



911 Locatable Address Application

Beltrami County GIS Department
701 Minnesota Ave NW Ste. 219, Bemidji, MN 56601
Phone: 218-333-8457

Before Getting Started

- If your property is located within the City of Bemidji or Blackduck, please contact the City of Bemidji at 218-759-3595, or the City of Blackduck at 218-835-4803 to get an address.
- If you are building a new driveway approach off a U.S., state, county, township, or municipal road, the road authority may need to grant approval for the approach before you construct it and apply for an address. Your address will **not** be assigned until a locatable approach and/or driveway exists. Please do not submit this application until your driveway approach has been approved and is in place. Additional fees will apply if county staff travel to your property and your driveway approach is not complete at that time.
- If your property is located in a managed shoreland area, you will need permits from the Beltrami County Environmental Services Department for building or making other improvements to your property. Many of these areas include any property within 1,000 feet of a waterbody, so even if you don't have frontage on a lake or river, you might be in a shoreland zone. You can contact the Environmental Services office at 218-333-4158 to make sure.
- The cities and townships listed below have land use regulations that are not managed by the county. You may need permits from them before building or making other improvements to your property. The county has a list of township and city contacts on our website. From the top menu on our home page, go to Government > Elected Officials > Local Government.

Cities:

Kelliher
Solway
Tenstrike
Turtle River
Wilton

Townships:

Alaska	Sugar Bush
Bemidji	Taylor
Frohn	Ten Lake
Northern	Turtle Lake
Roosevelt	Turtle River

- If you are applying for an address on land owned by the Leech Lake Band of Ojibwe, please contact the LLBO Land Department at 218-335-7400 for help with coordinating your address application and other permits.

Instructions

1. Complete all portions of this application.
2. Print out a **color aerial photo map** of your property using Beltrami County's **Interactive County Map**, which can be accessed from the **Maps** link on our website homepage (www.co.beltrami.mn.us). Draw an X where your driveway intersects the road, and also sketch any other helpful information such as the location of existing or planned structures.
3. **Physically mark your driveway** in a way that is easily identifiable. A flag or a stake labeled "E911" is preferred. The purpose of this is to help our field workers find your driveway.
4. **Include \$200.00 application fee.** Make checks payable to "Beltrami County". Submit this completed application and the aerial map of the property to the Beltrami County GIS Department at the address on the top of this form, or bring it to our office on the 2nd floor of the County Administration Building in Bemidji.

What Happens Next?

- You will receive a notification with your new address by mail or email once it has been assigned. It can take 7-10 days to assign your address, but may take less time if you have an existing approach that can be located on an aerial photo.
- After your address is assigned, any underground utilities near your driveway will be located and marked, and then the Beltrami County Highway Department will install a blue and white house number sign. You may not alter or move the sign after it is installed. If your sign gets damaged in any way, please report it to us so that we can repair or replace it. In accordance with the Beltrami County 911 Ordinance #33, 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.



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Owner Name(s): _____

Authorized Agent Name (if you are not the owner): _____

Current Mailing Address: _____

City: _____ State: _____ ZIP Code: _____

Phone Number: _____ Alternate Phone Number: _____

E-mail Address: _____

Property ID Number: R P ____ . ____ . ____ . ____ . ____ . ____

Note: Property ID Number (a.k.a PID or PIN) can be found on your Property Tax Statements and Value Notices

How would you like to receive your new address notification from us?

- E-mail Standard USPS Mail

Yes No N/A

- If you are building a new approach, have you contacted the appropriate road authority? (See "Before Getting Started")
- Is the approach for your driveway built? If no, please do not submit this application yet. (See "Before Getting Started")
- Are you sharing the driveway approach with another existing residence or structure?
- Have you purchased this property within the last three months?
- Are you currently in the process of subdividing this property (creating new lots)?
- Is there an existing structure on the property?

If there is an existing structure, what kind of structure is it? (home, cabin, garage, shed, etc.)

What are you building or moving onto this property?

What is the name of the road your driveway approach is located on?

Describe how you will mark your driveway location (see item 3 under Instructions on the previous page):

Include an aerial photo map of the property and sketch the location of your driveway approach.

See item 2 under Instructions on the previous page.

Applicant Statement: I have read and fully understand the instructions and information on this application. In making this application for a 911 locatable address, I hereby affirm that I am the fee title owner of the above-described property or an authorized agent thereof, and I am thereby authorized to apply for a 911 locatable address on this property. By signing this application, I hereby certify that to the best of my knowledge, the information contained herein is a true, accurate, and complete representation of the facts and conditions concerning this 911 locatable address application.

Signature

Date

**Return this application and the \$200.00 fee to the address on the top of the form.
Make checks payable to "Beltrami County".**

Office Use:

- Mail Counter

Rec'd _____ Init. _____

Check No. _____ Cash _____

Rec't No. _____ Flag: Y N