

HOW DO I

Obtain an Address for my Property in Unincorporated Jefferson County?

(metes and bounds property only)

Start in...

Planning & Zoning



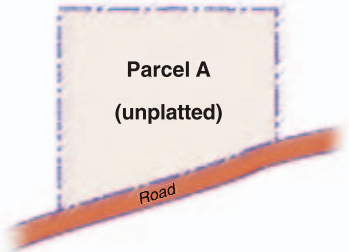
1. Bring a copy of recorded deed and survey (or Improvement Location Certificate) of the property.

2. Address Request form

3. Access Verification form

4. Parcel Research Request form (See Planning & Zoning Division)

5. If not certain on parcel legality, check with Planning and Zoning Division.



Reviews Info...



6. Planning and Zoning Division verify info and enters data into computer.

Checks base maps and road guides to ensure location, access and pertinent info.



New Address...

7. Citizen given new address.

8. Planning and Zoning Division notifies emergency personnel, post office, etc., of new address.





continued from the front

Things to know when applying for an address

- *Addresses cannot be assigned without verifying parcel legality.*
- *Secondary processes such as obtaining a septic permit and building permit cannot occur without first receiving a valid address.*
- *A process fee will be required (if access verification or legal parcel research is conducted as part of obtaining address).**
- *Further division of property will change an existing address upon completion of platting process.*
- *Only an owner or authorized representative can apply for the address.*



** An administrative fee will be charged (\$25-\$100) depending on complexity of the request.*