

	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 General Location \_\_\_\_\_

Department
Public Works (620-330-1170)
<i>To calculate the new address, a visible driveway is needed. The driveway is <u>only</u> from the edge of the road to the edge of the property. A culvert allows for water to pass under the driveway. A site visit will occur with the mapping office team. If a driveway is needed, please contact Public Works.</i>
Environmental Services (620-330-1190)
<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>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.*