timeframe (e.g. approach/driveway and power/water/septic this fall – foundation next spring – rough-in next fall)?

Based on your timeframe, MaPS, Inc. will visit your property to map the initial structure – and may return several times to check on your progress and update the data/photo - until it is completed. This data resides in the County Sheriff's Office dispatch center to support accurate and efficient local emergency response and is used by the County and local government agencies/services.

If you have questions, please call MaPS, Inc.'s toll-free number at 1-877-944-5464.

DEAR RESIDENT:

Attached please find an "Official Address Form" documenting your unique, locatable physical address. The address you have received is either based on **Toole County's** rural addressing system (e.g. generally, uses 100 address numbers per mile radiating outward from Shelby, the County seat) or your community's block range addressing system (e.g. 100 address numbers per block radiating from a central origin; for instance in Shelby, from the intersection of Main St and Montana Ave/Galena St).

Rural addresses are based on the location/distance of a structure's access/driveway from a road's origin. Origins are set at baselines, or major highways or roads. Addresses on roads that branch from baselines start at "zero" and proceed to their dead end or another intersecting road. Structures on the left side of a road from its origin have "odd" numbers, while those on the right have "even." An address of "125 Anywhere Rd" indicates a structure location that is 1.25 miles from the start of Anywhere Rd on the left or odd side. Addresses on baseline highways may use mile markers as block ranges. For instance, mile marker "14" is the start of the "1400" block.

Town addresses are based on where your driveway and/or structure centerline intersects the street that your structure faces/accesses. Generally, communities only use the first 20 to 30 available numbers in a block. For instance, if you live halfway between 1st St and 2nd St, you likely have an address of 110 or 111 (depending on which side of the street you live on). Odd and even address number patterns vary in different communities, but should always be standardized within a community. Be advised that only Shelby, Kevin, Sunburst and Sweetgrass have block-range style addressing. The smaller communities of Ethridge, Oilmont, Devon, Dunkirk and Galata all use distance-based, rural addressing (but may have road names that correspond to the original platted street names).

If you want to receive mail on a postal delivery route, please provide a copy of the address form to your local Post Office before you begin using your new physical address – failure to do so may affect proper delivery of your mail. The local Post Office will need to authorize the location of any new mail receptacle. Remember, PO Box mailing addresses do not change - if your mailing address is a PO Box, your new address is simply a physical address, but please notify your local Post Office anyway (so they can link your PO Box to your physical address).

To assist your mail carrier and emergency responders, please clearly and visibly post the new house number on your mailbox and/or your home. If your mailbox is not near the end of your driveway or your structure is more than 75 feet from the road or otherwise not clearly visible from the road, please post your address numbers at the end of your driveway on a 4 to 6 foot post – 4 inch reflective numbers are recommended – please use numerals – do not spell out the numbers. Clearly and visibly displaying your house numbers will greatly assist emergency services to locate you.

Please also provide copies of the "Official Address Form" to utility companies (power, telephone, propane, etc.) or local government agencies (Drivers License, Assessor, Voter Registration, etc.) as "proof of address."

If you have any questions, please contact Mapping and Planning Specialists, Inc. (MaPS, Inc.), toll-free at 1-877-944-5464, Monday through Friday, 8 AM to 5 PM, CST. Be advised that if your structure is new, MaPS, Inc. will be verifying (at a later date, typically once per quarter) the actual location of your home or structure in the field using highly accurate Global Positioning System (GPS) and Geographic Information System (GIS) technology. For new structures, if the verbal driveway location you indicated is significantly different from the actual location as verified by MaPS, Inc., your address may change.

Thank you for your cooperation.

Note: If your property is not yet improved (no driveway, approach or structure, etc.) then you received a temporary address to satisfy a physical address requirement for legal/financial papers. You must contact MaPS, Inc. once you actually develop the property to receive a final/official address based on your final/actual driveway/approach distance/location. Toole County reserves the right to modify physical addresses as needed when your new structure is mapped by MaPS, Inc. The new construction/temporary physical address you have received may change.