



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 Our Government > Elected Officials.

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.beltramicountymn.gov). 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 entrance** 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 and install your sign in the correct location.
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.

