

KOOCHICHING COUNTY - E911 ADDRESSING PROCESS

1. Property owner or authorized agent obtains application form (and authorized agent form, if needed) from planning/zoning office or county web site.
2. Completed application is returned to county along with payment for sign/post.
3. Property owner or authorized agent places marker for driveway location.
4. GPS waypoint is collected by county personnel.
5. E911 address is assigned with notification letters sent to property owner or authorized agent, post office, and local emergency response agencies.
6. A sign will be ordered with assigned address on it.
7. Property owner/authorized agent will be notified to pick sign up.
8. Property owner/authorized agent installs sign per county provided specifications.

KOOCHICHING COUNTY, MINNESOTA

715 4th Street, International Falls, MN 56649

Phone: (218) 283-1171

Fax: (218) 283-7004

E911 Address Application / Instructions

The Koochiching County E911 Addressing System was developed to provide Enhanced 911 (E911) Services to our residents. An E911 physical address is used by emergency service organizations to quickly locate your residence in an emergency and depending on the postal service in your area, may be also used as a mailing address.

1. Incomplete applications will be returned to the applicant(s).
2. Any associated fee set by the county must accompany the application or it will be considered incomplete.
3. Applicant(s) must own the property. If someone other than you, the landowner, is going to apply for the permit, you must complete an "Authorized Agent" form giving that party permission to do so and the form must be presented to our office by your agent when s/he applies for the permit.
4. Accurate tax parcel number(s) must be given with your application. Tax parcel numbers are shown on your property tax statement or you can call the Auditor/Treasurer's Office at 283-1112 to obtain your tax parcel number.
5. If your property is newly created by subdivision, your deed **must be recorded before** applying for an E911 address. It must be recorded so that a tax parcel number can be assigned to your property; your application can be processed, and your new E911 address properly assigned to the correct tax parcel number so the E911 system functions properly.
6. Provide detailed, written directions on how to reach your driveway from the nearest municipality and provide an adjacent property's E911 address and the direction your driveway is from it. Doing so will allow us to properly locate your driveway and insure your new E911 address blue blade will be accurately placed.
7. If you are installing a new approach to your property off of a state, county, township or municipal road, you need to contact the appropriate road authority to obtain approval for the approach prior to applying for an address.

8. When you have completed the application, mail, fax or deliver it in person to: **Koochiching County, E911 Addressing, 715 4th Street, International Falls, MN 56649. Fax Number: (218) 283-7004**
9. When you receive your address application, you will need to **mark your driveway location** (with the wooden lathe you will receive if you apply in person or a properly labeled stake or post if you apply by mail) to allow the location of your driveway. This location is used to provide GPS coordinates for E911 services. **Your address will not be assigned until construction of your driveway approach is complete.**
10. It can take up to two weeks to process your new address, once the address has been assigned you will be mailed an official address notification. Please plan ahead.
11. The U.S. Postal Service, utility and telephone company's are notified that you have a new address, but we encourage you to also notify them as soon as possible.
12. Please contact your local post office for mailbox placement instructions.
13. It generally takes 4-6 weeks after your new address has been assigned for the actual E911 post and E911 sign to be ready for pick up. It is your responsibility to install, maintain and keep the sign in good repair.
14. **Note:** If you move the driveway location **after** the E911 number is assigned, you **must** apply for a new E911 number.
15. You **cannot** move the blue E911 sign to a new location. These numbers are assigned GPS coordinates so moving the sign voids the accuracy of these records, is a violation of the E911 Ordinance, and will not allow emergency services to find your property in the event of an emergency.

**IF YOU HAVE QUESTIONS REGARDING THIS FORM OR E911 LOCATABLE ADDRESSING
PLEASE CONTACT:**

JACI NAGLE, IS DATA MANAGER
715 4TH STREET, INTERNATIONAL FALLS, MN 56649
VOICE: (218) 283-1171 FAX: (218) 283-7004
EMAIL: jaci.nagle@co.koochiching.mn.us

KOOCHICHING COUNTY, MINNESOTA

715 4th Street, International Falls, MN 56649

Phone: (218) 283-1171

Fax: (218) 238-7004

E911 Address Application

Owner Name(s): _____

Date: _____

Agent Name(s): _____

(Attach completed "Authorized Agent Form.")

