

# FRANKLIN COUNTY E911 ADDRESS REQUEST

## Instructional Guide

- Flags should be placed to mark the driveway.
- Addresses are measured to the driveway, not the structure.
- **IF FLAGS ARE NOT OUT BY THE POSTED DATE, YOU WILL HAVE TO REAPPLY & PAY AN ADDITIONAL \$25.00.**
- If the driveway already exists, place flags to mark both sides of the driveway.
- If the driveway has not been constructed, place flags at the proposed location of where the driveway will be. **NOTE: If the proposed driveway location changes after the address has been issued, a new address must be obtained. New address charges will apply.**
- Place Flags within 5 feet from the roadway. Flags must be visible from the roadway.
- Place Flags approximately 15 feet apart.
- 911 Address request form shall be completed in its entirety.

The address issued to you may only belong to 1 (one) structure. Addresses are not interchangeable and shall not be duplicated.

Example: If the property has already been addressed for a structure, and at a later date another structure is built that requires an address, on the same property but in a different location, a new address must be obtained for the new structure.

Franklin County E911 asks if all address numbers can be posted and made plainly visible from the roadway, from both directions, whether they are on a mailbox or an address sign.

For more information, contact Franklin County Planning & Zoning. (706) 384-2483