



# Hickman County Emergency 911

119 N. Central Ave. Centerville, TN

Office: 931-729-2259 / Fax: 931-729-2241



## 911 Address Application

### **ALL STEPS BELOW MUST BE COMPLETED BEFORE PROPERTY ADDRESS WILL BE GIVEN**

- 1.The driveway must be completed/drivable, from the roadway to the building site.
- 2.Post a temporary sign with applicants last name at the beginning of the driveway.
- 3.Mark the corners of the structure, (wooden post or flags) this will also help with the perk test.
- 4.Perk test or waiver must be completed and included with application to obtain a property address.
- 5.Fill out the address application and private road/new construction forms.

(The new construction/private road form is a requirement)

**All may be sent to [E911@bellsouth.net](mailto:E911@bellsouth.net)**

**\*\*The following needs to be included with the application before property address can be given\*\***

**- Site plans, drawings or subdivision plats, Septic permit, Building permit. -**

**Application process can take our office up to (7) business days to assign the address. The time frame will begin when our office has all completed paperwork. The reason for marking the property is to verify the correct property to be assigned. The property address will use exact GPS coordinates, therefore access to the building site is necessary.**

### **THE REASON FOR THE 911 ADDRESS. Helping First Responders Help You.**

Date of Application: \_\_\_\_\_

Contact information of person requesting address: Name: \_\_\_\_\_

Daytime Phone#: \_\_\_\_\_ Alternate Phone#: \_\_\_\_\_ Fax#: \_\_\_\_\_

E-mail: \_\_\_\_\_

Current address: \_\_\_\_\_

Street name of property to be addressed: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot #: \_\_\_\_\_

Map: \_\_\_\_\_ Group: \_\_\_\_\_ Parcel: \_\_\_\_\_

#### **Please give directions to the property:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List addresses near property: Left: \_\_\_\_\_ Right: \_\_\_\_\_ Across: \_\_\_\_\_

Latitude/Longitude of driveway if known \_\_\_\_\_//\_\_\_\_\_

Latitude/Longitude center of structure: \_\_\_\_\_//\_\_\_\_\_

**\*\*AFTER THE ABOVE STEPS HAVE BEEN COMPLETED CALL OR EMAIL FOR STAFF TO COME OUT TO ASSIGN THE ADDRESS. \*\***



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**\* OFFICAL USE ONLY DO NOT WRITE BELOW THIS LINE\***

ADDRESS ASSIGNED TO PROPERTY: \_\_\_\_\_

Name of person at this location: \_\_\_\_\_

Date/Person receiving application: \_\_\_\_\_

Latitude/Longitude of driveway: \_\_\_\_\_//\_\_\_\_\_

ESN: \_\_\_\_\_ Inside City Limits of: \_\_\_\_\_

Assigned by: \_\_\_\_\_ How Notified: \_\_\_\_\_ Date: \_\_\_\_\_



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### Acknowledgement

**Please sign and date after reading the City and County Acknowledgement. This signature is a requirement to complete the application process.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print name below to show all is completed:**

**1: Road/Street Name:** \_\_\_\_\_

**2: Mark Driveway:** \_\_\_\_\_

**3: Post Numbers After they are given:** \_\_\_\_\_

- **The 911 Office has 7 working days when all completed paperwork is turned in -**

## ○ Information /Contacts

**1: Gary Reeves/Septic Permit- (931)982-4207**

**2: Planning and Zoning /building permits: (931)729-5534**

**3: City Hall/City Water /Sewer – (931)729-4246**

**4: MLEC/Electric – (931)729-3558**

**5: Dickson Electric- (615)446-9051**

**6: Bon Aqua/Lyles Utility- (931)670-3957**

**7: Property Assessor – (931)729-2169**

**8: Highway Department – (931)729-2482**

## INFORMATIVE PAGE

### Hickman County E911 Private Road/New Construction

This information page explains the rules and regulations for The Town of Centerville city limits and county 911 addressing. Please read, then sign the signature page stating that you have full understanding.

I understand that the property being addressed is located on a private road / street, that is not maintained by the City or County Road Commissions. I understand that the property owner is responsible for the maintenance of the private road/street and the purchase, installment and maintenance of the blue street/road sign.

I understand that it will be my responsibility to mark my property at the end of my driveway with the minimum size of 3-inch address numbers.

I understand that if I live on a private road/street and do not have a mailbox at the end of my driveway, I am responsible for marking my new dwelling and that it is visible from the roadway.

I understand that the 911 addressing office must be notified when any new construction or roads are added in a subdivision.

I understand that at any time if more than two dwellings are built off the same driveway a private road will have to be established and the above rules will apply.

I understand that at any time my 911 address is subject to change.