



Barry County Emergency Services E9-1-1

GIS Department
4011 Main St / P.O. Box 910
Cassville, MO 65625

Phone: (417) 846-4911

Fax: (417) 847-1717

For Office Use Only:

Received By: _____

Date Received:

Zone: _____

ADDRESS REQUEST FORM

REQUEST TYPE: NEW ADDRESS

VERIFY ADDRESS

CORRECTION OF ADDRESS

Applicant:	Property Owner:
Contact Name:	Name / Business Name:
Mailing Address:	Mailing Address:
City, State, Zip:	City, State, Zip:
Contact Phone Number:	Contact Phone Number:
E-mail:	E-mail:

Property Information:	
Parcel Numbers:	Access Street:
Existing Site Address (if any):	Structure Type:
Comments:	Would you like to register a storm shelter?:

Is there anything blocking access to the property? i.e., gates, etc.

Gate Color / Code:

Instructions:

- Complete the Applicant, Property Owner and Property Information sections above.
- Attached a map on aerial imagery base (Google or Apple Maps) with drawings of the approximate access point where the driveway meets the road and the approximate location of the addressable structure or send dropped pins to support@barrycounty911.gov from Google or Apple Maps.

Submittal Requirements:

- Structure location physically marked on the property. (i.e., front door location, corners of structure, etc.)
- Access location where the driveway meets the road physical marked. (i.e., flags, spray paint, metal post, etc.)
- After physical markings are complete, submit this form.

Scan or take a picture and email this form to support@barrycounty911.gov or FAX to 417-847-1717 or drop off a copy at the Barry County E9-1-1 Admin Office Monday – Friday 8AM – 4PM.

Please note that addresses may not be permanent to the structure it is assigned to. Barry County E9-1-1 has the right to change a structures address at any time.

It takes 7-10 business days for an address to be assigned from the date the form is received.

I certify that (I am) (I am authorized to act for) the owner of the property.

I have attached a detailed map / site plan.

I certify that the included information in this application is to the best of my knowledge.

APPLICANT SIGNATURE: _____ DATE: _____

Assigned 9-1-1 Address: _____ DATE: _____

STREET ADDRESSING INFORMATION

- Assignment of an address will be based on the information that is provided by the owner or the owners representative in this application, attached map and on-site physical markings. **IF** access to the structure changes significantly (e.g. a new driveway access is constructed off a new road **or** the access point moves by more than 20 feet) the owner shall request an address correction. **IF** the owner does not request an address correction, Barry County Emergency Services E9-1-1 may correct the address at any given time.
- Private drives / easements may be addressed to an existing adjoining road when they serve no more than two (2) habitable structures. Private drives and easements that server more than two (2) lots or structures will be considered for addressing on a private road, when needed. This would require the existing habitable addressed structures to have their addresses changed to the new private road assigned.
- Access to the property must be allowed for an address to be assigned. If there is a gate prohibiting access, please notify our office with a gate code or other means to access the property.

WHAT QUALIFIES FOR AN ADDRESS

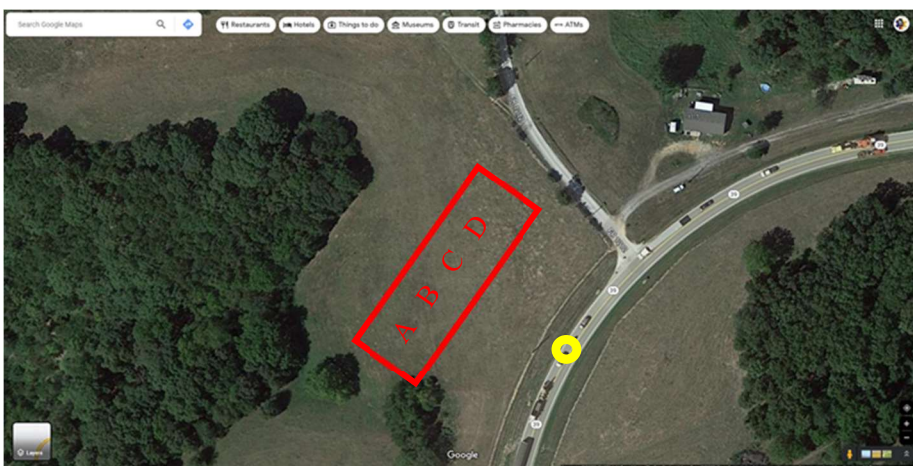
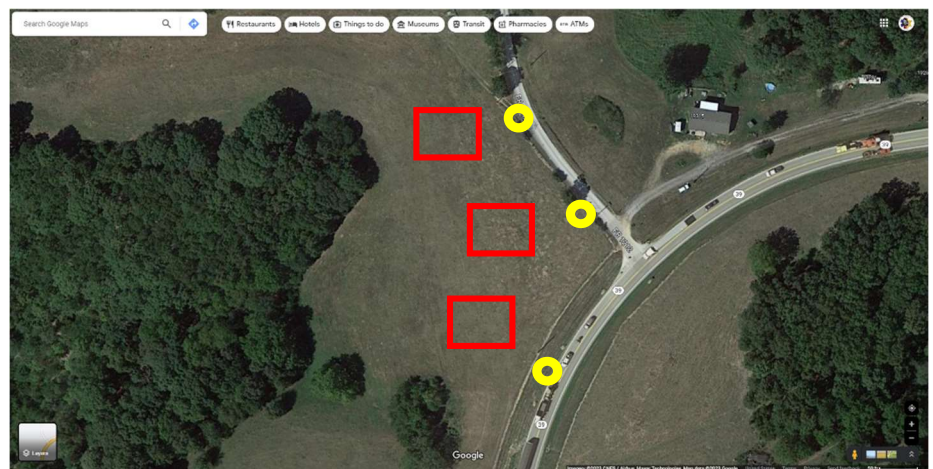
- Habitable Structures (house, apartments, duplexes, mobile homes, Condominiums, etc)
- Mobile Home Park
- Commercial Buildings
- Wireless Towers
 - Vacant lots do **not** qualify for an address.

EXAMPLE STREET ADDRESS SITE PLANS



Simple single address request. The square is indicating the approximate location of the habitable structure. The circle is showing the approximate location of the access point (where the driveway meets the road).

One lot multiple address requests. The squares are indicating the approximate location of the habitable structures. The circles are showing the approximate location of the access points (where the driveway meets the road).



One structure with multiple sub-addresses request. The square is indicating the approximate location of the habitable structure. The circle is showing the approximate location of the access point (where the driveway meets the road). The letters are showing the apartment letters (or numbers). Duplex units receive their own individual addresses.