



# E911 ADDRESSING

## Crow Wing County Enhanced 911 Addressing System

Crow Wing County uses a county-wide **E911 addressing system**. The role of the Enhanced 911 Addressing system is to provide the public with competent, timely and effective emergency and non-emergency public safety service. 911 is the telephone number that provides direct access to police, fire and medical assistance and initiates a coordinated response using this system.

The primary purpose for utilizing the E911 addressing system is for public safety services to locate your property; the use of your address for mail delivery service is a by-product of the E911 system. The proper display of your address number and sign assists emergency responders in quickly locating you when an incident is reported and may reduce response time, save lives and property.

### Proper E911 Sign Locations



#### How do I apply for an E911 address for my property?

You can apply for a new E911 address online at <https://cwc.powerappsportals.us/>. The Crow Wing County Land Services staff will assign your address and install the sign. This address will be used as your E911 number and mail delivery address if you choose to set-up mail delivery services. You can also call or visit the Land Services office and staff will assist you in applying for a new address.

#### When will I receive my address and sign?

When your application is received, it will be reviewed by a land services staff member within two business days. Once reviewed, your new address number will be assigned and sent to your provided contact information. If needed, a staff member will follow-up with you for more information before assigning your new address.

For safety reasons, our staff needs to know where the local underground utilities are before putting your sign in the ground. Our staff will visit your property to determine a good location for your sign and submit a request to Gopher One Locate. Once the local underground utilities have been flagged, the land services staff will return to your property and install your new blue E911 sign. Signs are typically not installed during the winter season between December and March.

#### I live in a City, how do I get an E911 address for my property?

Contact your city clerk for their regulations and requirements for assigning your address and installation of your sign. Please note that fees and procedures for obtaining an E911 address vary by city.

#### What are the costs associated in obtaining an address?

The fee for a new address is \$100.00 which includes installation of post and sign.



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## What if I share a driveway?

Two homes or structures can have addresses on one shared driveway. When a third address is requested at this driveway or entrance, it is required that a new road be created to accommodate the increased number of addresses using that entrance. The shared driveway will be named as a new road and the applicant will be charged a fee of \$300.00 for the installation of new street signs at that intersection, and all of the addresses at that entrance will be re-assigned to the new road.

## Is there a set of rules or standards that govern this process?

The **"Crow Wing County Land Use Ordinance"** sets the standards and policy for addressing and signs. The complete Ordinance can be found online at <https://www.crowwing.gov/331/County-Ordinances>; click "Land Use Ordinance (PDF)."

## Improper E911 Sign Locations



## Who is responsible for maintenance of my sign?

Crow Wing County requests your assistance in making the E911 system work effectively and efficiently. The system relies upon the property owner to maintain their signs once installed. Keep your sign visible at all times and remove vegetation, debris, snow and other obstructions. If your sign is damaged or removed, please contact the Land Services Department for assistance requesting a new sign.

## What else should I know?

- To set up mail delivery, first apply for an E911 address at Land Services. After your address is assigned, contact your local mail delivery service provider to set up mailing services.
- Moving your driveway or changing the entrance point to your property will likely require a new address assignment which would require a new fee and sign to be installed.
- An address does not imply legal access.
- Please contact Land Services and request an address application form and instructions, or this information can also be viewed and obtained online at <https://www.crowwing.gov/212/Addressing>.

## E911 Sign that needs Maintenance

