

REQUIREMENTS FOR PHYSICAL ADDRESS REQUEST

Address requests at McKenzie County have become more frequent recently. In order to handle these requests in a timely and organized manner, we ask that the following protocol be followed.

- 1.) All physical address requests should include a physical address request form, which is accessible at www.mckenziecounty.net, click on McKenzie County, click on GIS, then click on Requirements & Physical Address Request Form. This application should be completed as thoroughly as possible in order to expedite your request. Using the county map which is located on the GIS website or at www.mckenzie.gisworkshop.com can assist in completing the form.
- 2.) Site plans, images, and other maps clearly depicting access, approaches, driveways, etc., should be sent with the address request form.
- 3.) Please make sure the appropriate approach permits have been acquired before requesting an address. This form is available at the county Road Dept/Engineer website at www.mckenziecounty.net, click on Road Dept/Engineer and click on the type of permit you are requesting.

Once these forms are complete, please email everything to:

address@co.mckenzie.nd.us

Requests for addresses will be processed in the order they are received. If there are any comments, questions, or concerns, please do not hesitate to contact me. We appreciate your patience and cooperation with this process for receiving a physical address.

Sincerely,

Bonnie Foster

GIS Coordinator

McKenzie County

bfoster@co.mckenzie.nd.us

(701) 444 - 7417

PHYSICAL ADDRESS REQUEST FORM

Please supply the following information for McKenzie County to provide a physical address. This information will be used by McKenzie County for the purpose of subdivision planning, emergency management, E-911 service and county mapping.

*****Required*****

PLEASE PRINT LEGIBLY AND PLEASE INCLUDE A PLAT AND A VICINITY MAP

Date of Application: _____

Applicant Name: _____

Email Address: _____

Area Code & Telephone #: _____

Name of Property Owner if different from Applicant Name: _____

Subdivision Name: _____

Lot #: _____ Block #: _____ IT # if Applicable: _____

Road Name Providing Property Access: _____

Structure Location on the Road: North _____ South _____ / East _____ West _____

Section: _____ Township: _____ Range: _____

Latitude: _____ Longitude: _____ (Decimal Degrees)

Approach Permit Number _____

Building Purpose: Mark with an “X” and provide number of units, as applicable to this request. If a NEW RESIDENCE, the year the home/business was built.

Business:	_____ # of Units: _____	Year Built if New: _____
Single Family:	_____	Year Built if New: _____
Multi-Family:	_____ # of Units: _____	Year Built if New: _____
Industrial:	_____ # of Units: _____	Year Built if New: _____
RV or Trailer:	_____ # of Units: _____	
Construction Site:	_____	Year Built if New: _____
Oil Site:	_____	Year Built if New: _____
Mobile Home:	_____ # of Units: _____	
Other:	_____ Explain what type: _____	

Each residential multiple family unit, commercial structure unit and separate building at the same physical address, must have a separate unit number (e.g. A, B, etc..., Apartment XXX, or Suite XXX). ****The unit number must be clearly displayed and visible at the Primary entrance to each unit and needs to be 4” in size.****

Return this form to: Email: address@co.mckenzie.nd.us

Or
McKenzie County GIS
201 5th Street NW, Suite 705
Watford City, ND 58854

Date Received: _____

Address Assigned: _____ City: _____ Zip Code: _____

Date Assigned: _____