

	Appraiser's Office
	County Clerk's Office
	Treasurer's Office

Montgomery County, KS
Application for 911 Address

Owner Name _____ Date _____

Current Address _____

Contact Email _____ Phone _____

Quick Ref # for Parcel or PID _____

Date	Department
	Public Works (620-330-1170)
<i>Site Inspection</i>	<i>Public Works determines if a driveway or culvert is required for the property. The driveway is only from the edge of the road to the edge of the property. A culvert allows for water to pass under the driveway.</i>
	Environmental Services (620-330-1190)
<i>Site Inspection</i>	<i>Environmental Services determines the requirement for either a septic system or lagoon system for waste disposal. They can also provide a list of approved contractors.</i>
	911 Mapping (620-330-1212)
<i>Site Inspection</i>	<i>A site plan is needed for the parcel to determine the building location. The 911 address is calculated based on the road, the driveway, and the building. The site plan determines the location of the building on the property. If a site plan is not available, the location can be measured once the foundation is in place.</i>

Upon assignment of the new 911 address, the mapping office notifies the Appraiser's Office, the County Clerk's office, and the Treasurer's office of the updated address. A verification letter can be provided to the owner for local postal service. Updated addresses are provided to the state weekly.

A non-refundable fee of \$75.00 is due to initiate the process of address assignment. Please remit the fee to the GIS Department.

Owner Signature _____ Date Submitted _____

Fee Received _____

***Additional Information – Due to their mobility status, campers cannot be provided a 911 address. Campsites can be provided an address for the parcel location but not for individual parking sites.*