Mailing Address:

Phone: _____

Alternate Phone: _____

Tax Parcel Number(s): ____ • ____ • ____ (Ten digit number)

Township: ____ **Range:** ____ **Section:** ____

Plat: _____

Block: _____ **Lot:** _____

Will you share a driveway? If YES, what is the E911 Address of shared drive: _____

Directions to driveway from nearest municipality:

(Big Falls, Int'l Falls, Littlefork, Mizpah, Northome, Ranier)

*** The applicant is responsible for securing any local, state, or federal permits that may be required.

AGREEMENT: The applicant or agent hereby makes application for an E911 address agreeing to do all such work in accordance with all Koochiching County Ordinances. Applicant or agent agrees that application and other attachments submitted herewith are true and accurate and furthermore grants permission to Koochiching County staff and/or their appointee(s) to come on to the property for the purpose of establishing a waypoint.

Signature of owner(s) or agent(s): _____

Date: _____

For County Use Only

Date Application Received: _____

Date Collected: _____ Time Collected: _____ ESZ: _____

GPS Coordinates Easting: _____ Northing: _____

Addressed Assigned: _____ City: _____ Zip Code: _____

KOOCHICHING COUNTY, MINNESOTA

715 4th Street, International Falls, MN 56649

Phone: (218) 283-1171

Fax: (218) 283-7004

AUTHORIZED AGENT FORM FOR E911 ADDRESS APPLICATION

I (we), _____ hereby authorize _____ to act
as my (our) agent on applying for a E911 Physical Address on my property located at:

Tax Parcel Number: ____ • ____ • ____

Township: ____ Range: ____ Section: ____ Township Name: _____

Plat: _____ Block: _____ Lot: _____

Restrictions or Conditions:

Property Owner(s) Signature(s)

Date

Agent(s) Signature(s)

Date

IF YOU HAVE QUESTIONS REGARDING THIS FORM OR E911 LOCATABLE ADDRESSING PLEASE CONTACT:

JACI NAGLE, IS DATA MANAGER

715 4TH STREET, INTERNATIONAL FALLS, MN 56649

VOICE: (218) 283-1171 FAX: (218) 283-7004

EMAIL: jaci.nagle@co.koochiching.mn.us

REGULAR MEETING OF THE KOOCHICHING COUNTY BOARD OF
COMMISSIONERS

Held on Tuesday, May 20, 2008; 10:10 a.m.

MEMBERS PRESENT: Commissioners Pavleck, Hanson, Adee, Lepper, Briggs

MEMBERS ABSENT: None

OTHERS IN ATTENDANCE: Terry Glowack, Richard Lehtinen, Dennis Hummitzsch, Adam Coe, Doug Grindall, Jaci Nagle, Ed Oerichbauer, Mike Fairchild, Tom O"Connell, Einar Sundin, Arden Barnes; Reporter Lisa Kaczke

2008/05-32 Motion by Lepper, seconded by Adee accepting the recommendation of the E911 Rural Addressing Committee for the administrative process and \$100 application fee for assigning a rural address and erecting a 911 sign for new property development or other property requests outside the Phase I Project. Further, directing the Coordinator to establish an account for revenues and expenditures for the 911 Rural Address Program. Voting yes: Pavleck, Hanson, Adee, Lepper, Briggs. Motion carried.

ORDINANCE NO. 24

The county board of Koochiching County ordains the KOOCHICHING COUNTY RURAL ADDRESSING ORDINANCE

SECTION 1 PURPOSE, AND STATUTORY AUTHORIZATION.

To provide a system by which all primary structures located outside of the incorporated limits of municipalities will be assigned an address, and all owners of primary structures are required to post the assigned address in specific locations in accordance with standards set forth in this ordinance. The purpose of this address system is to promote the public health, safety and general welfare and is intended to further the implementation of the Emergency Telephone Services Act, Minnesota Statute(s) §§145A.05; 145A.10 subd.7; and, 403.07.

1.1 Policies

It is hereby the policy of the Koochiching County Board that:

- a. The Rural Addressing Ordinance, hereafter referred to as "this Ordinance" shall be used for the naming and numbering of all roads and structures within the unorganized areas of Koochiching County.
- b. All persons, firms, corporations, and other legal entities constructing new structures or locating or relocating mobile homes in unincorporated areas of Koochiching County, shall obtain an address notification form or serial number, duly issued by the office of the Koochiching County Zoning Department.
- c. No utility company operating in Koochiching County, shall furnish its utility services to any new structure or manufactured home, including a stick-built residence or manufactured home that is moved from one location to another in an unincorporated area, until it has been issued a valid address by the Zoning Department.

