

## Request for Physical Address Instructions


All fields are required unless otherwise noted. A request will not be processed if there are unfilled fields and will be sent back to the applicant to be completed.

If the email field (optional) is filled out the address assignment letter will be emailed rather than mailed.

The driveway access road refers to the road the driveway originates from.

Bonner County addressing is based on a mileage system by measuring to the 1000<sup>th</sup> of a mile. Because of this it is important that the driveway is clearly marked so that an accurate measurement can be made to assign the address number. Green flagging tape for marking the driveway location can be obtained for free by visiting the Bonner County GIS office. The last name of the applicant should be written on the tape with black marker. Green flagging tape is the preferred method for marking the drive way, but you may mark your driveway in any way that is unique and easily identifiable by our field staff.

Encroachment permits are needed only when the driveway originates from a county owned road. If the driveway originates from a private road an Encroachment Permits is not needed.

To determine the parcel number or the ownership of the road please use the web mapping application found here: <http://maps.bonnercounty.us/apps/public>. Find the road or parcel by navigating to it in the map or by using the search tool found in the right side menus. Once the road or parcel is found use the identify tool  on the feature to get the associated attributes to display. The parcel number is listed as "Pin" and the road ownership is listed as "Owner".

Drawings, maps or photos which may help to aid our field staff in locating the correct location of the driveway are greatly appreciated.

Bonner County makes every effort possible to get addresses assigned in a timely manner. Typical turnaround times on addresses not needing new roads is within 10 days.

The Bonner County Addressing Ordinance can be seen here: [http://bonnercounty.us/wp-content/uploads/Road\\_and\\_Bridge/pdf%20and%20jpg%20files%20/ADDRESSING-ORDINANCE.pdf](http://bonnercounty.us/wp-content/uploads/Road_and_Bridge/pdf%20and%20jpg%20files%20/ADDRESSING-ORDINANCE.pdf)

Please feel free to contact the GIS office at 208-255-3630 ext. 1469 or [gis@bonnercountyid.gov](mailto:gis@bonnercountyid.gov) with any questions related to the addressing process.



# BONNER COUNTY GEOGRAPHIC INFORMATION SYSTEMS

1500 Highway 2 Suite 115 • Sandpoint, ID 83864  
Phone: (208) 255-3630 ext. 1469 • E-mail: [gis@bonnercountyid.gov](mailto:gis@bonnercountyid.gov)

## Request for Physical Address

If you are requesting an address off a Public Right of Way, a Driveway Encroachment Permit will be required from the Road & Bridge Department prior to issuance of an address.

Applicant Name		Date	
Mailing Address:	City:	State:	Zip:
Phone Number		Email (optional)	
Driveway Access Road	<input type="checkbox"/> public <input type="checkbox"/> private		
Parcel Number			
Location/Directions			
How is driveway marked?			
Gate/Lock Combo	<input type="checkbox"/> Encroachment Needed	<input type="checkbox"/> Shared Driveway	

### COUNTY USE ONLY

Driveway Position	+2 / -2	<input type="checkbox"/> Re-address <input type="checkbox"/> Secondary	Old Address	
Assigned Address			Date Entered	_____ <i>Initials</i>
Encroachment ID			Date Entered	_____ <i>Initials</i>
Initial Notification	<input type="checkbox"/> email <input type="checkbox"/> call <input type="checkbox"/> voicemail		Date Notified	_____ <i>Initials</i>
Address Assignment Letter	<input type="checkbox"/> email <input type="checkbox"/> mail		Date Sent	_____ <i>Initials</i>