SECTION 2 TITLE

As provided by Minnesota Statutes, the County Board of Koochiching County hereby ordains the Koochiching County Rural Addressing Ordinance.

SECTION 3 DEFINITIONS

Unless specifically defined below, words or phrases used in this Ordinance shall be interpreted so as to give them the same meaning as they have in common usage and to facilitate the most reasonable application of the Ordinance.

3.1 Address.

The number for each primary structure as assigned by the E911 Coordinator or the person designated by the Sheriff.

3.2 Approved Signpost.

A minimum of 8-foot long, 1.12 pound-per-foot galvanized steel, U-channel post or such other signpost as is approved by the County Engineer as complying with applicable state and federal regulations, permanently affixed in the ground and used solely to display the address. A minimum of 3 feet of each post will be below ground and at least 5 feet displayed above the ground.

3.3 County.

Koochiching County, Minnesota.

3.4 County Engineer.

The Registered Professional Engineer employed by the County unless otherwise stated.

3.5 County Surveyor.

A registered professional surveyor hired by the County.

3.6 Developer.

Any person proceeding to effect a subdivision, plat, or any other improvement upon land owned by themselves or another, for the purpose of increased residential construction.

3.7 Driveway.

A private road serving a primary structure or a private road serving more than one primary structure.

3.8 Emergency Address Sign.

White 6 inch letters on a blue reflector (High Intensity Prismatic), back to back on one 18 inch by 9 inch sign blank, bolted to the Approved Signpost on one end.

3.9 Emergency Services Agency, Public or Private.

Any agency providing police, fire, rescue, or emergency medical services; whose service area boundaries are established by Minnesota Statute or the Commissioner of Public Safety, and which is dispatched through the City of International Falls / Koochiching County Sheriff's Office.

3.10 Emergency Service Area or Zone (ESN).

The area included within the boundaries of a specified area served by a public or private emergency services agency(ies).

3.11 Entity.

Something that exists as a particular and discrete unit: an organization (as a business or governmental unit) that has an identity separate from those of its members.

3.12 Incorporated Governmental Entity.

The body having authority over subdivision platting and other land division within their extra territorial jurisdiction.

3.13 Master Street Addressing guide (MSAG).

An official listing maintained by the Sheriff and/or his appointee depicting names and address ranges of all roads on the Official County Map.

3.14 Official County Map.

The County map maintained by the County, which depicts all public roads.

3.15 Pedestrian Way.

A public right-of-way across or within a block to be used by pedestrians.

3.16 Person.

Any individual, firm, association, syndicate or partnership, corporation, trust, or any other legal entity.

3.17 Planning and Zoning Office.

The department in Koochiching County charged with the responsibility of land use administration and comprehensive planning.

3.18 Primary Structure.

A building in which the principal use on the parcel is conducted. A habitable dwelling.

3.19 Right-of-Way.

The land covered by a public road or other land dedicated for public use or for certain private use such as land over which a power line passes.

3.20 Site(s).

Any designated area within a campground, RV Park or resort used for the purpose of permanent or temporary camping.

3.21 Street Name Sign.

The road number signs giving the identified E911 name and/or number for each road.

3.22 Structure.

Any building, mobile home, residence or physical point (i.e. bridge, telephone booth, tower, etc.), which is addressed for the purpose of location in emergency situations.

3.23 Utilities.

Shall refer to all utility services providers, whether the same be government owned facilities or furnished by private utility companies.

SECTION 4 IMPLEMENTATION

4.1 Administration

The Rural Addressing Ordinance of Koochiching County shall be administered by the Koochiching County Board of Commissioners primarily through the Zoning Department in conjunction with other designated county departments as assigned by the County Board.

4.2 Official Map.

The County Board shall adopt an Official Road Map which documents the assigned names or numbers for all roads within the unincorporated area of the County of Koochiching.

Said map may be divided into townships, subdivisions, or other units each separately identified as a portion of the Official Map.

4.3 Compliance.

a. All persons, firms, corporations, and other legal entities constructing new structures or locating or relocating mobile homes in unincorporated areas of Koochiching County, shall obtain a E911 address application form, duly issued by the Koochiching County Zoning and Environmental Services Office. Coordinates shall be verified and addresses issued by the E911 Coordinator or appointee as part of the Construction Permit issuance process when application is made to locate a new residence or other commercial venture within Koochiching County.

b. No utility company operating in Koochiching County, shall furnish its utility services to any new structure or manufactured home, including a stick-built residence or manufactured home that is moved from one location to another in an unincorporated area, until it has been issued a valid address by the E911 Coordinator.

c. When a new Subdivision Plat is recorded or whenever a new road is established by other means it shall be the responsibility of the sub divider or individual petitioning to establish the road to provide a E911 sign which conforms to the standards in Section 5 of this ordinance.

d. If any entity chooses to erect road naming or numbering signs, the signs shall comply with the design and placement specifications contained in Sections 5 & 6 of this ordinance. All roads within the entity or other governmental entity must be signed.

4.4 Existing Street Names.

Existing subdivisions with interior roadways, names of which are recorded on the original subdivision plat in the Koochiching County Land Record Office, are accepted as is unless changed by resolution of the Koochiching County Board.

4.5 Fees

Fees to cover items addressed in this Ordinance may be established by resolution of the County Board.

SECTION 5 KOOCHICHING COUNTY EMERGENCY ROAD AND HOUSE SIGN

SPECIFICATIONS

The Koochiching County Sheriff's Office shall update and maintain the official specifications including design, placement and replacement standards. These specifications shall be available from the Koochiching County Zoning Department upon request.

SECTION 6 ROAD SIGNS

6.1 Road Sign Maintenance.

An Unincorporated or Incorporated Governmental Entity whose addressing is maintained by the County, but chooses to assume responsibility for erecting their own road signs, shall first receive approval from the County Zoning Department to ensure compliance with this ordinance.

6.2 Road Sign Installation.

The County shall be responsible for the initial placement and installation of signs that are in compliance with this ordinance. This may be a multi-phased process with the initial phase as outlined:

- a. For the purpose of E911 signage within Koochiching County, Phase I parcels that will receive signage are described as follows:

All habitable dwellings on maintained roads as determined by a combination of criteria including, but not limited to, the property classification within the county property tax system, building value, county staff knowledge of the property and/or roadway accessing the property including all exempt properties and excluding seasonal recreation, properties off maintained roads and island properties.

Property Classification list includes the following class codes for preliminary inclusion, as recommended by the County Assessor:

101, 102, 103, 109, 115, 151, 200, 201, 202, 203, 205, 206, 221, 232, 233, 234, 235, 236, 237, 238, 243, 244, 256, 265, 270, 395 and 454

- b. The sign shall be a minimum of 15 feet and a maximum of 30 feet perpendicular from the driveway depending upon visibility and safety. The sign will also be consistent with other E911 signs in the area as approved by the County Engineer and/or Sheriff.

6.3 Road Sign Cost.

The cost of installation for signs on new roads, resulting from a plat or subdivision or from any other new residential development within any unorganized areas of the County, shall be the sole responsibility of the Developer requiring the construction of such roads.

SECTION 7 EMERGENCY ADDRESS SIGNS FOR RESIDENTIAL STRUCTURES

7.1 Emergency Address Signs - Installation Compliance.

An Entity that chooses to assume the responsibility for the installation of Emergency Address Signs shall first receive approval from the County Zoning Department to ensure compliance with this ordinance.

7.2 Emergency Address Signs – Initial Installation and Maintenance Costs

Initial installation and costs of the signs in phase 1 shall be performed by the County. The cost for any additional signs and ongoing maintenance is the responsibility of the property owner. Sign shall be maintained in good condition at all times. Address applications for new construction or previously un-addressed property shall include a fee which covers trip charges for GPS work, assignment of address, and installation of emergency address signs.

SECTION 8 - SEVERABILITY CLAUSE

If any section or portion of this ordinance shall be found unconstitutional or otherwise invalid or unenforceable by a court of competent jurisdiction, that finding shall not serve to invalidate or affect the validity or ability to enforce any other section or provision of this ordinance.

SECTION 9 – COMPLIANCE AND ENFORCEMENT

Any person who violates any of the provisions of this ordinance, or who fails or refuses to comply with the provisions of this ordinance shall be guilty of a misdemeanor. In addition, nothing in this Ordinance limits Koochiching County from seeking criminal prosecution under Minnesota Statutes for violations of other statutes, rules or ordinances.

SECTION 10 - EFFECTIVE DATE

This ordinance shall become effective upon its passage and publication according to law.

Adopted this 8th day of April, 2008.

Chairperson, Koochiching County
Board of Commissioners

Attest: _____
County Coordinator, Koochiching County